

12/2019

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# UNIVERSITY OF COLOMBO

## FACULTY OF GRADUATE STUDIES

Postgraduate Diploma in Labour Relations and Human Resource  
Management  
PG Dip (LRHRmgt)

By-Laws  
2019

Approved by the Council  
Meeting No ..... 550th .....  
Date ..... 13/03/2019 .....

## UNIVERSITY OF COLOMBO

## FACULTY OF GRADUATE STUDIES

## Postgraduate Diploma in Labour Relations and Human Resource Management PG Dip (LRHRmgt)

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

Whereas the University of Colombo has been conducting the programme leading to the Postgraduate Diploma in Labour Relations and Human Resource Management since 2012 under its By-Laws made in that year;

Whereas the said By- Laws have been subsequently amended by the University in 2013, 2014 and the said programme has been conducted in terms of the said By- Laws as amended in 2013, 2014 and that students have been registered under the said By- Laws whose registration is still in operation;

Whereas the University Grants Commission has published Sri Lanka Qualification Framework (SLQF) norms, duration, credit points, etc, of different levels of academic qualifications and has impressed upon the University to revise the existing programmes to bring them in line with the requirements in the published Qualifications Framework;

Whereas it has become necessary to revise and revamp the programme leading to the Postgraduate Diploma in Labour Relations and Human Resource Management to bring it on par with the requirements laid down in the Sri Lanka Qualifications Framework as updated and published by the University Grants Commission in 2015;

Whereas a new batch of students has been admitted to the University under present revisions of the curriculum which has already been approved by the Faculty Board of the Faculty of Graduate Studies (FGS), the Senate and the Council of the University of Colombo in terms of which approval the students have been following the said revamped and revised programme leading to the Postgraduate Diploma in Labour Relations and Human Resource Management and;

Whereas it has become necessary to enact By- Laws to prescribe the revised and revamped curriculum and other provisions including those relating to procedural and substantive aspects of the programme,

Council of the University of Colombo on the recommendation of the Senate and the Faculty Board of the Faculty of Graduate Studies of the University of Colombo enacts the following By-Laws.

## By-Laws

These By-Laws shall be cited as the Postgraduate Diploma in Labour Relations and Human Resource Management No. 12/2019

These By-Laws shall be deemed to have come into operation with effect from 01<sup>st</sup> October 2017 (from 2018/2019 academic year).

Notwithstanding anything contained in these By- Laws the candidates who have already been registered under the provisions of Postgraduate Diploma in Labour Relations and Human Resource Management as enacted on 01<sup>st</sup> October 2017 [(herein referred to as the By- Laws of PG Dip (LRHRmgt))] shall be entitled to continue the PG Dip (LRHRmgt) programme under and subject to those provisions.

### PART I – GENERAL

1. Subject to these By-Laws a person may be awarded the Postgraduate Diploma in Labour Relations and Human Resource Management [hereinafter referred to as PG Dip (LRHRmgt)] if he/she has:
  - (a) duly registered for PG Dip (LRHRmgt) programme for the period prescribed by these By-Laws;
  - (b) pursued the programme of study of the University to the satisfaction of the Vice-Chancellor as prescribed by these By- Laws, and other Regulations and Rules of the University;
  - (c) satisfied the examiners of assignments and semester-end examinations conducted under the prescribed course modules;
  - (d) paid for registration, tuition, supervision, examination library and other fees and deposits as may be payable by him/her to the University;
  - (e) ensured that the registration continues to be valid; and
  - (f) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University



2.

