



STUDENT HANDBOOK

Postgraduate Center for Business Studies (PCBS)

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura



Message from the Vice Chancellor

It is with great pride that I welcome you all to the Postgraduate Centre for Business Studies (PCBS) at the Faculty of Management Studies and Commerce (FMSC), University of Sri Jayewardenepura. You are joining a place that has shaped the careers of countless professionals over the years.

The PCBS was established with the vision of providing high-quality postgraduate education in business and management, consolidating all taught postgraduate programmes previously offered by the Faculty of Graduate Studies. Under the guidance of the Board of Study in Business Studies of the FMSC, and led by the Director of the Centre, PCBS continues to carry forward a tradition of scholarly distinction and research-driven learning.

Our MBA and MSc in Management programmes, among the oldest postgraduate programmes in the country, were approved in 1994. These two-year programmes are designed to equip you with advanced knowledge, analytical skills, and leadership capabilities to thrive in dynamic and competitive business world.

As part of the largest faculty in the Sri Lankan university system, you will be fully engaged in a rich academic environment known for its research, milestones, and dedication to knowledge dissemination. The FMSC has shaped leaders in both the public and corporate sectors, empowering them with flexibility, creativity, and passion to successfully tackle the challenges of modern business world.

I encourage you to make the most of this opportunity—engage in intellectual discussions, challenge conventional thinking, and apply your learning to real-world business challenges. Your time at PCBS will not only enhance your academic and professional capabilities but also shape you into a responsible and visionary leader.

Wishing you success in your postgraduate journey!

Senior Professor M. M. Pathmalal

Vice-Chancellor

University of Sri Jayewardenepura



Message from the Dean - Faculty of Management Studies and Commerce

It is with great pleasure that I welcome you to the Postgraduate Centre of Business Studies at the Faculty of Management Studies and Commerce (FMSC), University of Sri Jayewardenepura. As the pioneering and leading business management faculty in Sri Lanka, FMSC has been at the forefront of postgraduate education for over six decades, shaping the nation's business and management landscape since the introduction of its first MBA programme in 1950. Today, we take pride in offering a diverse portfolio of 16 postgraduate programmes and a PhD programme across multiple disciplines of business management, continuously evolving to meet the ever-changing demands of the corporate and academic world.

Our postgraduate programmes are carefully designed to offer intellectually stimulating and practically relevant learning experiences. With the guidance of our highly qualified and experienced academic staff, we emphasize experiential learning by integrating theoretical foundations with real-world business challenges. Through case studies, industry collaborations, research-driven insights, and interactive discussions, we ensure that our graduates are well-equipped to excel in dynamic professional environments.

At the core of our postgraduate education is a commitment to knowledge co-creation. We recognize that learning is a collaborative process that extends beyond the classroom, fostering an environment where academic excellence meets industry expertise. Our programmes encourage critical thinking, innovation, and scholarly inquiry, enabling students to translate knowledge into impactful business solutions and research contributions.

Selecting the right postgraduate programme is a pivotal decision in shaping your professional trajectory. Whether you seek to enhance your leadership capabilities, expand your business acumen, or embark on an academic research journey, our postgraduate programmes provide the ideal foundation to achieve your aspirations.

We invite you to be a part of this transformative academic journey, where you will gain advanced knowledge, develop a global perspective, build invaluable professional networks, and unlock new opportunities for career growth. We look forward to welcoming you to the University of Sri Jayewardenepura and to supporting you in achieving your academic and professional goals.

Prof. Dushan Jayawickrama

Dean

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura



Message from the Chairperson - Board of Studies in Business Studies

It is with great pleasure that I welcome you to the postgraduate programmes offered by the Postgraduate Centre for Business Studies (PCBS), Faculty of Management Studies and Commerce, University of Sri Jayewardenepura. Our programmes are designed to provide a transformative learning experience, equipping you with the advanced knowledge, skills, and the strategic mindset necessary to excel in an increasingly complex and dynamic global environment.

We take immense pride in offering the most diverse portfolio of postgraduate programmes. These programmes are meticulously designed to address contemporary challenges and industry demands, ensuring that our graduates are well-prepared to contribute meaningfully to their respective fields.

Both Faculty of Management Studies and Commerce and the University of Sri Jayewardenepura have a long-standing reputation for academic excellence and industry-relevant research. Our dedicated faculty, composed of renowned academics and industry experts, is committed to fostering an environment that encourages intellectual curiosity, critical thinking, and practical problem-solving. We believe that postgraduate education is not just about acquiring theoretical knowledge but also about developing the ability to apply that knowledge in real-world contexts. This handbook serves as a comprehensive guide to support you throughout your academic journey. It contains vital information on programme structures, academic policies, learning resources, and support services. I encourage you to familiarize yourself with its contents, as it will help you navigate the programme effectively and make the most of the opportunities available to you. As you embark on this exciting academic and professional journey, I encourage you to actively engage with your peers, faculty, and industry partners. Collaboration, networking, and continuous learning will be key to your success. Our programmes are designed not only to enhance your professional expertise but also to cultivate leadership, ethical decision-making, and a commitment to sustainable and responsible business practices.

The Board of Study in Business Studies (BoSBS) is dedicated to maintaining the highest academic standards and ensuring that our programmes align with local and global best practices. If you have any questions, concerns, or suggestions, please do not hesitate to reach out. Your feedback is invaluable, and we are here to support you in making this journey a rewarding and fulfilling one.

I wish you all the best as you embark on this important chapter of your academic and professional life. May your time with us be one of growth, discovery, and success.

Professor Upuli Perera

Chairperson

Board of Study in Business Studies

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura



Message from the Director - Postgraduate Centre for Business Studies

It is with great pleasure that I welcome you to the Postgraduate Centre for Business Studies (PCBS) of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

You are joining us at a time when postgraduate education plays a pivotal role in shaping future-ready leaders, equipped not only with knowledge but also with the vision and agility to drive transformation in a complex global environment. At PCBS, we are committed to creating an intellectually vibrant and professionally enriching experience that blends academic excellence with practical insight.

This Student Guidebook has been designed to support your transition and journey with us. It provides essential information about your academic programme, policies, and the resources available to you throughout your studies. I encourage you to familiarize yourself with its contents and make full use of the support systems we have in place.

As we welcome the cohorts of October 2024 and April 2025, I want to highlight that your time at PCBS will be defined not only by the curriculum you follow but also by the connections you make, the perspectives you gain, and the personal growth you undergo.

I wish you a fulfilling and successful academic journey and look forward to witnessing the contributions you will make to your profession and to society.

Warm regards,

Dr. Janaka Fernando

Director

Postgraduate Centre for Business Studies (PCBS)

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura



Introduction

Introduction

This handbook offers general information and guidance for students enrolled in postgraduate degree programmes at the Postgraduate Centre for Business Studies (PCBS), Faculty of Management Studies and Commerce (FMSC), University of Sri Jayewardenepura. It should be used alongside the university's policies, guidelines, and by-laws, as it does not take precedence over any official regulations of the University of Sri Jayewardenepura.

A. University of Sri Jayewardenepura

The University of Sri Jayewardenepura is one of the foremost state universities in Sri Lanka, with its main campus located in a beautiful setting at Gangodawila, Nugegoda, fifteen kilometers away from Colombo. The history of the University dates back to 1883 when the Venerable Hikkaduwe Sri Sumangala Thero established the Vidyodaya Pirivena (a centre of learning for Buddhist monks) at Maligakanda. The University Act No. 45 of 1958 elevated the Vidyodaya Pirivena to university status. With this transformation, the University was shifted to its present location at Gangodawila, Nugegoda.

