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Approved by the Council

Meeting No. 460<sup>th</sup>

Date 13/06/2012

**UNIVERSITY OF COLOMBO  
INSTITUTE OF HUMAN RESOURCE ADVANCEMENT**

**DIPLOMA IN TAMIL AS AN ADDITIONAL LANGUAGE**

By-Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No 16 of 1978 and its subsequent amendments.

**BY - LAWS**

1. These By-Laws may be cited as the Diploma in Tamil as An Additional Language By-Laws No 14 of 2012

**PART I - GENERAL**

2. Subject to these By-Laws, a student will be awarded the Diploma in Tamil as An Additional Language (hereinafter referred as 'Diploma in Tamil'), of the University of Colombo (hereinafter referred as 'University'), if s/he
- has been admitted to the Institute of Human Resource Advancement, University of Colombo (hereinafter referred to as the 'Institute') as a student under the Institute of Human Resource Advancement Ordinance;
  - has been a duly registered student of the Institute for the period prescribed for program of study leading to the Diploma in Tamil as An Additional Language and his registration continues to be in force;
  - has been selected to follow a course of study leading to the 'Diploma in Tamil as An Additional Language' on being admitted as permitted by the Admission Criteria described in these By-Laws;
  - has completed to the satisfaction of the Director of the Institute of Human Resource Management (hereinafter referred to as the 'Director') and the Vice-Chancellor of the university of Colombo, the courses of study for each of the examinations leading to the final examination for the Diploma in Tamil as An Additional Language prescribed by these By-Laws and the Regulations and Rules made by the University in respect of each of the examinations leading to the said Diploma in Tamil as An Additional Language;
  - has passed all the examinations leading to the Diploma in Tamil as An Additional Language;
  - has paid such fees as may have been prescribed by the Institute and any other dues payable by her/ him to the Institute; and
  - has fulfilled all other conditions and requirements as may have been prescribed by these By-Laws and the Regulations and the Rules of the University.
3. There will be an Academic Coordinator (hereinafter referred to as the 'Coordinator'), appointed by the Director on the recommendation by the relevant Board of Study (hereinafter referred to as the 'Board') and the Academic Syndicate of the Institute (hereinafter referred to as the 'Syndicate'). It shall be the duty of the Coordinator to ensure the smooth conduct of the program. S/he shall discharge his/ her functions under the direction and supervision of the Director and s/he shall be responsible to the Director for the due discharge of the functions. S/he shall get the approval of the Director relating to the academic matters relevant to the

Diploma in Tamil as An Additional Language. The Director shall, wherever appropriate, place such matters before the Board for its approval.

4. Applications to be considered for registration for the Diploma in Tamil as An Additional Language program shall be invited by notice in the public media including websites. A person who wishes to become a candidate for the Diploma in Tamil as An Additional Language program shall make an application with any prescribed payment. The application has to be on the prescribed form or any appropriate electronic-form providing the information as s/he may be required to submit. Web-based electronic submission is also accepted.
5. Applications received shall be referred to the Coordinator of the program. The Coordinator, having examined the applications for necessary basic qualifications, shall make necessary arrangements for the candidates who have basic requirements for placement and/ or registration. The candidates to be enrolled shall be recommended by the Director to the Syndicate for approval, and the Registrar of the Institute. (herein after referred to as the 'Registrar') shall be responsible to follow up this action. On acceptance by the institute a person shall forthwith register as a student of the Institute/ University upon payment of the prescribed fees. Payment by electronic methods is also accepted.
6. The minimum period of registration for the Diploma in Tamil as An Additional Language program shall be two academic years or four hundred and fifty (450) interactive hours as determined by the Institute. The period of registration shall be counted from the date of commencement of the program.
7. A student who is accepted as a candidate for the Diploma in Tamil as An Additional Language program shall devote his/ her time to his/ her studies at the Institute and attend at, participate and take part in 80% of interactive sessions as prescribed by the Institute. Interactive sessions could be in a class room environment and / or through electronic media.
8. No student shall keep away from interactive sessions or withdraw from examination without prior written approval from the Institute. Any student who breaches this provision will be debarred from entering an examination, final and/ or in-course.
9. The registration for the Diploma in Tamil as An Additional Language shall be deemed to have lapsed at the expiry of its period of validity. The candidate whose registration has so lapsed may renew his/ her registration for a further period, after making any prescribed payment by the student, provided that s/he is considered eligible for such registration by the Institute. However, no registration shall be renewed after the expiry of two academic years from the end of the first year of registration or such further period as may be decided by the Senate on the recommendation of the Syndicate. Any such candidate shall be required to seek registration for the Diploma in Tamil as An Additional Language program afresh if s/he failed to obtain the Diploma in Tamil as An Additional Language even after the expiry of the permitted period of registration, in competition with new applicants, under rules in force at the time of seeking such fresh registration.
10. Notwithstanding anything stated to the contrary, the Institute shall have the right to cancel the registration of a candidate at any time for cause assigned.
11. The Diploma in Tamil as An Additional Language shall consist of program prescribed by these By-Laws, Regulations and Rules of the University.
12. The subjects, the number of examination papers, the structure of each paper, program of study, syllabus in each subject and the structure of examination leading to the Diploma in Tamil as An Additional Language shall be those set out in the Schedule to these By-Laws (Schedule 1).

