





## UNIVERSITY OF COLOMBO REGISTRAR'S OFFICE

My No. UOC/CD/633/2025/1

Council Meeting No.: 633

Council Minute No. : 633.04.01/633.04.02/633.04.03/633.04.04

Senior Assistant Registrar/ Legal and Documentation

An Extract of the decisions made by the Council of the University at its 633rd meeting held on 14.05.2025 is appended below for your information.

Please take action on this decision.

K C Sanjeevani Perera

Registrar

16th June 2025

633.04.02 Recommendations made by the Legislation Committee at its 212th meeting held on 10.01.2025 - Memo No. 633/56

Institute of Human Resource Advancement

a) By-Laws of the Diploma in Human Services Management - 501st Senate

The Council approved the By-Laws of the Diploma in Human Services Management - 501st Senate

b) Amendment to the Regulation of the Labour Management Degree - 501st Senate

The Council approved the Amendment to the Regulation of the Labour Management Degree - '501st Senate

c) Amendment to the By-Laws of the Diploma in Japanese Language - 502nd Senate

The Council approved the Amendment to the By-Laws of the Diploma in Japanese Language - 502<sup>nd</sup> Senate

d) By-Laws of the Diploma in Tamil Language as an additional language - 505th Senate

The Council approved the By-Laws of the Diploma in Tamil Language as an additional language – 505th Senate

F) Amendment to the Model Regulations No.01 of 2018 of the IHRA - 506" Senate /

The Council approved the Amendment to the Model Regulations No.01 of 2018 of the IHRA - 506th Senate

# UNIVERSITY OF COLOMBO, SRI LANKA INSTITUTE OF HUMAN RESOURCE ADVANCEMENT

# DIPLOMA IN TAMIL AS AN ADDITIONAL LANGUAGE (DTAL) (SLQF 03)

By-Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 and read with Section (i) of 2 of 10 of the Institute of Human Resource Advancement Ordinance No. 01 of 2021.

#### **BY-LAWS**

 These By-Laws may be cited as the Diploma in Tamil as an Additional Language (DTAL) No. 27 of 2025 and shall come into operation with effect from 14.05 2025.

#### PART I GENERAL

### Award of Diploma in Tamil as an Additional Language

- Subject to these By-Laws, a student may be awarded the Diploma in Tamil as an Additional Language (hereinafter referred to as "DTAL Programme"), of the Institute of Human Resource Advancement (hereinafter referred to as the "Institute") if such student-
  - has been a registered student of the Institute for the period as specified by these By-Laws;
  - (b) has pursued thereafter, the DTAL Programme of study in the Institute as specified by these By-Laws and the other relevant Regulations or Rules of the University of Colombo (hereinafter referred to as the "University") and the Institute;
  - has satisfied the examiners at the specified forms of assessment including continuous assessments, end-of-semester examination and practical assignments;
  - (d) has paid all the relevant fees including registration fee, course fee, examination fee, library deposit and all other dues as may be payable by such student to the Institute; and
  - has fulfilled all other requirements specified by these By-Laws and the other relevant Regulations and Rules of the Institute and the University.

#### Administration of the Programme

- (a) There shall be a Coordinator for the DTAL Programme who shall be appointed by the Director on the recommendation of the Board of Management (hereinafter referred to as the "BoM").
  - (b) The Coordinator shall be in charge of the administration and management of the programme.
  - (c) The Board of Study on Language Studies (hereinafter referred to as the "Board of Study") is the relevant Board for the DTAL Programme offered by Institute under these By-Laws.
  - (d) The DTAL Programme offered under these By-Laws and regulations shall be administered as an independent programme.

Approved by the Coursel Meeting No. 633

Date 14.05.2025

#### Eligibility for Admission to the Programme

- 4. No person shall be eligible to be admitted to the DTAL Programme of study leading to the Diploma, unless such person satisfies the following requirements: -
  - (a) i. has passed GCE (A/L) Examination in four (4) subjects prior to year 2000 in one and the same sitting;
    - ii. has passed GCE (A/L) Examination in three (3) subjects after year 2000 in one and the same sitting; or
    - iii. has passed GCE (O/L) Examination in six (06) subjects with three (03) credit passes in one and the same sitting and has accredited prior learning followed by a relevant programme of study equivalent to a minimum of 30 credits or has at least one (01) year of work experience which is equivalent to 30 credits as an employee or a self-employed person after having the above academic qualification;
  - (b) has demonstrated competence in the relevant field and potential for future career development; and
  - (c) has a good working knowledge of the languages of instruction of the DTAL Programme.

