



# **Student Handbook**

**Academic Year  
2018 / 2019**

**Faculty of Commerce & Management Studies  
University of Kelaniya  
Sri Lanka**

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## DEAN'S MESSAGE



Dear Students,

I am pleased to pen a note of warm welcome to you having been newly admitted to the Faculty of Commerce & Management Studies for the academic year 2018/2019. I, at this juncture congratulate you for being given an admission to one of the progressive faculties in the Commerce and Management stream of the university system in Sri Lanka.

We are determined to disseminate you the knowledge of excellence and develop your skills in order to transform you as the most preferred and valuable citizen of our nation, contributing for its success.

Our goal is to change the world through education and training, which may sound uncompromising, but precisely we are committed for it in the Faculty. This determination motivates us to produce academically and professionally competent personnel to the world where all of our programmes and activities focus on providing maximum value addition to all the learning partners.

We are driven by the belief that every child deserves access to high-quality education and that educational opportunity is a basic human right. At this point of time, many students lack access to a high-quality education; still others are unable to achieve their full potential. Therefore your responsibility is to utilize this unmatched opportunity to a maximum and maintain the democratic environment in this institution. Being future leaders, it is always your responsibility to maintain the discipline and ethics in the Faculty of Commerce and Management Studies.

I wish you all the best.

**Dr. P. N. D. Fernando**

Dean

Faculty of Commerce & Management Studies

# 1

UNIVERSITY  
OF  
KELANIYA





## 1.1 History

The University of Kelaniya has its origin in the historic *Vidyalankara Pirivena* which was founded in 1875. Since then, it had been recognized as one of the two great national centers of traditional higher learning of the country. Then, in 1959, the *Vidyalankara Pirivena* became the Vidyalankara University. Later with the university reforms it was converted to a campus named the Vidyalankara Campus of the single university, University of Ceylon, and ultimately in 1978, it was named as the University of Kelaniya, again, as a separate university. Now, the University of Kelaniya is well recognized as one of the greatest seats of learning in the South Asian region.

## 1.2 Vision of the University

To become a Centre of excellence in creation and dissemination of knowledge for sustainable development.

## 1.3 Mission of the University

To nurture intellectual citizens through creativity and innovation, who contribute to the National development.

## 1.4 Goals of the University

**Goal 01:** To create a high quality and flexible teaching and learning environment.

**Goal 02:** To create a multi-disciplinary research culture of global standing.

**Goal 03:** To widen the range of economic and social engagements.

**Goal 04:** To develop an excellent system of governance through efficient and effective administration and financial management.

## 1.5 Location & Structure

The University of Kelaniya is located just outside the municipal limits of the Colombo city, in the ancient and historic city of Kelaniya, on the north bank of the Kelani River, and has the unique advantage of being located in between the two largest 'Free Trade Zones' established in Sri Lanka.

*The University of Kelaniya has seven faculties and three Institutions. The seven faculties, which form the main body of the University are:*





- ◆ Faculty of Commerce & Management Studies
- ◆ Faculty of Computing and Technology
- ◆ Faculty of Graduate Studies
- ◆ Faculty of Humanities
- ◆ Faculty of Medicine
- ◆ Faculty of Science
- ◆ Faculty of Social Sciences

*The three Institutes affiliated to the University of Kelaniya are:*

- ◆ The Postgraduate Institute of Pali and Buddhist Studies (PGIPBS); Colombo
- ◆ The Postgraduate Institute of Archaeology (PGIAR); Colombo
- ◆ Gampaha Wickramarachchi Ayurveda Institute, (GWAI); Yakkala