On the 1st of January, 1979, exactly 20 years after its inauguration, the Vidyodaya University was renamed as the University of Sri Jayewardenepura (USJ) in accordance with the University Act No. 16 of 1978. Today, the University is one of the largest university campuses in the country, spreading over 95 acres of land and comprising eleven faculties: Humanities and Social Sciences, Applied Sciences, Management Studies and Commerce, Medical Sciences, Graduate Studies, Engineering, Technology, Allied Health Sciences, Dental Sciences, Urban and Aquatic Bioresources, and Computing.

The University of Sri Jayewardenepura offers a comprehensive array of Undergraduate, Postgraduate, and Distance Learning programmes to cater to the evolving needs of students and the nation. Undergraduate programmes span a wide range of disciplines, preparing students for professional and academic excellence. In addition, the university's External Degrees and Extension Courses Unit (EDECU) facilitates Distance Learning opportunities, enabling students from all parts of the country to pursue higher education with flexibility and accessibility.



B. Faculty of Management Studies and Commerce

Preamble

The Faculty of Management Studies and Commerce (FMSC) takes inspiration from the University's Vision:

“Prosper lives through Education”

to promote and position itself to: **“Prosper lives through Management Education”**

Mission

The mission of the Faculty of Management Studies and Commerce (FMSC) is to develop value-centered professionals and leaders who make a positive contribution to the world through management education, research and innovation.

Core Values

The Faculty of Management Studies and Commerce (FMSC) is committed to pursuing the mission of the FMSC which embodies the following core values which are aligned with the vision of the University.

1. Wisdom:

Encouraging the best use of knowledge and experience to make sound decisions and exercise good judgment while being wise in conduct.

2. Excellence:

Promotion excellence in education, research, innovations and all aspects of our endeavors.

3. Morality:

Inculcating ethical and moral values to develop both a profound accountable character who is informed not only by reason, but also by heart and spirit.

4. Diversity:

Accommodating diverse voices and multiple perspectives while ensuring self-disciplined behavior that commands equality and respect for all.

5. Collegiality:

Nurturing a community of scholars who value consensus, shared power, consultation, and collective responsibility.

Overview

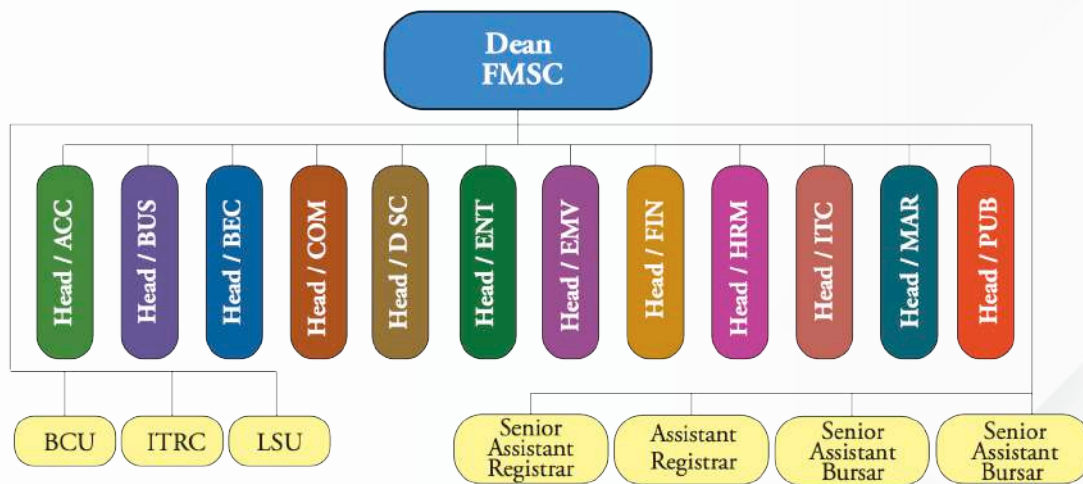
FMSC of the University of Sri Jayewardenepura has been the gateway to success for over 50,000 students. In its illustrious history of over 65 years of academic excellence, we have spearheaded the development of management education in Sri Lanka through our programmes designed to meet the needs of its economy and of its business managers. In all spheres, the University's work is closely linked to that of industrial, commercial and academic establishments locally and globally.

In this expanding environment, the quality of university education is of paramount importance. 12 academic departments of the Faculty offer more than 250 course units for their respective internal students through 12 special degree programmes covering a range of Management and Accounting related disciplines. Our research activities are a strong indication of innovation and intellectual challenge that demonstrate our leadership in management education in the country. Therefore, we offer learning, heightened by cutting-edge research and innovation with a rare combination of practical and relevant knowledge and transferable skills, which are essential for teamwork, communication and leadership to build your career. FMSC is a dynamic, forward looking and modern faculty. Irrespective of whether one intends to study at undergraduate level (internal or external) or postgraduate level, at the FMSC you will find intellectual challenge and stimulation in a highly competitive environment. The FMSC is committed to realize the vision and the mission of the university whilst furthering the management education of the country.

Structure of FMSC

The FMSC is headed by the Dean. All academic and administrative activities within the faculty are coordinated by the Dean's office. Presently, FMSC consists of twelve academic departments which offer twelve bachelors honors degree programmes, and each academic department is headed by a Head. The Heads of Departments report to the Dean. In addition, there are two academic units in the FMSC: Business Communications Unit and Legal Studies Unit, and an academic support unit: Information Technology Resource Centre (ITRC), and each of these units is headed by a coordinator. The Senior Assistant Registrar, Assistant Registrar, Deputy Bursar, and the Senior Assistant Bursar operating under the Dean are respectively responsible for the administrative and the finance functions of the faculty.





Undergraduate degree programmes offered by the FMSC

Academic Department	Degree
Accounting - ACC	BSc Honours in Accounting
Business Administration - BUS	BSc Honours in Business Administration
Business Economics- BEC	BSc Honours in Business Administration in Business Economics
Commerce - COM	BCom Honours
Decision Sciences - DSC	BSc Honours in Operations and Technology Management
Entrepreneurship - ENT	BSc Honours in Entrepreneurship
Estate Management and Valuation - EMV	BSc Honours in Real Estate Management and Valuation
Finance - FIN	BSc Honours in Finance
Human Resource Management - HRM	BSc Honours in Human Resource Management
Information Technology - ITC	BSc Honours in Business Information Systems
Marketing Management- MAR	BSc Honors in Marketing Management
Public Administration - PUB	BSc Honors in Management (Public)

