



**Guide Book**  
**Diploma in Human Resource Management**  
**2022**

**Distance and Continuing Education Unit**  
**University of Ruhuna**



## University Flag



## University Song

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University of Ruhuna  
Distance and Continuing Education Unit

## **Guide Book**

2020 / 2019



## Vision

To be the prime intellectual thrust of the”  
“nation

## Mission

To advance knowledge and skills through”  
teaching, research, and services to serve the  
“society

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## Message from the Vice Chancellor



It gives me great pleasure to send this message to students commencing the Diploma in Human Resource Management at Distance and Continuing Education Unit, University of Ruhuna. As a leading state university in Sri Lanka, we are committed to offer high quality modern education that is suited to the national and global higher educational priorities. This Diploma program is filling a gap existing in opportunities in higher education.

The Diploma in Human Resource Management is a comprehensive study program specially designed to give candidates a solid, general foundation in Human Resource Management. Through this Diploma program, the University intends to produce a knowledgeable and skilled human resource pool integrated with positive attitudes towards sustainable development.

Distance and Continuous Education Unit (DCEU) commenced many new Diploma programs during the last few years. It also has improved in efficient delivery of educational programs under the current administration. DCEU UOR regularly reviews and update the curricula of Diploma and external degree courses following the guidelines of the Quality Assurance Process. It has been done to develop the competencies of future diploma holders to match with the challenging job market.

You will receive the best quality teaching from a highly qualified academic staff. The program has been aligned to the Sri Lanka Qualification Framework which is the benchmark in education in the country and is on par with the similar benchmarks outside the country.

A substantial amount of work and effort will be required in this study program to prepare you for a rewarding and challenging career after diploma. I hope you will be focused, dedicated, and committed to achieve excellence in your studies, as well as in the extra-curricular activities made available to you through the diploma program.



I wish you all the success in your studies at the Distance and Continuing Education Unit, University of Ruhuna and I hope you would be a proud diploma holder of the University of Ruhuna one day!

**Senior Professor Sujeewa Amarasena**

Vice Chancellor

University of Ruhuna

## Message from the Director



On behalf of Distance & Continuing Education Unit (DCEU) of the University of Ruhuna, I would like to let you know that we are very pleased that you have decided to choose joining with Diploma in Human Resource Management jointly conducted by the Department of Human Resource Management of the Faculty of Management and Finance and Distance & Continuing Education Unit of the University of Ruhuna.

Effective Management of Human Capital is critical to the success of the organization. With this program you will get the opportunity to learn about the trends and developments, the issues and challenges of managing talents globally and locally, and emerging HR technologies. This program will direct you to foster positive working environment in your working place through effective employee-employer relations and to accelerate changes in workforce demographics and business operations to reach the goals of Company/Institute.

Distance Education Unit of the University plays major role in Program Administration, conducting Examination and Providing students supports to entertain pleasant academic environment while maintaining national and international standards of the quality in Open and Distance Learning modes. While providing with global standards programmes as non-profit based, University of Ruhuna as one of pioneering academic institute in the country is also benefited by extending our services to the community. I would like to extend my gratitude to Department of Human Resource Management of the Faculty of Management and Finance for taking such a valuable initiative to develop this program and offer through Distance and Continuing Education Unit.

This guidebook has been prepared to provide you information about the program, facilities available to you, policies or guidelines that you have to be adhered and

procedures to be followed in various processes such as course and examination registration and to whom you need to contact for different requirement etc. I hope that this will help you to follow the programme successfully.

Wish you ALL THE BEST

**Vajira P. Bulugahapitiya**

Director of DCEU

Senior Professor in Chemistry

## Message from the Coordinator



It's with great pleasure that I provide a message to the handbook of the Diploma in Human Resource Management Program of the intake II.

Human Resource Management (HRM) is one of the pivotal management functions in today's business organizations. A common thing we all know is that the success of any organization depends on the effective and efficient utilization of its most important asset- the Human Capital. Thus, Human Resource Management involves strategic and comprehensive approaches to managing people while carefully addressing the workplace culture and the environment. Hence, the role of human resources professionals today is to ensure that an organization's human resources are nurtured and supported by creating and managing effective and efficient programs, policies, and procedures by fostering a positive work environment through effective employee-employer relations.

In line with the Vision, Mission, and Values of the University of Ruhuna, the Department of Human Resource Management of the Faculty of Management and Finance took the lead in introducing a Diploma program in Human Resource Management program. The Diploma in Human Resource Management is a comprehensive program specially designed to provide candidates a solid, general foundation in Human Resource Management. Its prime objective is to prepare candidates with the broad knowledge on theory, practice, and methodology in Human Resource Management required to deal with people effectively and efficiently in an organization or move on to further study. The program is targeted to cater the Executives, Professionals, Entrepreneurs, and any person who wants to pursue a career in Human Resource Management in both the public and private sectors.

We at the Department of Human Resource Management have fully-fledged Faculty.

The greatest strength of the Department is the highly qualified staffs who have earned local and international exposure in the management discipline. With all these resources, we are committed to realize the objectives of the Department and engage in continuous learning and research. Moreover, The Distance and Continuing Education Unit, the administrative body of this program, has all the physical resources required to conduct the program. The student who embarks on the Human Resource Management Career through this program is expected to get the maximum benefit of it, and I wish you all the best in your future endeavors. I invite talented and dynamic students to enroll with the program and develop your career in the field of HRM profession.

**Dr. B.L Galhena (Coordinator, Diploma in Human Resource Management)**

Head/Senior Lecturer,  
Department of Human Resource Management,  
Faculty of Management and Finance,  
University of Ruhuna,  
Matara, Sri Lanka

# University of Ruhuna

## 1.1 Introduction

University of Ruhuna was established on 1st September 1978, as Ruhuna University College by a Special Presidential Decree. Currently, University of Ruhuna constitutes with ten faculties, namely Agriculture, Engineering, Fisheries and Marine Sciences & Technology, Humanities and Social Sciences, Management & Finance, Medicine, Science, Technology, Allied Health Sciences and Graduate Studies.

Faculties of Humanities and Social Sciences, Fisheries and Marine Sciences & Technology, Management & Finance, Science and Graduate Studies are located at the main University premises at Wallamadama (Matara). Faculties of Agriculture, Engineering and Medicine, Allied Health Sciences & Faculty of Technology are located in Mapalana (Kamburupitiya), Hapugala (Galle), Karapitiya (Galle) and Karagoda-Uyangoda (Kamburupitiya) respectively. The central administration unit of the University is also located at the Wallamadama University complex.

The University offers Bachelor, Master and PhD degrees in their respective disciplines. In addition, Diploma and Certificate courses are conducted in various disciplines.

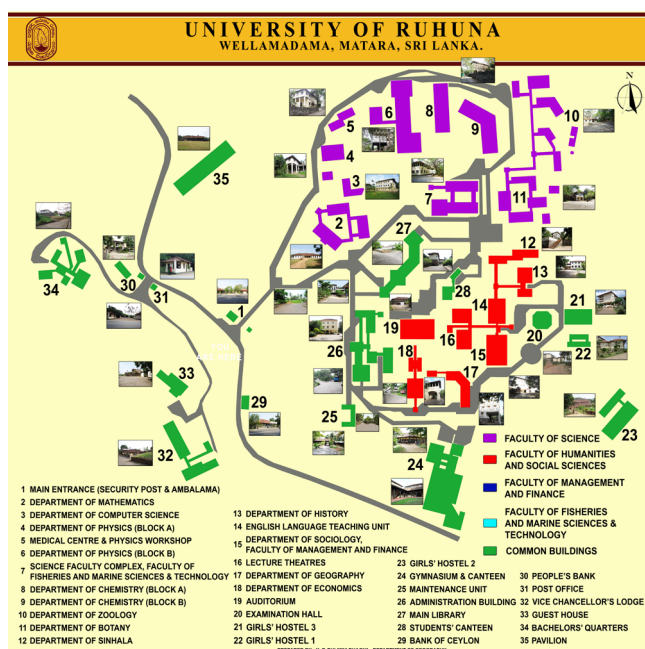


programmes in 1978, a total of 272 students were enrolled and in the year 2017 it has been increased to 9050 students, across nine faculties (Table 1.1), recording its fast growth during the past four decades.