## 1.6 The Chancellor and the Key Officers of the University

	The Chancellor	<b>Aggamaha Saddhammajothika Dhaja, Tripitaka Vagishvaracharya, Upadhyaya Dhurandara ,Mahopadaya, Pandith, the most Venerable Welamitiyawe Dharma-kirthi Sri Kusala Dhamma Thero</b>
	Vice-Chancellor	<b>Prof. D. M. Semasinghe</b> B.Com. (Kel'ya), M.Com. (Kel'ya), Ph.D (QUT - Australia)
	Deputy Vice-Chancellor	<b>Senior Prof. Lakshman Senevirathne</b> B.A. (Kel'ya), M.Phil. (Kel'ya), Dip. in Hindi (Agra, India), Vadya Visharad (L'now, India), Ph.D (Allahabad, India)
	Dean - Faculty of Commerce & Management Studies	<b>Dr. P. N. D Fernando</b> B.B.Mgt. (Acc)(Kel'ya), MBA(WBUT), Ph.D(CCNU)
	Dean - Faculty of Computing & Technology	<b>Dr. P. G. Wijayarathna</b> B.Sc. (Kel'ya), M.Eng. (Electro-Communications, Japan), Dr.Eng. (Electro-Communications, Japan)
	Dean - Faculty of Graduate Studies	<b>Prof. Ariyaratna Jayamaha</b> B.Com. (Kel'ya), M.Com. (Kel'ya), Ph.D ( USQ), FCA
	Dean - Faculty of Humanities	<b>Prof. Patrick Ratnayake</b> B.A. (Kel'ya), Dip in Japanese (Osaka) M.A., Ph.D. (Nihon, Japan)
	Dean - Faculty of Medicine	<b>Prof. Prasantha S. Wijesinghe</b> MBBS (Perad'ya), MS (C'bo), FRCOG (UK), FSLCOG
	Dean - Faculty of Science	<b>Prof. Sudath R. D. Kalingamudali</b> B.Sc. (Kel'ya), PhD (Sheffield), CSci, CEng, CPhys, FIET, FInstP, FIP(SL), MIEEE

	Dean - Faculty of Social Sciences	<b>Prof. M. M. Gunathilake</b> B.A. (Kel'ya), M.A., Ph.D. (in Economics)
	Registrar	<b>Mr. W. M. Karunaratna</b> B.Sc. Pub.Adm. (Sri J'pura), SATSL, LICA, M.S.Sc (Kel'ya)
	Librarian	<b>Dr. C. C. Jayasundara</b> B.A. (Stat)(Ruhuna), M.Sc. (Sheffield,UK), D.Litt. (South Africa), AALIA(CP)(Australia)
	Bursar	<b>Ms. U. T. M. I. D Tennakoon</b> B.Sc. (Sri J'pura), ACA (ICASL)

# 2

FACULTY OF  
COMMERCE  
&  
MANAGEMENT  
STUDIES



## 2.1 Introduction

The Faculty of Commerce & Management Studies (FCMS) is one of the finest and fast growing faculties in the University of Kelaniya as well as in the country in terms of quality of graduate output, qualified faculty, and diversified undergraduate and postgraduate programmes. Its genesis goes back to 1976 with the establishment of Department of Commerce under the Faculty of Social Sciences. With the commitment and efforts of academic staff, students and other stakeholders, it enabled to achieve the Faculty status in 1995. The Faculty is committed to achieving excellence in providing learners with opportunities to develop knowledge, skills and attitudes to serve the nation with respect of dignity of life. In line with this mission, the faculty has been rendering its unstinting service to prepare scholars and professionals with capacity, skills and attitude that drive economy, support civil society, lead government, and make important decisions which affect entire society. Accordingly, FCMS has so far produced more than 8000 graduates and most of them are in the forefront of managerial ranks in public and private sector organizations both locally and internationally. Further, some of our graduates are prominent entrepreneurs in the country.

## 2.2 Mission of the Faculty

*"The Mission of the Faculty of Commerce and Management Studies of the University of Kelaniya is to produce academically and professionally competent personnel to take up managerial positions in organizations, create an entrepreneurial culture, broaden the horizon of knowledge pertaining to the discipline of Commerce & Management"*

## 2.3 Faculty Structure

Currently the Faculty comprises with five Departments.

1. Department of Accountancy.
2. Department of Commerce & Financial Management.
3. Department of Finance.
4. Department of Human Resource Management.
5. Department of Marketing Management.

