Undergraduate
Prospectus

Intake Year - 2022/2023

Faculty of Commerce and Management
Eastern University, Sri Lanka

UNDERGRADUATE PROSPECTUS

Faculty of Commerce and Management

Eastern University, Sri Lanka

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Vision of the Eastern University, Sri Lanka

"World-class knowledge centre with excellent teaching-learning and research for enhancement of community well-being"

Mission of the Eastern University, Sri Lanka

"Producing abled graduates with moral values and enhancing research culture to achieve a sustainable global, national and regional development by creating local and foreign linkages with optimizing the regional resources"

Vision of the Faculty of Commerce and Management

"To be the trailblazer in creating excellence in managing the resources to the dynamics of the society through innovative modes"

Mission of the Faculty of Commerce and Management

"To be the leader in management education committed to the highest standard of teaching, learning and research to contribute to the holistic development of the society with concern for quality and teamwork"

Message from the Vice - Chancellor

I extend my heartfelt congratulations to each and every one of you on your admission to the esteemed Faculty of Commerce and Management at Eastern University, Sri Lanka. A warm welcome to you all! The people who are most likely to be proud of your accomplishment are your parents, teachers, family members, friends, and well-wishers. You are now committed to exceeding their expectations not only as undergraduates but also as future successful professionals, entrepreneurs, and responsible citizens.

The Faculty of Commerce and Management is dedicated to provide an education that combines rigorous academic learning with real-world practical experience. We aim to nurture creative thinkers, ethical corporate leaders, and effective decision-makers who are equipped to address the complexities of a global economy. Our programs are designed to impart the knowledge, skills, and values that employers demand in today's dynamic workforce. This is achieved through a curriculum that seamlessly integrates cutting-edge research, practical applications, and interdisciplinary learning.

At Eastern University, Sri Lanka, we celebrate a diverse and inclusive student community, valuing multiculturalism and individuality. You will find a welcoming environment that fosters intellectual curiosity, critical thinking, and collaboration. Our highly qualified faculty members consisting of experienced academics and industry professionals are deeply committed to your success. They bring invaluable insights from the fields of Commerce and Management to guide your journey.

As you begin your path toward academic and professional excellence, we eagerly look forward to supporting and witnessing your growth. Your time at Eastern University, Sri Lanka will not only be enlightening but also transformative.

Prof. V. Kanagasingam,
Vice-Chancellor,
Eastern University, Sri Lanka.

Message from the Dean

I am delighted to welcome you to mingle with our vibrant and dynamic academic community at Eastern University, Sri Lanka. It is with great pleasure that I write this message to the Undergraduate Prospectus of Faculty of Commerce and Management (FCM) for the academic year 2022/2023. At FCM, we pride ourselves on fostering an environment where intellectual curiosity thrives, where ideas are exchanged freely, and where students from diverse backgrounds come together to learn, grow, and make a meaningful impact on the world.

The degree programmes are designed to enable students to gain maximum knowledge of the academic and practical training which are necessary for the development of effective young managers. The purpose of this Prospectus is to provide you with basic information about the University, the faculty, curriculum, the facilities and guidelines to enhance your learning experience. The degree programmes feature a series of systematic and innovative course units that take place both inside and outside the classroom with practical activities and real case studies of the enterprises. Our teaching philosophy is applying theory to practice to manage the challenges in the turbulent business environment.

The degree programmes are taught by resource personnel with rich experiences in Management, Commerce, Economics, Accounting and Finance who are devoted to uplift the quality of teaching and research. Students are able to enrich their knowledge and exposure through interaction with academia. The degree programmes at Eastern University, Sri Lanka have been designed for those who wish to develop their knowledge, skills and attitudes as modern day managers and entrepreneurs. I am excited to see the contributions you will make and the impact you will have as part of dynamic world.

I congratulate the students and wish them success in their endeavours.

Prof. N. Rajeshwaran,
Dean, Faculty of Commerce and Management,
Eastern University, Sri Lanka.

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LIST OF ABBREVIATIONS

BComHons   - Bachelor of Commerce Honours

BBAHons   - Bachelor of Business Administration Honours

CGU   - Career Guidance Unit

CICT   - Centre for Information and Communication Technology

COP   - Community Outreach Project

ELTU   - English Language Teaching Unit

EUSL   - Eastern University, Sri Lanka

FCM   - Faculty of Commerce and Management

GPA   - Grade Point Average

IT   - Information Technology

MBA   - Master of Business Administration

MDE   - Master of Development Economics

OGPA   - Overall Grade Point Average

UGC   - University Grant Commission

1

EASTERN UNIVERSITY, SRI LANKA

The Eastern University, Sri Lanka (EUSL) has been functioning for over 43 years and currently occupying over 10,000 students hailing from different communities. EUSL operates with Seven Faculties, namely, Faculty of Agriculture, Faculty of Science, Faculty of Commerce and Management, Faculty of Arts and Culture, Faculty of Health-Care Sciences, Faculty of Technology and Faculty of Graduate Studies. Further, it has a campus at Trincomalee with three faculties namely, Faculty of Communication and Business Studies, Faculty of Applied Science and Faculty of Siddha Medicine. The Swami Vipulananda Institute of Aesthetic Studies located in Kallady, Batticaloa is affiliated with EUSL.

The EUSL was established with name of Batticaloa University College on 01.08.1981 with two faculties, Faculty of Science and Faculty of Agriculture. On 01.10.1986, the University College was elevated to the university status under the name of Eastern University, Sri Lanka. In 1986, two new faculties, Faculty of Commerce and Management and Faculty of Cultural Studies were established. Later, the Faculty of Cultural Studies was renamed as Faculty of Arts and Culture. Thereafter, the Swami Vipulananda Institute of Aesthetic Studies was adjoined with the EUSL as its institute in 2002. The EUSL established the Faculty of Health-Care Sciences In 2006, Faculty of Technology in 2017 and Faculty of Graduate Studies in 2023 as milestones.

The University's motto, "Per Ardua Ad Scientiam", explains the meaning that "KNOWLEDGE through HARDWORK", i.e. giving distinct energy for the learners by realizing the importance of hardworking towards achieving highest academic standards in their career.

The EUSL strives to achieve its vision of that

World-class knowledge centre with excellent teaching-learning and research for enhancement of community well-being

The vision of EUSL is substantiated with its mission of that

Producing abled graduates with moral values and enhancing research culture to achieve a sustainable global, national and regional development by creating local and foreign linkages with optimizing the regional resources

Hence, the EUSL staff work with common direction of pursuing excellence in teaching, research and scholarships. This will pave the ways for providing an unsurpassed range of opportunities for education and training to all those who will be able to benefit and enhance public welfare, prosperity and culture. Hence, the EUSL is very much concerned about creating sustainable socio-economic livelihood by disseminating the knowledge, to lead the people well equipped with inner talents and skills, thus leading to regional and national development.

2

FACULTY OF COMMERCE AND MANAGEMENT

The Faculty of Commerce and Management (FCM) contributes to achieve the vision and mission of the Eastern University, Sri Lanka by functioning towards the direction of "to be the trailblazer in creating excellence in managing the resources to the dynamics of the society through innovative modes". The FCM was established in 1986 as the third Faculty in the Eastern University, Sri Lanka. The Faculty consists of three departments, namely, Department of Management, Department of Commerce and Department of Economics. It offers undergraduate and postgraduate degree programmes in various disciplines. Presently, the Faculty offers the degrees of Bachelor Business Administration Honours (BBAHons), Bachelor of Commerce Honours (BComHons) and the specialized degree programmes of BBA Honours in Human Resource Management, BBA Honours in Marketing Management, BCom Honours in Enterprise Development, BCom Honours in Accounting and Finance and BCom Honours in Business Economics. The two postgraduate programmes, namely the Master of Business Administration (MBA) and Master of Development Economics (MDE) are also being conducted. In addition, Faculty engages with Research Degree programmes namely Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) in respective fields. Further, the faculty offers an external degree named Bachelor of Business Management (BBM). The Faculty of Commerce and Management also has linkages with several other universities and institutions at national and international level.

2.1 Vision of the Faculty of Commerce and Management

The Faculty of Commerce and Management (FCM) contributes to achieve the vision of EUSL by functioning with its vision of

To be the trailblazer in creating excellence in managing the resources to the dynamics of the society through innovative modes

2.2 Mission of Faculty of Commerce and Management

The Mission of the Faculty of Commerce and Management is

To be the leader in management education committed to the highest standard of teaching, learning and research to contribute to the holistic development of the society with concern for quality and teamwork

2.3 Faculty Board of Commerce and Management

Faculty Board of Commerce and Management, Eastern University, Sri Lanka is the academic authority of the Faculty of Commerce and Management. The major functions of the Faculty Board are regulating of the teaching, courses of study, examinations and research within the Faculty subject to the control of the Senate of the University.

The Faculty Board is basically a support agency of the Senate and its academic role is very important as most of the recommendations of the Senate are based on reports originating from the Faculty Boards. A Faculty Board headed by a Dean shall consist of the following persons: Professors, Associate Professors, Senior Lecturers, Lecturers, two Probationary Lecturer representatives, two student representatives and three external members appointed by the Faculty.

2.4 Faculty Linkages

The faculty has made links with the following Universities and Professional Institutions both in Sri Lanka and abroad to develop its resources and capabilities, to enhance the strengths, and to consolidate the position to achieve excellence.

1. Department of Business Administration, Annamalai University, India
2. Sri Sairam Institute of Management, West Tambaram, Chennai
3. University of Sri Jayewardenepura, Sri Lanka
4. Securities and Exchange Commission, Sri Lanka
5. Institute of Certified Management Accountants, Sri Lanka
6. Chartered Institute of Personnel Management Sri Lanka
7. The Institute of Chartered Accountants of Sri Lanka
8. The Colombo Stock Exchange

2.5 Publications

2.5.1 Journal

The Faculty of Commerce and Management publishes two refereed journals biannually.

1. **"MENTOR"** The Journal of Business Studies - JBS
2. **"Vanika Viththiyam"** The Journal of Business Economics and Management Studies – JBEMS

2.5.2 Magazine

The Department of Economics annually publishes a magazine named, "Coormai" (Online)

Students of FCM annually publish a magazine named, "Illakku"

2.5.3 Newsletters

Department of Management and Department of Commerce biannually publish newsletters named, "Leader" and "Thedal Vanigach Chanjikai" respectively.