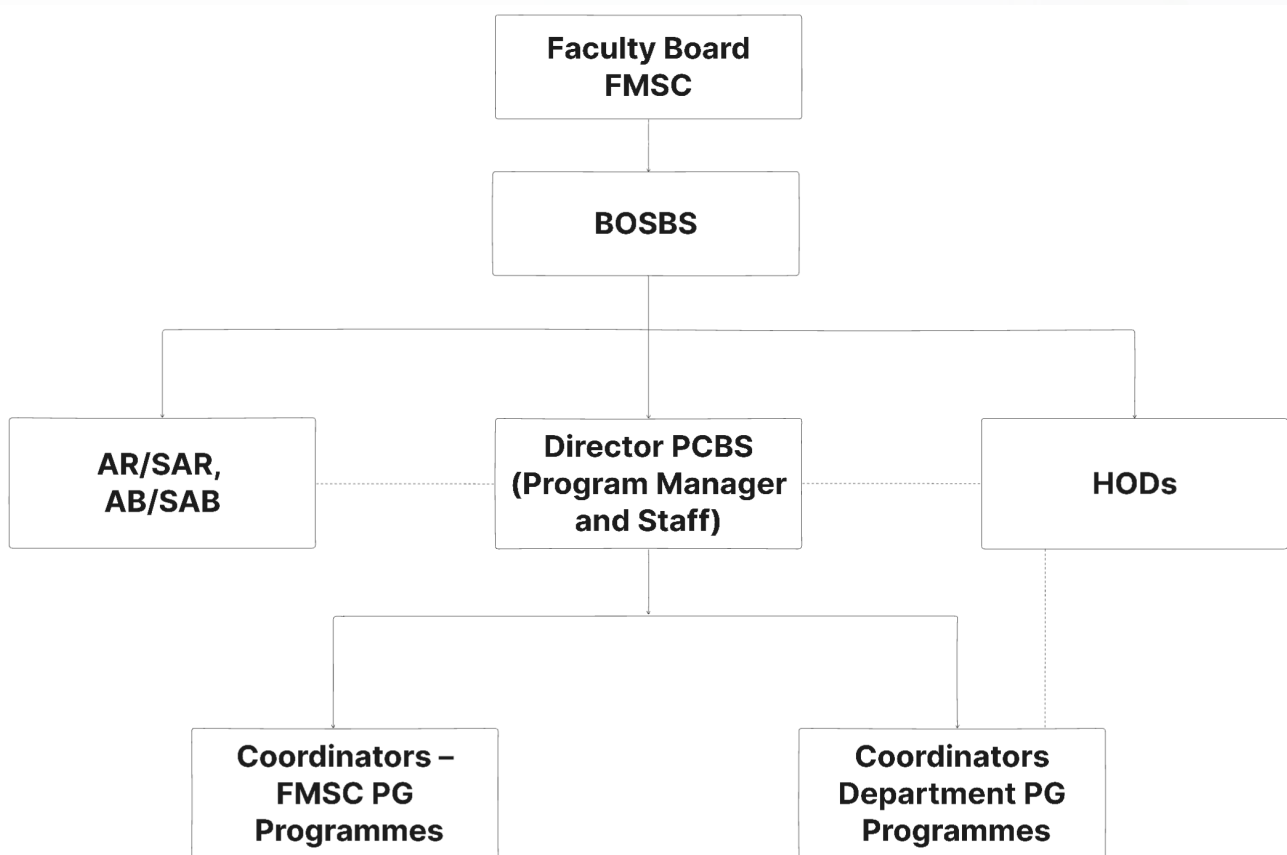
C. Postgraduate Centre for Business Studies

The Postgraduate Centre of Business Studies (PCBS), an integral unit of the Faculty of Management Studies and Commerce at the University of Sri Jayewardenepura, plays a pivotal role in advancing postgraduate education. Led by a Director, the PCBS is strategically positioned to efficiently manage and administer all necessary administrative and operational aspects of taught postgraduate programmes. This restructuring is crucial for

enhancing the quality and scope of postgraduate education, ensuring that students receive a comprehensive and enriching academic experience.

The PCBS is committed to providing an excellent learning environment, equipped with state-of-the-art facilities that support both academic and practical learning. Through interactive sessions, hands-on experiences, and guest lectures delivered by industry experts, students are equipped to meet the dynamic challenges of the business world. The Centre's focus on internationalization is a key aspect of its mission. By expanding its programmes to attract international students, the PCBS not only enriches the learning experience but also contributes to strengthening the university's global reputation.

Structure of the Postgraduate Centre for Business Studies



Degree programmes offered by the PCBS

Department	Programme
Accounting	Master of Professional Accounting
Business Economics	Master of Business Economics
	MSc in Business Economics
Commerce	Master of Commerce
Entrepreneurship	Master's in Entrepreneurship
Faculty of Management Studies and Commerce	MBA/ MSc in Management
	MSc in Waste Management and Circular Economy
Finance	Master of Applied Finance
	MSc in Applied Finance
Marketing	Master of Marketing
	MSc in Marketing
Public Administration	Master of Public Management
	MSc in Public Policy and Management
Real Estate and Valuation	PGD and MSc in Real Estate Management and Valuation

D. Sri Lanka Qualifications Framework (SLQF)

The Sri Lanka Qualifications Framework (SLQF) plays a pivotal role in developing the country's higher education sector, offering a structured and transparent framework that helps learners optimize their lifelong learning objectives. By improving various aspects of learning and assessment, the SLQF enhances the quality of education nationwide. It also strengthens the links between local higher education institutions (HEIs) and international academic bodies.

The SLQF is applicable to all public and private HEIs that provide post-secondary education. It recognizes students' learning volumes and sets clear learning outcomes for each qualification level. The framework is divided into twelve distinct levels, with comprehensive descriptors for each. Since the SLQF accounts for the volume of learning, it specifies the number of credits students must earn for each qualification. It also standardizes the naming conventions of qualifications by identifying designators, qualifiers, and their abbreviations to ensure uniformity across institutions.

With globalization expanding the reach of higher education, many countries have developed national qualification frameworks to evaluate qualifications from different regions and facilitate the international recognition of credentials. The SLQF helps Sri Lanka align with these global standards, making it easier to assess qualifications obtained from cross-border HEIs. It also supports employers in understanding the learning levels and attributes of qualification holders from Sri Lankan institutions.

Although the SLQF covers a wide range of qualifications, it excludes short-term courses, honorary degrees,

and certificates of attendance. While certificates may be awarded for completing short courses, these are not aligned with the qualifications recognized under the SLQF. Similarly, honorary doctorates are distinguished from academic doctoral degrees in the framework.

Postgraduate Centre for Business Studies offers qualifications that falls under below described SLQF levels.

1. SLQF Level 8 - Postgraduate Diploma: SLQF Level 8 is designed for postgraduate diploma programmes. These qualifications enhance the capacity of graduates or professional qualification holders to further develop their knowledge and skills in a specific field of study. A high level of theoretical engagement is required, but independent research projects may not be necessary. The minimum volume of learning required is 25 credits after achieving SLQF Level 6.

2. SLQF Level 9 - Master's Degree by Coursework: SLQF Level 9 represents a Master's degree primarily based on coursework. This qualification focuses on advancing knowledge, investigative skills, and other abilities within a particular field of study or discipline. The emphasis is on theoretical knowledge and may include guided independent study. Students are required to complete at least 30 credits following SLQF Level 6.

3. SLQF Level 10 - Master's Degree with Research: SLQF Level 10 qualifications are Master's degrees that include both coursework and a significant research component. The primary goal is to enhance research skills alongside theoretical knowledge. Students must complete a minimum of 60 credits, which includes a research component of at least 15 credits following SLQF Level 6 or higher.