## 2.4 Administration of the Faculty

### *Chief Academic and Administrative Officers*



Dean

**Dr. P. N. D Fernando**

B.B.Mgt (Acc)(Kel'ya), MBA(WBUT), Ph.D(CCNU)

011 2903500, 011 2917708 (Office), 011 2917708 (fax)



Senior Assistant Registrar





**Ms. H. A. A. I. Hettiarachchi**

B. Sc. (Perad'ya), PGD in GIS & Remote Sensing (Perad'ya),





Dip. in Tamil(Kel'ya)

011 2903501 (Office), 011 2917708 (Fax)

**Academic Support Staff**

Profile	Name	Position
1. 	<b>Mr. P. M. J. R. Fernando</b> B.Sc. (Kel'ya), MIT (C'bo)	Instructor in Computer Technology – Gr. I
2. 	<b>Mr. R. T. S. Nagahawattha</b> B.Sc. (Kel'ya), MIT (C'bo), PGD in IT, MBCS	Instructor in Computer Technology – Gr. I
3. 	<b>Ms. P. A. C. Deepani</b> B.Sc.(SUSL), M.Sc. in CS (Perad'ya)	Instructor in Computer Technology – Gr. II
4. 	<b>Ms. H. R. M. P. Ranaweera</b> B.Sc. (Kel'ya), M.Sc. IT(SLIIT) (Distinction), PGD in IT (BCS-UK), MBCS	Programmer Cum Systems Analyst – Gr. I

**Non Academic Staff**

Profile	Name	Position
1. 	<b>Mr. H. P. A. Irosh</b>	Technical Officer - Gr. I
2. 	<b>Mr. W. C. N. Jayasooriya</b>	Technical Officer - Gr. IIA
3. 	<b>Ms. P. E. Harshani</b> Dip. in Mgt & Dev (Perad'ya)	Management Assistant - Gr. I
4. 	<b>Ms. M. A. M. Dilrukshi</b> B.A. (General)(Kel'ya)	Management Assistant - Gr. I

5.		<b>Ms. D. Kalupahana</b>	Staff Management Assistant
6.		<b>Ms. N. L. A. I. Narangoda</b> B.A. (General)(Kel'ya)	Management Assistant - Gr. III
7.		<b>Ms. M. H. Kariyawasam</b> B.Sc. (Bus. Admin.) (Sri J'pura)	Management Assistant - Gr. III
8.		<b>Ms. H. W. D. M. K. Hapugoda</b> B.Sc. (Bus. Admin.) (Sri J'pura)	Management Assistant - Gr. III
9.		<b>Ms. R. M. B. S. Rasnayake</b> Dip. In Law (UK)(University of London)	Management Assistant - Gr. III
10.		<b>Mr. P. A. J. D. Lakmal</b>	Management Assistant - Gr. III
11.		<b>Mr. W. P. A. Pushpakumara</b>	Works Aide - Gr. I
12.		<b>Mr. D. U. K Devapura</b>	Works Aide - Gr. III

## 2.5 Degree and Extension Programmes Offered by the Faculty

### *Undergraduate Degree Programmes*

No	Degree Programme	Offered By
01	Bachelor of Commerce (Special) Degree	Department of Commerce & Financial Management
02	Bachelor of Commerce (Special) Degree in Entrepreneurship	Department of Commerce & Financial Management
03	Bachelor of Commerce (Special) Degree in Business Technology	Department of Commerce & Financial Management
04	Bachelor of Commerce (Special) Degree in Financial Management	Department of Commerce & Financial Management
05	Bachelor of Business Management (Special) Degree in Accountancy	Department of Accountancy
06	Bachelor of Business Management Honours in Auditing and Forensic Accounting	Department of Accountancy
07	Bachelor of Business Management (Special) Degree in Finance	Department of Finance
08	Bachelor of Business Management Honours in Financial Engineering	Department of Finance
09	Bachelor of Business Management Honours in Insurance	Department of Finance
10	Bachelor of Business Management Honours in Banking	Department of Finance
11	Bachelor of Business Management (Special) Degree in Human Resource	Department of Human Resource Management
12	Bachelor of Business Management (Special) Degree in Marketing	Department of Marketing Management
13	Bachelor of Business Management (General) Degree (External)	Department of Human Resource Management
14	Bachelor of Commerce (General) Degree External	Department of Commerce & Financial Management
15	Bachelor of Commerce (Special) Degree External	Department of Commerce & Financial Management

### *Upcoming Undergraduate Degree Programmes*

No	Degree Programme	Will be offered By
01	Bachelor of Business Management Honours in	Department of Accountancy
02	Bachelor of Business Management Honours in Business Information Systems	Faculty (FCMS)