Table 1.1 Distribution of students among the seven faculties

Name of the Faculty	No. of Students
Agriculture	1069
Engineering	2012
Fisheries and Marine Sciences & Technology	354
Humanities and Social Sciences	2646
Management and Finance	2372
Medicine	1426
Science	1496
Allied Health Sciences	0629
Technology	0934
<b>Total student population of the University</b>	<b>12938</b>

## 1.2 Location of the University





University of Ruhuna main campus is located 4 Km away from Matara along the Colombo Hambantota (A2) main road. Matara (Sinhala: මාතර, Tamil: மாத்துறை) (originally Mahathota) is a city on the southern coast of Sri Lanka, 160 km from Colombo. Matara historically belongs to the area called Ruhuna, one of the three kingdoms in Sri Lanka. First Indians who arrived to the island country according to the Mahawansa settled in the area, along the banks of Nilwala River.

Traveling from Colombo to Matara can be made either by train or buses. There are only a limited number of trains but buses are available every half an hour through the normal route or expressway. The journey through normal route takes about four hours from Colombo while one and half hours through expressway. Matara is the last railway station where the railway lines end and the last exit of the expressway y in the South.

### 1.3 Officers of the University

Chancellor	Ven. Dr. Akuratiye Nanda Nayaka Thero,
Vice- Chancellor	Senior Professor Sujeewa Amarasena MD(Colombo), DCH (Colombo), DCH (Sydney)
Deputy Vice Chancellor	Professor E.P.S. Chandana B.Sc (special in Zoology) (Ruhuna,SL), M.Phil (Ruhuna, SL) PhD (Kyoto University, Japan)
Registrar	Mrs. P.S. Kalugama BA (J'pura), MA (London), MBA(Ruh)

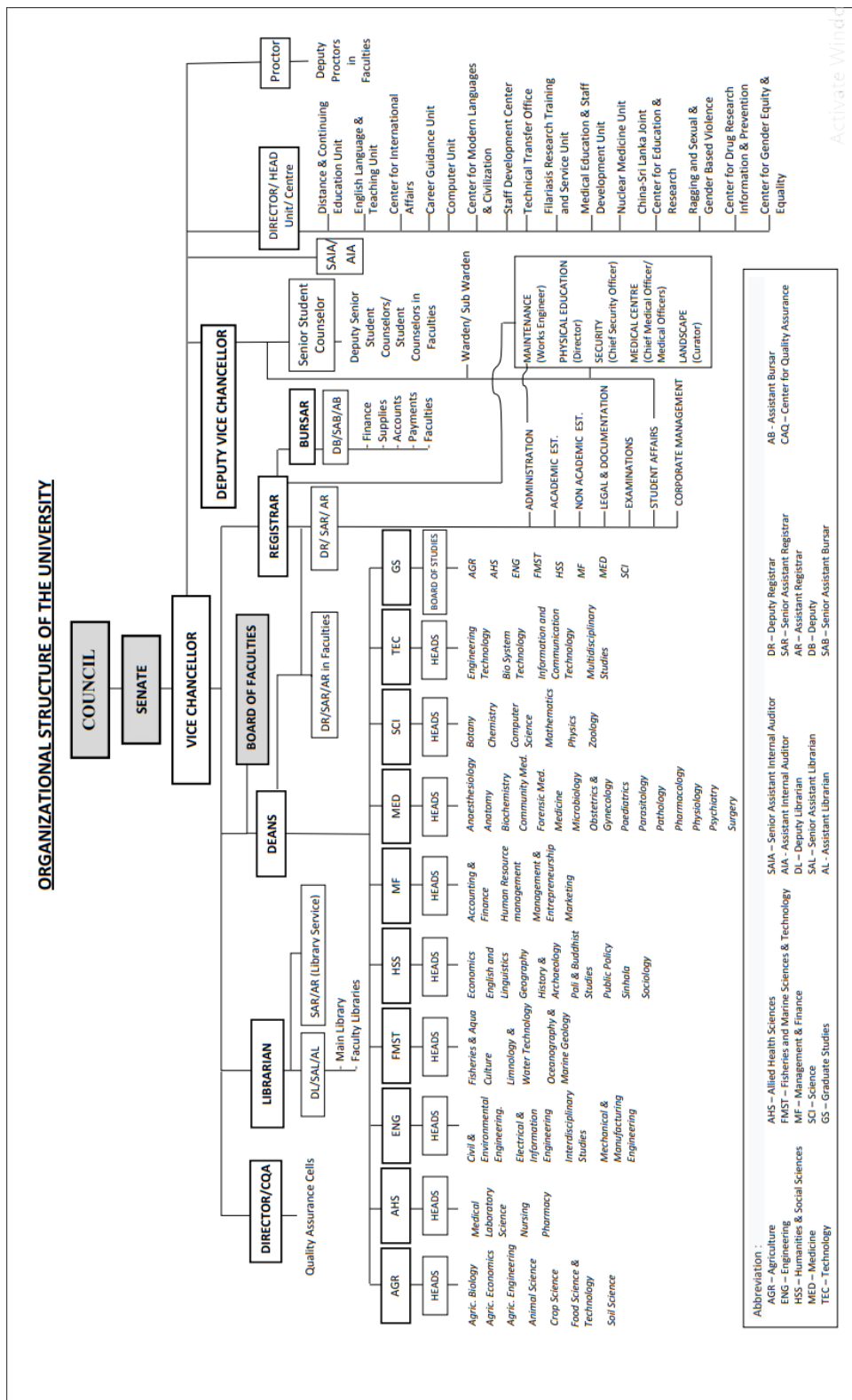
### Deans of the Faculties

Dean, Faculty of Agriculture	Professor S.D. Wanniarachchi BSc Agric (Ruhuna), MSc, PhD (Guelph, Canada)
Dean, Faculty of Allied Health Sciences	Dr. Imendra Kotapol BDS(pera), PhD(Japan)
Dean, Faculty of Engineering	Dr. Chithral Ambawatte PhD (Russia), MSc (Russia), MSAE (Japan), FISITA (UK), FIAESL, MSLEMA, MASASL, MSLAAS.



Dean, Faculty of Fisheries and Marine Sciences & Technology	Prof. K H M A Deepananda B.Sc. (Hons) in Zoology (Ruhuna, SL), M.Sc. (Bremen, Germany), PhD (Kelaniya, SL)
Dean, Faculty of Graduate Studies	Snr. Prof. D.A.L. Leelamanie BSc. (Ruhuna, Sri Lanka), MSc (Peradeniya, Sri Lanka), PhD ( Tokyo, Japan)
Dean, Faculty of Humanities and Social Sciences	Professor Upali Pannilage BA , M.Phil,PhD (Ruhuna), PG Dip.(Colombo)
Dean, Faculty of Management and Finance	Professor P.A.P. Samantha Kumara PhD (WUT, China), MBA (Col, SL), BBA (Ruh, SL)
Dean, Faculty of Medicine	Professor I.V. Devasiri MBBS(Pera),DO (Colombo), PhD(Ruh)
Dean, Faculty of Science	Prof. (Mrs.) D.H.N. Munasinghe B.Sc. (Ruhuna, SL), Ph.D. (Deakin, Australia)
Dean, Faculty of Technology	Dr. K.G. Harshadeva Gunawardhana PhD (University of Oklahoma, USA), B.Sc (Pera, SL)
Librarian	Mr. U.A.Lal Pannila MSSc (Lib and Information Science), B.A(sp) University of Peradeniya, Sri Lanka

## 1.4 Organizational Structure of th University



## 1.5 Contact Information of the University

### 1.5.1 Postal Addresses

Main administration block of the University is located in Wellamadama. Also, Faculty of Fisheries & Marine Sciences & Technology, Faculty of Humanities & Social Sciences, Faculty of Management & Finance, Faculty of Science, Faculty of Graduate Studies are located in the Wellamadama.

University of Ruhuna,  
Wellamadama, Matara,  
81000,  
Sri Lanka

Addresses of the other five campuses are as follows;

Faculty of Agriculture  
University of Ruhuna  
Mapalana, Kamburupitiya,  
81100, Sri Lanka.

Faculty of Engineering  
University of Ruhuna  
Hapugala, Galle,  
80000, Sri Lanka.