- 2.2 Applications for registration for the programme leading to the PG Dip (LRHRmgt) shall be invited by notice in the newspapers and/or on the University notice board and/or on-line through the website/internet.
- 2.3 A person who wishes to follow the programme leading to the PG Dip (LRHRmgt) shall make an application through the conventional and/or on-line mode to the Registrar when the said programme is advertised.
- 2.4 The application shall be on the prescribed form providing the information as he/she shall be required to submit, including his/her qualifications for undertaking the programme of study.
3. There shall be a Coordinator for the study programme and she/he shall be appointed by the Dean of the Faculty of Graduate Studies.
4. The relevant Registrar in charge of the subject shall refer to the Coordinator of the programme the applications received. The Coordinator, having examined the applications for necessary minimum qualifications, shall call the eligible candidates for a selection test and/or an interview to be conducted by a panel including the Dean/FGS, and the Programme Coordinator on which selections may be made. The list of candidates so selected shall be recommended by the Senate through Board of Studies of Development Studies (BSDS) and Faculty Board of FGS.
5. No candidate shall be considered for admission to the programme leading to the PG Dip (LRHRmgt), unless he/she has the following requirements as per the SLQF 2015.
  - I. A Bachelor's degree from a recognized University/Institution with relevant subject area of the Postgraduate Diploma programme  
OR
  - II. Any other Bachelor's degree, with prior learning/work experience in relevant subject area of the Postgraduate Diploma programme  
OR
  - III. Professional qualification in the relevant subject area of the Postgraduate Diploma programme from a recognized professional body acceptable to the Faculty Board of the FGS and Senate of University of Colombo with prior learning/ work experience in relevant subject area.  
OR

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- IV. Completion of NVQ level 7 (equivalent to Bachelor's degree in SLQF) with relevant work experience in the relevant subject area as determined by the Faculty Board of the FGS and Senate of the University of Colombo

And a good knowledge of English language and satisfactory performance at a selection test and/or interview.

Each application shall be considered on its merit if the intake for the programme will be limited in number.

6. If the number of persons who have applied and/or who are registered for the study programme in any given academic year is not sufficient, in the opinion of the Faculty Board of the Faculty of Graduate Studies, to make the conducting of the study programme financially viable, the Faculty Board reserves the right not to conduct the programme, subject to the University refunding any fees except the application fees, that may have been received from applicants.
7. 7.1 On acceptance of the candidature by the Faculty Board of the FGS and the Senate, a person shall forthwith register as a postgraduate candidate for PG Dip (LRHRmgt) of the University of Colombo upon payment of the prescribed registration, tuition, examination, library and other fees and/or deposits.
- 7.2 Unless otherwise decided by the Faculty Board of the FGS, the minimum period of registration for the PG Dip (LRHRmgt) programme shall be one academic year, and the maximum period shall not exceed three academic years counted from the date of commencement of the programme. The initial registration (herein after referred to as first period of registration) shall be valid for an academic year from the date of commencement of the programme.
- 7.3 The registration for PG Dip (LRHRmgt) shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may renew his/her registration for a further period of another academic year, provided the Faculty considers her/him eligible for such registration. However, no registration shall be renewed after the expiry of two academic years from the end of the first period of registration. Any such candidate may seek registration for the PG Dip (LRHRmgt) as a fresh candidate if he/she failed to obtain the PG Dip (LRHRmgt) within the maximum period of registration (three years), in competition with new applicants under the By-Laws in force at the time of seeking such fresh registration.



- 7.4 Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for the programme after due process and for cause assigned.
- 7.5 A person who is registered as a candidate for the programme shall devote her/his time to his/her studies at the University.
8. No student shall keep away from participating at classes (lectures, discussions, seminars) or withdraw from examination or a classroom test whether conducted through the conventional mode and/or information communication technology driven on-line mode or a combination of multi-modes, without prior approval from the Faculty Board of the Faculty of Graduate Studies.