## **Application for Admission**

- (a) Application for admission of students to the DTAL Programme shall be called by an open advertisement published, online or otherwise by the Deputy Registrar.
  - (b) The prospective applicants, shall pay to the Institute the application fee, application processing fee, and any other relevant fees as shall be specified by the Regulations and/ or Rules of the Institute.
  - (c) Applications received shall be referred to the Coordinator of the DTAL Programme by the Deputy Registrar of the Institute. The Coordinator, in consultation with the Director, having examined the applications for necessary initial qualifications, shall call the qualified candidates for an interview.
  - (d) The Coordinator shall call forward the final list of candidates to be enrolled to the DTAL Programme through the Director to the Board of Study. Having gone through the propriety of the final list, the Director shall make recommendation to the BoM through the Board of Study for its approval and necessary follow-up action.

#### Registration for the Programme

- 6. A person whose application for admission to the DTAL Programme is accepted by the Board of Study shall take steps to register for the said Programme subject to the approval of the BoM not later than the specified date. At the registration the candidate shall pay the fees including library deposits, registration fee, examination fee and any other fees as may be determined by the BoM on the recommendation of the Board of Study. However, the approval of the list of candidates shall be obtained from the BoM before commencing instruction/teaching of the DTAL Programme.
- 7. (a) On completion of the registration procedure, the applicant shall be a registered student of the DTAL Programme.

  Approved to the Council of the DTAL Programme.

- (b) The minimum period of registration for the DTAL Programme shall be one (01) year. The period of registration shall be counted from the date of commencement of the said programme.
- (c) It shall be the duty of a student to ensure that the registration remains in force throughout the duration of the DTAL Programme, even in the event that the said programme extends beyond the period of validity of the registration.
- (d) The registration for the DTAL Programme shall be deemed to have lapsed upon the expiry of its period of validity. A student whose registration has so lapsed may renew such registration for a further period by paying the relevant fees as specified in the Regulations and/or Rules applicable to these By-Laws, provided that the student remains eligible for registration in the said Programme. However, no registration shall be renewed beyond three (03) academic years from the end of the first year of registration. Any such student who fails to obtain the Diploma even after the renewed period of registration shall be required to seek fresh registration in the DTAL Programme, competing with new applicants under the rules in force at the time of such fresh registration.
- (e) The maximum period for which a student can be a registered student of the DTAL-Programme shall be four (04) academic years, including the first period of registration.
- Refund of any fees paid by the student shall be determined in terms of the refund policy of the University.
- The fees for application, registration, tuition, examination, and library deposit shall be determined from time to time by the Institute.
- Notwithstanding anything stated in these By-Laws to the contrary, the Institute reserves the
  right to cancel the registration of a candidate in the DTAL Programme at any time, upon
  providing the reasons for such cancellation.
- No student shall be allowed to keep away from classes or leave the Island, or withdraw
  from examination, a classroom test or any other form of evaluation without prior approval
  from the Institute.

## PART II PROGRAMME STRUCTURE

- 12. (a) The DTAL Programme shall extend over a period of one (01) Academic Year, including intervening period, and a period set apart for written examinations. The programme shall be conducted as a week-end or Weekday programme.
  - (ii) The duration of an Academic Year shall, under normal circumstances, be a continuous period of 52 weeks from its beginning. The Academic Year shall consist of Two Semesters i.e. the First Semester as the Spoken Tamil as an Additional Language and the Second Semester as the Written Tamil as an Additional Language.
- 13. The course work relevant to the DTAL Programme shall consist of lectures, tutorials, practical components, field studies, seminar participation, presentations and other assignments on course, as shall be approved by the Senate on the recommendation of the BoM. The list of courses, the Syllabi and the number of question papers in each Course of

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Date ..

the DTAL Programme shall be those set out in the Regulations approved by the Senate on the recommendation of the BoM from time to time.