**Postgraduate Degree Programmes**

No	Degree Programme	Offered By
01	Doctor of Business Administration (DBA)	Faculty (FCMS)
02	Master of Business Administration (MBA)	Faculty (FCMS)
03	Master of Commerce (M.Com.)	Department of Commerce & Financial Management
04	Master of Business (Accountancy/Finance)(M.Bus)	Department of Accountancy
05	Master of Business Management in Marketing (MBMM)	Department of Marketing Management
06	Master of Human Resource Management (MHRM)	Department of Human Resource Management
07	Postgraduate Diploma in Human Resource Management (PDHRM)	Department of Human Resource Management
08	Postgraduate Diploma in Marketing (PGDM)	Department of Marketing Management

**Extension Programmes**

No	Diploma / Higher Diploma Programme	Offered By
01	Diploma in Business	Department of Commerce & Financial Management
02	Higher Diploma in Business	Department of Commerce & Financial Management
03	Diploma in Marketing	Department of Marketing Management
04	Higher Diploma in Marketing	Department of Marketing Management
05	Higher Diploma in Human Resource Management	Department of Human
06	Diploma in Business Finance	Department of Finance
07	Higher Diploma in Business Finance	Department of Finance
08	Higher Diploma in Business Accountancy	Department of Accountancy
09	Higher Diploma in Financial Service Management	Faculty (FCMS)

### Student and Staff Composition of the Faculty

Department	Students	Academic Staff
Department of Accountancy	487	26
Department of Commerce & Financial Management	786	36
Department of Finance	493	18
Department of Human Resource Management	417	28
Department of Marketing Management	371	18
<b>Total</b>	<b>2554</b>	<b>126</b>

### 2.6 Centers and Specific Functions of the Faculty

#### ○ Computer Labs

The Faculty has two state-of-art computer labs apart from the existing department labs. It provides excellent computer facilities to the students of the Faculty. All students have the access to the university PC network and to the internet. One has the capacity for 70 and the other has the capacity of 50 students to access computers at a time. These labs provide access to diverse research publication websites , databases and software. One of the main advantage of the computer labs is that the students are able to access their Learning Management System of the department, which is one of the facilitating online linkages for students to collect their lecture notes, submission of the assignments etc. and also support to have continuous communication and discussions with the staff on various matters.

#### ○ National Documentation Centre (NDC)

The National Documentation Centre (NDC) is a modernized library run by the Department of Accountancy, provides students with a place of study within the department. This was established under the IRQUE project. Students can access to key text books, periodicals and journals relevant to the fields of Accounting and Finance within the National Documentation Centre. The students also can access to electronic sources of information. At a time, forty students can be accommodated in the Centre and they can conduct their group work and research work there. The Centre also provides numerous reading materials for building current awareness.

#### ○ Business Knowledge Centre

Under the IRQUE project the Department of Commerce and Financial Management (DCFM) has established a 'Business Knowledge Centre consisting of a Conference Room, Research Unit and Library, Post Graduate Unit and IT Lab. Conference room is used for various activities such as conducting staff meetings, coordinating students' activities and conducting presentations of students. Resource library has vital books and journals from various fields such as Management, Research, and Finance and Accounting. Both students and lecturers can use the resources of the library. Computer lab consists of nearly 50 computers and is used for conducting IT practical lectures as well as Sri Lanka Computer Driving License lectures. Other than those specified things, Business Knowledge. Centre is used for conducting various activities such as the internship programme, entrepreneurship skills development, fund generating activities such as conducting workshops and coordinating student, graduate and external community programmes.



### ○ Center for Management Research (CMR)



The CMR is the research arm of the Faculty of Commerce and Management which was established in 2013. Research base teaching enhances the knowledge dissemination effort of the university academics as well as develop research culture within the faculty. In addition, Centre is undertaking various research and consultancy assignments from both Government and Private Sector institutions. Building up close links with local and foreign professional organizations will be benefited to students and the country as a whole. Conducting research base workshops, seminars, international conferences are aiming at to establish a knowledge hub in the university.

### ○ Center for Entrepreneurship Research and Development (CERD)

The Centre for Entrepreneurship Research and Development (CERD) of the Department of Commerce and Financial Management, University of Kelaniya was established in 2016. The mission of the Centre is to develop an entrepreneurial spirit, skills and knowledge in the students of the University of Kelaniya and others in the external context to empower them to become wealth creators. Creating and promoting entrepreneurial awareness and opportunities, facilitating and conducting entrepreneurship research, facilitating students' career development in entrepreneurship by establishing networks with corporate entrepreneurs, mentoring of SMEs and offering supportive programmes to SME operators are some of the subsidiary objectives of the Centre.