Programmes offered under each Qualification Level

Programme	Duration	Level
Postgraduate Diploma in Real Estate and Management	1 year	SLQF 8
Master of Applied Finance	1 year	SLQF 9
Master of Business Economics	1 year	SLQF 9
Master of Marketing	1 year	SLQF 9
Master of Professional Accounting	1 year	SLQF 9
Master of Public Management	1 year	SLQF 9
Master of Commerce	2 years	SLQF 10
Master's in Entrepreneurship	2 years	SLQF 10
MSc in Applied Finance	2 years	SLQF 10
MBA/ MSc in Management	2 years	SLQF 10
MSc in Business Economics	2 years	SLQF 10
MSc in Marketing	2 years	SLQF 10
MSc in Public Policy and Management	2 years	SLQF 10
MSc in Real Estate Management and Valuation	2 years	SLQF 10
MSc in Waste Management and Circular Economy	2 years	SLQF 10

Programme Details

EXIT



Master of Commerce

Master of Commerce

Message from the Coordinator

“Education is the key that unlocks the golden door to freedom.”

George Washington Carver

In the global higher education environment, Master of Commerce programme (MCom) is well recognized and MCom offers an avenue to develop an advanced level of knowledge and competencies with an intellectually rewarding postgraduate programme in the specialist field.

Recognizing the ever increasing size of the market for postgraduate education especially in general management and other functional areas related to the field of commerce and management, MCom programme is designed with updated curriculum with flexible completion paths that suit the diverse needs of candidates. The Programme consists with 12 compulsory course units and comprehensive research study. Giving highest weight to the research study, the programme is dedicated to education and research, which facilitate the students to solve problems that are unique to our country and leverage their skills to drive homegrown innovations.

The Department of Commerce assures it market out this programme on the strength of its quality, flexibility, orientation towards the needs and requirements of the country, industry, industry and market, innovative approach in teaching to inculcate skills and competencies to succeed as a person instrumental in driving business and the institution forward and to lead the market. It is expected that this programme would immensely benefit many individuals employed in the public and private sector organizations through developing quality postgraduate students to qualify as professionals.

As the second batch of the MCom postgraduate programme, you are partnering with one of the best postgraduate programme in the Commerce field. I wish you a rewarding journey of the graduates studies.

Prof. (Ms.) Vilani Sachitra (PhD)

Coordinator - Master of Commerce Programme



Introduction

The Master of Commerce (MCom) postgraduate degree programme aims to develop professionals with specialized skills and applied competencies in theoretical and practical knowledge in diverse areas of commerce to suit the contemporary needs of industry and academia through providing student centered learning experience supported with enhancing their critical thinking and problem solving skills. It is expected that this programme would immensely benefit many individuals employed in the public and private sector organizations through developing quality postgraduate students to qualify as professionals.

At the completion of this postgraduate degree qualification students would be able to develop and demonstrate their creative skills, analytical skills, problem solving skills while using the taught theories and practical knowledge learned during the programme.

Objectives of the Programme

- Enhance student's conceptual, applied and research skills pertaining to diverse disciplines under commerce.
- Develop managerial skills and other competencies that are necessary to solve problems and challenges in the complex business environment.
- To develop their decision making skills in routine and special activities especially in the fields of financial, trade and commerce areas.
- Promote graduates to further continue their lifelong learning and learning to experience in their careers.

Graduate Profile

A graduate of MCom degree would be able to understand conventional as well as contemporary areas in the discipline of Commerce, who is well versed in national as well as international trends where he/she possess an in-depth understanding of all the core areas in commerce including Advanced Accounting, Economics, Management, International Trade and Financing, Banking and Assurance, Digital Commerce and Research Methodology.

SLQF Level – SLQF 10

Learning Outcomes

A graduate of this programme should be able to;

- **PLO 01:** Demonstrate a critical and thorough understanding of theoretical knowledge of managing the business with special focus on accounting, economics, marketing, human resource management, business management, business law, entrepreneurship, digital commerce, banking and assurance, international trade and finance.
- **PLO 02:** Develop creative and innovative decision making skills through understanding of various analysis methods learned under economics, accounting and finance, management, statistics, entrepreneurship,

information technology, e-commerce, and practical application of these knowledge in the business context.

- **PLO 03:** Become an excellent team member and the ability to lead a team with excellent leadership skills.
- **PLO 04:** Demonstrate effective communication skills both academically and in their practice as managers.
- **PLO 05:** Conduct independent and sustained research in their chosen area and ability to make effective business decisions.
- **PLO 06:** Demonstrate lifelong learning to learn and continuous professional development.

Programme Structure

Year and Semesters	Course Code	Course Name	Credit Value	Status (Compulsory/Optional)
Year I Trimester I	MCOM 5301	Business Management	3	Core
	MCOM 5302	Accounting and Finance	3	Core
	MCOM 5303	Economics for Managers	3	Core
Year I Trimester II	MCOM 5304	International Trade and Financing	3	Core
	MCOM 5305	Business Analysis	3	Core
	MCOM 5306	Applied Commercial Law	3	Core
Year I Trimester III	MCOM 5307	Supply Chain Management	3	Core
	MCOM 5308	Digital Transformation of Commerce	3	Core
	MCOM 5309	Banking and Assurance	3	Core
	MCOM 5310	Sustainable Commerce	3	Core
Total Credits in Year I				30
Year II	MCOM 6301	Research Methods	3	Core
	MCOM 6302	Academic Writing	3	Core
	MCOM 62403	Dissertation and Viva	24	Core
Total Credits in Year II				30
Total Credits				60

Course Descriptions

MCOM 5301 – Business Management

This course is designed to understand the nature of organizations and management, different approaches, concepts and frameworks to management, centrality of decision making, managerial skills, roles and functions. It discusses the main functions of management with management related concepts, components, issues and new trends and analyzes the management practices in real-world organizations. Further, this course will assist to develop knowledge, skills and competencies needed to be a good manager. Finally, it evaluates the significant contemporary and future trends in management.

MCOM 5302 – Accounting and Finance

The aim of this course is to develop the essential ability of all managers to use accounting and financial information as a platform for decision-making. As the course completes, participants will build a progressively enhanced understanding of the financial accounting, Understand the uses and abuses of budgeting within business environments, theories and practices in finance, the predictive ability of finance and financial management principles in professional decisions. Further, use of diverse investment evaluation techniques and critically appraise finance information in a corporate environment will be discussed.

MCOM 5303 – Economics for Managers

This course module is designed to apply fundamental economic theories and concepts to real-world business management. It will guide to critically analyze the economic context in which business operates and understand how domestic and global economic events impact managerial decisions. Further, evaluating the economic and policy environment both in Sri Lanka and internationally that will impact on the decision making of businesses will be discussed.

MCOM 5304 – International Trade and Financing

This course offers an in depth analysis of the economics of international trade and finance by providing a balanced coverage of theories in international trade and international finance their applications. The goal of the course is to analyze the economic and social implications of international trade and financial policies. Participants will gain insight into the strategic implications of international trade and international politics.

MCOM 5305 – Business Analysis

This course will offer a comprehensive understanding of summarizing and presenting data meaningfully. It applies probability and probability distributions to analyze and solve problems related to business decisions and explain linear relationships between quantitative variables. Also, estimate and evaluating populations using sample data, analyzing statistical data and interpreting results will be discussed. The course module will use estimate time series models to forecast economic variables.

MCOM 5306 – Applied Commercial Law

This course module is designed specifically for commercial aspect to acquire a good understanding of legal issues facing business and commerce. It assists to develop the decision making skills in relation to legal business environment and to avoid and minimise legal issues and pitfalls in a business place/organisation. At the completion of this course student will be able to apply the knowledge in simple situations to solve simple

scenarios.