2.6 Organization Structure of the Faculty
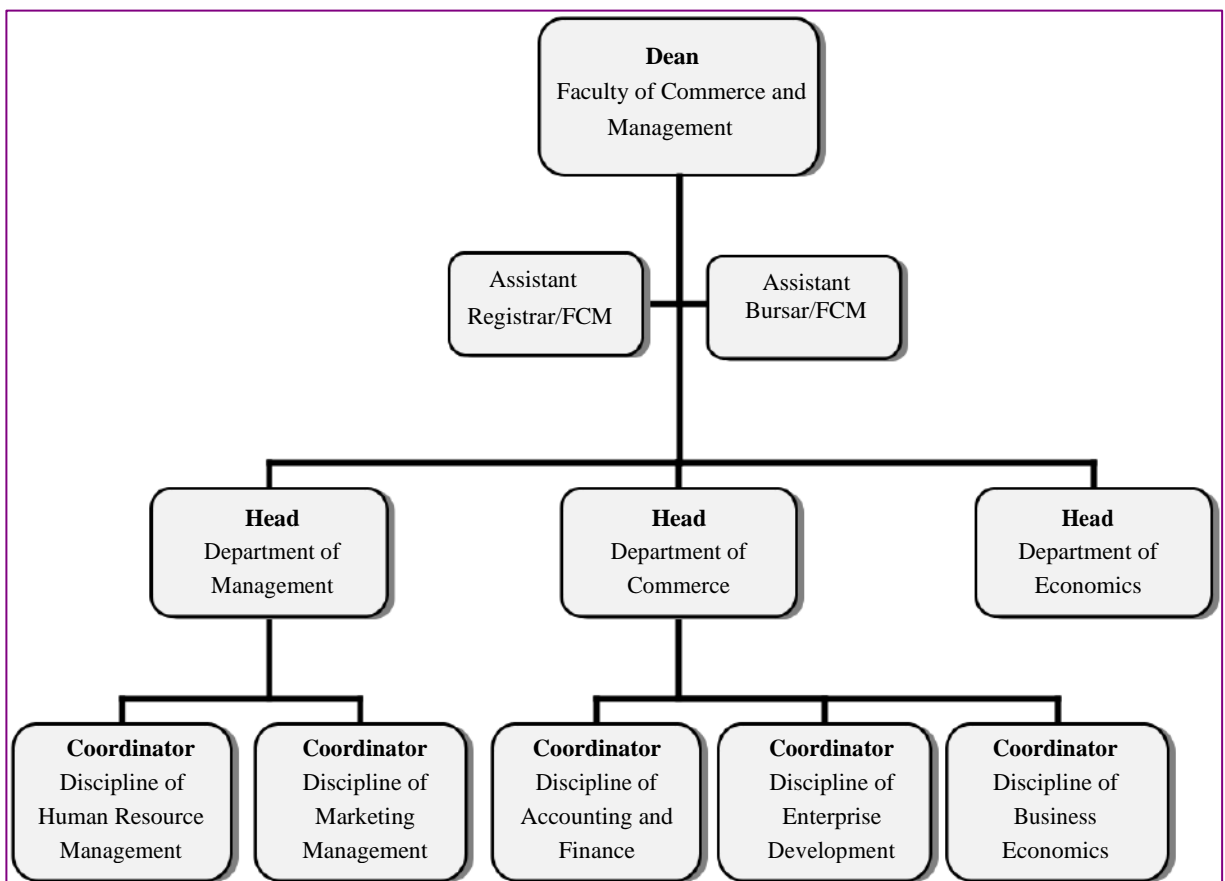
Figure 1: Organization Structure of the Faculty

3

LEARNING PROSPECTS OF THE DEGREE PROGRAMMES

The primary learning aim of the degree programmes is to brand students to be excellence in management and business education. The programmes provide variety of knowledge, skills and attributes for enhancing the employability of students by matching with diverse needs of employers in the current market. Therefore, the vision of the study programs of the Faculty is:

"Enlightening undergraduates to be in the right endeavour by developing their distinct competencies with human values and professionalism which designate them as successful, globally employable and entrepreneurial graduates in the dynamic environment"

In this scenario, the following key attributes/qualities and skills are focused to build them among the students in all the degree programmes offered by the Faculty. The details are shown in Figure 2.

The Faculty of Commerce and Management offers two basic degree programmes namely Bachelor of Business Administration Honours (BBAHons) and Bachelor of Commerce Honours (BComHons). Further, the Faculty offers two specialized degree programmes in Business Administration, namely, Bachelor of Business Administration Honours in Human Resource Management, Bachelor of Business Administration Honours in Marketing Management. It also offers three specialized degree programme in Commerce, namely Bachelor of Commerce Honours in Accounting and Finance, Bachelor of Commerce Honours in Enterprise Development, and Bachelor of Commerce Honours in Business Economics.

Interpersonal skills	Creative and Innovative	Challenge enabled
Managerial Skills		Dynamic
Analytical Skills		Leadership
IT Skills		Work-life Balanced
Ethical Skills		Self-motivated
Language Skills		Team Oriented
Entrepreneurial Skills		Achievement Oriented
	Communication Skill	Life Long Learning
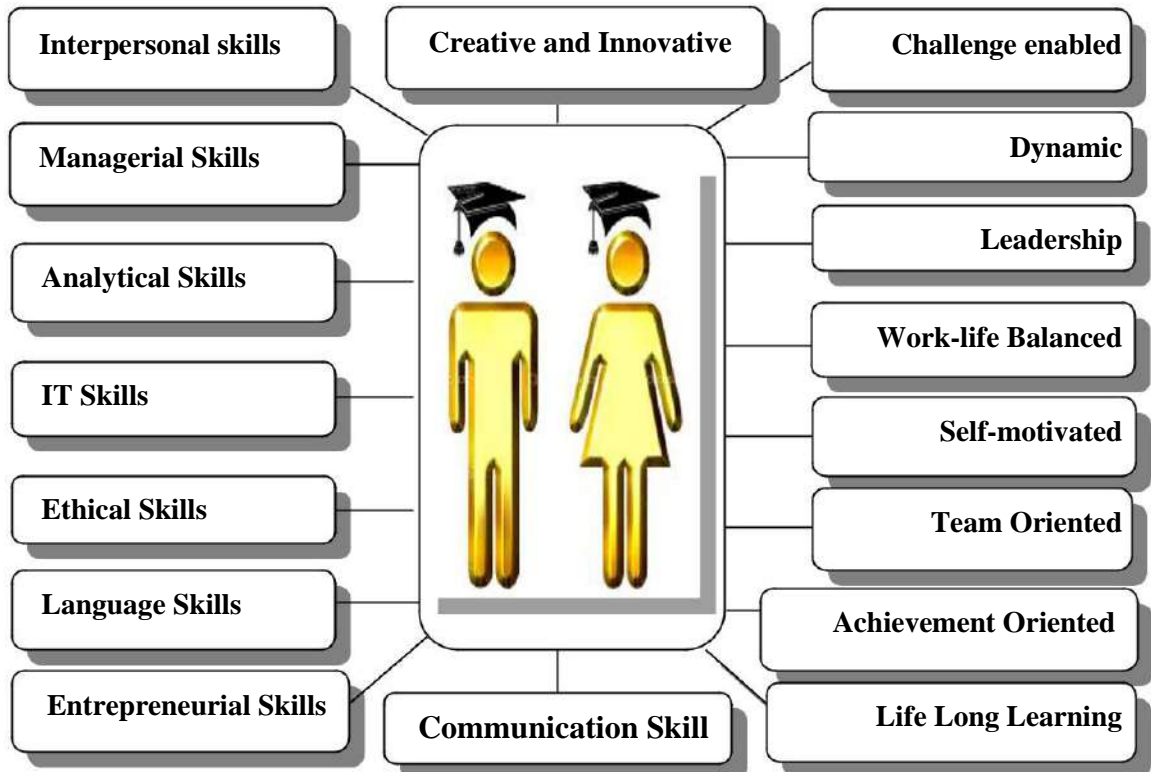
Figure 2: Graduate Profile of FCM

Each degree programme has specific goals and learning outcomes as described below.

1. **Bachelor of Business Administration Honours (BBAHons)**

   This study programme has been designed for the students who enrol into the Bachelor of Business Administration degree programme. The aim of the programme is to instil knowledge, skills and managerial qualities required to be an outstanding person in managerial positions. It covers all the areas related to modern management practices. Students who follow this study programme shall be capable in managing organizations in public and private sectors in the dynamic context with sustainable growth.

The Intended Programme Learning Outcomes of BBAHons

This study programme has been designed with the following intended Programme Learning Outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key business and management concepts required for future professionals, entrepreneurs, and for personal development and success (CLO 1-2);

2. To equip with the skills required to meet the management challenges of dynamic business world (CLO 3-9);

3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and professional success (CLO 9-11); and

4. To embed the mind-set and paradigm required to meet the challenges of personal and professional life (CLO 12).

2. Bachelor of Business Administration Honours in Human Resource Management

This study programme has been designed for the students who are qualified to enrol to the Bachelor of Business Administration Honours in Human Resource Management degree programme. The aim of the programme is to instil knowledge, skills and attitudes required for managing human resource in organizations in the private and public sectors. It covers the areas related to best human resource management practices. Students who follow this study programme should be capable to be an effective and efficient human resource manager in such organizations.

The Intended Programme Learning Outcomes of BBA Hons (Human Resource Management)

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key business and human resource management concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);

2. To equip with the skills required to meet the human resource management challenges of dynamic business world (CLO 3-9);

3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and human resource management professional success (CLO 9-11); and

4. To embed the mind-set and paradigm required to meet the challenges of personal and human resource management professional life (CLO 12).

3. Bachelor of Business Administration Honours in Marketing Management

This study programme has been designed for the students who are qualified to enrol to the Bachelor of Business Administration Honours in Marketing Management degree programme. The aim of the programme is to instil knowledge, skills and attitudes required to be a marketer. It covers the areas related to marketing. Students who follow this study programme should be capable to be a marketing expert who can make real differences in consumer and organizational markets by using advanced marketing strategies in line with global changes and consumer demands.

The Intended Programme Learning Outcomes of BBA Hons (Marketing Management)

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key business and marketing management concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);

2. To equip with the skills required to meet the marketing management challenges of dynamic business world (CLO 3-9);

3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and marketing management professional success (CLO 9-11); and

4. To embed the mind-set and paradigm required to meet the challenges of personal and marketing management professional life (CLO 12).

4. Bachelor of Commerce Honours (BComHons)

This study programme has been designed for the students who enrol into the Bachelor of Commerce degree programme. The aim of the programme is to instil knowledge, skills and qualities required for managing and developing commercial establishments. It covers all the areas related with commerce and trade. Students who follow this study programme shall be capable in establishing and executing commercial establishments in the competitive world effectively.

The Intended Programme Learning Outcomes of BComHons

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key business concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);
2. To equip with the skills required to meet the business challenges of dynamic business world (CLO 3-9);
3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and business success (CLO 9-11); and
4. To embed the mind-set and paradigm required to meet the challenges of personal and business life (CLO 12).

5. Bachelor of Commerce Honours in Accounting and Finance

This study programme has been designed for the students who are qualified to enroll to the Bachelor of Commerce Honours in Accounting and Finance degree programme. The aim of the programme is to instil knowledge, skills and qualities required to be a professionals in the field of accounting and finance. It covers the areas related to accounting and finance. Students who follow this study programme shall be capable to be an effective financial manager in public and private sectors by maintaining high ethical and professional standards.

The Intended Programme Learning Outcomes of BComHons (Accounting and Finance)

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key accounting and finance concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);
2. To equip with the skills required to meet the accounting and finance challenges of dynamic business world (CLO 3-9);
3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and accounting and finance professional success (CLO 9-11); and
4. To embed the mind-set and paradigm required to meet the challenges of personal and accounting and financial professional life (CLO 12).

6. Bachelor of Commerce Honours in Enterprise Development

This study programme has been designed for the students who are qualified to enrol to the Bachelor of Commerce Honours in Enterprise Development degree programme. The aim of the programme is to instil knowledge, skills and entrepreneurship qualities required to be an entrepreneur. It covers the areas related to entrepreneurship and small business management. Students who follow this study programme should be capable to be a successful entrepreneur in the competitive environment. In such manner, the graduates from this discipline shall be able to create new employment opportunities.

The Intended Programme Learning Outcomes of BComHons (Enterprise Development)

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key enterprise development concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);

2. To equip with the skills required to meet the enterprise development challenges of dynamic business world (CLO 3-9);

3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and enterprise development professional success (CLO 9-11); and

4. To embed the mind-set and paradigm required to meet the challenges of personal and enterprise development professional life (CLO 12).

7. Bachelor of Commerce Honours in Business Economics

This study programme has been designed for the students who are qualified to enrol to the Bachelor of Commerce Honours in Business Economics degree programme. The aim of the programme is to instil knowledge, skills and attributes required to be a business economist. It covers the areas related to economics, business analysis, economic policy making and regional planning and development. Students who follow this study programme should be capable to be a business economist to forecast business trend, economic policy making and economic development.