Faculty of Medicine  
University of Ruhuna  
Karapitiya, Galle.  
80000, Sri Lanka.

Faculty of Technology  
University of Ruhuna  
Karagoda-Uyangoda,  
Kamburupitiya,  
81100, Sri Lanka.

Faculty of Allied Health Sciences  
University of Ruhuna  
Godakanda,  
Galle  
Sri Lanka

### 1.5.2 Telephone and Fax Numbers of the University

	Telephone	Fax
Wellamadama Complex	+94(0)412222681-2 +94(0)412227001-4	+94(0)412222683
Faculty of Agriculture	+94(0)412292200	+94(0)412292384
Faculty of Allied Health Sciences	+94(0)912247490	+94(0)912243900
Faculty of Engineering	+94(0)912245765	+94(0)412245762
Faculty of Fisheries and Marine Science & Technology	+94(0)412227026	+94(0)412227026
Faculty of Graduate Studies	+94(0)412227008	+94(0)412227008

Faculty of Humanities and Social Sciences	+94(0)412227010	+94(0)412227010
Faculty of Management & Finance	+94(0)412227015	+94(0)412227015
Faculty of Medicine	+94(0)412234730	+94(0)412222314
Faculty of Science	+94(0)412222701	+94(0)412222701
Faculty of Technology	+94(0)412294751	+94(0)412294989

### 1.5.3 Electronic Mail/Web

The university can be reached by electronic mail from anywhere in the world. The mail domain is ruh.ac.lk. The e-mail addresses of the academic staff and other offices are available in the University Web site:

<http://www.ruh.ac.lk>

### 1.5.4 Internal Telephone Numbers

Vice Chancellor Office	2000 2101
Deputy Vice Chancellor Office	2001 2137
Registrar Office	2110 2109
Dean, Faculty of Agriculture Assistant Registrar	
Dean, Faculty of Allied Health Sciences Assistant Registrar	
Dean, Faculty of Engineering Assistant Registrar	
Dean, Faculty of Fisheries and Marine Sciences & Technology Assist- ant Registrar	5101 5102
Dean, Faculty of Graduate Studies Assistant Registrar	2147 2160

Dean, Faculty of Medicine	
Assistant Registrar	
Dean, Faculty of Science	4101
Assistant Registrar	4102
Dean, Faculty of Humanities and Social Sciences	3101
Assistant Registrar	3102
Dean, Faculty of Management & Finance	3901
Assistant Registrar	3902
Dean, Faculty of Technology	2147
Assistant Registrar	2160
Librarian	2210
Bursar	2150
Senior Assistant Bursar (Finance)	2108
Assistant Bursar (Finance)	2103
Senior Assistant Bursar (Supplies)	2115
Deputy Registrar (General Administration)	2120
Deputy Registrar (Examinations)	2130
Senior Assistant Registrar (Student Affairs)	2135
Senior Assistant Registrar (Academic Establishment)	2144
Senior Assistant Registrar (Non-Academic Establishment)	2140
Works Engineer	2145
Director, Physical Education	2223
Director, Internal Quality Assurance Unit	2153
Medical Officer	2121
Career Guidance Unit	2132
Chief Security Officer	2126
Office	2127

## Distance and Continuing Education Unit

### 2.1 Introduction

Distance and Continuing Education Unit (DCEU) of the University of Ruhuna, previously named External Examination Unit (EEU) established in 1997 with the broader objective of providing higher educational opportunities to prospective students in the region and country who are unable to enter national universities in Sri Lanka. Since its inception, the Distance and Continuing Education Unit has been growing steadily and currently cater to the needs of over 30,000 external under graduates over the country.

#### Vission of the DCEU

Become a center of excellence for distance education in Sri Lanka.

#### Mission of the DCEU

Our mission is to provide opportunities to students of all ages through distance learning in pursuing educational achievements to suit with global needs

#### Objectives of the DCEU

Develop knowledge and skills to serve the community through teaching, research and service

#### Activities related to DCEU

Carrying out necessary activities for conducting external degree, certificate and diploma courses introduced by various faculties of the University of Ruhuna. Further, DCEU Conducting and coordinating the Board of Study and management committee meetings.

Accordingly, the following various functions are carried out by this division.

- Registration of students for the following courses and examinations.
- Provide facilities / guidance to them

- Facilitate lectures / seminars for courses in the form of distance learning and / or in the university according to the academic calendar.
- Registration of students for examinations and arrangements for examinations.
- Taking action to conduct examinations according to the study calendar and issuing results.
- Carrying out re-examination of examination answer sheets after issuance of examination results.
- Maintaining and improving the quality of courses under the Distance and Continuing Education Unit, Quality Assurance Unit.
- Handling of course related financial matters in the Distance and Continuing Education Unit.
- Discussing and resolving student grievances of students through the Grievance Committee, Academic Boards and Management Committee etc.
- Facilitate teaching learning for students through online facilities (Zoom / LMS)

## **2.2 Courses conducted by the DCEU**

- Bachelor of Arts External Degree
- Certificate and Diploma Courses in English
- Diploma in Psychological Counseling
- Diploma in Scientific Tea Production and Quality Management
- Certificate and Diploma Course in Biodiversity and Ecosystem Management
- Advanced Certificate in Agro Entrepreneurship and Sustainable Home Gardening- AESH

## **2.3 Staff Members**

### **Director**

Prof. (Mrs) Vajira. P. Bulugahapitiya  
 B.Sc (Ruhuna, SL), PhD ( Fribourg, Switzerland)  
 Senior Professor in Chemistry  
 Department of Chemistry,  
 Faculty of Science

**Assistant Registrar**

Mrs. H.H. Kaumadi Dharmasiri  
 MSc (Peradeniya, SL), BSc(Peradeniya, SL)  
 Email - ardceu@dceu.ruh.ac.lk

**Assistant Bursar**

Mrs. Y.D.G.Jayawardena  
 BSc Bussiness Administration (Business Economics) sp, ICASL - CAB II  
 Email - aabursar@dceu.ruh.ac.lk

**Programmer cum System Analyst**

Mr. Hareendra Uyanahewage  
 Msc in IT (Cardiff, UK), BSc(Ruhuna), MCS(SL)  
 Email – saralah@admin.ruh.ac.lk

**Management Assistants**

Mr. T.P. Lakmal Dinesh  
 Mrs. Nisansala Ahangama  
 Mrs. C.M. Pathirana  
 Mrs. W.A. Nadeeshani (Book Keeper)  
 Mrs. G.A.T Nirmani Samarasinghe  
 Ms. Chathuni K.R. Wellappili

**Work Aids**

Mr. Heshan Kuvindu  
 Mr. T.N Weerasinghe

**2.4 Contact Details of the DCEU**

Director	+94 412223133 +94 412222681-2 Ext 12100 Email : director@dceu.ruh.ac.lk
Assistant Registrar	+94 412222681-2 Ext 12101 Email : ardceu@dceu.ruh.ac.lk
DCEU Office	+94 412222681-2 Ext 12102-5 Email : dceu@admin.ruh.ac.lk



Web	<a href="http://www.dceu.ruh.ac.lk">www.dceu.ruh.ac.lk</a>
Address	Assistant Registrar, Distance and Continuing Education Unit, University of Ruhuna, Wellamadama, Matara. 81000

## **2.5 Programme Coordinator Details**

### **Coordinator**

Dr. B.L. Galhena

PhD (Agder,Norway), MSc (Agder, Norway), BBA (Ruh, SL)