MCOM 5307 - Supply Chain Management

Supply chain management today represents a great challenge as well as a tremendous opportunity for most organizations. In this course, the process of supply chain will view from the point of a general manager. Supply chain management is all about managing the handoffs in supply chain, hand-offs of either information or product. The key will be to understand the link between supply chain structures and logistical capabilities in a firm.

MCOM 5308 - Digital Transformation of Commerce

This course module is designed to provide comprehensive understanding of E-commerce, Business Models and Concepts, E-commerce Infrastructure, Building an E-commerce presence and Security and Payment Systems, B2B E-commerce, Supply Chain Management and Collaborative Commerce processes, E-commerce Marketing and Advertising Concepts and ethical, social, and political issues in E-commerce. Further, application of Social, Mobile, and Local Marketing, Online Retail and Services and Online Content and Media and use Social Networks, Auctions, and Portals as e-Commerce tools will be discussed.

MCOM 5309 - Banking and Assurance

This course is designed to provide primarily understand of the banking system, role of banking and different banking products and the legal aspects of the Banking environment. This course will provide practical aspects in bank management principles and process and challenges encounter in banking practices in digital era.

MCOM 5310 - Sustainable Commerce

This course focuses on exploring critical managerial and strategic issues related to sustainability and aims to introduce students to emerging concepts linking organizational strategies and sustainability principles. It explores how managers can integrate consideration of the environment and society into business strategies and practices for competitive advantage and create environmental, social and economic value.

MCOM 6301 - Research Methods

Research is a term used generously for any kind of investigation that is intended to uncover interesting or new facts. Research Methodology is a course designed to provide a basic review of the nature of research and the methods which are used to undertake a variety of investigations relevant to a wider range of academic disciplines in commerce. The course unit is arranged in the approximate sequence of the activities required for carrying out a research, so it provides an insight into the different aspects of research theory and practice and help to understand what is involved in carrying out a research. The guidance includes identifying problems to study, set appropriate research objectives, specify variables, develop hypotheses, secondary and primary data collection and instruments, sampling and analysis methods, and ethical issues in research, report writing and presentation. Once equipped with this knowledge, students will be able to consolidate their knowledge and understanding of their surroundings and come to conclusions based on appropriate evidence and sound argument.

MCOM 6302 - Academic Writing

This course is specifically designed to identify academic genres, analyze writing on both the micro (sentence) and macro (organizational) levels of texts based on discipline specific genres to develop research and writing strategies. This will assist to find, analyze, summarize, and synthesize appropriate source material from both print and electronic environments to provide evidence to support claims, incorporate sources from others appropriately, and acknowledge and document the works of others appropriately. At the completion of this course candidate will be able to employ appropriate mechanics, usage, grammar, and spelling conventions to demonstrate efficient planning, drafting, revision, and editing strategies.

MCOM 62403 - Dissertation and Viva

The dissertation is an enhancing element of the programme consisting of a piece of independent research completed by the student under the supervision of an academic member of the Faculty of Management Studies and Commerce. It provides students with the opportunity to undertake independent research in a commerce discipline area of their choice. The student will learn how to conduct research in a practical way by developing and writing the thesis. The student will become familiar with the processes involved in identifying a research problem, conducting a literature review, developing and testing hypotheses, analysing and interpreting results, and the write-up. Successfully completing the dissertation will contribute to attain graduate attributes of independence and creativity, critical thinking, in-depth knowledge of the field, effective communication and social understanding.

Entry Qualifications

1. A bachelor's degree (SLQF 5/SLQF 6) in Commerce or relevant discipline from a recognized university or degree-awarding institute.
2. A bachelor's degree (SLQF 5/SLQF 6) from a recognized university or degree-awarding institution, along with prior learning or two years of relevant post-qualification experience.
3. A qualification equivalent to SLQF 6 or above in relevant discipline from a recognized university, degree-awarding institute, or professional institute.
4. A Member from one of the following professional institutes, along with prior learning or one year of relevant experience.
5. A qualification (passed-finalist) from one of the following professional institutes equivalent to SLQF 6 or above from a recognized professional institute, along with prior learning or two years of relevant experience.
6. Completion of NVQ Level 7 with a minimum GPA of 3.0 on a scale of 0-4, as determined by the BOSBS of the FMSC.
7. Higher National Diploma in Accountancy (HNDA)/ Higher National Diploma in Management (HNDM)/ Higher National Diploma in Commerce (HNDC) (4-year course) offered by Sri Lanka Institute of Advanced Technological Education with one year of relevant experience.

Recognized Professional Memberships/Qualifications

1. Associate Chartered Accountant (ACA)-Institute of Chartered Accountants of Sri Lanka
2. Certified Management Accountant-CMA (CMA Sri Lanka)
3. Certified Public Accountant-CPA (CPA Australia)
4. Association of Chartered Certified Accountants-ACCA
5. Chartered Institute of Management Accountants-CIMA
6. Institute of Bankers of Sri Lanka (IBSL) -Member
7. Chartered Institute of Marketing (CIM) UK
8. Chartered Financial Analyst (CFA)
9. Chartered Institute of Personnel Management (CIPM)
10. British Computer Society (BCS)
11. Institution of Engineers Sri Lanka (IESL)
12. Chartered Institute of Bankers (ACIB) UK
13. Chartered Institute of Bankers of Sri Lanka (IBSL)- Member
14. Chartered Institute of Engineers (CIE) UK/Sri Lanka
15. Any other recognised professional institutions accepted by Board and by the Senate of the University of Sri Jayewardenepura

Panel of Lecturers

1. Prof. (Mrs.) M.D. Pushpakumari

Professor in Business Administration
Department of Business Administration

2. Prof. Wasantha Perera

PhD (Victoria, Australia), MBA (AIT)
B.Com. (Special) (SJP)

3. Prof. W. Hilary E. Silva

PhD (SJP), MA (Accounting & Finance) (Lancaster – United Kingdom)
P.G. Dip. (Business Analysis), B.Com. (Special) (SJP)

4. Prof. (Mrs.) M.A.K. Sriyalatha

PhD (Meijo, Japan), M.Com. (Kelaniya)
PG Dip. in Business Management (Colombo), B.Sc. Management Public (Special) (USJ)

5. Prof. (Mrs.) Sumudu S. Perera

PhD (University of New England, Australia), MBA (PIM)
M.A. in International Economics & Finance (Chulalongkorn University, Thailand)
B.Com. (Special) (USJ)

6. Dr. (Mrs.) P.P. Lalanie

PhD (Korea University, South Korea), MA in International Studies (Korea University, South Korea)
MSc in Management (USJ), B.Com. (Special) (USJ)

7. Mrs. Dileepa Endagamage

MSc (Applied Statistics) (Colombo)
BSc Mathematics (Special) (SJP)

8. Mr. M.A.N. Chandrathilake

M.Phil (University of Colombo, Sri Lanka)
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16. Mr. K.S.L. Wijeyasinghe

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B.Com. (Special) (USJ)

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MSc in Management (USJ)

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18. Prof. (Ms.) K. M. Vilani Sachithra

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Examination Policy, Regulations, and by-Laws for Taught Postgraduate Programmes in the Faculty of Management Studies and Commerce

Examination Policy, Regulations, and by-Laws for Taught Postgraduate Programmes in the Faculty of Management Studies and Commerce

1. Introduction

These examination regulations provide the criteria and other conditions relating to examinations leading to Taught Postgraduate Programmes conducted by the Faculty of Management Studies and Commerce (FMSC). Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be final. These regulations shall be effective for the new entrants of the academic year 2021/2022 and thereafter.