The Intended Programme Learning Outcomes of BComHons (Business Economics)

This study programme has been designed with the following intended Programme learning outcomes which are aligned with the Categories of Learning Outcomes (CLO) prescribed by SLQF:

1. To provide sound theoretical and practical knowledge in the key business economics concepts required for future professionals, entrepreneurs, and for personal development and success. (CLO 1-2);

2. To equip with the skills required to meet the business economics challenges of dynamic business world (CLO 3-9);

3. To inculcate Attitudes, Values, Professionalism and Vision for Life required for personal and business economics professional success (CLO 9-11); and

4. To embed the mind-set and paradigm required to meet the challenges of personal and business economics professional life (CLO 12).

4

ADMISSION OF STUDENTS TO THE FACULTY

4.1 Registration

Every student admitted to the university may register for the programme of study offered to him/her, to follow its first year of study at the University. A student registered for the course of study shall not be permitted neither concurrent registration for any other course of study, registration for appearing for any external examination without the prior approval of the Senate.

The University expects every registered student to maintain and enhance the good name and reputation of the University.

4.2 Re-registration

All students must renew the registration for every year of the study before the commencement of each academic year. A student shall only be allowed to register to the subsequent years of study if the student gets applied and sat for both end semester examinations of course units of previous years of study. Re-registration forms are available at the Office of the Senior Assistant Registrar.

4.3 Student Identity

All students will be given Identity Card and Student Record Book. The students are advised to produce his/her Identity Card when requested by any officer of the University and while attending to official matters in the University. Therefore, students should have their Identity Cards with them all the times. The records of registrations and examinations are maintained by the Senior Assistant Registrar.

4.4 Cancellation/ Postponement of Registration

A student shall be permitted to defer a year of study not more than one year at a time due to reasonable causes accepted by the Senate. A student shall lose the validity of registration in case the student is continuously absent on following the course units for more than one month without proper notification to the Faculty Board and the Senate. Further, the registration of those students who cannot complete the Degree requirements within the stipulated time will automatically be cancelled.

4.5 Student Guidance

The Senior Student Counsellor and the Student Counsellors provide assistance and guidance to students on matters relating to outside their academic activity, such as, adapting new students into the University environment, guidance in relation to accommodation, Mahapola, Bursaries and handling personal issues of students.

5

DEPARTMENTS AND ACADEMIC PROGRAMMES

5.1 Overview of Departments and Academic Programmes

The Faculty of Commerce and Management of the Eastern University of Sri Lanka has three departments which have the capacity and responsibility to offer the respective degree programmes. The faculty initially enrols students into two primary degree programmes, namely, Bachelor of Business Administration Honours and Bachelor of Commerce Honours. Later, from the third year of study, it offers students with opportunity for enrolling into Honours degree programmes in specialized field of study based on their preference and earned learning merit. These specialized degree programmes are highly supportive to the students in bringing out their variety of skills. Further, it is also helpful to them to capture career opportunities prevailing in the global environment in various sectors. Table 1 shows the details of such degree programmes offered by the respective departments.

Table 1: Degree Programmes and Academic Departments

Academic Department	Degree Programmes	Abbreviation
Department of Management	Bachelor of Business Administration Honours	BBAHons
	Bachelor of Business Administration Honours in Human Resource Management	BBAHons (Human Resource Management)
	Bachelor of Business Administration Honours in Marketing Management	BBAHons (Marketing Management)

Department of Commerce	Bachelor of Commerce Honours	BComHons
	Bachelor of Commerce Honours in Accounting and Finance	BComHons (Accounting and Finance)
	Bachelor of Commerce Honours in Enterprise Development	BComHons (Enterprise Development)
Department of Economics	Bachelor of Commerce Honours in Business Economics	BComHons (Business Economics)

5.2 Programme Structure

The degree programmes consist of 120 credits of course units consisting of core courses, optional courses and auxiliary courses. The course units are structured in four academic years of study namely first year, second year, third year and fourth year. Each year of study has a minimum duration of one calendar year consisting of twelve months. Each year has two semesters. Each semester has duration of six calendar months consisting of twenty-six weeks. A semester shall include fifteen weeks of teaching and learning sessions, one week of mid semester vacation, two weeks of students' self-review of learning, four weeks of semester end examinations, and four weeks of end semester vacation.

The degree programmes consist of core or compulsory course units, optional or elective course units, and auxiliary course units to be followed by students. Each course unit is identified by a code. The core course unit code includes a three-letter abbreviation indicating either department or discipline responsible offering the course units, followed by a four-digit number denoting the year of study, serial number and the number of credits of the course units respectively. Similarly, optional and auxiliary course units are coded by the abbreviation of COC and AUX respectively followed by four-digit number indicating the year of study, serial number and the number of credits.

Table 2: Abbreviations of Courses

Course	Abbreviation	Offering Department
Management	MGT	Department of Management
Marketing Management	MKT	
Human Resources Management	HRM	
Commerce	COM	Department of Commerce
Accounting and Finance	ACF	
Enterprise Development	END	
Economics/ Business Economics	ECN	Department of Economics
Optional	COC	Other Departments/ Inter-faculty
Auxiliary	AUX	

Volume of learning is defined by a credit unit. One credit unit is equivalent to 50 notional hours of learning for both taught and practical course unit. In case of industrial Visit, Internship Training, Community Outreach Project and Dissertation one credit is considered equivalent to a minimum of 100 notional hours.

5.3 Minimum requirements for enrolling in an honours degree program in the specialized field of study

The selection of students for a particular specialized field of study in the third year of the BBAHons degree program and the BComHons degree program shall be based on the combination of the following criteria.

I.   Each student is required to mark their number of preferences for selecting the area of specialization in the application issued by the faculty.

II.   Students shall have completed 39 credits in Semesters I to III (1st year 1st and 2nd Semester and 2nd year 1st semester) at their first attempt.

III. Students shall have secured a grade of C+ or above for each of the courses listed in Table 3 below to be required for respective specialization areas.

IV.   The ceiling for the number of students allocated to each specialization shall be determined by the Faculty Admission Committee under the recommendation of the Head of the Department in each academic year based on the demand for the particular specialization.

V.   Overall GPA for 39 credits shall be minimum of 2.00

VI.   Those who are not qualified for enrolling into Honours degree programme in the respective specialized field of study are allowed to continue the study in the basic degree programmes of Bachelor of Business Administration Honours and Bachelor of Commerce Honours.

Table 3: Specialization selection Courses

S.No	Specialization	Course Considered
1	BBAHons in Marketing	MKT 1013 Marketing Management
		HRM 1013 Organisational Behaviour
2	BBAHons in Human Resource Management	HRM 2023 Human Resource Management
		HRM 1013 Organisational Behaviour
3	BComHons in Accounting and Finance	ACF 2043 Advanced Financial Accounting
		ACF 1023 Cost and Management Accounting
4	BComHons in Business Economics	ECN 1013 Microeconomics
		ECN 2022 Macroeconomics
5	BComHons in Enterprise Development	END 2012 Entrepreneurship Development
		COM 1022 Business Skill Development

5.4 Department of Management

The Department of Management is the centre for Management education and research in the Eastern University, Sri Lanka. Management education was first taught at EUSL in 1986, and is now offered in a full array of undergraduate degrees, postgraduate diploma, and master degree programmes, taught by the most experienced and best qualified lecturers in Sri Lanka.

The Management department is responsible for offering three degree programmes for the undergraduates. They are,

1   Bachelor of Business Administration Honours
2   Bachelor of Business Administration Honours in Human Resource Management
3   Bachelor of Business Administration Honours in Marketing Management

Course Structure for Bachelor of Business Administration Honours Degree programmes

The First and Second years of study have the common course units for all the above undergraduate study programmes offered by three Departments of the Faculty. The Third and Fourth Years of Study Programmes contain the specific course units for the above three degrees programmes and major course units offered by the Department of Management. Table 4 to Table 11 provides the details of course structure for 1st, 2nd, 3rd and 4th Year study of the degree programmes.

Table 4: First Year Study of Bachelor of Business Administration Honours

Year/ Semester	Course Code	Course Title	Credits
1/1	MGT 1013	Management Process and Practice	3
	MGT 1022	Information Technology for Business I	2
	ACF 1013	Financial Accounting	3
	COM1013	Business Mathematics	3
	ENG 1012	Functional English	2
	AUX 1011	Personal and Professional Development I	1
		Total	**14**
1/2	ACF 1023	Cost and Management Accounting	3
	ECN 1013	Microeconomics	3
	HRM 1013	Organizational Behaviour	3
	COM 1022	Business Skill Development	2
	MKT 1013	Marketing Management	3
	ENG 1021	Business Communication	1
	AUX 1021	Basic Tamil/ Sinhala AUX 1021(T)/AUX 1021(S)	1
		Total	**16**

Table 5: Second Year Study of Bachelor of Business Administration Honours

Year/ Semester	Course code	Course Title	Credits
2/1	ACF 2033	Corporate Finance	3
	ECN 2022	Macroeconomics	2
	HRM 2023	Human Resource Management	3
	END 2012	Entrepreneurship Development	2
	ACF 2043	Advanced Financial Accounting	3
	AUX 2031	Fundamentals of Science	1
	AUX 2041	Personal and Professional Development II	1
		Total	**15**
2/2	COM 2033	Commercial Law	3
	HRM 2032	Psychology and Social Harmony	2
	MGT 2032	Information Technology for Business II	2
	COM 2043	Auditing and Assurance	3
	MGT 2042	Management Information System	2
	COM 2053	Business Statistics	3
		Total	**15**

Table 6: Third Year Study of Bachelor of Business Administration Honours

Year/ Semester	Code	Course title	Credits
3/1	MGT 3053	Management Science	3
	ACF 3053	Taxation Management	3
	MGT 3063	Research Methodology for Business Administration	3
	MGT 3072	Public Management	2
	MGT 3083	Project Management	3
	MGT 3091	Industrial Visit	1
		Total	**15**
3/2	COM3082	Multivariate Analysis in Business with Software Applications	2
	ECN 3103	Monetary Economics	3
	MGT 3103	Operations and Quality management	3
	MGT 3112	Organizational Change and Development	2
	MGT 3121	Community Outreach Project in Management	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COC XXXX	Optional Course	2
		Total	**15**

Table 7: Fourth Year Study of Bachelor of Business Administration Honours

Year/ Semester	Code	Course title	Credits
4/1	MGT 4133	Strategic Management	3
	ECN 4193	Contemporary Global Economy	3
	MGT 4143	Critical Thinking	3
	MGT 4153	Risk Management and Insurance	3
	MGT 4163	Corporate Sustainability Management	3
	MGT 4173	Leadership and Personality Development	3
		Total	**18**
4/2	MGT 4186	Dissertation	6
	MGT 4196	Internship	6
		Total	**12**

Table 8: Third Year Study of Bachelor of Business Administration Honours in Human Resource Management

Year/ Semester	Code	Course title	Credits
3/1	MGT 3043	Management Science	3
	ACF 3053	Taxation Management	3
	HRM 3043	Research Methodology for Human Resource Management	3
	HRM 3053	Human Resource Information System	3
	HRM 3062	Human Resource Development	2
	HRM 3071	Industrial Visit	1
		Total	**15**
3/2	COM 3082	Multivariate Analysis in Business with Software Applications	2
	ECN 3093	Labour Economics	3
	HRM 3083	Sustainable Human Resource Management	3
	HRM 3092	Leadership and Team Management	2
	HRM 3101	Community Outreach Project in Human Resource Management	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COC XXXX	Optional Course	2
		Total	**15**