- 14. (a) The minimum total credit value of the DTAL Programme shall be thirty (30) and the said programme shall meet the requirements of Level 03 of Sri Lanka Qualification Framework (SLQF). For this purpose, one credit shall be equivalent to fifty (50) notional hours which include fifteen (15) direct contact hours, self-learning, preparation and carrying out of assignments, assessments, etc.
  - (ii) The credit allocation for each semester of the DTAL Programme as given in Table 01.

Table 01: Credit Allocation

Sub Course Code	Name of the Sub Course	No. of Credits	No. of Notional Hours (hrs)
DTAL11021	Sounds and Characters	02	100 hrs
DTAL11102	Listening and Speech	10	500 hrs
DTAL11033	Reading and Writing - Basic	03	150 hrs
	Total Credits	15	750 hrs
Semester 02	Written Tamil as an Additional Language		
DTAL12091	Reading and Writing - Advanced	09	450 hrs
DTAL12022	Listening and Speech - Advanced	02	100 hrs
DTAL12033	Translation [Tamil-Sinhala, Sinhala-Tamil]	03	150 hrs
DTAL12014	Tamil Literature - Basic	01	050 hrs
***************************************	Total Credits	15	750 hrs
Dinloma in T	amil as an Additional Language (DTAL)	30	1,500 hrs

- 15. The Senate shall have the power, on the recommendation of the Board of Study and the BoM, to change, amend, add or delete the list of courses, the syllabi and the structure, number and rubric of question papers of the Courses leading to the DTAL Programme.
- 16. The DTAL Programme may be offered in multi-mode or blended learning format (combination of online and face-to-face interaction). If the face-to-face interaction (i.e. direct contact hours) is less than 30% out of the total notional hours of a DTAL Programme the said programme shall be deemed to be on-line programme and may be indicated as Online Programme on the transcript and in other communication about the DTAL Programme.
- 17. The medium of instruction shall be Tamil and or Sinhala/ English.

Approved	by the Council
	633
Date	14.05.2025

### Part III EVALUATION/EXAMINATION

- 18. (a) The Evaluation of the Diploma shall consist of Continuous Assessment (In-Course-Assessment) and End-of-Semester Examinations as specified by Rules made by the Institute /or the regulations of the University as the case may be.
  - (b) The Continuous Assessment component of evaluation may take different forms, including classroom quizzes, classroom presentations, classroom tests, oral tests, listening tests, take-home assignments, field studies, seminar presentations, participation in learning activities and other similar form of assessment.
  - (c) The End-of-Semester Examination shall consist of one or more than one written papers and/or oral presentations. The written paper examination may be closed book, open book, on-line or a combination of them. The duration of the open-book, closed-book examination (i.e-written paper) shall be maximum of three (03) hours.
- Performance of students in each semester shall be graded and assigned Grade Point Value as given in Table 2.

Table 2: Grade and Grade Point Value

Marks	Grade	Grade Point (GP)	Pass/ Not Completed	
85-100	A+	4.0		
70-84	A	4.0	Merit	
65-69	A-	3.7		
60-64	B+	3.3		
55-59	В	3.0	Pass	
50-54	B-	2.7		
45-49	C+	2.3		
40-44	C	2.0		
35-39	C-	1.7		
30-34	D+	1.3	Not Completed	
25-29	D	1.0		
00-24	E	0.0		

Transcript shall include GPA and the Formula for GPA calculation shall be:

Where,  $i=i^{th}$  course, n=Number of courses completed during the period considered for the GPA calculation, C=Number of credits for the relevant course, and GP=Grade Point for the  $i^{th}$  course.

Note: The Cumulative GPA is calculated for the courses completed.

 (a) The performance of a candidate at the DTAL Programme shall be evaluated through a combined system of Continuous Assessment, and End-of-Semester Examinations.