13. The Senate shall have the authority on the recommendation of the Syndicate, to amend, add to, vary and repeal the subjects, number of papers, the structure of each paper, program of study and syllabus set out in the Schedule 1 by regulations passed for the purpose relating to any of the examinations leading to the Diploma in Tamil as An Additional Language. Due notice shall be given to the students of any such amendments, changes or additions.

14. The eligibility to apply for admission as a student to the Diploma in Tamil as An Additional Language of the Institute rests on the following Category:

a. applicants with Basic and/ or Intermediate course in Diploma in Tamil as An Additional Language may be considered for the admission to the Intermediate course and / or Diploma in Tamil as An Additional Language as the case may be.

I The applicants for the Basic Course do not need any knowledge of Tamil Language, but they need sufficient knowledge in Sinhala Language, as the Diploma in Tamil as An Additional Language has a main component of Tamil/Sinhala/English translations.

II The applicants with the sufficient Knowledge for the Intermediate course or Higher course should sit for a selection examination and reached the required level decided by the Institute.

b. Applicant should be 17 years old and above Minimum age shall be decided by the relevant Board of Study of the IHRA to be on the closing date of application

15. Unless the Senate otherwise decides on the recommendation of the Syndicate, each of the examinations leading to the Diploma in Tamil as An Additional Language shall be held once for each batch of students on the completion of the relevant program of study. A student shall not be permitted to take an examination unless the Director of the Institute shall have certified that s/he has completed the program of study for the examination by attending such proportions of interactive sessions/ contact hours, assignments, and other forms of instructions in the subject matter of each paper for that examination as may be prescribed by the Senate of the University.

16. The examinations prescribed by these By-Laws shall be conducted by a Board of Examiners appointed by the Council of the University on the recommendation of the Senate and the Syndicate.

The Board of Examiners,

a). shall have the power, if the Senate has so decided on the recommendation of the Syndicate, to test any candidate in writing and/ or orally or to adopt any other forms of evaluation,

and

b) may take in to consideration the tutorials, assignments, classroom presentations, practical courses/ field work done during any course of study by each student and prescribed for any of the examinations.

17. A candidate shall present him/ herself for each examination leading to the Diploma in Tamil as An Additional Language on the first occasion on which the examination is held after the completion of the program of study for that examination. However, that it shall be within the power of the Senate, on the recommendation of the Syndicate, to permit any student to sit on a subsequent

occasion if s/he has been prevented from sitting the examination due to illness or any other reasonable cause.

- 18. A candidate shall be deemed to have sat the scheduled examinations after the completion of the program of study irrespective of the fact whether s/he has actually sat or not, unless the Senate is satisfied that s/he has been prevented from sitting the examination due to illness or any other reasonable cause.
- 19. A candidate who fails to complete any of the Parts of the Diploma in Tamil as An Additional Language examination in the first attempt shall be eligible to re-sit that examination, as the case may be, on the next two (02) consecutive occasions.
- 20. No candidate may forgo an attempt unless s/he is exempted by the Senate on the recommendation of the Syndicate on medical or other grounds. If however, a candidate forgoes a chance without the permission of the Senate that chance too will be considered as an attempt exhausted.
- 21. No candidate shall be considered to have passed the Diploma in Tamil as An Additional Language Examination unless s/he has passed the Examinations as prescribed by these By-Laws and any other regulations and Rules made by the University.

**PART II - EXAMINATION**

**22. Scheme of Examination**

22.1 The Diploma in Tamil as An Additional Language Examination shall consist of such number of examination papers and oral test as prescribed in Schedule 1. Each examination paper shall be of such duration as decided by the Board and Syndicate.

Topics of courses and their arrangement of this Diploma in Tamil as An Additional Language is given in Schedule 1. The number of examination papers, number of credits, the titles of the courses and credit allocation of this program may be amended or varied by the Senate on the recommendation of the Syndicate.