Senior Lecturer

Department of Human Resources Management

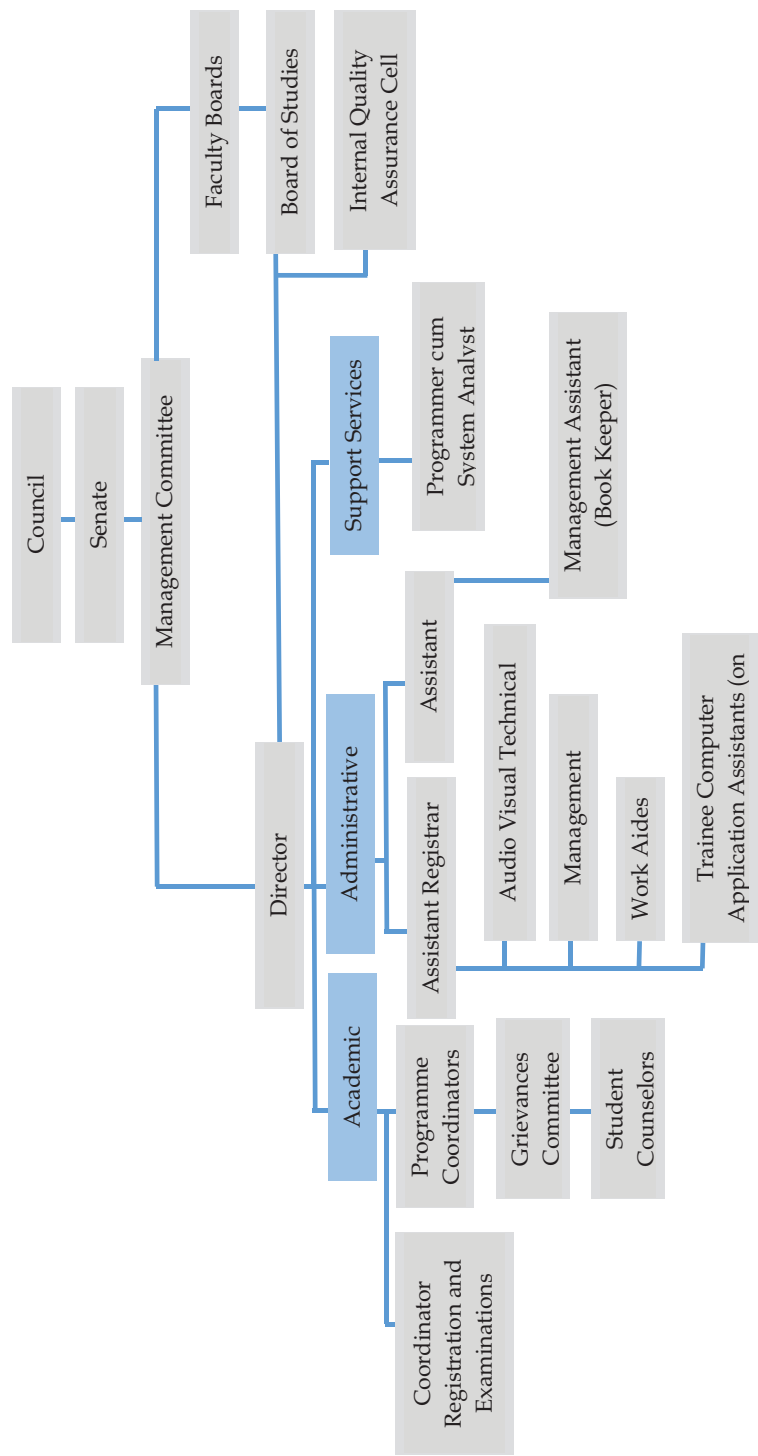
Faculty of Management Finance

University of Ruhuna

Email : [blgalhena2@gmail.com](mailto:blgalhena2@gmail.com)

Office - +94 41 2222681/2 (Ext:3931) / +94 070 3957142

2.6 Organogram of the DCEU



## FACULTY OF MANAGEMENT AND FINANCE

The Faculty of Management and Finance is one of the fastest-growing, prominent faculties of the University of Ruhuna. It is located in a beautiful setting at Wellamadama premises amidst natural surroundings and a congenial atmosphere for learning and research.

The Faculty of Management and Finance (FMF) was established on 29th of April 2003 as the sixth faculty of the University of Ruhuna by catering to the long-felt need of the people of Southern Sri Lanka.

In the beginning, it had only two Departments, namely the Department of Management and Entrepreneurship and the Department of Accounting and Finance. Later four additional departments were introduced: the Department of Marketing, and the Department of Human Resource Management, Department of Finance, Department of Business Management. Since its inception, the faculty has gained a sound reputation in promoting management education in the country through interactive and collaborative teaching and learning. Today, the Faculty has the second largest student-base in the university.



The faculty offers courses covering a broad spectrum of disciplines leading to the Bachelor of Business Administration (BBA) (Honours) degree. Six BBA degree programmes are conducted under six major academic departments. They are based on the course unit system and the courses are conducted in English medium. All courses are well designed and the curriculum is rigorously and continuously updated to align with the fast-paced environment. The Faculty is also equipped with a computer unit and an e- learning center to enrich the standards of the programmes. Recently the BBA degree programme of the faculty was accredited as an “A” Grade programme by the Quality Assurance Council of the University Grants Commission, Sri Lanka.

Apart from the undergraduate programmes, the faculty offers postgraduate courses including, Doctor of Philosophy (Ph.D.), Master in Philosophy (M.Phil.), Postgraduate Diploma in Business Administration (PDBA), Master of Business Administration (MBA), and Master of Business Management (MBM). Moreover, faculty offers several diploma courses such as Diploma in Marketing and Diploma in Human Resource Management.

The FMF has retained a remarkable and dedicated academic staff who actively engage in teaching by sharing their expertise. The faculty is blessed by their willingness to take on new challenges in ensuring high quality teaching, learning, and research. Currently, it employs 54 members of academic staff and 18 non-academic staff who provide support services to deliver all possible solutions for our students.

Guided by its vision and mission, the FMF aspires to produce employable graduates who can adapt to the changing demand of the labour market. To thrive in the 21st century, the new generation of graduates require a broad set of skills and competencies. Further, the Faculty has recognized the importance of balancing theory with practice in producing well-rounded management graduates who are able to pursue productive careers in academia, the government, and in the industry. Hence, it has taken great strides to foster partnerships with the industry, research community, and different stakeholders nationally and internationally to enhance the quality of academic programmes through development projects, work placements and impactful research.

### **3.1 Department of Human Resource Management**

Management education plays a significant role in creating managerial professionals equipped with a wide range of managerial skills and competencies that drive organizations towards success. As a leading academic department in providing Human Resource Management (HRM) education, we coordinate the Bachelor of Business Administration (Honours) degree in HRM.

The Bachelor of Business Administration (Honours) degree major in HRM aims to create highly employable HRM graduates who are equipped with a comprehensive mix of knowledge, skills, and competencies at the cutting edge of current best practices in the field of HRM.

In order to meet the rigorous requirements of the labour market, the department provides students with the opportunities to enhance knowledge, skills, and competencies through subject-related workshops, guest lectures, company visits, and outbound training programmes with the collaboration of industry experts. Further, students are able to develop their interpersonal, communication, and team-building potential through the extracurricular activities coordinated by the circle of Human Resources Development.

The greatest strength of the department is the highly qualified staffs who have earned local and international exposure in the management discipline. With all these resources, the department is committed to realize the objectives of the department and engage in continuous learning and research. Thus, the Department of HRM invites talented and dynamic students to enroll in the programme and develop their career in the field of HRM.



# **DHRM**

**Informations**

## DIPLOMA IN HUMAN RESOURCE MANAGEMENT

### 4.1 Introduction to Program

HR improves an organization's bottom line with its knowledge of how human capital affects organizational success. Human Resource Management (HRM) has become one of the pivotal management functions in today's business organizations. It is accepted that the success of a business organization depends on the effective and efficient utilization of Human Resources of an Organization. Human Resource Management involves both strategic and comprehensive approaches to managing people, as well as workplace culture and environment. The role of human resources professionals today is to ensure that a company's most important asset—its human capital—is being nurtured and supported through the creation and management of programs, policies, and procedures, and by fostering a positive work environment through effective employee-employer relations.

The Diploma in Human Resource Management is a comprehensive program specially designed to give candidates a solid, general foundation in Human Resource Management. Students who successfully complete each program can exit at each diploma or higher diploma or Bachelor level and they will be awarded with the Faculty of Management & Finance, University of Ruhuna, and Diploma in Human Resource Management and can use the designator letters "DHRM (Ruhuna)

### 4.2 Objectives of DHRM Program

The prime objective of the Diploma in Human Resource Management program is to prepare candidates with the broad knowledge on theory, practice and methodology in Human Resource Management required to enable them to work/deal with people effectively and efficiently in an organization or move on to further study.