(b) For the final grading of the DTAL Programme, the Continuous Assessment and the End-of Semester Examination of each Course/ Module shall be marked out of a maximum mark as given below:

Continuous Assessment	40%
End-of-Semester Examination	60%

- (c) The End-of-Semester Examinations specified by these By-Laws and Regulations shall be conducted by a Board of Examiners appointed by the Senate on the recommendation of the Board of Study and the BoM of the Institute.
- (d) The Board of Examiners may test any candidate in writing and/or orally and adopt any other forms of evaluation.
- (e) The Board of Examiners may also take into consideration the tutorials, assignments, class presentations, reports, oral tests, listening tests, practical engagements and any other learning activities or any form of on-line examinations undertaken during any course specified for any of the examination in grading the students.
- (f) Subject to the above provisions, the scheme of evaluation of a course shall be described in detail in the course/ module outline and shall be made available to the students at the beginning of each semester in which the course/ module is offered and shall not be changed without the approval of the Board of Study.
- (g) The scheme of evaluation of each course shall be designed to meet the learning outcomes of each course/ module and the Attributes of the Qualification Holders' profile of the DTAL Programme that are recommended as part of Curriculum of the said programme by the BoM and the approved by the Senate of the University.
- 21. A candidate shall not be permitted to take the examination unless the candidate-
  - has registered with the Examinations Branch of the Institute for the examination they intend to sit;
  - (b) has attended, followed, or participated in at least 80 percent of the scheduled classes or specified learning activities;
  - (c) has been certified by the Coordinator as having completed the course of study leading to the examination by fulfilling the required attendance in lectures, tutorials, and other forms of instruction for each course;
  - (d) has paid the relevant fees;
  - (e) is not subject to any disciplinary action or debarment from sitting the examination;
  - (f) has a valid student registration in force; and
  - (g) has had their application for entry to the examination accepted by the Examinations Branch.
- 22. (a) A student in a particular Semester of the DTAL Programme and registered for particular courses/modules of the Semester shall take the Examination for that Semester on the first occasion on which the Examination is held after the completion of academic activities for that Semester.

Date ....

- (b) Where a student does not apply for and/or take the Examination on the first occasion that it is held such student shall be deemed, unless the Senate determines otherwise on the recommendation of the BoM, to have taken the Examination on that occasion which shall be taken into account in computing the total number of occasions on which an Examination may be taken by the student.
- (c) A student who is excused by the Senate on the recommendation of the BoM from taking the Examination on the first occasion shall take the Examination on the very next occasion when it is held and if such student fails to apply for and/or take the Examination on that occasion such student shall be deemed, unless the Senate determines otherwise on the recommendation of the BoM, to have taken the Examination on that occasion which shall be taken into account in computing the total number of occasions on which an Examination may be taken by a student.
- (d) A student shall not take any Examination on more than three (03) occasions and in computing the total number of occasions it shall be taken into account any occasion on which such student is deemed to have taken the examination in terms of these By-Laws.
- (e) All rules relating to the Examination Procedure, Offences and Punishment Regulation No. 1 of 2020 shall be mutatis mutandis apply to or in relation to the DTAL Programme Examination.
- (f) Without prejudice to the generality of the Regulation No. 1 of 1986 rules relating to the Continuous Assessment components including Classroom Tests shall be formulated and implemented by the Coordinator and any matters relating to Continuous Assessment component shall be decided by the BoM on the recommendation of the Coordinator and the Director.
- (g) Rules relating to Assignments and Term Papers shall be announced, from time to time, by the Coordinator in consultation with the teachers and such rules shall not be changed or revoked unless otherwise decided by the BoM.
- 23. (a) A student who obtains a mark which is less than the required Grade B- (GP value 2.7), as specified under these By-Laws and Regulations shall re-sit such course as a referred candidate on the first occasion at which that examination is held for such course. In such case, the marks obtained for the continuous assessment shall be carried forward to the repeating the particular sub course. In those cases, the score of marks for the End-of-Semester examination in the repeating sub semester and the continuous assessment carried forward shall be taken into consideration for the computation of results of the End-of-Semester Examination.
  - (b) If a student earned less than 50% out of maximum marks assigned to Continuous Assessment, such student may decide to re-take the Continuous Assessment in the repeating the semester. If so decided, such student shall be given the opportunity to undertake the Continuous Assessment given for the regular student of such student repeating semester without attending classes. Such student shall make a formal request to the Coordinator to re-take the Continuous Assessment. Such request shall be made within the first three (03) weeks of the particular semester. In the case of marks allotted for participation in learning activities, marks shall be carried forward to repeating semester, if marks are allotted to participation in learning activities for the regular student of such student repeating semester.