Table 9: Fourth Year Study of Bachelor of Business Administration Honours in Human Resource Management

Year/ Semester	Code	Course title	Credits
4/1	HRM 4113	Labour Law	3
	HRM 4123	Strategic Human Resource Management	3
	HRM 4133	International Human Resource Management	3
	HRM 4143	Occupational Health and Safety	3
	HRM 4153	Ethics and Social Responsibility of Human Resource Management	3
	HRM 4163	Performance and Reward Management	3
		Total	**18**
4/2	HRM 4176	Dissertation	6
	HRM 4186	Internship	6
		Total	**12**

Table 10: Third Year Study of Bachelor of Business Administration Honours in Marketing Management

Year/ Semester	Code	Course title	Credits
3/1	MGT 3043	Management Science	3
	ACF 3053	Taxation Management	3
	MKT 3023	Research Methodology for Marketing	3
	MKT 3033	Service Marketing	3
	MKT 3042	Supply Chain Management	2
	MKT 3051	Industrial Visit	1
		Total	**15**
3/2	COM 3082	Multivariate Analysis in Business with Software Applications	2
	ECN 3082	Business Economics	2
	MKT 3063	Digital Marketing	3
	MKT 3073	Consumer Behaviour	3
	MKT 3081	Community Outreach Project in Commerce in Marketing	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COC XXXX	Optional Course	2
		Total	**15**

Table 11: Fourth Year Study of Bachelor of Business Administration Honours in Marketing Management

Year/ Semester	Code	Course title	Credits
4/1	MKT 4093	Strategic Marketing Management	3
	MKT 4103	Global Marketing	3
	MKT 4113	Business to Business Marketing	3
	MKT 4123	Strategic Brand Management	3
	MKT 4133	Integrated Marketing Communication	3
	MKT 4143	Retail & Direct Marketing	3
		Total	**18**
4/2	MKT 4156	Dissertation	6
	MKT 4166	Internship	6
		Total	**12**

Staff Profile of the Department of Management

Mrs. D. Thavakumar	Head & Senior Lecturer Gr. I
Prof. V. Kanagasingam	Professor in Management
Prof. A. Andrew	Professor in Management
Prof. A. Anton Arulrajah	Professor in the Department of Management
Prof. (Mrs) F. B. Kennedy	Professor in Management
Prof. (Mrs) P. Pratheesh	Professor in Management
Prof. T. Prabaharan	Professor in Management
Mrs. V. R. Ragel	Senior Lecturer Gr. I
Mrs. L. Delima	Lecturer Unconfirmed
Ms. T. Sellar	Lecturer (Probationary)
Ms. S. Neruja	Lecturer (Probationary)
Mr. S. Harishanthan	Lecturer (Probationary)

5.5 Department of Commerce

The Department of Commerce is one of the leading departments in the EUSL, which offers competitive and diverse subjects areas to enhance the employability of the students who are enrolled from all ethnic communities. The vision and mission of the study programmes of the Department of Commerce are consistent with the vision and mission of the FCM and the department is very keen in functioning in align with faculty operations.

The Department is responsible for offering the following degree programmes.

1. Bachelor of Commerce Honours
2. Bachelor of Commerce Honours in Accounting and Finance
3. Bachelor of Commerce Honours in Enterprise Development

Course Structure for Bachelor of Commerce Honours Degree Programmes

The First and Second years of study have the common course units for all the above undergraduate study programmes which are offered by three Departments of the Faculty. The Third and Fourth Years of Study Programmes contain specific course units for the above three degree programmes and major course units offered by the Department of Commerce. Table 12 to Table 20 provide the details of course structure for 1st, 2nd, 3rd and 4th year study of the degree programmes.

Table 12: First Year Study of Bachelor of Commerce Honours

Year/ Semester	Course Code	Course Title	Credits
1/1	MGT 1013	Management Process and Practice	3
	MGT 1022	Information Technology for Business I	2
	ACF 1013	Financial Accounting	3
	COM1013	Business Mathematics	3
	ENG 1012	Functional English	2
	AUX 1011	Personal and Professional Development I	1
		Total	**14**
1/2	ACF 1023	Cost and Management Accounting	3
	ECN 1013	Microeconomics	3
	HRM 1013	Organizational Behaviour	3
	COM1022	Business Skill Development	2
	MKT 1013	Marketing Management	3
	ENG 1021	Business Communication	1
	AUX 1021	Basic Tamil/ Sinhala AUX 1021(T), AUX 1021(S)	1
		Total	**16**

Table 13: Second Year Study of Bachelor of Commerce Honours

Year/ Semester	Course code	Course Title	Credits
2/1	ACF 2033	Corporate Finance	3
	ECN 2022	Macroeconomics	2
	HRM 2023	Human Resource Management	3
	END 2012	Entrepreneurship Development	2
	ACF 2043	Advanced Financial Accounting	3
	AUX 2031	Fundamentals of Science	1
	AUX2041	Personal and Professional Development II	1
		Total	**15**
2/2	COM 2033	Commercial Law	3
	HRM 2032	Psychology and Social Harmony	2
	MGT 2032	Information Technology for Business II	2
	COM 2043	Auditing and Assurance	3
	MGT 2042	Management Information System	2
	COM 2053	Business Statistics	3
		Total	**15**

Table 14: Third Year Study of Bachelor of Commerce Honours

Year/ Semester	Code	Course title	Credits
3/1	MGT 3043	Management Science	3
	ACF 3053	Taxation Management	3
	COM3063	Research Methodology for Commerce	3
	ACF 3063	Advanced Cost Accounting	3
	ACF 3073	Computer Applications in Accounting	3
	COM 3071	Industrial Visit	1
		Total	**16**
3/2 `	COM 3082	Multivariate Analysis in Business with Software Applications	2
	ECN 3073	International Business	3
	ECN 3082	Business Economics	2
	COM 3092	Capital Market and Financial Institutions	2
	COM 3101	Community Outreach Project in Commerce	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COCXXXX	Optional Course	2
		Total	**14**

Table 15: Fourth Year Study of Bachelor of Commerce Honours

Year/ Semester	Code	Course title	Credits
4/1	ACF 4153	Financial Reporting and Statement Analysis	3
	COM 4113	Insurance and Risk Management	3
	COM 4123	E-Commerce	3
	COM 4133	Retail Management	3
	COM 4143	Business Ethics and Sustainable Practices	3
	ECN 4153	Economic Development and Policies	3
		Total	**18**
4/2	COM 4156	Dissertation	6
	COM 4166	Internship	6
		Total	**12**

Table 16: Third Year Study of Bachelor of Commerce Honours in Accounting and Finance

Year/Semester	Code	Course title	Credits
3/1	ACF 3083	Forensic Accounting	3
	ACF 3053	Taxation Management	3
	ACF 3093	Research Methodology for Accounting and Finance	3
	ACF 3073	Computer Applications in Accounting	3
	ACF 3063	Advanced Cost Accounting	3
	ACF 3101	Industrial Visit	1
		Total	**16**
3/2	COM 3082	Multivariate Analysis in Business with Software Applications	2
	ACF 3113	Strategic Management Accounting	3
	ACF 3122	Accounting and Reporting Standards	2
	ACF 3132	Advanced Corporate Finance	2
	ACF 3141	Community Outreach Project in Accounting and Finance	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COCXXXX	Optional Course	2
		Total	**14**

Table 17: Fourth Year Study of Bachelor of Commerce Honours in Accounting and Finance

Year/Semester	Code	Course title	Credits
4/1	ACF 4153	Financial Reporting & Statement Analysis	3
	ACF 4163	Public Sector Accounting	3
	ACF 4173	International Accounting	3
	ACF 4183	Contemporary issues in Accounting and Finance	3
	ACF 4193	Portfolio Investment Analysis	3
	ACF 4203	Business Valuation Theory and Application	3
		Total	**18**
4/2	ACF 4216	Dissertation	6
	ACF 4226	Internship	6
		Total	**12**

Table 18: Third Year Study of Bachelor of Commerce Honours in Enterprise Development

Year/ Semester	Code	Course title	Credits
3/1	ACF 3053	Taxation Management	3
	END 3023	Research Methodology for Enterprise Development	3
	END 3033	Entrepreneurial Finance	3
	ACF 3073	Computer Applications in Accounting	3
	END 3043	Enterprise Resource Planning	3
	END 3051	Industrial Visit	1
		Total	**16**
3/2	COM 3082	Multivariate Analysis in Business with Software Applications	2
	END 3062	Venture Creation	2
	END 3073	Business Counselling	3
	COM 3092	Capital market and Financial Institutions	2
	END 3081	Community Outreach Project in Enterprise Development	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COCXXXX	Optional Course	2
		Total	**14**

Table 19: Fourth Year Study of Bachelor of Commerce Honours in Enterprise Development

Year/ Semester	Code	Course title	Credits
4/1	END 4093	Social entrepreneurship	3
	COM 4113	Insurance and Risk management	3
	END 4103	Creativity and Innovation	3
	END 4113	Entrepreneurial Culture & Behaviour	3
	END 4123	Technopreneurship	3
	COM 4123	E-Commerce	3
		Total	**18**
4/2	END 4136	Dissertation	6
	END 4146	Internship	6
		Total	**12**

Staff Profile of the Department of Commerce

Mr. M. S. Thayaraj	Head & Senior Lecturer Gr II
Prof. N. Rajeshwaran	Professor in Accounting and Finance
Mr. R. Uthayakumar	Senior Lecturer Gr I
Mrs. S. Sritharan	Senior Lecturer Gr I
Dr. S. Balendran	Senior Lecturer Gr I
Mr. T. Paranthaman	Senior Lecturer Gr I
Mr. T. Dinesh	Lecturer (Probationary)
Mrs. J. R. N. N. Jayawardhana	Lecturer (Probationary)
Mrs. Sujenthini Yasagan	Lecturer (Probationary)
Mrs. Babyjalini Johnpaul	Lecturer (Probationary)
Ms. S. Suranutha	Lecturer (Probationary)
Mrs. J. Keerthigha	Lecturer (Probationary)

5.6 Department of Economics

The Department of Economics functions as service department at the Faculty of Commerce and Management and extents its service to other Faculties of the Eastern University as well. The Department is currently teaching subjects to the undergraduates to enhance knowledge and skills in Economics.

The Department takes responsibility for offering Bachelor of Commerce Honours in Business Economics. Table 20 and Table 21 provide the details of course structure for 3rd and 4th year study of the degree programme.