As such, upon successful completion of the Diploma, the participants will be able to;

1. Demonstrate the Understanding of theory, practice, relevant methodology and recent developments in Human Resource Management
2. Apply the concepts theories and principles in the area of study and suggest solutions to problems in an employment context.
3. To communicate successfully, the results to specialist and non-specialist audiences and exercise personal responsibilities and leadership in some tasks in the workplace.
4. Display qualities and transferable skills as well as subject specific skills necessary for employment, carry out further training and manage their own learning.

### 4.3 Program Details

**Name** - Diploma Human Resource Management

**Duration** - One Year

**Medium of instructions** - Sinhala/English

**Credits** - 30

**SLQF** - 03

#### Course Structure of the Diploma Programme

Year	Level	Course Code	Course Unit	Credits	Hours Allocated
1	Semester 1	DHRM 11013	Organizational Management	3	45
		DHRM 11023	Introduction to Human Resource Management	3	45
		DHRM 11033	Business Economics	3	45
		DHRM 11043	Individual Behavior in Organization	3	45
		DHRM 11053	Business Mathematics and Statistics	3	45
	Semester 2	DHRM 12013	Career Management	3	45
		DHRM 12023	Human Resource Development	3	45
		DHRM 12033	Performance and Reward Management	3	45
		DHRM 12043	Personal Value Creation	3	45
		DHRM 12053	Green Human Resource Management	3	45
	Total Credits of the Program			30	450



#### **4.4 Eligibility for Registration**

A student seeking admission for the Diploma shall have the following minimum qualifications:

Passed GCE (Advanced Level) Examination in any stream, or any other equivalent educational qualification acceptable to the Senate.

or

Passed GCE (Ordinary Level) Examination and with two-year work experience and passing the aptitude test.

or

A foundation course equivalent to SLQF level 2 and passing the aptitude test.

or

Completion of NVQF level 4 and passing the aptitude test.

#### **4.5 Registration Number, Student Identity Card**

At the time of registering a student in the University of Ruhuna as an external candidate, a registration number is awarded. Whenever a candidate makes inquiries from the university about an external examination, it is compulsory to indicate his/her registration number. Until such time the registration number is awarded, the number indicated on the top right hand corner in the registration application of applicants is deemed as the temporary registration number.

A student Identity card containing photograph, the registration number and other relevant information of the applicant. Your student identity card should be presented every time you visit the university or sit an examination.

#### **4.6 Semester Teaching Plan**

Semester teaching activities conducted by professors and lecturers of the University for the promotion of learning activities of students are carried out separately for each semester. Such teaching activities are conducted either through the Learning Management System (LMS) using an online platform.

Each course unit comprises 03 credits which amount to 45 hours of Direct Contact Hours (01 credit= 15 hours). All the 45 hours are dedicated for teaching either using online mode. The relevant lectures are uploaded through the LMS.

### **Continuous Assessment**

There are 02 continuous assessments relevant to each course unit, the participation of which is mandatory. They offer 30 marks for the final examination.

The DCEU has prepared a course description incorporating the following information for each course unit. It can be accessed through the website.

- Topics covered by the course.
- Dates and time of conducting lectures/seminars for the respective topics (Timetable).
- Additional reading materials relevant thereto.
- Methods employed for continuous assessments and dates on which they should be completed.
- At the beginning of each semester/year, an academic timetable is provided for the respective academic year.

At the beginning of each semester/year, an academic timetable is provided for the respective academic year.

### **4.7 Course Unit Continuous Assessments**

Students who do not qualify for the semester end examination owing to the non-completion of continuous assessments which is a prerequisite of examinations are not allowed to sit the end examination and they are referred to as students who are not eligible to sit the examination. However, upon the completion of continuous assessments, opportunity will be afforded to sit the examination held during the relevant semester of the next academic year as a repeater.

A student who has not completed continuous assessments of a particular subject, may be permitted to sit the examination for other subjects for which continuous assessments have been completed.

All continuous assessments scheduled for a semester should be completed before the end of the 15th week of that semester.

A minimum of two assessments are conducted for each course unit and the total number of marks awarded for continuous assessments is 30. The marks obtained for continuous assessments are added to the final mark.

The submission of an assignment written by someone else or a part thereof as one's own assignment for assessment is invariably considered as an examination offence and the assignments submitted thus are not considered for evaluation and such matters are referred to the Senate on the recommendation of the Examination offence Committee.

Additional information regarding the submission of a medical certificate, if a student failed to sit the continuous assessments held for a specific course unit on medical grounds or due to any other reason to the satisfaction of the board of study or the board of the faculty and information about sitting the continuous assessment again is set out in the bylaw which can be accessed through the website.

However, students who do not qualify for the end examination of the semester due to the non-completion of continuous assessments on medical grounds or due to any other acceptable reason are deemed as first-time candidates when they sit the end examination at the next immediately available opportunity. (They should sit the examination the very next time the examination is held)

#### **4.8 Course Units - End Examinations of the Semester**

The end examinations relevant to each semester will be held at the conclusion of that semester. Only those students who have completed all continuous assessments are permitted to sit the final examination of that semester.

A repeat examination is not held for a course unit in which a candidate has failed and when the relevant examination is held at a subsequent time, it is mandatory to sit the examination and obtain a pass.

When sitting again for a course unit examination in which a student has failed, the mark obtained at the first attempt of the continuous assessment is taken exactly as it is provided. However, the student may repeat the continuous assessment at

his own discretion. In such an eventuality, the mark obtained last is considered in determining the grade for the particular subject.

In the event of a student failing to sit the end examination of the semester of a scheduled course unit, he/she is considered as a repeater when sitting a future examination. A student who did not sit the end examination of the semester on medical grounds or on account of any other reason acceptable to the relevant board of the study of the Faculty of Management and Finance, may sit as a first time student at the immediately following next examination of the recommendation of the Senate.

#### **4.9 Applying for Examinations**

A web notice is posted on the website (one months before the examination) for students notifying them to register for the examination.

To be eligible for applying for the examination, the qualifications and criteria set out in the bylaw are applicable and the relevant course fees and examination fees should be duly paid. Candidates having paid the prescribed examination fee, should forward the receipt along with the application before the closing date. (Examination fees have been included under course fees)

Candidates who intend to sit the end examination of a semester are required to register using an application form obtained from the Distance and Continuous Education Unit or through the online method. When a candidate sits two or more examinations in any given year, it is necessary to forward separate application for each examination.

Except where approval has been granted on acceptable medical or any other acceptable grounds, every candidate has to sit all course unit examinations for which he/she has registered in one sitting.

#### **Applications are rejected on the following grounds**

- Not fulfilling all the required qualifications of the relevant examination. (Eg: Non-completion of continuous assessments)
- Not applying using the prescribed application forms.

- Not forwarding applications on due date.

#### **4.10 Issuing Admissions for Examinations**

An admission is issued for the relevant examination at least two weeks before the commencement of an examination to every candidate who has fulfilled the required qualifications. It can be accessed through the website of the unit.

#### **4.11 Absent for the Examination**

In instances where a student fails to sit an examination during the period of registration due to any of the following reasons, he/she may show cause for same.

##### **Medical or other corroborating reasons**

- The student becoming seriously ill.
- The demise of the parents or siblings or spouse or children of the student.
- If the student is a member of the clergy, the demise of the chief prelate of that student.
- The student giving birth to a child.
- Participation of the student in a national or international level sports, academic or cultural activity.
- Any other reason acceptable to the Senate.

Together with the aforementioned reasons, the following legal evidence should be submitted in writing to the Senior Assistant Registrar of the DCEU within 14 days of the from the date specified for the relevant academic activity.

- If the request is made on medical grounds, a medical certificate issued by a government hospital or a medical consultant covering the date of the relevant examination should be furnished.
- If the request is made due to the death of a family member, the death

certificate to confirm the demise should be submitted together with a certificate by the Divisional Secretary confirming the relationship between the deceased and the applicant.

- If the request is made due to the passing away of the chief prelate, the certificate of death to confirm the demise together with a certificate issued by the Divisional Secretary confirming the teacher-pupil relationship of the student and the prelate should be furnished.
- If the request is made following the participation in a sports or cultural event, certificates obtained from the relevant authorities confirming the participation in the event should be furnished.
- If some other reason is given, affirmative legal evidence for the corroboration of same should be submitted.

Upon the submission of one or more of the above reasons by a student along with corroborative legal evidence in writing, the Faculty Board, having due regard to the matters thus furnished will refer same to the senate on the recommendation of the Medical Certificate Reviewing Subcommittee of the DCEU.