2. Structure of the Degree Programme

The taught Postgraduate Programmes conducted by the FMSC are organized in a semester system and number of academic years are vary depending on the programme. The academic year in some programmes consists of two semesters and some have trimesters. The examinations shall be held at the end of each semester.

3. Credit Hours

Relationship between Class Hours and Credit Hours

The student workload of a study programme is defined as notional learning hours. The notional learning hour includes direct contact hours with lecturers and time spent in self-learning, preparation for assignments, carrying out assignments and assessments. The unit of measure student academic performance at the end of the semester is credit. One credit is considered equivalent to 50 notional learning hours for a taught course and one credit is considered equivalent to a minimum of 100 notional hours for a research/project.

Table 1: Credit Hours vs Notional Hours

Number of Credit Hours	Number of Notational Hours
1	50
2	100
3	150
4	200

Any exceptions to the above shall be approved by the Board of Study in Business Studies, Faculty Board, and the Senate of the University of Sri Jayewardenepura.

4. Grading Scale

Student performance is graded on a 12-point scale, which ranges from E to A+. The grading scale is shown in Table 2.

Table 2: Grading Scale

Range of Marks	Grade	Grade Point
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

5. End-Semester Examinations and Continuous Evaluation

5.1 Unless otherwise approved by the Board of Study in Business Studies, Faculty Board of FMSC, and the Senate, each course in all taught postgraduate programmes of the FMSC requires an evaluation or examination at the end of each semester. The duration of the examination can vary depending on the requirements for each course and the programme. Normally, the examinations are of a three-hour duration.

5.2 In addition, courses in taught postgraduate programmes conducted by the FMSC shall carry a continuous evaluation component. The method of continuous evaluation may include term and research papers, case studies, presentations, practical reports, critical incidents, skill builders, class participation, etc. A student who gets absent for the mid-semester exam /test, quizzes (one-day exam) with valid reasons given in Section 9 may be given an alternative assessment.

5.3 The overall grade for a course is based on the performance of all graded assessments for that course.

6. Eligibility Requirements to Sit for an End-Semester Examination

6.1 No student shall be permitted to sit for an examination unless the coordinator of the relevant taught postgraduate programmes has certified that he/she has completed the financial obligations of the programme.

6.2 A student shall be admitted to the final examination only if the coordinator of the relevant programme recommends that the student has complied with the attendance requirements and other regulations specified in the relevant taught postgraduate programmes.

6.3 Failure to fulfil the attendance requirements disqualifies a candidate from sitting for that examination, but it is treated as an attempt. Such candidate/s shall repeat the course and shall be required to pay the examination

fees as stipulated by the regulations.

6.4 Unless the Senate decides otherwise, a candidate shall present himself/herself for each examination on the first occasion on which the examination is held after the completion of the course of studies for the examination.

6.5 Students who fail to sit for an examination without authorization or a valid reason shall be given a symbol of 'AB' (Absent) for that examination. This symbol is equivalent to a failing grade (E).

7. Guidelines for the Calculation of Final Marks for the Courses (Ammended in 2022)

7.1 The end-semester examination carries a weight of 60% of the final marks assigned to a course. Any exceptions to the above shall be approved by the Board of Study in Business Studies, Faculty Board of FMSC, and the Senate .

7.2 The continuous evaluation component carries a weight of 40% of the final mark assigned to a course. When a candidate has not completed all the continuous assessments required for a course, the final marks shall be calculated based on the total marks allocated for the continuous assessments . For example, in a situation where 10 marks have been allocated for each of the 5 continuous assessments scheduled and the candidate has completed only 2 continuous assessments and earned 12 marks his final marks for the continuous assessments for that course shall be 12/50.

7.3 The final mark for a course for a student who has to re-sit for the course because he/she failed or absent without valid reasons is calculated using the final examination mark of the repeat attempt with 100% weight but capped at 50%. These students are not required to complete continuous assessment components.

7.4 The final mark for a course for a student who re-sits for the course with privileges, i.e. with a medical or absent with a valid reason, are calculated considering the carried forward continuous evaluation/ end semester marks.

7.5 When the course content is exclusively practical (e.g. Industry Visit), the evaluation shall be conducted according to the guidelines of the respective programme that have been approved by the Board of Study in Business Studies, Faculty Board of FMSC, and the Senate.

7.6 Dissertation/Thesis/Research/Project and research methodology course units shall be evaluated according to guidelines of the respective programme that have been approved by the Board of Study in Business Studies, Faculty Board of FMSC, and the Senate.

7.7 The final mark for a student who completes her/his Final Project/ Dissertation/ Research/ Thesis within the stipulated maximum academic years of the relevant study programme shall be given 100% weight and shall not be capped.

8. Passing or Failing a Course

8.1 A candidate shall be deemed to have passed in a course if he/she obtains an overall average (weighted average marks of continuous evaluation and end-semester examination) of 50% or above for that course.

8.2 If a candidate is absent for the end-semester examination or mid-semester examination, the following symbol will be indicated appropriately.

8.2.1 Absent due to medical reasons, which has been approved by the Senate, will be given the symbol of "MC" (Medical). Refer Section 9.2.

8.2.2 Absent due to valid reasons, which have been approved by the Senate, will be given the symbol of "DFR" (Deferred). Refer Section 9.3.

8.2.3 Absent without valid reasons will be given the symbol of "AB" (Absent).

9. Valid Reasons for Absence from an Examination

9.1 Excuse will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of an immediate member of the family or any other cause which is acceptable to the Board of Study in Business Studies, Faculty Board of FMSC and the Senate. If the excuse is granted to a student, he/she can sit the examination on the next immediate occasion with privileges i.e. without any restriction of marks.

9.2 A candidate who is absent at examinations due to medical reasons shall submit a medical certificate obtained from a Government Registered Medical Officer. This must be submitted to the Programme Coordinator of the relevant programme within two weeks after holding the examination for the particular paper to be presented to the Board of Study in Business Studies, Faculty Board of FMSC, and the Senate.

9.3 Absence of a candidate from an examination on account of death of an immediate member of the family will be excused if approval is obtained from the Board of Study in Business Studies, Faculty Board of FMSC and the Senate by submission of a copy of the death certificate and appropriate proof of relationship. This must be submitted to the Programme Coordinator of the relevant programme within two weeks after holding the examination for the particular paper.

10. Withdrawal of sitting the examination for Medical Reasons

A student may withdraw from a course at any time during the semester on valid medical grounds with documentary proof. In that event, the student will receive a symbol of 'MC'. The student is required to follow the Faculty and University guidelines in requesting a medical withdrawal. A student has to sit for that course in the subsequent year unless written approval is obtained for an extended period based on the medical condition.

11. Repeating a Course

11.1 A student who obtains a grade of 'C+' or below for a course shall repeat that course by registering in that course in a subsequent semester if his/her overall GPA is less than 2.7 for the considering academic year.

11.2 However, a student who obtains a grade of 'C+' or 'C' may repeat that course by registering in that course in a subsequent semester if his/her overall GPA is 2.7 or above for the considering academic year.

11.3 A candidate who repeats course/s of an examination shall not be eligible to obtain more than 50% for each of the course/s, which he/she has repeated irrespective of the actual marks obtained. The maximum grade given for a repeated course is 'B-'.

11.4 If the student obtains a lower grade at a repeat attempt than a grade received in earlier attempts, the better grade shall be retained.