### ○ Reference Library

The Reference Library of Faculty of Commerce and Management Studies (FCMS), is a fully fledged reference library to meet the research needs of the FCMS academic staff. Hence, at the moment it has been received more than 52 books. Besides, this Library supposed to be equipped with state of art technology by establishing fiber internet connection. A new Asst. Librarian will be effectively managing this Library. Further, arrangements have been made to purchase all the related furniture and equipment for the library. Prof. D.M. Semasinghe, Former Dean of the FCMS has initiated this novel concept with the patronage of faculty members, having the intention of establishing a robust research culture within the faculty.

### ○ Center for Advanced Marketing (CAM)

CAM is an exclusive Knowledge Centre established at the Department of Marketing Management, University Kelaniya. It has been tied up with prominent industry partners in Sri Lanka and overseas to carry out the training programmes, conduct licensed programmes, research projects and consultancy services. CAM is therefore solely managed by the Department of Marketing Management (DMM) which is one of the premier departments affiliated to the Faculty of Commerce and Management Studies, University of Kelaniya, Sri Lanka. It is well known in the local university system and industry for its unique initiatives had been taken so far.

### ○ Business Development Center (Blue Key Research Company)

Interactive learning is one of the key activities that could produce employable, best, smartest and relevant Finance graduates. Further, learning through research and introducing innovations are main goals of the university system. Current students run behind competitive examinations even within the university system instead devoting their time to acquire new knowledge through research and practice. Department of Finance proposes the Business Development Center - “Blue Key Research Company” with the intention to create a unique and more interactive academic atmosphere.

“Blue Key Research Company” is a new as well as a radical concept to the entire university system it would alter the conventional teaching methods in an effective way. It is a long felt need and a result of thinking out of the box.

#### *Key Objectives of the Business Development Center*

- To create a real company atmosphere within the university, harnessing the students with the internship and jobs while they are on academic studies.
- To enhance the Knowledge, Attitudes, Skills, Discipline, Creativity, innovativeness and Entrepreneurship through on the job training.
- To provide a job experience to students and enable them to compete well ahead in the job market.
- To create a source of income for the students and enable them to carry out the degree program with self-respect
- To discourage students joining unnecessary jobs and activities during their study period
- To generate a source of income for the Department and to the University
- To position the name of the Department among the stakeholders
- To provide some scholarships to required students as a CSR project.
- To encourage students to acquire qualifications as much as possible.
- To improve the analytical and research skills of the students.
- To encourage the undergraduates to read and comprehend.
- To encourage the innovations of the 21<sup>st</sup> century undergraduates.
- To produce a graduate equipped with all attributes that are expected by the employers.

### ○ Skill Development Center (SDC)

The Department established the Skill Development Center (SDC) in 2014 with aim of improving the employability of Human Resource Management graduates. Various workshops and training programs are implemented annually with the collaboration of the partners from the industry in order to improve the leadership skills, communication skills, team work skills, and human relation skills of the students.

### ○ Staff Development Unit (SDU)

Commerce and Management are rapidly changing dynamic study fields which require continuous updating of knowledge, courses and delivery methods. Therefore academics of the Faculty need to be empowered to do research and involved in curriculum development activities to meet this demand. The well-established Staff Development Centre (SDC) of the University of Kelaniya has been doing a remarkable contribution particularly for the probationary lecturers through the staff development course which is a compulsory requirement for elevating their career. The newly established SDU of FCMS will be aligned to the said SDC of the University whilst facilitating for the customized

requirements of the teaching faculty of FCMS depending on the uniqueness of subject discipline and the way how immediate stakeholders expect the deliveries from each degree program and fee levying courses.

### ○ **Kelaniya Journal of Management**

The Kelaniya Journal of Management is published semi-annual by the Faculty of Commerce and Management Studies of the University of Kelaniya and offers basic and applied research of local and international authors. The objective of this journal is to disseminate knowledge of research conducted by the academics, scientists and practitioners in the disciplines of commerce, economics, finance, management and informatics. This journal is open to scholars to publish their work in above disciplines.