24. It shall be lawful for the BoM to terminate the registration of any student after one warning in writing, if the work by such student is unsatisfactory. No refund of any fees shall be payable if and when the registration of such a student is terminated.

# PART IV AWARD OF THE DIPLOMA IN TAMIL AS AN ADDITIONAL LANGUAGE

- No Student shall qualify for the award of the Diploma in Tamil as an Additional Language, unless such student-
  - (a) earned 30 credits from courses offered in the programme;
  - (b) secure a GPA of not less than Grade B- GP 2.7 for each Course; and
  - (c) secure a cumulative GPA of not less than 2.7 for the entire programme.
- 26. A student may qualify to be awarded the Diploma in Tamil as an Additional Language with Merit Pass if such student secures a cumulative GPA of not less than 3.7 (A-) at the first attempt.
- 27. A student who initially registered for the Diploma in Tamil as an Additional Language may opt to obtain award of Certificate i.e. Certificate in Spoken Tamil as an Additional Language as an exit point.

## PART V INTERPRETATION

28. In these By-Laws as well as in its Part V Unless the context requires otherwise.

"Act" means the Universities Act No. 16 of 1978;

"Council" means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978;

"Deputy Registrar" means Deputy Registrar, Acting Deputy Registrar, Senior Assistant Registrar, Assistant Registrar, or any other Officer authorized to sign for and on behalf of the Deputy Registrar of the Institute of Human Resource Advancement.

"Director" means the Director of Institute of Human Resource Advancement of University of Colombo.

"Ordinance" means the Institute of Human Resource Advancement Ordinance No. 01 of 2021.

"Semester" means a period of six (06) months, from the first day of the commencement till the last day of the academic period, and shall exclude the intervening periods of study leave, and End-of-Semester Examinations, unless the BoM on the recommendation of the Board of Study decides otherwise.

"Senate" means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978;

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

30. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such actions or give such directions not inconsistent with the provisions of these By-Laws as appears 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.

Approved by the Council
Meeting No. 633

Date 14. 05.2025

#### UNIVERSITY OF COLOMBO INSTITUTE OF HUMAN RESOURCE ADVANCEMENT

### DIPLOMA IN TAMIL AS AN ADDITIONAL LANGUAGE (DTAL) (SLQF 03)

Regulations made by the Senate of the University of Colombo under Section 136 of the Universities Act No. 16 of 1978 and read with Section (j) of 2 of 10 of the Institute of Human Resource Advancement Ordinance No. 01 of 2021.

#### REGULATIONS

These Regulations may be cited as the Diploma in Tamil as an Additional Language (DTAL) 01. Regulations, No. 28 of 2025 and shall into operation with effect from 14.05 2025.

#### PART I STRUCTURE AND COURSES

- DTAL Programme, may be offered as on campus and on-line Programme. The Senate shall 02. have the right, on the recommendation of the BoM of the Institute, to vary, add, decrease or merge Diploma that it offers.
- 03. The courses offered for the DTAL Programme shall be divided into two (02) Semesters as the First Semester as Spoken Tamil as an Additional Language and the Second Semester as Written Tamil as an Additional Language. The duration of the DTAL Programme of study leading to the award of the Diploma shall be one (01) year. Each semester offered for the Diploma shall be covered six (06) months.
- The titles, codes, number of credits, and number of hours allocated for lectures, syllabi and 04. practical classes of the courses that shall be offered in DTAL Programme is given in Schedule 01 along with the Semester in which each Course/ module shall be offered.