Upon the receipt of approval for medical certificates or other reasons furnished by a student for failing to sit an examination subsequent to the recommendation of the Medical Certificate Reviewing Subcommittee, the student has to sit the said examination at the very first time it is held again and the candidate will be deemed as a first-timer. Further, examination fees have to be paid again to thus sit the examination.

#### **4.12 Evaluation and Grading**

The evaluation shall consist of continuous assessments and end-semester examinations. The method of assessments, distribution of weightage between continuous assessment components and end-semester examination of each Course Unit shall be prescribed by the Regulation.

Continuous assessments shall consist of minimum of two assessments per Course

Unit. The types of assessment shall be mid-semester examinations, presentations, quizzes, assignments, writing short papers, in-class tests, and reports.

During each semester, students are evaluated using two modes of assessments for each course unit as follows.

Two continuous assessments contributing 30% to the final grade which can be in the form of mid-semester examinations, presentations, quizzes, assignments, writing short papers, in-class tests, and reports.

End-semester examination for a given course unit shall contribute 70% to the final grade based on a three-hour written examination which can be in the form of essay or structured essay or multiple-choice questions or any combination.

If a student fails to complete continuous assessment due to a reason acceptable to the Board of Study, he/she may be given an alternative continuous assessment upon request, which is arranged by the unit coordinator on the recommendation made by the Board of Study.

If a student has received a Grade C- or lower for a course unit, he/she may re-sit end semester examination for that course unit. The maximum grade awarded for a repeat attempt shall be Grade C. Such candidates may use the continuous assessment marks of the first attempt up to a maximum of three consecutive academic years from the date of enrollment. If a student wishes to improve the continuous assessment marks, he/she shall complete all components of the continuous assessment of the relevant course unit.

In order to be eligible to sit for the end-semester examination of each course unit, students shall complete all the continuous assessments relevant to that course unit.

There shall be a deadline as decided by the course unit coordinator for the submission of each continuous assessment. Any student who fails to submit a continuous assessment on time shall be given zero marks for that assessment unless he/she provides valid reasons acceptable to the Board of Study and completes the given assessment within the period specified by the Course Unit Coordinator.

The final evaluation of a course unit shall be graded and be assigned a Grade Point

Value (GPV) as follows:

(%) Marks	Grade	GPV
85- 100	A+	4.00
70-84	A	4.00
65-69	A-	3.70
60-64	B+	3.30
55-59	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
25-29	D	1.00
0-24	E	0.00
-	E*	

Not applied/ Absent without accepted reason(s)/ Not Eligible	E*
Accepted Medical Certificate	MC
Results withheld	WH

A student who obtains a grade “C” or better for a Course Unit shall be considered to have passed in that Course Unit.

A Student who obtains grade “C-” or lower for a course unit shall re-sit for the examination in a subsequent attempt within three academic years from the date of enrollment.

The maximum grade awarded for a repeat attempt shall be “C” (Grade Point Value is 2.0).

When a student has received a Grade C- or lower for a Course Unit, the continuous assessment marks of the first attempt shall be carried forward up to maximum of two consecutive academic years. Such a student may improve the continuous



assessment marks by repeating all components of continuous assessments within a given semester.

If a student fails to complete any component of the continuous assessment of a particular Course Unit due to medical or other acceptable reason, he/she may appeal with supporting documents to the Board of Study of the Faculty at DCEU through its SAR / AR for an academic concession within one week from the date of assessment. If such a concession is granted, the student will be offered a make-up assessment.

The results shall be released semester-wise. The final results of the Diploma Programme shall be approved by the Senate.

#### **4.13 Requirements for Award of the Diploma**

The Grade Point Average (GPA) shall be calculated as described below at the end of the Diploma Programme to determine the overall performance of a student. GPA is the arithmetic mean of the credit-weighted grade point values. The GPA is determined by dividing the total credit-weighted Grade Point Value by the total number of credits

A student shall be eligible for the award of the Diploma if he/she has obtained;

- a minimum of 30 credits for Diploma from the course units as prescribed by the Regulation within the time period stipulated therein, and
- a minimum of Grade Point Average of 2.00, and
- no grades lower than C grades

#### **4.14 Award of the Diploma with a Merit Pass**

A student, who has fulfilled all the stipulated conditions in section 6 shall be awarded a Merit pass if he/she obtains a GPA of 3.70 or above within the first attempt of the Diploma Programme.

#### **4.15 Effective Date of the Diploma**

The effective date of the Diploma shall be the date following the last day of the Semester examination conducted for the Diploma Programme in the relevant semester in which the student fulfils the requirements to receive the Diploma.

#### **4.16 Releasing the Results**

Subsequent to the release of results subject to the approval of the Senate of the University of Ruhuna, the candidates can access the results through the website of the DCEU. The result of students penalized for examination offences will be suspended until the fulfillment of the relevant requirements.

#### **4.17 Re-scrutiny of Answer Scripts**

Students who want to have their answer scripts re-scrutinized should make an application to the Assistant/ Senior Registrar of the DCEU using the prescribed format within 14 days from the date of release of results of the relevant examination subsequent to the payment of the relevant fee. Further information in this regard will be provided through the website along with the release of the results.

#### **4.18 Examination Rules**

##### **Confirmation of Identity**

Candidates should keep their Student Identity Card and the duly completed admission card on their person during the examination. The signature of the student in the admission card should be attested by an authorized officer as set forth in the admission card.

Candidates should be able to prove their identity at the examination and failing to do so will result in not being permitted to sit the examination.

### **Entering the examination hall**

Applicants should remain outside the examination hall until they are called in and a candidate should only sit in the seat allocated to him/her as per the registration number.

### **Rules to be followed inside the examination hall**

Candidates are under the authority of the Supervisor/Invigilator and the Supervisor/Invigilator will assist candidates before, during and after the examination by giving necessary instructions. It is compulsory to comply with such instructions.

In an emergency, a candidate may communicate with the Supervisor/Invigilator.

Under no circumstances, a candidate will be admitted to the examination hall after the expiry of half an hour from the commencement of the examination.

A candidate who breaches the stipulated rules and regulations of the examination is deemed to have committed an offence.

### **Leaving the examination hall**

Candidates should leave the examination only after the announcement of the conclusion of the examination by the Supervisor subsequent to the collection of answer scripts. Further, no candidate will be permitted to leave the examination hall until the completion of one hour since the commencement of the examination or during the last 15 minutes of the examination.

## **4.19 Examination Offences and Punishments**

The rules and regulations of the University on the violation of examination rules are applicable to all assignments and examinations of this course.

If any registered student is found guilty of an anti-disciplinary act or a criminal offence, he/she shall be liable to decisions made by the Senate of the University as to the maintenance of his/her studentship and the awarding of diploma.

A candidate who has breached any requirement or condition of the examination rules/regulations is deemed to have committed an examination related offence.

The following are prohibited for candidates in respect of examinations.

- Keeping in possession unapproved documents, etc (lecture notes, short notes, etc )
- Making notes in the admission card, student record book, in the body or in items of clothing.
- Copying/copy writing
- Copying being revealed at the marking of answer scripts.
- Impersonation of any candidate at the examination hall
- Keeping in possession a mobile phone or similar communication devices
- Aiding or abetting the commission of an examination offence
- Removal of examination stationary etc. belonging to the university from the examination hall.

A candidate found guilty of examination offence shall be subjected to one or more of the following punishments.

- Cancellation of results of the subject wherein the examination irregularity was committed. Cancellation of the results of the entire examination of a party thereof.
- Cancellation of the candidacy from the entire examination or a part thereof.
- Suspending the sitting of university examinations indefinitely or for a specific period as may be determined by the Senate.
- Suspension of the university studentship indefinitely or for a specific period as may be determined by the Senate.
- Removal of his/her name from the list of students who have passed the examination.
- Banning the participation in the diploma awarding ceremony.

## **4.20 Issuing Certificates**

### **Issuing subject grade certificates**

Subsequent to the approval of the results of a final semester examination by the Senate, the relevant certificates are issued to the diploma holders. Certificates are not issued in respect of course units. The certificates can be obtained by filling in the prescribed form provided by the DCEU.

