

## How to apply

Application forms and other information can be obtained from the **Deputy Registrar**, Faculty of Graduate Studies, University of Colombo, Colombo 3.

## Information

Hot Lines: **(+94) 011 205 86 60**  
**(+94) 0711 665 665**  
**(+94) 0777 858 858**

Fax **(+94) 011 2591395**

E-mail :office@fgs.cmb.ac.lk

Website :fgs.cmb.ac.lk

## Fees :

### Local Students

Application fee	Rs. 2,000/-
Registration fee	Rs. 5,000/-
Course fee	Rs. 90,000/-
Library fee	Rs. 1,500/-
Examination fee	Rs. 2,000/-
<i>(per paper * 9 papers)</i>	
Refundable Library Deposit	Rs. 2,500/-
<i>(per card)</i>	

### Foreign Students

Application fee	Rs. 2,000/-
Registration fee	Rs. 5,000/-
Library fee	Rs. 1,500/-
Examination fee	Rs. 2,000/-
<i>(per paper * 8 papers)</i>	
Refundable Library Deposit	Rs. 2,500/-
<i>(per card)</i>	
Course fee - SAARC Countries	US \$. 2857/-
non SAARC Countries	US \$. 5714/-
<b>(should be Paid in foreign Currency)</b>	

## Faculty

### Dean / Faculty of Graduate Studies

Professor Nayani Melegoda, PhD (Leeds -UK)

### Course Coordinator

Dr. B Nishantha, PhD (Ryukoku, Japan)



# UNIVERSITY OF COLOMBO

## FACULTY OF GRADUATE STUDIES

### POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION & MANAGEMENT

SLQF level: 8

No of Credits: 30

## One Year - m-Learning

## (2017/2018)

## Introduction

The University of Colombo, as part of an ongoing process of conducting courses to meet the demands of the changing times, announces the commencing of its new Postgraduate Diploma programme in Public Administration (PgD.PA) / Public Management (PgD.PM).

The public sector, a key player in the process of socio-economic development of a country, is managed by the public sector managers. Programs of PgD.PA and PgD.PM have been designed to enhance their skills and capacities for the daunting task of managing public investments and personnel. These courses of studies are designed as Online m-Learning Programs so that the public sector managers, who aspire to advance their career in local, provincial and national levels of public administration / management, can follow them from their home or office located in any part of the country. The program encourages them to explore theory and practice in both policy analysis and public management that need a mix of skills in order to create career opportunities as managers, analysts and consultants.

The proposed programs of study would not only facilitate public sector managers to gain advanced knowledge but also help them to put new found knowledge and expertise to practice immediately in their own working environment. The contribution of such officers to enhance the level of efficiency of the public sector delivery and execution of infrastructure and human capital development projects would be the expected outcome of the program.

The study programs provide a broad-based education that will equip the public sector managers with the necessary new knowledge and key transferable skills to begin or enhance their career in public administration / public management. The course is underpinned by a variety of teaching and learning methods. The objective is to develop and foster self-reliance in analysis and problem solving and to provide with the public sector managers the confidence to seek practical solutions to problems.

## Objectives

The objectives of the programme are as follows:

- To provide the opportunity for public sector executives/graduates with some work experience, to pursue a course of study in public administration / public management to help them perform better.
- To provide the opportunity for Private Sector Graduate/Executives as well as those who aspire to engage in activities will or related to the Public Sector, to pursue a course of study in PM & PM to facilitate them better the career prospects.
- To impart to them an awareness of the most up-to-date theoretical and practical knowledge in public administration / public management and to develop their faculties to use such knowledge in practical problem-oriented situations.

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- To inculcate in them the skills and the professional competence that will enable them to effectively play managerial roles in challenging situations.
- To improve their capabilities in order to create career opportunities as managers, analysts and consultants.

## Admission Requirements

The minimum entry requirements for the PgD.PA/PgD.PM shall be as follows:

1. **Degree from a recognized university/ Institution in a field relevant to the subject matter/s of the postgraduate diploma**
2. **Any other Degree with one year's work experience relevant to the subject matter of the postgraduate diploma**
3. **Professional qualification from a recognized professional body acceptable to the Faculty Board of the FGS with one years' work experience relevant for the subject matter of the postgraduate Diploma**
4. **Any other Diploma from a recognized University/ Institution or an equivalent qualification so recognized by the FGS with three years' work experience relevant to the subject matter of the Postgraduate Diploma**
5. **Perform satisfactorily at an examination and/ or an interview to be conducted by the Faculty of Graduate Studies. Selection of candidates will be made on the basis of their performance at an interview and or Admission test.**
6. **Having a good working knowledge of English.**

## Medium and Methods of Instruction

English will be the medium of instruction. Seminars and course material will be in English as well. The teaching method will be m-Learning on line with the application of hybrid mode for review workshops. Candidates can follow the courses of study from their place of work or residences. Candidates will be required to sit the end-of-year examination and write the extended essay. This programme intends to provide knowledge not only in a theoretical sense but also at a practical decision-making level.

## Structure of the programme

The PgD.PA/PgD.PM will be by coursework and seminars. The course will be conducted over one academic year divided into two terms of 22 weeks each. The writing of the Extended Essay need be commenced simultaneously with the course of study. Evaluation of performance of candidates will be made on the basis of performance at coursework and end-of-course examinations. These two components will be separately evaluated and scores for each, added together with equal weight for the two components in order to arrive at the total score for a given course. There will be eight courses and an extended essay as indicated below:

### Semester I

PgDPAM 5201 Principles of Public Administration and Public Management

PgDPAM 5202 Legal Environment in Public Administration

PgDPAM 5203 Principles of Public Policy

PgDPAM 5204 Human Resource Management

PgDPAM 5205 Principles of Economics

PgDPAM 5206 Statistics

### Semester II

PgDPAM 5207 Management and Organizational Behavior

PgDPAM 5208 Social Science Research Methods and Techniques

*One Elective Course modules from the following:*

PgDPAM 5209 Public Sector Accounting and Finance

PgDPAM 5210 Social Policy and Welfare Management

PgDPAM 5212 Research Seminars