



**Institute of Human Resource Advancement
University of Colombo**

Bachelor of Labour Management General Degree Program (3 years) – 2025/ 2026

Instruction Sheet

Please read these instructions carefully before submitting your applications.

1 Entry Qualifications for the Bachelor of Labour Management General Degree Program

1.1 Possess one of the following academic qualifications,

- a. Has passed G.C.E (Advanced Level) Examination in four (4) subjects prior to 2000 in one and same sitting or passed three (3) subjects after 2000 in one and same sitting as the case may be:

Or

- b. Any Diploma which is equivalent to Sri Lanka Qualification Framework (SLQF) Level 3 offered by Institute of Human Resource Advancement or any other Higher Educational Institute:

Or

- c. Has passed Diploma in Labour Education conducted by this Institute•

And

1.2 Is not less than 22 years of age: (Note)

And

1.3 Is currently being employed / self-employed and has at least two years of working experience as an employee or a self-employed person after having the above academic qualifications: (Refer Note 1)

And

1.4 Has reached the qualifying standard in Academic Ability and Readiness as determined by the institute at a selection examination and/or an interview conducted by this Institute.

Note I

2. Determination of the age and the working experience of an Applicant

2.1 Determination of the age

All applicants who apply for either degree or diploma programme should not be less than 22 years as at 05.05.2025.

2.2 Working experience of an Applicant

- Need to fulfill their two years of working experience in private/ public sector as at 05.05.2025.
- If you are self-employed, your business should have been registered prior to two years from 05.05.2025 in the respective divisional secretariat which must be currently operational while being operational for the past two years.

3. Selection

All the applicants must fulfill the required academics qualifications prior to the closing date, 30.04.2025.

4. Delivery of Lectures

Lectures are conducted at the University of Colombo from 5.00 p.m. to 8.00 p.m. on weekdays (Monday to Friday). Some of the lectures will be conducted online from 7.00 p.m. to 9.30 p.m.

The 80% attendance for each subject is compulsory in order to be eligible for the examinations.

5. Fee Structure

A large portion of the costs Involved in conducting the programme are borne by the government, you are required to make the Rs. 20,000/- registration fees to read this degree.

6. Individuals Not Eligible to Enroll in This Program:

6.1 Any person who possess a first degree from a recognized University or Higher Educational Institute (Local/Foreign)

Or

6.2 Any person who is currently registered to follow a Bachelors/ Postgraduate degree or who had registered him/herself to follow a Bachelors/Postgraduate degree in a recognized University or Higher Educational Institute (Local/Foreign)

7. Special Notes:

7.1 Applicants eligible for the Bachelor of Labour Management degree program should apply exclusively for this program. (Please do not apply for the Diploma in Labour Education program.)

7.2 The Bachelor of Labour Management degree is awarded by the University of Colombo and will be conferred during the annual internal undergraduate convocation held in collaboration with other faculties and institutions.

8. Procedure for Online Submission of Applications:

Applications for the Bachelor of Labour Management degree program **must be submitted** exclusively through the **online** system at www.ihra.cmb.ac.lk. After completing the application, a copy of the application form received via your email should be forwarded to blm@ihra.cmb.ac.lk.

8.1. Documents that needs to be uploaded in making the application

I A service certificate issued by the head of your workplace confirming the duration of your service and your current employment status.

II For those engaged in self-employment, the following documents must be scanned and uploaded:

a. A document confirming that your business was registered under your name with the Divisional Secretariat at least two years prior to 2025.05.05.

- b. A certificate issued by the Grama Niladhari of your area, with the endorsement of the Divisional Secretary, verifying the continuous operation of your business.

8.2 Application fee receipt of Rs. 2,000.00 should be scanned and uploaded.

8.3 The G.C.E. (A/L) examination certificate issued by the Department of Examinations should be scanned and uploaded.

8.4 The birth certificate should be scanned and uploaded.

(The original versions of documents related to 8.1 (i) or 8.1 (ii) a and b, 8.3, and 8.4 must be presented during the interview.)

9. Applying for the Bachelor of Labour Management Degree Program:

9.1 To complete the application, visit www.ihra.cmb.ac.lk, navigate to the “Latest News” or “Academic Programs” sections, and click “Apply Online.”

9.2 During the application process, the original certificates of your birth certificate, educational qualifications (issued by the Department of Examinations), and service experience must be scanned and uploaded in **PDF format only**. You must ensure that both the original and scanned copies are available when requested by the institution.

9.3 A non-refundable application fee of Rs. 2,000.00 must be paid during the application process. The payment receipt should be scanned and uploaded, and the original receipt must be presented during the interview. Applicants who fail to pay the application fee will not be eligible for the examination.

9.4 If you encounter any difficulties or technical issues while completing the online application, contact **0112503393 / 0112581504/ 0768543680** between **9:00 AM and 3:00 PM** for assistance.

9.5 You are personally responsible for the accuracy of all information provided in the online application. False or misleading information may result in the rejection of your application.

Deputy Registrar,
Institute of Human Resource Advancement,
University of Colombo,
No. 275, Bauddhaloka Mawatha,
Colombo 07.