22.2 The maximum marks awarded for each of the above examination shall be 100% and the final marks will be allocated as follows:

Basic Course	04 Assessments	10%
	Written Examination	35%
	Oral Examination	55%
	Total	<u>100%</u>
Intermediate Course	04 Assessments	10%
	Written Examination	55%
	Oral Examination	35%
	Total	<u>100%</u>
Higher Course	04 Assessments	10%
	Written Examination	65%
	Oral Examination	25%
	Total	<u>100%</u>

at the end of each course student will be shall be evaluated as follows:

- 1. Basic Course - 03 Take Home Assignments and 01 Revision Test.  
Written Examination - 03 hours based on Text Book in the syllabus  
Oral Test - 15 minutes per candidate
- 2. Intermediate Course - 03 Take Home Assignments and 01 Revision Test  
Written Examination -  
Paper I - 03 hours based on Text Book in the syllabus  
Paper II - 03 hours based on unseen texts  
Oral Test - 15 minutes per candidate.
- 3. Higher Course - 03 Take Home Assignments and 01 Revision Test  
Written Examination -  
Paper I - 03 hours based on Text Book in the syllabus  
Paper II - 03 hours based on unseen texts  
Oral Test - 15 minutes per candidate.

Those who are successfully completed Basic Course shall proceed to Intermediate Course likewise.

**23. Determination of Results**

**23.1 Grades:**

A candidate's performance in each paper shall be graded according to the following criteria:

75% - 100%	-	A
60% - 74%	-	B
40% - 59%	-	C
0% - 39%	-	W

A student shall be eligible to two (02) repeat attempts

**23.2 Pass Mark.**

The Pass Mark in each paper and oral test shall be 40% and above.

**23.3 Pass**

A candidate shall be deemed to have passed the Diploma in Tamil as An Additional Language Examination if -

- a) s/he has passed the Final Examinations, consists of written and oral components of three (03) courses (Basic, Intermediate and Higher).

**23.4 Conditions for completion of the examination**

A candidate who has not passed at the first sitting shall be allowed to repeat on two subsequent attempts within the next two academic years, the whole examination or as the case may be.

**23.5** Any student who does not obtain a pass at the Basic/ Intermediate/ Diploma in Tam as An Additional Language Examination within Four (04) Academic Years from the date on which s/he was first registered as Diploma in Tamil as an Additional Language

student shall cease to be a student of the Institute unless the Senate of the University decided otherwise on a recommendation of the Syndicate.

### 23.6 Merit Pass and Distinction

**Merit Pass** may be awarded to a candidate who satisfies the following minimum conditions

an overall score of 60% - 74%

**Distinction Pass** may be awarded to a candidate who satisfies the following minimum Conditions:

an overall of 75% - 100%

### 24. Certificates

- I Certificate in Basic Tamil as an Additional Language will be awarded to the Student who successfully completed the Basic course in Tamil as an Additional Language.
- II Certificate in Intermediate Tamil as an Additional Language will be awarded to the Student who successfully completed the Intermediate course in Tamil as an Additional Language.
- III Diploma in Tamil as an Additional Language will be awarded to the Student who successfully completed the Higher course in Tamil as an Additional Language. The Diploma in Tamil certificate shall indicate that Basic Course and Intermediate Course are components of the Diploma in Tamil as an Additional Language.

25. The 'Diploma in Tamil as an Additional Language' is abbreviated as 'DTAL'.

26. The Vice-Chancellor of the University shall have the authority, in consultation of the Director of the Institute, to take such action or give such direction not inconsistent with the principles underlying the provisions of these By-Laws, as appears to him/ her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws.

27. Any question regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

## PART III - INTERPRETATION

Unless the context otherwise requires, in these By-Laws:

- a. 'University' means the University of Colombo established under the Universities Act No. 16 of 1978 as amended.
- b. 'Council' means the Council of the University of Colombo constituted by Act. No. 16 of 1978 as amended.
- c. 'Senate' means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978 as amended.

- d. 'Institute' means the Institute of Human Resource Advancement established under the Ordinance No 1 of 2006 for the Institute of Workers' Education established under the Ordinance No 11 of 1979 made by University Grants Commission.
- e. 'Director' means the Director, Acting Director of the Institute or any other Officer authorized by the University to perform the duties of the Office of the Director of the Institute.
- f. 'Registrar' means the Registrar, Acting Registrar, Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to perform the duties of the Office of the Registrar for the Institute.
- g. 'Syndicate' means the Academic Syndicate of the Institute.
- h. 'Board' means the 'relevant Board of Study' of the Institute.