Table 20: Third Year Study of Bachelor of Commerce Honours in Business Economics

Year/ Semester	Code	Course title	Credits
3/1	ACF 3053	Taxation management	3
	ECN 3033	Research Methodology for Business Economics	3
	ECN 3043	Econometrics	3
	ECN 3052	Banking and Insurance	2
	ACF 3063	Advanced Cost Accounting	3
	ECN 3061	Industrial Visit	1
		Total	**15**
3/2	COM 3082	Multivariate Analysis in Business with Software Applications	2
	ECN 3073	International Business	3
	ECN 3082	Business Economics	2
	ECN 3093	Labour Economics	3
	ECN 3121	Community Outreach Project in Business Economics	1
	ECN 3111	Intellectual Property Rights	1
	AUX 3051	Personal and Professional Development III	1
	COCXXXX	Optional Course	2
		Total	**15**

Table 21: Fourth Year Study of Bachelor of Commerce Honours in Business Economics

Year/ Semester	Code	Course title	Credits
4/1	ECN 4133	Tourism and Regional Development	3
	ECN 4143	Transportation Economics	3
	ECN 4153	Economic Development and Policies	3
	ECN 4163	Financial Economics	3
	ECN 4173	Public Sector Economics	3
	ECN 4183	Sri Lankan Economy	3
		Total	**18**
4/2	ECN 4206	Dissertation	6
	ECN 4216	Internship	6
		Total	**12**

Staff Profile of the Department of Economics

Prof. T. Bhavan	Head & Professor in Economics
Prof. S. Jeyarajah	Professor in Economics
Prof. J. Suresh	Professor in Economics
Mrs. S. Maheswaranathan	Senior Lecturer Gr. I
Mr. K. Pushpakaran	Senior Lecturer Gr. I
Dr. E. A. C. Priyankara	Senior Lecturer Gr. II
Mrs. J. Nitharsan	Lecturer (Probationary)
Mrs. S. Hemaprakesh	Lecturer (Probationary)
Ms. V. Vasantha	Lecturer (Probationary)

5.7 Optional Courses

Optional Course units Offered by the Department of Management, Department of Commerce and Department of Economics for the honours degree programmes in the specialized field of study in the third of year of study are as follows:

Table 22: Optional Course Units

Course Code	Course Title	No. of Credits
COC 3012	Food Science and Nutrition	2
COC 3022	System Analysis and Design	2
COC 3032	Environmental Management	2
COC 3042	Fundamental of Nano Technology	2
COC 3052	Geographical Information System	2
COC 3062	Library Science	2
COC 3072	Community Medicines	2

Cross-Faculty Electives

Faculty	Course	Credits & Hours	Year & Semester
Faculty of Science	BT 2102 - Plant Propagation	02 (15/30/55)	Year 2 Semester II
	BT 3072 - Economic and Industrial Botany	02 (15/30/55)	Year 3 Semester II
	CH3011: Chemistry of natural products	01 (15/0/35)	Year 3 Semester I
	CH3081: Nanotechnology and its applications	01 (15/0/35)	Year 3 Semester II
	EN 1032 Basic Biology (T+P)	02 (15/30/55)	Year 1 Semester I
	ZL 3082 Environmental Science (T+P)	02 (15/30/55)	Year 3 Semester II
	MT1242 Mathematical Modelling	02 (30/0/70)	Year 1 Semester II
	MT 2232 Statistics	02 (30/0/70)	Year 2 Semester I
	CS1042 Computer Systems	02 (30/0/70)	Year 1 Semester II
	CS2022 Introduction to Database Management Systems	02 (15/30/55)	Year 2 Semester I
	CS2042 Fundamentals of Software Engineering	02 (30/0/70)	Year 2 Semester II
	CS3042 User Interface Design	02 (30/0/70)	Year 3 Semester I
	CS3052 Web Based Application Development	02 (15/30/55)	Year 3 Semester II
	PH 2101 Introduction to Astronomy	01 (15/0/35)	Year 2 Semester II

5.8 Internship

The internship is a partial requirement of the four years Bachelor's honours degrees offered by Faculty of Commerce and Management, Eastern University, Sri Lanka which accounts for 6 credits out of 120 credits. After the completion of the fourth year first semester examinations, students are sent to the selected Organizations for practical training. This is part of the degree programme. Successful completion of this component is essential for a student to qualify for the Degree. The emphasis during this practical training period is to provide students with hands-on experience in the areas of Marketing Management, Human Resource Management, Accounting and Finance, Enterprise development, and Business Economics. Training will be provided in the suitable public or private Sector.

Internship Regulations

1. Students are required to submit their internship applications for placements/requests for approval of private placements on or before dates stipulated by the faculty.
2. On requests made by students, placements are generally organized by the faculty. However, students are allowed to find their own placements provided that such placement satisfies the requirements of the faculty. In case of such arrangements prior approval has to be obtained from the faculty.
3. Students are not permitted to commence training until they sit the Semester I examination of 4th year.
4. Every intern should start and complete his/her internship training according to the time schedule of the faculty and should submit internship report on time.
5. Every intern should submit his/her internship request stating an internship provider through the faculty internship coordinator who are appointed and authorized by the faculty and must submit confirmation letter as approved by the said internship provider within one week from the starting date of the internship training.
6. Every intern must inform about his/her internship place, official address of internship work place of organization, his/her direct supervisor/manager's name, contact number and email address to the faculty internship coordinator through email/registered post within one week from the starting date of internship training.

7. During the internship period, if an intern sends any email to the faculty internship coordinator, he/she must confirm that his/her email has reached to the faculty coordinator by confirming over the phone or by getting actual (not automatic) reply from the coordinator. This is one of the primary responsibilities of students.

8. During the internship period, no intern is allowed to change the internship provider approved for himself/herself without the proper approval of the faculty.

9. Students who switch the training provider without proper approval would gain maximum 40% marks for the internship.

10. No Intern is allowed to leave the internship training place unless otherwise approved by the faculty.

11. Every intern should receive internship record book before starting internship training and properly update it (daily/weekly basis) and must submit internship record book with his/her internship report.

12. During the internship period, the intern should return to the faculty and place his/her signature in the Mahapola / Bursary name list in a notified date. If he/she failed to do so, he/she may lose the Mahapola/Bursary payment for the internship period.

13. Submission of fraudulent training records will lead to an extension of the training period, re-commencement of training or / and any other disciplinary action deemed to be necessary as decided by the faculty.

Documentation and Supervision of Internship

Interns are required to maintain a record book where details of work done have to be recorded on a daily basis. Such records have to be reviewed and approved by the supervisor on weekly basis. Further, interns are required to prepare a summary at the end of the training which will also be reviewed and approved by the supervisor. These records should be submitted to the faculty when requested, which will be reviewed by the faculty on a periodic basis.

Interns shall obtain the Training Record Book issued by the faculty for documentation purposes of their training. This Record Book is a property of the faculty and is not transferable.

However, those who enter into a training agreement with the Institute of Chartered Accountants of Sri Lanka (ICASL) are permitted to use the training record book issued by the Institute.

Evaluation

A student is required to cover the minimum 600 Notional Hours (minimum of 04 months) of practical training in the fourth year in order to complete this component. Students are required to submit the "Training Evaluation Form" together with certified copies of summaries at the end of academic Semester, on a date stipulated by the faculty. The Training Evaluation Form should be duly completed by the student and approved by the supervisor. The following Evaluation Criteria will be used for assessing students' performance in the internship training programme.

1. **Assessment by the Internship Supervisor**

   Confidential Progress Report from Internship   20%
   Supervisor (Performance of the Intern)

2. **Assessment by the Department**

   Internship Record Book   10%
   Internship Report   30%
   Internship Oral Presentation   40%

   _____

   100%
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5.9 Dissertation

The dissertation is a partial requirement of the four years Bachelor's honours degrees offered by Faculty of Commerce and Management, Eastern University, Sri Lanka which accounts for 6 credits out of 120 credits. The dissertation is on a research project or study, or an extended analysis of a topic. The structure of a dissertation explains the purpose, literature review imposing on the topic of the study, the methods used, and the findings of the study. The faculty expects the student dedicate 600 notional hours for the dissertation preparation and consult the supervisor and other relevant persons adequately.

The dissertation allows the student to research and analyze a problem or issue related to the Business/Management/Commerce/Economics and come to reasoned conclusions and

recommendations following systematic approaches. The process will help to develop in-depth knowledge and understanding of a highly specialized subject, a critical understanding of research basic (ontological, epistemological and methodological) and the ability to apply research and business management, commerce and economic skills in practice. The course aims to provide a context in which to apply and integrate the knowledge and skills that have been developed through the taught course throughout the BBAHons, BBAHons in Human Resource Management and BBAHons in Marketing Management, BComHons and BComHons in Accounting and Finance, BComHons in Enterprise Development and BComHons in Business Economics.

After completion of the dissertation the students are able to demonstrate a systematic and critical understanding of relevant literature and theoretical frameworks, demonstrate a critical understanding of alternative research methodologies and defense of a particular approach taken, collect, analyze and interpret qualitative or quantitative data, using relevant software and statistical techniques and relate theory to research findings, draw relevant conclusions and consider the implications and limitations of the research which has been undertaken.

General Instructions

1. The students should prepare a research proposal (maximum ten (10) pages) at the end of the 1st semester of the third year, and make a presentation to an academic panel on their research proposal.
2. Once the final proposal is approved by the relevant departments, the title of the proposed research cannot be changed, except for special circumstances.
3. Then, each student will be allocated a research supervisor(s), and students need to consult the relevant supervisor(s) and work with the supervisor until 2nd semester of the fourth year.

4. Then students should conduct the approved research, consulting adequately the supervisor(s) and submit the final report to the relevant departments for the evaluation with the signature of the supervisor(s) on or before the given deadline.

5. Following that, the final dissertation will be sent to two independent examiners for evaluation.

6. Then students need to attend a viva-voce exam on their final dissertation to an academic panel which contains examiners of the dissertation. Supervisor(s) should be an observer(s) in the viva-voce examination.

7. After the viva-voce examination, students need to submit the hard-bounded final version of the dissertation to the department incorporating all the relevant comments received from the examiners.

8. Two copies (Mandated) of the final dissertation with softcopy (CD)(Mandated) will be issued to the student with the recommendation of the relevant Head of the Department, and one copy will be sent to the university library.

9. Eastern University, Sri Lanka practices the rule of zero tolerance of plagiarism. Therefore, the students' dissertations should be checked thoroughly for the plagiarism. The soft copy of the thesis will be used to check electronically for the plagiarism/similarity (20% of similarity is accepted for undergraduate dissertation). If found guilty of plagiarism, punishable actions will be taken according to the examination By-laws of the university.

10. Students can able to engage in dissertation as Group (Maximum Group members 03)

Evaluation

For dissertation evaluation	60%
For final viva voce exam	40%
Total Marks	**100%**

5.10 Community Outreach Project

Faculty of Commerce and Management (FCM) designs the Community Outreach Project (COP) to incorporate the community services into academic coaching to support the learning goals of a course while meeting real community needs. The connection between academic study and community services offers a dynamic opportunity to strengthen student learning in an enthralling context where students gain first-hand experience with the economic, social, cultural, environmental and political issues that shape a particular course.

The FCM intends that each Community Outreach Project's learning experiences will encounter student's assumptions, enlarge their view of the world, and invite them to engage their intelligence and imagination with the broader community further. The COP collaborates with community and community-based organizations, faculty, and students to facilitate experiential education opportunities for Eastern University undergraduates. The COP serves as the liaison between academic members in the faculty and community partners to integrate service and to learn into courses and develop relevant positions within organizations or communities for students.

After completion of the COP, the students are able to (1) connect academic content with hands-on experience by exploring related community opportunities based on real community needs, (2) increase their sense of self-efficacy and develop analytical skills, (3) face challenge their personal and social assumptions, values, and beliefs, (4) develop deliberative, collaborative, and leadership skills, (5) consider the civic, moral, and ethical implications of the application of knowledge in professional and public life.

General Instructions

1. In the Community Outreach Project, the students should work as a team (maximum 10 members), which is already divided by the relevant departments and works directly with the community and community-based organizations to identify existing community needs.

2.   Once the community needs to be identified by the group of students, each group will be allocated a panel of project supervisors, and students need to consult the relevant panel of project supervisors to prepare the COP proposal.

3.   Following that the Group of students need to prepare the COP proposal and should submit to the relevant departments and should make the presentation of the panel members.

4.   Students can start to implement the COP once the COP proposal approved by the panel. Further, it was expected to complete within a week.

5.   The reflections of the COP, the engaged students as a group, have to submit the COP report to the relevant departments, and make the presentation in front of the panel members, which provides the students with an opportunity to describe their service experience, to evaluate the experience and what they learned from it, to integrate their experiences with project topics, connect their conclusions to future actions and broader societal contexts and implication for community and its development.