## PART II – COURSE DETAILS

9. 9.1 The program of study leading to the PG Dip (LRHRmgt), which is unless otherwise decided by the Senate on the recommendation of the Faculty Board for special reasons, as prescribed in the schedule shall be one academic year with ten (10) course modules of 25 total credit values, offered in two semesters.
- 9.2 The titles of course modules shall be as those set out in the schedule and the Senate shall have power, on the recommendation of the Faculty Board of the FGS to amend, add to, delete from or vary the course modules, their titles, syllabi, course codes, credit points and other details of the programme. Such amendments shall come into effect after due notice.
10. The Programme of Study and Examinations leading to the PG Dip (LRHRmgt) will be conducted in the conventional mode and/or through the information communication technology driven on-line mode or a combination of multi-modes and these By-Laws, and other relevant By-Laws, Rules and Regulations passed by the University of Colombo shall be so applied and interpreted in order to facilitate the effective conduct of the study programme and the examination without compromising their integrity and quality.
11. The medium of instruction and examination shall be English.
12. The Senate, on the recommendation of the Faculty Board of the FGS shall appoint a Board of Examiners to conduct and assess the examinations at the end of Semester leading to the conferment of the PG Dip (LRHRmgt).

## PART III - SCHEME OF EVALUATION AND

## CRITERIA FOR PASS, DISTINCTION, MERIT, REFERENCE, FAILURES

Each course module shall carry a maximum of 100 marks. The evaluation of a candidate's performance at each of the course modules shall take the form of continuous assessments and end-of- semester written examinations. In each of the course modules 40 percent of the maximum mark shall be based on continuous assessments which assess the performance of the candidate at assignments, class-room tests, quizzes, reports, discussions, seminars, and oral presentations. The balance 60 percent of marks shall be for the performance of the candidates at the end of semester closed book written examination in an examination hall setting.

13. Candidates shall be evaluated in respect of continuous assessments by the teachers concerned. The end of semester written question papers of the course modules will be prepared by the relevant teachers and moderated by the course coordinator or any other person appointed by the Senate of the University on the recommendation of the Faculty Board of the FGS. The examination of written answer scripts of the end of semester examinations shall be assessed by two independent examiners appointed by the University Senate, on the recommendation of the Faculty Board of the FGS.
14. The End-of-Semester Examination of each Semester shall be held as far as possible at the end of the relevant Semester, unless the Senate on the recommendation of the Faculty Board, decides otherwise.
15.
  - 15.1 A candidate shall take the End-of-Semester Examination at the very first occasion when it is held for the Semester after the completion of lectures and other forms of instruction.
  - 15.2 Any candidate who fails to take the End-of-Semester Examination at the very first occasion when it is held for the Semester after the completion of lectures and other forms of instruction shall, unless excused on medical grounds or any other valid grounds acceptable to the Senate, be deemed to have exhausted an attempt at taking the Examination when calculating the total number of attempts at which a candidate can take the Examination.
  - 15.3 No candidate shall be eligible to take the End-of-Semester Examination on more than two occasions (attempts) and in calculating the number of occasions (attempts) a candidate is eligible to take the Examination, the deemed attempt as referred to in sub-Clause (2) above shall also be taken into account.

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16.

16.1 A person shall not be permitted to take the End- of Semester examination unless he/she has:

- (i) duly registered as a PG Dip (LRHRmgt) candidate from the commencement of the academic year for which the examination is held;
- (ii) satisfied the attendance requirements at lectures, seminars etc. as prescribed by the Faculty Board of the FGS.
- (iii) has ensured that he/she has paid the necessary examination fees and made other payments to the University duly in respect of the entire Examination or those course modules which he/she has been required to take, as the case may be;
- (iv) registered with the Examinations Branch of the University for the Examination she/he intends to take.
- (v) has provided certification by the Coordinator of the study programme that the candidate has completed the course modules leading to the examination by attending the required proportion of lectures and other forms of instructions.
- (vi) duly applied for the examination in accordance with the prescribed manner.

16.2 A candidate shall be issued the relevant admission card by the University to enter the Examination Hall where the End-of-Semester Examination is held once he/she satisfies the requirements mentioned in Clause 16.1 above.