28. **Schedule 1 - 09 Course Units 30 Credits**

**Basic Course**

Course Code	Course Units	Credits
TAL 01	Sounds and Characters	02
TAL 02	Listening & Speech I	05
TAL 03	Reading & Writing I	03
<b>Basic Course Certificate</b>		<b>150 h</b>

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**Duration** : 8 months (Interactive Session 7 ½ months)

**Intermediate Course**

Course Code	Course Units	Credits
TAL 04	Reading & Writing II	05
TAL 05	Listening & Speech II	03
TAL 06	Translation - Tamil and Sinhala	02
<b>Intermediate Course Certificate</b>		<b>150 h</b>

**Duration** : 8 months (Interactive Session 7 ½ months)

**Higher Course**

Course Code	Course Units	Credits
TAL 07	Reading & Writing III	02
TAL 08	Literature	03
TAL 09	Translation - Tamil, Sinhala and English	05
<b>Diploma in Tamil - As an Additional Language - DTAL (Two Year Diploma)</b>		<b>150 h</b>

**Duration** : 8 months (Interactive Session 7 ½ months)

END.

இலங்கை மனிதவள மேம்பாடு  
Institute of Human Resource Adv  
கொழும்பு பல்கலை  
University of Col  
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275 Bauddhaloka Mawatha, Colomb

May 30, 2013

Assistant Registrar,  
Academic and Publications  
University of Colombo

**Amended By – Laws – Diploma in Tamil as an Additional Language Programme**

I sent herewith an extract of Amended By - Laws on Diploma in Tamil as an Additional Language Programme, enabling you to place at the meeting of Legislation Committee.

I shall be thankful to you, if priority is given to this.

Yours sincerely,



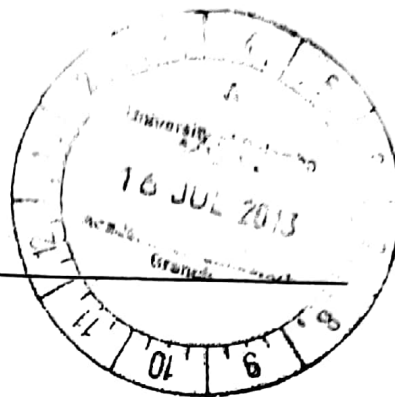
S Sathiyaseelan  
Deputy Registrar



AP



UNIVERSITY OF COLOMBO  
REGISTRAR'S OFFICE



My No.: PA/R/CD 473/2013

Council Meeting No. : 473

Council Minute No.: 473.04.02

Assistant Registrar/Ac. & Publications

An abstract of a decision made by the University Council at its 473<sup>rd</sup> meeting held on 12.06.2013 is appended below for your information.

Please take action in accordance with this decision.

K.A.S. Edward  
Registrar

July 11, 2013

473.04.02 i) Recommendation made by the Legislation Committee at its 101<sup>st</sup> meeting held on 10.05.2013 - Memo No. 473/12

The Council having considered the recommendations made by the Legislation Committee at its 101<sup>st</sup> meeting held on 10.05.2013, decided to approve the following Prospectus and By-Laws.

a) Prospectus – MD Clinical Oncology followed by Board Certification in Clinical Oncology or Board Certification in Paediatric Clinical Oncology – 2012 - PGIM

The Council approved the Prospectus of MD Clinical Oncology followed by Board Certification in Clinical Oncology on Paediatric Clinical Oncology – 2012 –PGIM. The Council also decided to inform the Director/PGIM to prepare By-Laws for the Courses of Study conducted by the PGIM as soon as possible.

DIPRA ✓

b) Amended By-Laws - Diploma in Tamil as an Additional Language Programme - IHRA

The Council approved the Amended By-Laws of the Diploma in Tamil as an Additional Language Programme – IHRA.

ii) Recommendation made by the Legislation Committee at its 94<sup>th</sup> and 101<sup>st</sup> Meetings held on 11.05.2012 and 10.05.2013- Memo No. 473/13

The Council considered the recommendations made by the Legislation Committee at its 94<sup>th</sup> and 101<sup>st</sup> meetings held on 11.05.2012 and 10.05.2013 respectively with regard to the following prospectus and by laws.

**366.24.3 (331.03.03.03) Amendments to the By- Laws : Diploma in Tamil as an Additional Language Program**

**Section 24: Certificates**

- I **Certificate in Basic Tamil as an Additional Language** will be awarded to the Candidate who has successfully completed the Basic course in Tamil as an Additional Language.
- II **Certificate in Intermediate Tamil as an Additional Language** will be awarded to the Candidate who has successfully completed the Intermediate course in Tamil as an Additional Language.
- III **Diploma in Tamil as an Additional Language** will be awarded to the Candidate who has successfully completed the Higher course in Tamil as an Additional Language. The Diploma in Tamil an Additional Language certificate shall indicate that Basic Course and Intermediate Course are components of the Diploma in Tamil as an Additional Language.

However, Diploma in Tamil as an Additional Language may also be awarded to those Candidates who have successfully completed the Higher Level in the Certificate Course in Tamil between 2009 and 2011.