Evaluation

For COP report evaluation	60%
For presentation	40%
Total Marks	**100%**

6

EXAMINATION STRUCTURE AND EVALUATION

Examination Structure and Evaluation

The policies and regulations stipulated relates to the examinations conducted by the faculty for the respective honours degree programmes. The academic programmes of the Faculty of Commerce and Management runs into four academic years with two semester systems at each year. Therefore, degree programme constitute of 8 semesters, and examinations are held at the end of each semester.

6.1 Semester Examination

Performance of a candidate for the respective programme shall be evaluated through a combined system of continuous assessments and end of semester examination. The end semester examination for each course units can vary depending on the requirements of each course of a maximum of three hours (One-hour examination equal to one credit). Besides, there will be continuous assessments incorporating mid-semester examination, case studies, term and research papers, presentations, practical reports, class participation etc. The method of continuous assessment and its evaluation will be announced by the relevant department at the commencement of the course unit.

For the final grading of the course unit, the continuous assessment and the end of semester examination shall be marked out of a maximum mark as given below.

6.2 Marks Composition (100%)

Maximum

Semester End Examination	65%
Continuous Assessments	35%
Total	**100**%

Community Outreach Project, Internship and dissertation shall be evaluated by examining the reports and viva-voce. The evaluation system of these respective course units would be decided by the respective departments at the beginning of these courses.

6.3 Pass in a course unit

A candidate will be deemed to have passed in a course unit, if he/she obtains a grade "C" or above or a grade point of 2.00 or above.

6.4 Completion of a Year of study

A candidate shall be deemed to be passed any year of the degree programme if he/she has earned a minimum overall Grade Point Average (GPA) of not less than 2.00 and grades of D/D+ /C- in course units aggregating to not more than 6 credits for each year of study.

The grades of D / D+ / C- allowed with condition above is not allowed for industrial Visit, Community Outreach Project, Internship and Dissertation.

6.5 Repeating the course unit

   (i)   A student who obtains a grade of E shall repeat that course unit when it is held next.

   (ii) A student who obtains a grade of D /D+ / C- and having a minimum GPA not less than 2.00 may repeat the course for the purpose of improving the grade, the best grade obtained in this instance is "B-" or upgrade to GPA 2.7. In the event a student who obtains a lower grade while attempting to have a better grade, he/she will be entitled to the higher grade.

   (iii) Those who fail to obtain the required number of credit passes or fail to appear for an examination are required to appear for such an examination when it is conducted during the next academic year.

   (iv) Examination can be repeated not more than thrice.

6.6 Absence from an examination:

Absences are treated as per the following

If a student provides valid evidence proving for absences would be treated as a proper candidate and if not he/she would be treated as a repeat candidate.

A candidate who is absent at examination due to medical reasons shall submit a medical certificate obtained from a government medical officer, the university medical officer shall endorse this medical certificate. This must be submitted to the senior assistant registrar / Assistant registrar of the faculty within two weeks after the holding the examination for the particular paper to be presented to the faculty board and the senate for approval. In that event, the student will receive a symbol of "MC" (Medical) for that course.

Absence of a student from an examination on account of bereavement in the family (death of parent, brother or sister and if married, spouse or child) will be excused if approval is obtained from the faculty board and the senate by the submission of the death certificate and appropriate proof of relationship. In that event the student would receive a symbol of 'DFR' (Deferred) for that course unit.

Absence without valid reason will be given the symbol of "ab" (Absent)

6.7 Evaluation

Evaluation of the achievement of performance by the candidate in the examination shall be done on the basis of the GPA achieved by the candidate.

Calculating the GPA

1. Percentage of marks obtained for each course unit will be converted into a letter grade on the following basis.

Table 23: Marks Range for Grades and Grade Points

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
00–24	E	0.00

2. Grades obtained for course units will then be converted into "Grade Points" on the above basis.

3. The number of points allotted to a grade should be multiplied by the credit rating of the course for which it was given.

4. The number of points obtained for all the course unit taken by a student will be divided by the number of credits due for the program as a whole to get the "Graded Point Average" (GPA).

$$GPA = \frac{\sum C_i\, g_i}{\sum C_i}$$

C_i = number of credits units

g_i = for the 'i' course, and grade point for the like course unit

* Note: Decimal beyond two places are truncated, not rounded, in computing the GPA

5. The overall Grade Point Average (hereinafter referred to as OGPA) for the degree programme shall be calculated at the completing of all requirements for the degree programme as indicated in the formula shown below. The 'OGPA' obtained is used in the determination of classes as prescribed in section 6.10.

$$OGPA = \frac{\sum_{t=1}^{n} GPA_i w_i}{\sum_{i=1}^{n} w_i}$$

where;

GPA_i: GPA earned in i^{th} year

w_i: Weightage for i^{th} year of study (equal weightage for each year)

6.8 Release of Examination Results

Results of the semester examinations will be released in every semester after evaluating answer scripts. The GPA will be reported to the candidates at the end of each year. The results sheet will be issued to each candidate after the release of results of semester 2 of each year.

6.9 Award of Degree

In order to complete the degree a student should have:

i. completed 120 credits from core, optional courses and auxiliary courses

ii. obtained a minimum overall GPA of 2.0 in the entire degree program, and

iii. no fail grades and not more than grades of D / D+ / C- for a total of 24 credits.

iv. fulfilled all the requirements given above within a maximum of seven academic years of original enrolment in the Faculty other than approved valid reasons by Faculty Board and Senate.

6.10 Award of Class

A student who fulfils the above requirements is eligible to secure a First Class or a Second Class – Upper Division or a Second Class Lower Division, depending on his/her overall performance at all four years examinations. The above program should be completed within 4 academic years.

Table 24: Weightage of GPA

Year	1st Year	2nd Year	3rd Year	4th Year
GPA in each academic year	GPA_1	GPA_2	GPA_3	GPA_4
Weight	1	1	1	1

Awards	Overall GPA
First Class	= 3.70 or > than 3.70
Second Class (Upper division)	= 3.30 - < 3.70
Second Class (Lower division)	= 3.00 - < 3.30
Pass	= 2.00 - < 3.00
Fail	Less than 2.00

(i) First Class

A Candidate shall be awarded First Class if he /she

    (a) is eligible for Bachelor Degree

    (b) obtains a minimum overall GPA of 3.70

    (c) shall not have earned grades below C.

    (d) shall have fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason.

(ii) Second Class (Upper Division)

A candidate shall be awarded Second Class (Upper Division) if he/ she

    (a) is eligible for a Bachelor Degree

    (b) obtains a minimum of overall GPA of 3.30

    (c) shall not have earned more than two C- grades for entire degree programme.

    (d) shall have fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason.

(iii) Second Class (Lower Division)

A candidate shall be awarded Second Class (Lower Division) if he/she

    (a) is eligible for a Bachelor Degree

    (b) obtains a minimum overall GPA of 3.00

    (c) shall not have earned more than two C- or D+ grades for entire degree programme.

    (d) shall have fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason.

6.11 Fall-Back qualifications

The following Fall-back qualifications are available
1. Bachelors of Business Administration
2. Higher Diploma in Business Administration
3. Diploma in Business Administration
4. Bachelor of Commerce
5. Higher Diploma in Commerce
6. Diploma in Commerce

6.11.1 Bachelors of Business Administration/ Bachelor of Commerce

Fall back option, that is, an Honours degree student who is unable to complete the Four years Honours Degree programme in his/her fourth year may apply to opt for a three-year Degree programme with the approval of the Senate and such applicants could be awarded the Three-year Degree with the name of Bachelor of Business Administration/ Bachelor of Commerce if he/she fulfilled the following requirements within a maximum of 07 academic years from the academic year of the original enrolment in the University, other than valid approved reason/s approved by the Senate.

     i. Minimum 50% of the credits need to be completed by the student in each year up to the third year

     ii. Earn 90 credits from the enrolment of the course

The effective date of award of a fall back qualification should be the 1st day of the month after which the Senate has approved award of the qualification.

6.11.2 Higher Diploma in Business Administration/ Higher Diploma in Commerce

Fall back option, that is, an Honours degree student who is unable to complete the Four years Honours Degree programme in his/her fourth year may apply to opt for a Higher Diploma in Business Administration/ Higher Diploma in Commerce with the approval of the Senate and such applicants could be awarded the two year diploma with the name of a Higher Diploma in Business Administration/ Higher Diploma in Commerce if he/she fulfilled the following requirements within a maximum of 07 academic years from the academic year of the original enrolment in the University, other than valid approved reason/s approved by the Senate.

     i. Minimum 50% of the credits need to be completed by the student in each year up to the second year

     ii. Earn 60 credits from the enrolment of the course

The effective date of award of a fall back qualification should be the 1st day of the month after which the Senate has approved award of the qualification.

6.11.3 Diploma in Business Administration/Diploma in Commerce

Fall back option, that is, an Honours degree student who is unable to complete the Four years Honours Degree programme in his/her fourth year may apply to opt for a Diploma in Business Administration/ Diploma in Commerce with the approval of the Senate and such applicants could be awarded the one year diploma with the name of a Diploma in Business Administration/ Diploma in Commerce if he/she fulfilled the following requirements within a maximum of 07 academic years from the academic year of the original enrolment in the University, other than valid approved reason/s approved by the Senate.

  i.   Minimum 50% of the credits need to be completed by the student in each year up to the first year
  ii. Earn 30 credits from the enrolment of the course

The effective date of award of a fall back qualification should be the 1st day of the month after which the Senate has approved award of the qualification

6.12 Effective Date of the Degree

The effective date of the degree shall be the last date of the stipulated examination period of written examinations scheduled or viva voce examination whichever comes last.

6.13 Incompletion and award of qualification below SLQF Level 6

The maximum period allowed for completing a degree programme by a student is set at seven (7) academic years reckoned from the date of commencement of the degree programme excluding any period of delay or backlog caused by common causes such as trade union actions, natural disasters, political and civil disturbances, and so on. In case a student become incomplete in the degree programme by this time of maximum period stipulated, he/she shall be considered for an award of qualification below the SLQF level 6 as appropriate upon the written request of such student made within one year reckoned from the end of seventh academic year.

7

ADDITIONAL FACILITIES FOR STUDENTS

7.1 The Library

The Library, Eastern University, Sri Lanka has Lending, Reference and Periodical Sections. The Lending Section issues books for a period of one week to students. The Reference Section houses Permanent Reference materials and Scheduled Reference books. Scheduled Reference books are copies of books in demand. In addition to old books the Library has the recent editions of almost all books required for undergraduate and postgraduate studies. The students are expected to make use of the Library as much as they can.

Full membership of the Library is available to registered students (undergraduate and postgraduate) and the staff of the Eastern University. The University is taking all the steps necessary to provide more facilities in the Library.

7.2 The English Language Teaching Unit (ELTU)

The English Language Teaching Unit services all the faculties at the Eastern University and it is set up for the specific purpose of teaching English for the undergraduate students who enter the university with varying levels of proficiency in English. The ELTU conducts an Intensive Course for the new entrants and this is followed by a continuing English Course throughout the study of the students at the Eastern University.

The objectives of the English courses are

(i)   To improve the students' general proficiency in English covering grammar and the different language skills such as reading, writing and speech.

(ii)   To acquire rapidly the technical vocabulary in the respective field of study.

(iii)   To develop the student's capability to comprehend lectures delivered in their fields of study and to take down notes in English.

(iv)   To improve the student's ability to read text books in English and make their own notes

(v)   To develop the writing skills on chosen topics and gain proficiency in order to be able to answer examination papers in English.

Now the ELTU conducts a new programme named English Clubs to students to improve their communication skills. ELTU also conducts extension programmes and courses for Teachers of English during week-ends.