12. Repeating End-Semester Examination of a Course

12.1 No repeat end-semester examinations are conducted by the FMSC for the end-semester examination or evaluation. If a student fails an examination and was unable to sit for the examination due to ill health or any other valid reason in Section 9 he/she has the opportunity to sit for such examination when it is conducted during the next academic year.

12.2 Repeat candidate may carry forward the continuous assessment marks

In the case of a re-sit student, his/her continuous evaluation marks may carry forward if the carried forward marks would improve the grades for the repeated subject. However, if the marks carry forward reduce his/her final grading, the grade should be given considering only the final examination marks of the repeated subject.

13. Guidelines for the Calculation of Grade Point Average

The Grade Point Average (GPA) is a numerical representation of a student's overall academic achievement. The GPA is the quotient obtained by dividing the total number of grade points earned by the total number of credit hours in which a student receives a letter grade. Decimals beyond two places are truncated, not rounded, in computing the grade point average.

The formula for GPA calculation is given below

$$GPA = \frac{\text{Total Number of Grade Point Values Earned}}{\text{Total Number of Credit Hours}} = \frac{\sum_{i=1}^N (\text{Credit Hours})_i \times (\text{Grade Point})_i}{\sum_{i=1}^N (\text{Credit Hours})_i}$$

where, i = course number, and N = the total number of courses considered

The maximum possible GPA is 4.00 while the minimum is 0. Table 03 illustrates the calculation of the GPA of a hypothetical student at the end of the first semester of the degree programme.



Table 3: Illustration of GPA Calculation

Course Code	Grade Earned	Credit Hours	Grade Points	Number of Grade Point Values Earned = Credit Hours X Grade Point
BCC 1322	A+	3	4.00	12.00
ACC 1320	A -	3	3.70	11.10
BUS 1320	B +	3	3.30	9.90
DSC 1320	C	3	2.00	6.00
ITC 1320	D	3	1.00	3.00
Total		15		42.00

$$GPA = \frac{\text{Total Number of Grade Point Values Earned}}{\text{Total Number of Credit Hours}} = \frac{42.00}{15} = 2.80^*$$

*** Decimals beyond two places are truncated, not rounded, in computing the GPA.**

Table 4: Examination Results Sheet

 University of Sri Jayewardenepura Postgraduate Centre for Business Studies Faculty of Management Studies and Commerce <Degree Programme> Examination Results Sheet - < Year I/ II/>							
Full Name							
Registration Number							
Semester I (Month/Year)				Semester II (Month/Year)			
Course Code	Course Title	No. of Credits	Grade Obtained	Course Code	Course Title	No. of Credits	Grade Obtained
XXXX 0000	XXXXXXXXXXXXX	3	X	XXXX 0000	XXXXXXXXXXXXX	3	X
XXXX 0000	XXXXXXXXXXXXX	3	X	XXXX 0000	XXXXXXXXXXXXX	3	X
XXXX 0000	XXXXXXXXXXXXX	2	X	XXXX 0000	XXXXXXXXXXXXX	2	X
Grade Point Average				<PASS/ FAIL/ HOLD/ MC/HOLD/DFR>			
The above results are subject to confirmation by the Senate							
Authorized Officer: Deputy/Senior/Assistant Registrar, Faculty of Management Studies and Commerce, The University of Sri Jayewardenepura, Nugegoda, Sri Lanka							
Date :							
Grading System							
Range of Marks	Grade	Grade Points	Range of Marks	Grade	Grade Points	Range of Marks	Grade
85 – 100	A+	4.00	45 – 49	C+	2.30		
70 – 84	A	4.00	40 – 44	C	2.00		
65 – 69	A-	3.70	35 – 39	C-	1.70		
60 – 64	B+	3.30	30 – 34	D+	1.30		
55 – 59	B	3.00	25 – 29	D	1.00		
50 – 54	B-	2.70	0 – 24	E	0.00		
<i>Note: MC - Medical, AB - Absent, INC – Incomplete, DFR - Deferred</i>							
							

14. Release of Examination Results

Results of the semester examinations will be published on the PCBS website. The GPA will be reported to the candidates at the end of each year with the grade earned by the candidate for each course as indicated in the grading scale given in Table 2. The results sheet will be issued to each candidate after the release of the results of each Semester. A specimen of the results sheet is shown in Table 4.

15. Passing a year of a degree programme

A candidate shall be deemed to have passed any year of the degree programme, if he/she has earned a minimum GPA of not less than 2.7 for the year and has no fail grades. However, a student shall be deemed to have passed a particular academic year with one C+ or C provided the overall GPA is 2.7 or above for the considering academic year.

16. Passing Referred subjects in End-Semester Examinations

There is no restriction on number of attempts to re-sit for a subject to get a 'B-' grade at the end-semester examination during the stipulated period of the programme.

17. Completion of Degree: Requirements for Graduation

In order to graduate with a Taught Postgraduate degree from the FMSC, a student shall have:

- Completed the minimum number of semester and notional hours prescribed for the relevant taught postgraduate degree programme, and
- Passed all the years of the relevant taught postgraduate degree programme
- Fulfilled all the requirements given above, within the maximum number of academic years stipulated in the relevant Taught Postgraduate Programmes from the academic year of original enrolment in the University, other than approved valid reason.

18. However, when a student reaches his/her last attempt of the postgraduate degree programme and has attempted all course units at least once, the following procedure shall be applied in determining the completion of degree and requirements for graduation.

- i. In calculating the GPA, the highest mark obtained (without cap) by the student in any attempt shall be considered.
- ii. If a student has achieved an overall GPA of 2.7 or above, he/she shall be awarded disregarding the requirements for graduation given in section 19.
- iii. Calculations given in (i), and (ii) above are applicable only in calculating the GPA. Hence the student's grading shall not be changed and the maximum GPA given shall be 2.7.
- iv. The effective date of the degree shall be an effective (as indicated in the below note 22) date relevant to the batch that was parallel to the student's last attempt.

19. Award of a Merit Pass (amended in 2024)

A student shall meet the following requirements to be awarded a postgraduate degree with a Merit Pass:

20. Merit Pass (amended in 2024)

- The student shall have earned grades of A or better in the course units covering at least half of the total credit hours in the degree programme.
- The student shall not have earned grades below "B".
- The student shall have fulfilled these requirements within the stipulated academic years in the relevant taught postgraduate programmes from the academic year of original enrollment in the university.

20.2 Award of a Merit Pass for Two Year taught postgraduate programmes

- The student shall have earned an overall GPA of 3.8 or above in the entire degree programme.
- The student shall have earned grades of "A" or better in the course units covering at least half of the total credit hours in the degree programme.
- The student shall have grades of "A" or better for the Final Project/Dissertation/Research/ Thesis of degree programme.
- The student shall not have earned grades below "B".
- The student shall have fulfilled these requirements within the stipulated academic years in the relevant taught postgraduate programmes from the academic year of original enrollment in the university.

Web-version last updated on 23rd September 2024.

21. Electronic Examination System

Examinations of Taught Postgraduate Programmes conducted by the Faculty of Management Studies and Commerce (FMSC) may be conducted in either physical or electronic modes

22. Effective Date of the Degree

The effective date of the degree shall be the date a student completed all relevant course units of the postgraduate degree programme and submitted the completed project/research/thesis or dissertation if required by the respective degree.