### PART II **EVALUATION/EXAMINATION**

- 05. The End-of-Semester Examination, participation in learning activities and the Continuous Assessment for any Taught Course shall take the following form: -
  - Each End-of-Semester Examination shall consist of one or more than one written paper and such numbers of continuous assessment of each course as specified by the Regulations and/or Rules relevant to this Programme. The End-of-Semester Examination shall be in the form of open-book, closed-book, take-home, Oral, listening or on-line and the duration of the open-book, closed-book examination (i.e. written paper) shall be a maximum of three (03) hours.
  - There shall also be Continuous Assessments which may include individual and/or group assignments, mid-semester tests, quizzes, and term papers. The Continuous Assessment of each Course shall be specified in the Course Outline which shall be distributed among the students at the beginning of the Course and shall not be changed without consulting the coordinator. The Continuous Assessment shall carry a maximum of 100 marks.

Approved by the Council

14.05.2025

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(d) For the final grading of the DTAL Programme, the continues assessments and each course/module examinations shall be marked out of a maximum mark as given below.

Continuous Assessment	40%
End-of- Semester Examination	60%

(e) The 40% allocation for the Continuous Assessment shall be divided among the following components.

Semester 01:	Spoken Tamil as an A	Additional Language		
DTAL11021	Sounds and Characters	Take-home Assignment	20 Marks	40 Marks
		Classroom Test	20 Marks	
DTAL11102	Listening and Speech	Oral Test	30 Marks	40 Marks
		Listening Test	10 Marks	
DTAL11033	Reading and	Revision Test	20 Marks	40 Marks
	Writing - Basic	Take-home Assignment	20 Marks	

Semester 02: Written Tamil as an Additional Language				
DTAL12091	Reading and Writing - Advanced	Take-home Assignment	20 Marks	40 Marks
		Classroom Test	20 Marks	
DTAL12022	Listening and	Oral Test	20 Marks	40 Marks
	Speech - Advanced	Listening Test	20 Marks	
DTAL12033	Translation	Revision Test	20 Marks	40 Marks
	[Tamil-Sinhala, Sinhala-Tamil]	Take-home Assignment	20 Marks	
DTAL12014	Tamil Literature - Basic	Take-home Assignment	20 Marks	40 Marks
		Classroom Test	20 Marks	

(f) The 60% allocation for the End-of-Semester Examination shall be divided among the following components.

Semester 01:	Spoken Tamil as an Additional	Language	
DTAL11021	Sounds and Characters	01 Hour x 01 Paper	60 Marks
DTAL11102	Listening and Speech	15 Minutes Oral Test	60 Marks
		30 Minutes Listening Test	
DTAL11033	Reading and Writing - Basic	03 Hours x 01 Paper	60 Marks

Semester 02: Written Tamil as an Additional Language			
DTAL12091	Reading and Writing - Advanced	03 Hours x 01 Paper	60 Marks
DTAL12022	Listening and Speech - Advanced	15 Minutes Oral Test	60 Marks
		30 Minutes Listening Test	
DTAL12033	Translation [Tamil-Sinhala, Sinhala-Tamil]	03 Hours x 01 Paper	60 Marks
DTAL12014	Tamil Literature - Basic	01 Hours x 01 Paper	60 Marks

- O6. Any question regarding the interpretation of these Regulations shall be referred to the Senate of the University of Colombo whose decision shall be final.
- 07. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such actions or give such directions not inconsistent with the provisions of these Regulations as appears 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 Regulations.

## PART III INTERPRETATION

08. Every term used in these regulations shall have the same meaning assigned to such term in the By-Laws of the DTAL Programme No. 2.2. of 2025.

#### Schedule 01

Sub Course Code	Name of the Sub Course	No. of Credits	No. of Notional Hours (hrs
DTAL11021	Sounds and Characters	02	100 hrs
DTAL11102	Listening and Speech	10	500 hrs
DTAL11033	Reading and Writing - Basic	03	150 hrs
	Total Credits	15	750 hrs
Semester 02:	Written Tamil as an Additional Language		
DTAL12091	Reading and Writing - Advanced	09	450 hrs
DTAL12022	Listening and Speech - Advanced	02	100 hrs
DTAL12033	Translation [Tamil-Sinhala, Sinhala-Tamil]	03	150 hrs
DTAL12014	Tamil Literature - Basic	01	050 hrs
	Total Credits	15	750 hrs
Diploma in Ta	amil as an Additional Language (DTAL)	30	1,500 hrs

Approv	ed by the Council
Meeting (	vo 633
Date	14.05 2025