7.3 Center for Information and Communication Technology (CICT)

Considering the rapid development in Information Technology over the past decade and recognizing the current trends in the global IT industry there is a need for establishing centers for information technology in the universities. The Center for Information and Communication Technology was established in the Eastern University in 2003.

The Center for Information and Communication Technology (CICT), Eastern University, conducts various courses in Computer Science including Information Technology (IT) to all faculties of the University.

A wide range of software is available in the Centre to fulfill the requirements of all field of study. Now the campus wide computer network system is in operation in the university and the Internet and the Intranet facilities are made available to students in all faculties and staff in all Departments/Sections/Units of the University.

The CICT conducts certificate and Diploma courses in Computer Science, during the weekends and vacations. Candidates for these courses are selected by competitive examinations.

7.4 Career Guidance Unit (CGU)

The Career Guidance Unit was established in the Eastern University, Sri Lanka in 2001 to concentrate on facilitating employable graduates. This unit conducts awareness programmes for students on employment opportunities in private sectors, public sectors, global job market and self-employment etc. The major objective of this unit is motivating and helping the undergraduates to seek out opportunities for developing themselves the qualities and attributes demanded by the today's world of work.

7.5 Hostels

Four hostels are available in Vantharumoolai, two for male students and two for female students. A warden is in-charge of each hostel and in addition there are residential and part time sub-wardens to attend to hostel matters of students. The students are advised to meet the sub-wardens in all matters related to activities of students in the hostels.

7.6 University Medical Services

A university health service is available to staff and students of the university for immediate medical assistance.

7.7 Sports Facilities

The facilities for sports activities are provided by the University. The Instructor on Physical Education the Sports Council and the Sports Advisory Boards are in-charge of these activities. The students should make the best use of such opportunities for sports provided by the university.

7.8 Financial Assistance

The Mahapola Scholarship Programme and the Bursary Scheme are the two major sources that provide financial assistance to the university students. Further information regarding this may be obtained from the welfare Branch of the University.

8

OTHER COURSES OFFERED BY THE FACULTY

8.1 External Degree Programme

The Faculty of Commerce and Management has been conducting undergraduate External Degree Programme since 1996. This programme aims to provide those who are unable to obtain the university admissions internally with the opportunity to pursue undergraduate degree courses in the fields of Commerce and Business Administration.

Under this programme, a degree course, namely, Bachelor of Business Management (BBM) is currently conducted. It is of three academic year duration and conducted on year-end system. The medium of instruction is Tamil. The course structure and other details are published in the hand book for the External Degree Programme.

This External Degree programme is a great opportunity for those who seek higher education while they are working in government or private sectors. More than 250 students register to this course every year and most of them successfully complete the course at the end of the programme. The degree course is highly recognized in the job market at regional, national and global level and carry the equal status to the internal degree courses.

8.2 Postgraduate Degree Programme

The increased demand for postgraduate education in management, economics the changing trends in higher education, skill-based employment opportunities and the movement towards knowledge – based economy indicates the need to provide higher learning opportunities to graduates and to those who are already in employment. The private and public sectors urge and demand the senior officials to gain a postgraduate education appropriately for their career advancement and personal development.

Considering the above, the Faculty of Commerce and Management has established a Postgraduate Studies Unit to offer Postgraduate programmes. Later, Faculty of Graduate Studies was established on 01.02.2023. Following postgraduate programmes are currently offered by the Faculty of Commerce and Management through the Faculty of Graduate Studies.

i.   Master of Business Administration (MBA)

ii.   Master of Development Economics (MDE)

iii. Master of Philosophy (MPhil) in Management/ Human Resource Management/ Marketing/ Commerce/ Accounting/ Finance/ Economics/ Business Economics

iv.   Doctor of Philosophy (PhD) in Management/ Human Resource Management/ Marketing/ Commerce/ Accounting/ Finance/ Economics/ Business Economics

9

AWARDS AND MERIT PERFORMANCE

9.1 Overall Best Performance Awards by the Faculty

The Faculty of Commerce and Management offers several awards to the student who shows Overall Best Performance in their studies. The details of awards are shown in the Table 25.

Table 25: Overall Best Performance Awards by the Faculty

Department	Programme	Purpose	Name of Award
Management	Bachelor of Business Administration Honours	For the best performance at the First Year Examination of Bachelor of Business Administration Honours	M.P.C.S CHENKALADY AWARD
	Bachelor of Business Administration Honours	For the overall best performance at the any Bachelor of Business Administration Honours Degree Programme	CHELLAPPAH KANAPATHIPILLAI MEMORIAL AWARD
Commerce	Bachelor of Commerce Honours	For the overall best performance in the Bachelor of Commerce Honours Degree Programme	PONNAMMAH KANAPATHIPILLAI MEMORIAL AWARD
	Bachelor of Commerce Honours	For the best performance at the final year examination of Bachelor of Commerce Honours Degree Programme	VYRAMUTHU PARASURAMAPILLAI MEMORIAL AWARD

	Bachelor of Commerce Honours	For the overall best performance in Bachelor of Commerce Honours in Accounting and Finance	INSTITUTE OF CHATERED ACCOUNTANTS OF SRI LANKA
	Bachelor of Commerce Honours	For the student who obtained the highest value in the Grade Point Average ("GPA") in the Bachelor of Commerce Honours	COLOMBO STOCK EXCHANGE GOLD MEDAL AWARD
	Bachelor of Commerce Honours	For the best academic performance in Capital Market related subjects in the Faculty of Commerce and Management	SECURITIES AND EXCHANGE COMMISSION OF SRI LANKA GOLD MEDAL AWARD
	Bachelor of Commerce Honours	For the best performance at the First Year Examination of the Bachelor of Commerce Honours	KUMARAPPODY KANAPATHIPILLAI MEMORIAL AWARD

9.2 Overall Best Performance Awards by the University

The Eastern University, Sri Lanka will invite applications for **Dharmaretnam Memorial gold Medal Award** from the Graduands of all the Faculties. The Gold Medal will be awarded to a most outstanding student of the University at the Annual General Convocation. Those interested candidates will be requested to submit their Bio-data with copies of certified supportive documents to the Eastern University, Sri Lanka, Vantharumoolai, Chenkalady by giving the following details under registered cover. The criteria is used for evaluation of merit performance of candidates for the award is shown in Table 26.

1. Personal information
2. Registration number
3. Index number
4. Degree obtained
5. Academic performance for the whole academic programme
6. Awards obtained during the whole academic programme
7. Involvements in the University activities
8. Participation in Social activities
9. Communication Skills
10. Other relevant information, if any.

Table 26: Dharmaretnam Memorial Gold Medal Award

Criteria	Award of Points	Maximum Points
Academic Performance during the entire University career.	1st Class 20 2nd Upper 15 2nd Lower 10 Pass 05	20
Awards obtained during the undergraduate career in the University – Awards given by the University and other academic organizations	5 per Award	15
Involvement in the University Activities a) Membership in Faculty Board, EXCO in Student Unions/ Societies b) Representing the University in Sports c) Representing the University, Cultural and other activities	5 per Membership 3 per Membership 3 per Membership	10 15 15
Social commitment – This should be measured by the active participation and membership in NGOs, GOs and other social and cultural organizations.	2 Per Membership	10
Ability to articulate – Writing and Oral. [This should be demonstrated through publications]	3 Per Publication	15

APPENDIX I: AUTHORITIES OF THE UNIVERSITY AND HIERARCHY

Minister of Higher Education

The minister shall be responsible for the administration of the Universities Act and for the general direction of University Education, in accordance with National Policy as determined by the cabinet of ministers, from time to time.

University Grants Commission (UGC)

UGC objected to plan and co-ordinate of Higher Education in accordance with National Policy. The UGC shall be responsible for the allocation of funds to Higher Educational Institutions and monitoring of expenditure of each Higher Educational Institutions, maintenance of high academic standards. The UGC shall consist of a Chairman, Vice Chairman and five other members, all of whom shall be appointed by the president for a term of five years.

The Council

The Council of a University shall be the Governing Authority and the Executive Body of the University and shall exercise, perform and discharge the powers, duties and functions of the University.

The Council shall consist of the Vice Chancellor, Rector, Deans of Faculties, two members elected by the Senate from its members, persons appointed by the UGC. The Chairman of the Council shall be the Vice Chancellor who shall preside over all the meetings of the Council. If the Chairman is unable to preside over a meeting, the meeting shall be presided over by a Dean of Faculty, elected by the members present.

The Senate

A University shall have a Senate which shall be the Academic Authority of the University. The Senate of the University shall consist of the Vice-Chancellor, Deans of Faculties, Rectors of each campus, Heads of Departments of Study, Professors, Librarian, two teachers elected from each Faculty.

The Faculty Board

A Faculty Board shall exercise and perform to establish divisions, units, and subject to the control of the Senate, to regulate matters connected with teaching, examination and research in the Faculty. The Chairman of the Faculty Board shall be the Dean. If the Chairman is unable to preside over a meeting, the members present shall elect a Head of a Department to preside over such meeting. The Faculty Board shall consist of the Dean, all permanent academic staff including Professors, Associate Professors, Senior Lecturers and confirmed Lecturers, two members elected by the Permanent Lecturers (Probationary) among their members, two students elected by the students, three persons not being members of the staff of the University elected by the Faculty Board among persons of eminence in the areas of study relevant to the Faculty

Department of Study

Departments of study shall come under the purview of the relevant Faculty Board and shall be responsible for the development of teaching, research, examination and other relevant academic matters of the departments. Department of study shall consist of Head, lecturers and non-academic staff in the Department.

The Vice-Chancellor

The Vice-Chancellor of a University shall be appointed by the President. The Vice Chancellor shall be the principal Executive Officer, Principal Academic Officer and the principal Accounting Officer. The Vice Chancellor shall preside over all the meetings of the Council and Senate of the University and shall be responsible for the maintenance of discipline within a University.

The Dean

The Dean shall be a full time officer of the University and the academic and administrative Head of that Faculty. The Dean shall be elected by the Faculty Board among the Heads of the Departments of study comprising such Faculty.

The Registrar

The Registrar of a University shall be appointed by the Council. The Registrar shall be a full time officer of the University and responsible for the custody of the records and the property of the University. The Registrar shall be the Ex-officio Secretary of the Council and the Senate and responsible for the general administration and the Assistant Accounting Officer of the University and the discipline of its non-academic staff.

The Bursar

The Bursar shall be appointed by the Council. The Bursar shall, subject to the direction and control of the Vice-Chancellor, have the custody of the funds of the University and be responsible for the administration of the finance of the University and maintaining its accounts.

The Librarian

Appointed by the Council, subject to the direction and control of the Vice-Chancellor, the Librarian shall be responsible for the administration of the Libraries in the University. The Librarian shall be a full time academic officer of the University and shall be an Ex-officio member of the Senate.

Head of the Department

Appointed by the Council on the recommendations of the Vice-Chancellor, among those in the department holding the rank of Professor, Associate Professor and Senior Lecturer. The Head shall be responsible for the monitoring and supervising of teaching research and other academic and administrative matters of the department.

APPENDIX II: RULES AND REGULATION AT EXAMINATIONS

1.2 PART II Rules and Regulation to Candidates

1. Candidates are responsible for ensuring that they have been entered correctly for their examinations. All candidates must ensure that they know the date, time and location of all examinations they are required to take.

2. Candidates are required to be at the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.

3. A pre-planned seating schedule has been arranged for each exam session. Students must familiarise his/herself with the seat(s) allocated to him/her, in advance.