### **Issuing certificates**

Certificates are issued to diploma holders on the participation in the diploma awarding ceremony subsequent to the approval of the results of a final examination by the Senate. They may be issued on the date of the awarding ceremony or on a subsequent date.

## **4.21 Participation in the convocation**

Students who duly completed the Diploma can participate in the awarding ceremony and the relevant information is made public through the website.

## **4.22 Online services provided by the DCEU**

As online services, the Unit basically provides the Learning Management System (LMS) through its website. Teaching/academic activities are provided online primarily via the LMS. The lectures and the relevant course handouts provided to you can be accessed by means of the account provided by it to you. The information relevant to their usage is provided to you by online workshops at the commencement of the course. Further, the guidelines relevant for the usage of the said Management System will be posted on the website.

Your basic information too can be updated using the LMS. In addition, registration of subjects of your choice, registration for the semester, issuing of admission cards, releasing results, issuing payment vouchers and provision of information relevant to other courses are carried out using the DCEU web.

General notices, timetables, course information, applications, payment vouchers, office information and staff information are also provided through the website.

#### **4.23 Grievances Committee**

The DCEU has taken measures to establish a Grievance Committee to support students registered under the Unit.

The Committee comprises three Coordinators of external degree programmes and two senior staff members. The Senior Assistant Registrar of the DCEU serves as the convener of meetings of the Committee. The Committee meets once a month to discuss requests of students and refer its recommendations to the academic board responsible for distance and continuous education.

Requests of students relating to the following matters can be forwarded to the Grievance Committee.

- Issues associated with examinations
- Issues relating to the selection of course units
- Issues connected with the registration for courses
- Issues pertaining to examination results
- Seeking an additional sitting for an examination
- Issues regarding learning materials/ online methods
- Issues regarding the payment of fees
- Other issues of students regarding the DCEU

#### **Members of the Grievance Committee**

Dr. (Mrs) R.A.S. Ranabahu - Chairman of the Committee

Prof. S.P. Kahandagamage - Member of the Committee

Mr. H.V.I. Abeywickrema, Senior Lecture - Member of the Committee

Further information and applications can be obtained from the website.

The specimen application form posted on the website should only be used for submitting grievances and the relevant annexures thereto, if any, too should be submitted together with the grievance to the Assistant Registrar, DCEU.

#### **4.24 Internal Quality Assurance Cell of DCEU**

The Quality Assurance Cell has been established with the objective of improving the quality and standards of external degree and other courses.

Members of the Internal Quality Assurance Cell of DCEU

- Senior Professor (Mrs) Vajira P.Bulugapitiya (Director/ DCEU)
- Mrs. Hemanthimala Wanigasinghe – Representative of the Governing Council
- Professor Vijith Jayamanna - Chairman/Board of Study, Faculty of Agriculture
- Professor K.H.M.A. Deepananda - Chairman/ Board of Study, Faculty of Fisheries and Marine Sciences & Technology
- Dr. K.D.D.G. Silva -Chairman/ Board of Study, Faculty of Humanities & Social Sciences
- Mr. W.M.R. Laksiri - Chairman/ Board of Study, Faculty of Management and Finance
- Mrs. C. Seneviratne - Deputy Registrar/ Examinations

#### **4.25 Cancellation of the registration**

A candidate can have the registration canceled at his/her discretion. However a request for the cancellation of registration made by a candidate whose results are

pending or who is subject to disciplinary action due to an examination irregularity will not be entertained. In cancelling the registration, any fee paid for the registration will not be refunded.



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# **DHRM**

## **Course Outline**

## 5

### COURSE OUTLINE

**Course Title** : Organizational Management

**Course Code** : 11013

**Level** : 01

**Number of Credits** : 03

#### Course Description

Management is seen as the process of effectively and efficiently planning, organizing, directing and controlling the scarce resources to attain pre-determined organizational goal and objectives. As such, this course is designed to offer students with a wider understanding of both theoretical and practical aspects of the principles of management and management process.

#### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Define the basic concepts, principles and theories of management
- Enhance students' theoretical knowledge of management to identify and analyze the practical problems in an organization setting
- Develop initial arguments and make some judgments in accordance with basic theories and concepts of Management

#### Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures

-	Discussions	Discussions
Case studies	Case studies	Case studies

### Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

### Course Contents

Management Overview

Introduction to Social Responsibility and ethics

Organizational environment and culture

Introduction to Planning Function

Introduction to Organizing Function

Introduction to Leading function

Basic Motivational theories

Basic Leadership theories

Introduction to Communication in Management

Basic Decision-Making Models in Management

Controlling in Management

Emerging trends in Management

### Recommended Readings

Griffin, R. W (2016), Management (12 th edition) , Cengage Learning, USA

Kanthugn, M.B. & David, C.M. (Latest), Management, McGraw Hill Inc

<b>Course Title</b>	: Introduction to Human Resource Management
<b>Course Code</b>	: 11023
<b>Level</b>	: 01
<b>Number of Credits</b>	: 03

### Course Description

This course provides a basic understanding of the concepts, theories, processes and practices of human resource management. It covers functions, recent developments, challenges and issues of human resource management.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Define the basic functions of human resource management,
- Identify the challenges and issues in human resource management,
- Recognize the importance of HR functions to manage people resource efficiently and effectively
- Recall the basic concepts and theories in Human Resource Management.

### Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

### Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## **Course Contents**

Introduction to Human Resource Management

Job Design and Job Analysis

Human Resource Planning

Recruitment and Selection

Hiring and Employee Induction

Human Resource Development

Employee Performance Evaluation

Career Management

Employee Compensation and Welfare Management

Employee Movements

Employee Health and Safety Management

Employee Discipline Management

Employee Grievances Handling

Labour-Management Relations

Contemporary Trends in Human Resource Management

## **Recommended Readings**

Opatha, H.H.D.N.P. (2015). Human Resource Management. Author Publication.

Dessler, G. (16 th edition) Human Resource Management. Pearson Education.

Ivancevich,J., & Konopaske, R. (2013). Human Resource Management. (12th edition). McGraw Hill.

<b>Course Title</b>	: Business Economics
<b>Course Code</b>	: 11033
<b>Level</b>	: 01
<b>Number of Credits</b>	: 03

### Course Description

This course unit provides a basic knowledge of the use of economic theories and tools to that enhance students' economic way of thinking and how to use such understanding to maximizes the organizational resources effectively and efficiently.

It basically consists with the basic areas of microeconomics and macroeconomics

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Understand the microeconomic terminologies and the economic way of thinking,
- Understand the importance of implications of basic economic concepts and models in business management.
- Develop initial arguments and make some judgments in accordance with basic concepts theories and tools of business economics

### Teaching/Learning Methods

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

## Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction to Economics

Market Economy (Demand and Supply)

Theory of production

Theory of cost

National Accounts

General Price levels and Inflation

Introduction to financial system in Sri Lanka

Money, money demand and money supply

Introduction to International Trade

Economic growth, Economic development, population and poverty and employment

Sri Lanka Labor Market Information

## Recommended Readings

McConnell C., R. and Brue, S. and Flynn, S. (2017) Microeconomics (21 st edition),

McGraw-Hill Education

<b>Course Title</b>	: Individual Behavior in Organizations
<b>Course Code</b>	: 11043
<b>Level</b>	: 01
<b>Number of Credits</b>	: 03

**Course Description**

This course focuses on the basic analysis of the behavior of individuals, which have an impact to enhance the organizational performance. It discusses the concepts and theories related to human behavior.

**Intended Learning Outcomes**

At the end of the course, the student will be able to;

- Define the basic concepts and theories of human behavior,
- Identify the nature of human behavior within the organizations,
- Understand the importance of determinants of individual behavior for Human Resource Management
- Develop initial arguments and make some judgments in accordance with basic concepts and theories of individual behavior

**Teaching/Learning Methods**

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies



## Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction to the Organizational Behavior

Fundamentals of Individual Behavior

Basic introduction in Diversity in Organizations

Individual Learning

Basic introduction to Values and beliefs

Attitudes and Work-related attitudes

Personality

Emotions

Perception

Culture and individual Behavior

Stress Management

## Recommended Readings

Robbins, S. and Judge, T. (2018). Organizational Behavior. (18th edition), Pearson

Luthans, F., Luthans, B. C. and Luthans, K. W (2015), Organizational Behavior: An Evidence-Based Approach, (13th Edition), Information Age Publishing.