16.3 All rules relating to the examinations and assessments as contained in the Examination Procedure, Offences and Punishment Regulation No. 1 of 1986, and its subsequent amendments shall *mutatis mutandis* apply to the PG Dip (LRHRmgt) examinations as well.

16.4 Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the different forms of on-line assessment and Class Room Tests shall be formulated and implemented by the Coordinator and the relevant course module teacher. Any matters relating to such rules shall be decided by the Faculty Board of the FGS on the recommendation of the Coordinator and the Board of Study relevant to the programme. Such rules may vary from course module to course module as well as from year to year. Such rules shall be tabled at the Faculty Board as soon as possible.



No change of these rules can take place without giving adequate notice to the candidates of the programme.

17. 17.1 Rules relating to assignments, presentations, class-room tests and other examinations shall be announced, from time to time, by the programme Coordinator in consultation with the teachers and Dean of the Faculty with the approval of the BSDS and Faculty Board and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board of the FGS.
- 17.2 The Council, on the recommendation of the Faculty Board, shall have the power to enact the rules governing the conduct of examinations and assessments as well as to deal with any other situation for which rules have already not been made.
18. 18.1 Each of the ten (10) taught course modules shall carry a maximum grade point of 4.00.
- 18.2 A candidate's performance in each of the course modules shall be graded according to the following scheme and the calculation of Grade Point Average (GPA) is carried out considering the grade point for each such course modules and credits allocated accordingly.

Range of Marks	Grade	Grade Point Value	Pass/ Not completed
90-100	A <sup>+</sup>	4.00	Distinction
80-89	A	4.00	
75-79	A-	3.70	
70-74	B <sup>+</sup>	3.30	Merit
65-69	B	3.00	Pass
60-64	B-	2.70	
55-59	C <sup>+</sup>	2.30	Not Completed
50-54	C	2.00	
45-49	C-	1.70	
40-44	D <sup>+</sup>	1.30	
30-39	D	1.00	
00-29	E	0.00	

(Source: UGC Circular No. 901)

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$$GPA = \frac{\sum_{i=1}^n GPV_i C_i}{\sum_{i=1}^n C_i}$$

Where  $GPV_i$  and  $C_i$  are the Grade Point Value earned and credit values allocated respectively for the  $i^{th}$  course modules. Any calculated GPA shall be rounded to the second decimal place.

19. A candidate shall be deemed to have been successful at the examination leading to the award of the PG Dip (LRHRmgt) if he/she obtains;
  - (a) 25 credits from all the taught course modules,
  - and
  - (b) Grade Point Value (GPV) of 2.70 or above in each of the course modules
20. A candidate who has been successful at the examination leading to the award of the PG Dip (LRHRmgt) may be awarded a distinction pass at the examination if she/he obtains a Grade Point Average (GPA) of 3.70 or more during the first period of registration.
21. A candidate who has been successful at the examination leading to the award of the PG Dip (LRHRmgt) may be awarded a merit pass at the examination if he/she obtains GPA of 3.30 or more during the first period of registration.
22. 22.1 A candidate shall be deemed to have an incomplete result in one or more taught course modules of the PG Dip (LRHRmgt) if she/he obtains a GPV less than 2.70 in the taught course modules.
- 22.2 A candidate who has incomplete result having obtained a GPV of less than 2.70 in one or more of the course modules during a particular semester shall repeat the written examinations of the respective course modules at the next available occasion. Such candidates shall be given the option of carrying forward the assignment marks earned for that respective course module conducted during the particular semester.
23. A candidate who fails to satisfy the conditions provided in 19 shall be deemed to have failed the examination.
24. A candidate with incomplete results shall be eligible for two attempts provided she/he has a valid registration to satisfy the relevant conditions provided in 19. He/she shall take the course modules for which He/she has been unsuccessful on the very next



occasion when the examination is held provided that he/she is eligible to take the examination.