4. All personal belongings, briefcases, bags, books, notes etc. must be placed in a designated area identified by the invigilator. Students requiring further equipment from a bag or briefcase after the commencement of the examination must ask an invigilator to obtain it for them.

5. Students are requested to switch off mobile phones and place them with their belongings in the designated area. If a candidate is found in possession of their mobile phone during the examination, they will be deemed to be contravening the examination regulations.

6. Students are requested to ensure their watches do not chime hourly.

7. Students are permitted to use silent, non-programmable calculators, unless expressly prohibited for a particular examination. Where appropriate, however, programmable calculators will be permitted in examinations where authorised by a Module Leader in accordance with the assessment regulations issued to these particular students.

8. Any unauthorised material discovered inside dictionaries will be confiscated and candidates will be deemed to be in breach of examination regulations. Electronic dictionaries are not permitted in examinations.

9. Strict silence must be observed at all times in the examination room

10. Students must not communicate with each other during the examination

11. Latecomers will not be given any extra time for the examination.

12. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of .the examination or during the last 15 minutes of the paper.

13. On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor.

14. Candidates are responsible for ensuring that they have the correct question papers.

15. A candidate shall have his /her student Identity Card, National Identity card, and the Admission Card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the Identity Card when requested to do so. If he/she failed to bring his/her Identity Card on any occasion, he/she shall sign a declaration in respect of the paper for which he/she has not produced the Identity Card in the examination hall and produce the Identity Card to the Registrar on the following day. If a candidate loses his/her Identity Card in the course of the Examination, he/she shall obtain a duplicate Identity Card from the Examination Registrar, for production at the examination hall..

16. Admission Cards signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on the day of your last paper.

17. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring. Do not share pens, erasers or calculators, etc.

18. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied. As and when necessary. No sheet of paper or answer book supplied to a candidate may be tom, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied whether used or unused other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.

19. No candidate shall have on his/her person or in his/her clothes or on the Admission Card, Time Tables or any other object he/she is permitted to bring into the examination hall, any notes, signs and formula or any other unauthorized material. Books, notes, parcels, hand bags cellular phones etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator. The supervisor shall not take the responsibility in case any of these materials kept is lost.

20. A candidate may be required by the Supervisor to declare any item in his/her possession or person.

21. Every candidate shall enter his/her Index Number at the appropriate place on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script an Index number other than his/her own is liable to be considered as having attempted to cheat. The supervisor/Invigilator has, the authority to check the answer scripts of the candidate. A script that bears no Index Number or an Index Number which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.

22. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, during the examination and immediately before and after it. ,

23. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to the other candidates. In entering and leaving the hall, he/she shall conduct himself:/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. '

24. Absolute silence shall be maintained in the examination hall and its precincts.

25. A candidate is not permitted for any, reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.

26. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him permission to do so but the candidate shall be under his constant surveillance.

27. Candidates who wish to leave an examination room must do so quietly, and with the minimum of disturbance both inside and immediately outside the examination room. To avoid disturbance to others candidates are not permitted to leave the examination room during the last twenty minutes of an examination. For examination rooms where papers of mixed duration are running it is at the invigilators' discretion if the candidate is permitted to leave. Any candidate wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Candidates permitted to leave the room will be escorted by the male or female attendant who will be on duty outside the room throughout each session. Any candidates who leave the examination room without the invigilator's permission will be deemed to have withdrawn from the examination and will not be re-admitted.

28. In the event of illness, should the candidate feel unable to continue with the examination, the student should remain seated and raise their hand to attract the attention of an invigilator.

29. Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not strictly followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.

30. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer scripts. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answer with the intention of copying.

31. Students found copying, communicating with another student, or using any unauthorised materials may be expelled from the room. A written report on the incident will be submitted by the invigilator to the Examination Offence Committee.

32. Any answer or part of the answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.

33. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or, remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.

34. A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.

35. Any candidate who wishes to leave the examination early must have their script collected by the invigilator before they leave their desk.

36. No candidate shall remove his/her or any other candidate's answer script from the examination hall.

37. No candidate shall copy or attempt to copy from any book or paper or notes or similar materials or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.

38. No candidate shall submit a practical or field book or dissertation 'or project study or term paper or assignment or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.

39. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.

40. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as, soon as possible to the Vice chancellor /Registrar.

41. The Supervisor/Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the' candidate. No candidate shall refuse to make' such a statement or to sign it.

42. Every candidate who registers for an examination shall be deemed to have sat the examination unless:

(a) He/she is permitted by the Senate for valid reason to withdraw from such' examination on a ground acceptable to the Senate within the specified period or

(b) He/she submits a medical certificate prior to the commencement of the examination.

43. The medical certificate shall be from the University Medical Officer. If this is not Possible the medical certificate should be obtained from the Government Medical Practitioner and submitted to the Examination Registrar at the earliest possible time, but in any case, not later than one week from the first day of the examination. (Please indicate the Faculty and Registration Number in your Medical Certificate.)

44. When a candidate is unable to present himself/herself for any part/section of an examination, he/she shall notify or cause-to be notified this fact to the Registrar, immediately. This should be confirmed in writing with support documents within 48 hours by registered post.

45. A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of the fact whether he/she has already sat or not unless the Senate is satisfied that he/$he has been prevented from sitting the examination due to illness or any other reasonable cause.

46. A student who withdraws or absents himself/herself from the examination shall not be eligible for honors at the next examination unless relevant faculty and the Senate decides otherwise.

47. Candidates who are 'unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination. The student shall be deemed to have sat, the examination irrespective of the fact whether he/she sat or not unless the Senate is satisfied that he/she has been prevented from sitting the examination due to illness or any other reasonable cause.

48. NQ student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit the particular examination, unless he/she has been granted special permission to do so by the Senate. '

49. Anyhow four chances can be given by relevant faculty and one grace chance can be given by senate.

50. When time is called at the end of the examination, students must stop writing immediately.

51. If the alarm sounds during the examination, students must follow the instructions of the invigilator. Students must leave the room in silence and must not take any papers or material from the room and must adhere to examination regulations. Students must not re-enter the room before they are instructed to do so.

52. Students must ensure by the end of the examination that the front cover of the answer book has been completed, any additional sheets have been securely attached to the answer

book with the tag provided and that their details have been entered on each additional sheet.

53. Students must remain seated until all scripts have been collected and counted and the invigilator gives the signal to leave the room.

54. Smoking is not permitted in any University buildings, including examination rooms.

55. Students are required to be available throughout all formal examination and marking periods to answer any queries from the examiners or from the Examinations Office. Students who cannot be contacted will be subject to such academic penalties as the examiners see fit (including in relation to the illegibility of a script the award of a mark of zero).
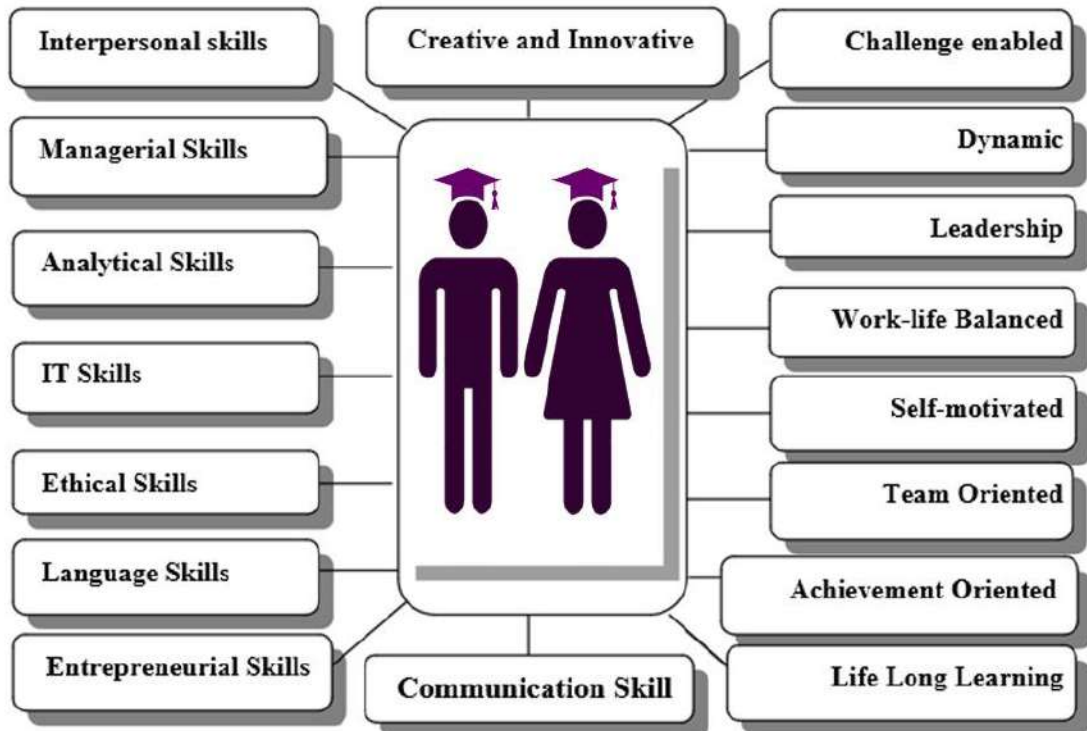
1.3 PART III Examination Offences and Punishments

Offences

1. Any candidate who violates any of the requirements or conditions stipulated in Part I shall be considered as having committed an examination offence.

2. Examination offences may be classified as follows:

   (a) Possession of unauthorized documents

   (b) Copying

   (c) Cheating

   (d) Removal of stationery.

   (e) Disorderly conduct

   (f) Impersonation

   (g) Unauthorized assistance

   (h) Aiding and abetting in the commission of above offences

   (i) Other offences.

   (j) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.

   (k) Violation of any of the requirements or conditions stipulated in Part I

3. There shall be an Examination Offence Committee consisting of the Vice-Chancellor and the Deans of the Faculties to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examinations Offence Committee shall be submitted to the Senate for decision.

4. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar.

   (a) Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.

   (b) Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.

5. In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to, be of good behavior, where the candidate persists in unruly or disorderly conduct the Supervisor may exclude the candidate from the examination hall and issue him a letter cancelling his candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.

6. In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorised documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for this purpose.

7. The Registrar shall place all reports of examination offences submitted by the Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Offence Committee for further action.

8. Any examiner, Head of Department, Dean of the Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Vice Chancellor for necessary action.

9. Any allegations regarding the commission of Examination Offences from whom so ever received shall be submitted by the Registrar to the Vice-Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.

10. A candidate who is found guilty of an examination offence is liable to anyone or more of the following punishments.

    (a) Deem the candidate to be innocent of the allegation(s). In such a case the Examination Board shall be instructed to consider the assessment or examination results in the normal manner.

    (b) Issue a written warning to the candidate. In such a case the candidate may be informed that the written warning constitutes a formal record of breach of assessment regulations.

    (c) Determine if the candidate shall be ineligible for any special award of the Institute

    (d) Removal of his name from the pass list. Cancellation of his candidature from whole or part of the examination, or Suspension from any University examination for such period as the senate may decide or indefinitely, or

    (e) Suspension from all activities of the Institute for a stated period as the Senate may decide or indefinitely.

    (f) Recommend the expulsion of the candidate from the Institute. In such a case the expulsion order shall be signed by the Vice Chancellor and reported to the Governing Body.

11. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

Graduate Profile of FCM

Interpersonal skills

Managerial Skills

Analytical Skills

IT Skills

Ethical Skills

Language Skills

Entrepreneurial Skills

Creative and Innovative

Communication Skill

Challenge enabled

Dynamic

Leadership

Work-life Balanced

Self-motivated

Team Oriented

Achievement Oriented

Life Long Learning

Faculty of Commerce and Management
Eastern University, Sri Lanka