<b>Course Title</b>	: Business Mathematics and Statistics
<b>Course Code</b>	: 11053
<b>Level</b>	: 01
<b>Number of Credits</b>	: 03

### Course Description

This course focuses to provide basic understanding of theories, and concepts of mathematics and statistics and its application in business decision making. It covers the uses of fundamental quantitative tools and techniques, including numerical data and statistical analysis in relation to an organizational context.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Understand the basic theories, concepts, tools, and techniques of mathematics and statistics.
- Apply mathematical and statistical tools and techniques in decision making.
- Identify the importance of basic Business Mathematics and Statistics concepts, tools and techniques for managing human resources

### Teaching/Learning Methods

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

### Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction and importance of Business Mathematics and Statistics for Human resource Management

Factoring Concept

Equations

Interest and Annuities

Derivatives

Probability

Statistical representation of data

Sampling methods

Measures of Central Tendency

Measures of Dispersion

Correlation Analysis

Regression Analysis

Probability

## Recommended Readings

Karunaratne, K.R.M.T. (2019). Quantitative Method for Management. : with applications in planning and decision making. (4 th ed.). Sri Lanka: State Printing Corporation.

Richard, I.L. & David, S.R. (2017). Statistic for Management. (7th ed.). U.S.A: Prentice Hall.

Budnick, F. (2018). Applied Mathematics for Business Economics and the Social Science. (4th ed). New Delhi: Tata McGraw Hill Education.

<b>Course Title</b>	: Career Management
<b>Course Code</b>	: 12013
<b>Level</b>	: 02
<b>Number of Credits</b>	: 03

### Course Description

This course focuses to provide basic understanding of theories, and concepts of mathematics and statistics and its application in business decision making. It covers the uses of fundamental quantitative tools and techniques, including numerical data and statistical analysis in relation to an organizational context.

This course provides an overview of the most salient phenomenon of career management including the individual career management, career development of self and employees and managing career related issues of an organization.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Define relevant concepts and theories in career management,
- Identify relevant concepts and theories in career management,
- Recognize the importance of career management concepts, theories and techniques for management of people
- Discuss the inter-relatedness of career, family and personal life involvements, and
- Assess the occupational and organizational environments.

### Teaching/Learning Methods

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

## Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction to Career Management

Career Context and Stages

Introduction of Models of Career Management

Occupational choice

Organizational Entry

Early career

Mid-Career

Late career

Career Management in an Organization

Contemporary Issues in Career Management

## Recommended Readings

Greenhaus, G.H., Callanan, G.A & Godshalk, V.M (2018), Career Management for Life (5 th Edition), Routledge

<b>Course Title</b>	: Human Resource Development
<b>Course Code</b>	: 12023
<b>Level</b>	: 02
<b>Number of Credits</b>	: 03

### Course Description

This course focuses to provide basic awareness of concepts, theories, methods and framework of Human Resource Development (HRD) that provides basic understanding of how to assess training needs, designing, implementing and evaluating human resources development interventions.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Define the theories, methods and frameworks of human resource development,
- Explain the methods and approaches used to develop managerial and non-managerial employees and,
- Identify challenges pertaining to the human resource development theories, methods and frameworks for managing people in an organization.
- Recognize the importance of human resource development theories, methods and frameworks for managing people in organizations.

### Teaching/Learning Methods

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

## Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction to Human Resource Development  
 Basic understanding of individual learning theories  
 Need assessment techniques  
 Steps in Design HRD intervention  
 Basic Methods of implementing HRD Interventions  
 Basic evaluation methods of HRD intervention  
 Employee Orientation  
 Basics in Skills and technical training  
 Basics in Employee Coaching  
 Basics in Counselling  
 Contemporary Trends in HRD

## Recommended Readings

Werner, J. M. and DeSimone, R.L.R (2011), Human Resource Development (6 th edition), Cengage Learning.

Raymond N.A. (2016), Employee Training and Development, (7th ed.).McGraw-Hill Higher Education USA: Irwin

<b>Course Title</b>	: Performance and Reward Management
<b>Course Code</b>	: 12033
<b>Level</b>	: 02
<b>Number of Credits</b>	: 03

**Course Description**

This course provides the basic knowledge of identifying, measuring, managing and rewarding employee performance in an employment context. It includes basic theories, models, processes and techniques in managing employee performance and rewards effectively.

**Intended Learning Outcomes**

At the end of the course, the student will be able to;

- Define fundamental theories, concepts, methods, techniques and practices in performance and reward management
- Identify the importance of performance and Rewards related concepts methods techniques and practices in managing people in organizations
- Understand contemporary issues and trends in managing employee performance and rewards

**Teaching/Learning Methods**

<b>Self-Study</b>	<b>Online</b>	<b>Physical Lectures</b>
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies



## Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

## Course Contents

Introduction to Performance Management  
 Introduction of Performance Management Process  
 Basics in Measuring Employee Performance  
 Skills needed for Performance Management  
 Introduction to Reward Management Process  
 Role of Performance Appraisals in Rewarding Decisions  
 Types of Rewards  
 Base Pay and introduction to Pay Structures  
 Contingent Pay  
 Employee Benefits  
 Non Financial Rewards

## Recommended Readings

Aguinis, H. (2020). Performance Management. (3rd ed.). India:Pearson.  
 Tovey, M.D. (2017). Managing Performance Improvement. (3rd ed.). Australia: Pearson.  
 Armstrong, M. (2018). Reward Management Practice, (5th ed.). India:Kogan Page  
 Gerhart, B and Newman, J. (2019), Compensation (13 th edition), McGraw-Hill Education.

<b>Course Title</b>	: Personal Value Creation
<b>Course Code</b>	: 12043
<b>Level</b>	: 02
<b>Number of Credits</b>	: 03

### Course Description

This course conveys knowledge and understanding to students about the basic skills that are needed to be successful in organizational as well as personal spheres of the life setting. It will cover the areas such as presentation skills, communication skills, negotiation skills, leadership skills etc., and the students are encouraged to develop these skills through further training.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Understand the importance of necessary skills to be successful in organizational as well as personal spheres of the life setting.
- Undertake further training and develop those skills within a managed environment

### Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

### Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

**Course Contents**

Developing Basic Communication skills

Presentation skills

Leadership skills

Organizing skills

Decision Making Skills

Negotiation Skills

Change management skills

Entrepreneurial Skills

Emotional Intelligence

Grooming and business etiquettes

Ethics and personal value creation,

Self-management,

Critical success factors

**Recommended Readings**

Robbins, S. P (2014), Training in Interpersonal Skills: Tips for Managing People at Work, (6th edition), Pearson Education.

Burnes, B, (2017) Managing Change (7th edition), Pearson Prentice Hall, India.

<b>Course Title</b>	: Green Human Resource Management
<b>Course Code</b>	: 12053
<b>Level</b>	: 02
<b>Number of Credits</b>	: 03

### Course Description

This course provides basic knowledge and understanding to students about the green human resource management context. It will cover the area such as sustainability, ethics, work family balance and going green etc. Further, this will important to get an idea about the environmental, social and economic aspects of managing people at work.

### Intended Learning Outcomes

At the end of the course, the student will be able to;

- Explain the Green Human Recourse Management.
- Discuss the importance of Green Human Resource Management for Human Resource Management
- Identify the green HRM functions and Green initiatives for HRM
- Understand the human resource experts' role in Green context

### Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

### Methods of Assessment

Continuous Assessments : 30%	End Semester Examination : 70%
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2-3 Take home assignments	Closed Book Structured Question Paper
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## **Course Contents**

Introduction to Green Human Resource Management

Sustainability and Human Resource Management

Organizational ethics and Human Resource Management

Green Human Resource Management Functions

Green Initiative for HRM

Work Family Balance

Quality of work life

Employee Counseling and green HR

Happiness and Human Resource Management

High Performance Organization

Absenteeism and Presenteeism

Customer Satisfaction and Human Resource Management

## **Recommended Readings**

Opatha, H.H.D.N.P.,(2019). Sustainable Human Resource Management practices

Ahmad, Cogent Business & Management (2015), 2: 1030817 <http://dx.doi.org/10.1080/23311975.2015.1030817>



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