25. *The University shall announce through notification the names of candidates who have passed the PG Dip (LRHRmgt) examination and those who have incomplete results in the PG Dip (LRHRmgt) after completing the whole examination.*

#### PART IV - MISCELLANEOUS

26. 26.1 The fees for application, tuition, examination, and repeat examination, library facilities shall be determined from time to time by the Council of the University. The fees paid shall not be refunded.
- 26.2. There shall be additional fees charged from repeat candidates as determined by the Faculty Board and the Council depending on the expenses to be incurred by the University to service their repeat attempts in the examination process.
- 26.3 The fee payable for a certificate or statement of results or transcripts shall be determined by the Council.
- 26.4 A fee shall be charged for replacement of a lost student identity card or lost library card at rates determined by the Council.

#### PART V - TRANSITIONAL PROVISIONS

27. 27.1 Notwithstanding anything contained in these By-Laws, the candidates who have already been registered under the provisions of the By-Laws of PG Dip (LRHRmgt) 2012 as amended in 2013 and 2014 (hereinafter referred to as the 2014 By-Laws) shall be entitled to continue their programme under and subject to those provisions. To that extent the provisions of the PG Dip (LRHRmgt) By-Laws of 2012 as amended in 2013, 2014 shall be operative temporarily.
- 27.2 Any candidate who has already been registered under the 2017 programme shall enjoy a transition period of 3 years within which they shall be governed by those provisions to complete their programme according to the requirements of the 2017 programme.
- 27.3 The candidates who have been registered under the 2014 programme and who have not successfully completed the requirements for the award of the PG Dip

(LRHRmgt) under those provisions (the 2014 programme) may within a period of one year from these By-Laws come into effect apply to the University that they be considered for transfer of registration for the programme under the present By-Laws.

Provided the Council reserves the right either to decline such request or to permit such request subject to such conditions as it may deem necessary to impose on the recommendations of the Faculty Board of the FGS and the Senate of University of Colombo.

28. 28.1 (1) The Council, on the recommendation of the Senate and the Faculty Board may consider extending an exemption from following a course module and taking the examination of the course module subject to such conditions as it may deem fit and proper. This decision shall made by the Council on a case-by-case basis and its decision shall be final.
- (2) The Council retains the discretion to deny any request made under sub-Clause 28.1 above if it thinks that granting the facility will be prejudicial to the interests of any stake holders.

## PART VI – INTERPRETATION

29. In these By-Laws, unless the context otherwise requires,

“Council” means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978 (as amended)

“Senate” means the Senate of the University of Colombo constituted by the University Act No. 16 of 1978 (as amended)

“Faculty” means the Faculty of Graduate Studies

“Registrar” means the Registrar, the Acting Registrar, Deputy Registrar or any other officer authorized to sign for and on behalf of the Registrar of the University of Colombo.

30. Any question regarding the interpretation of these By-Laws shall be referred to the Council of University of Colombo whose decision thereon shall be considered as final.

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## 58 Schedule

### Post Graduate Diploma in Labour Relations and Human Resource Management PG Dip (LRHRmgt)

#### SLQF level 8

Academic year	Code of Course modules	Name of Course Module	Number of Credits
<b>Semester I</b>	PG Dip (LRHRmgt) - 5101	Economics for Managers	3
	PG Dip (LRHRmgt) - 5102	Fundamentals of Management	3
	PG Dip (LRHRmgt) - 5103	Human Resource Management	3
	PG Dip (LRHRmgt) - 5104	Statistical Analysis	2
	PG Dip (LRHRmgt) - 5105	Organizational Behavior	2
<b>Semester II</b>	PG Dip (LRHRmgt) - 5201	Industrial Relations & Labour laws	3
	PG Dip (LRHRmgt) - 5202	Compensation Management	3
	PG Dip (LRHRmgt) - 5203	Research Methods	2
	PG Dip (LRHRmgt) - 5204	People Management in Global Context	2
	PG Dip (LRHRmgt) - 5205	Seminar in Contemporary Issues in HRM	2
<b>Total Credits</b>			<b>25</b>

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