Academic and Student Support



Information Technology Resource Centre (ITRC)

Introduction

The ITRC is the main gateway for IT development among students of the FMSC and the centre which fulfils most of the IT related needs of the academics of the Faculty. It has been setup with the mission to develop and maintain excellence in information and communication systems through facilitating accessibility to information for the community in the FMSC and in the USJP at large, providing latest and advanced knowledge and highest quality of skills in computing and communication technologies, media and information literacy, using agile, innovative, reliable and secure technologies and services in support of productivity and wider accessibility to information resources, and utilizing them for educating and guiding users, and strongly dedicating to support the core activities of the faculty and professional conduct.

Teaching and Learning Support

ITRC facilitates the teaching, learning and assessment relating to IT of degree programmes of FMSC. In this respect, the following main activities are carried out by the ITRC.

- Facilitates the conduct of IT courses of the common programme and subject based IT courses of the degree programmes of the FMSC.
- Provides assistance for conduct of online and other computer based examinations of the degree programmes.
- Assists the conduct of IT based courses of certificate, diploma and postgraduate programmes conducted by the FMSC.
- Provides computer facilities and internet access to students to engage in learning activities. Serves as the IT consultant of the FMSC.

Student Facilities

ITRC comprises 08 computer labs equipped with a total of 500 networked computers and offers its services from 8.00 am to 8.30 pm during the weekdays and from 8.00 am to 6.00 pm during the weekends except public holidays.

ITRC network system provides each student with a personal user account to log in to the computers. These individual logins are configured with a personal storage space to store the content related to academic studies. A separate “Take Files-out System” is in operation facilitating the students to take their workings out from the ITRC network to removable storage devices. A Password Reset System is implemented to facilitate the students to reset the passwords of their individual user accounts by themselves.

A special computer lab consisting of 50 computers is devoted full-time to Internet-related activities for the students of FMSC. Except for this lab, all the other labs are allocated for conducting lectures/practical classes according to a scheduled timetable. ITRC also provides an audio-visual facility to share a specific lecture throughout all the labs.

Students are also entitled to obtain Microsoft software licensed to themselves free of charge under the Memorandum of Understanding (MOU) signed by the university with Microsoft Corporation. The students' personal user accounts for the ITRC computer system are linked with a Microsoft Office 365 subscription, and all undergraduates can use it on up to 5 of their own devices with well-known applications such as Microsoft Word, Excel, OneNote, Publisher, PowerPoint, and Outlook. ITRC also provides Microsoft Office 365 accounts for the academic and administrative staff of the faculty.

For the requirements of the Department of Information Technology, ITRC facilitates Microsoft Imagine Academy for the students and the staff of the faculty. Imagine Academy enables training not only on fundamental technology skills but also technical courses for students, faculty, and staff who are interested in pursuing a career in IT after graduation. Imagine Academy is a complete technology education solution connecting staff, teachers, students, employers, and local communities through leading-edge technology skills development that leads to certification.

The high-tech servers and other technological resources of the ITRC provide the technological platform for conducting online and computer-based practical examinations of the FMSC by utilizing the LMS and the ITRC Exam Management System.

To communicate notices to students, a digital notice board is operated by ITRC. The timetables, ongoing activities of the labs on a given time schedule, and other student-related information are published on this digital notice board, which is highly popular among the students of FMSC.

Contact Details

Coordinator,

Intercom: 8772, 8773

Phone: +94112758772/3

Email: itrc@sjp.ac.lk

Web : <http://itrc.sjp.ac.lk>





Examination Unit

The FMSC has established a separate Examination Unit to carry out registration of course units, scheduling and conducting of examinations and issuing results of end semester and final examinations of the undergraduate students. This unit has established a web-based examinations system and each student has a separate account which provides students easy access.

It is compulsory for all undergraduate students of the faculty to activate his/her account after receiving his/her index number from the faculty. If you are a first year student and accessing your account for the first time, you can activate your account using the website exam.fmsc.sjp.ac.lk and your username and password are your index number and registration number, respectively.

Once you access the account for the first time, change your password. Be careful to remember the new password. Provide your email address in order to obtain a new password in case you forgot your password. For this, select the user account command on the student menu.

- Verify the accuracy of the student information
- Apply for an academic department after the common programme (except the students of COM, EMV, IT and PUB) and check the department that you have been assigned into
- Get registered for the course units at the beginning of each semester
- Apply for repeat examinations
- Check the eligibility for the course units to sit at the semester-end examinations
- Check examination results
- Obtain examination related information:
 - Examination time tables
 - Examination rules and regulations
 - Examination related notices
 - Download applications/vouchers
 - Application to submit medical certificates
 - Application for transcripts
 - Payment vouchers

Detailed result sheets/duplicate result sheets will be issued only on Wednesdays.

For queries related to the examination unit, contact the Senior Assistant Registrar of the Faculty. The students are not allowed to directly contact the examination unit.



The Library

Introduction

The library plays an important role in university education supporting the three main pillars of the university: teaching, learning, and research. Library has a collection of more than three hundred thousand books, hundreds of scholarly journals, electronic books, electronic journals, and electronic databases mainly to cater the intellectual community of the university.

Facilities

Library collection is housed under three main categories: Permanent Reference (PR), Scheduled Reference (SR), and Lending Collection. PR books are available only for reference. SR books are issued for overnight reference, and Lending books are issued for a period of two weeks for students, and one month for academic staff.

Bibliographic details of all the books in the library can be browsed using the Online Public Access Catalogue (OPAC), and it is available via <http://opac.lib.sjp.ac.lk>. Apart from books, there is a Periodicals Division which contains serial publications in print. Availability of print journal issues can be checked using Visible Index at Periodicals Division or through OPAC.

Library subscribes to a few electronic databases in addition to the databases obtained through UGC, covering many of the subject disciplines. All these databases and other free resources are listed under e-resources in the library website (www.lib.sjp.ac.lk). These e-resources can be accessed even remotely. Apart from this, many e-books were added to the collection under the AHEAD Project related to the field of management.

Federated search facilities are also available through the library website. Interactive study area in the library

supports users to access electronic databases, e-journals, and the Internet. The attractive 'English Learning Zone' comprises simplified English storybooks and leveled books.

The Scholar Bank (digital repository) of the library has included the journals, articles, documents, and various publications done by the university staff for the research purposes of the university user community. Laptop lending facility is available for users to borrow laptops to use within the library premises during 8.00 a.m. to 4.00 p.m.

User education and Research Support Education unit provide facilities such as guiding the users on accessing library resources efficiently, citation styles, and information literacy sessions. The Digital Wall facility was launched at the library in collaboration with the British Council, Sri Lanka. The facility enables the University's community to scan QR codes and download the available books, podcasts, and reports on UK contents.

"Sri Lanka Collection" maintained in the Ceylon Room includes books written about Sri Lanka and Sri Lankan government publications. Postgraduate theses submitted to the University and theses submitted by academic staff members to other universities are also housed in the Ceylon Room. The collection in the Ceylon Room is only for reference purposes. Preserving and conserving of Unit is for preserving and the conservation of library materials including palm-leaf manuscripts.

Library conducts a service to provide materials from other network of libraries if a particular item is not available in our library. Library users are able to request this service by submitting a completed request form available in the library website and emailing it to 'illusjp@sjp.ac.lk'. This Document Delivery Service is extended even to getting down articles from the British Library.

Contact

The users can contact the Librarian or academic staff members of the library for further assistance and clarifications with regard to library materials and their access.