### ○ **International Conference on Business and Information (ICBI)**

International Conference on Business and Information (ICBI) is the annual research conference of the Faculty of Commerce and Management Studies which was initiated in 2010, to encourage academics and practitioners with their authentic research work in applied Business Management and Information Technology. This is a forum for both students and, local and international academics to discuss their research findings before an intellectual gathering. This conference therefore is organized every year with the broad objectives of to strengthen the vision and understanding of the upcoming trends in management, discuss the challenges and opportunities on strategic front for the global competitiveness and influence the key policy makers to incorporate modern solutions to contentious issues in the development of industry and entrepreneurship as a whole.

### ○ **Doctor of Business Administration Programme (DBA)**

The Faculty of Commerce & Management Studies (FCMS), University of Kelaniya had made a milestone in the Sri Lankan higher education sector by introducing the first ever Doctor of Business Administration (DBA) programme from a national university in Sri Lanka. DBA is equivalent to PhD in Business Administration. The degree was introduced with an idea of Prof. D. M. Semasinghe, Former Dean Faculty of Commerce & Management Studies. This programme is aimed for the people who are already successful in business and who envision for a new intellectual challenge. DBA programme and its candidates pivot on making a seminal contribution to their chosen profession and industry. The Programme is designed to equip professionals with practical, specialized knowledge which is critical in making high-level business and enhancing the knowledge frontier.

### ○ **Master of Business Administration Programme (MBA)**

The Master of Business Administration (MBA) programme of the University of Kelaniya began in 2005 with the academic support from the Indian Institute of Management Lucknow. The MBA Kelaniya is of two years duration and each academic year is divided in to two semesters. The first year of the MBA programme consist of compulsory course units in the areas of Accounting and Finance, Economics, Entrepreneurship, Management, Skill Development and Technology. The second year of the MBA programme has been designed to provide the students with the opportunity either to specialize in the areas of Accounting and Finance, Business Technology, Entrepreneurship, Human Resource Management and Marketing Management or to pursue a general MBA without specializations. Accordingly, all course units pertaining to the areas of specialization are offered in the first semester of the second year. One of the key features of the MBA Kelaniya is its focus on research, thus all students are required to complete a dissertation in the second semester of the second year. Research methodology lectures, seminars, and workshops are conducted throughout the second year of the MBA programme to enhance research skills of the students. Lectures of MBA Kelaniya are conducted on weekends to accommodate the demands of prospective employed students and are conducted in the English language. MBA Kelaniya also uses Learning Management System to facilitate the learning process of the

students. Since its inception, MBA Kelaniya has been able to attract students employed in key government institutions and leading private sector organizations in Sri Lanka. Importantly, MBA Kelaniya has also been able to attract international students from China, India, Palestine and South Africa. MBA Kelaniya had pioneered the idea of international industrial visit back in 2007, and it has continued to be an integral part of the MBA programme. Today, MBA Kelaniya has become one of the best-established MBA programmes in Sri Lanka.

## 2.7 Gold Medals Awarded by the Faculty

- Gold Medal for the Highest GPA Achieved Student in B.B.Mgt.(Special) Degree in Marketing which is sponsored by Sri Lanka Telecom
- Gold Medal for the Best Achiever in B.B.Mgt.(Special) Degree in Marketing which is sponsored by Bharathi Airtel Lanka (Pvt) Ltd.
- Gold Medal and Cash prize of Rs.20,000.00 offered by Institute of Chartered Accountants of Sri Lanka for the Highest Aggregate marks obtained Student in B.B.Mgt. (Special) Degree in Finance.
- Gold Medal and Cash Prize of Rs.30,000.00 offered by Securities and Exchange Commission of Sri Lanka for the Highest Aggregate marks Obtained student in B.B.Mgt. (Special) Degree in Finance.
- Gold Medal and Cash Prize of Rs.100,000.00 offered by Softlogic Life Insurance PLC for the Highest marks in the subject of Risk and Insurance Management of B.B.Mgt. (Special) Degree in Finance.
- Gold Medal with Cash Prize of Rs.30,000.00 offered by Association of Chartered Certified Accountants for the Outstanding Performer in B.B.Mgt. (Special) Degree in Accountancy.
- Gold Medal with Cash Prize of Rs.30,000.00 offered by Chartered Institute of Personal Management for the Highest GPA obtained Student of the year in the B.B.Mgt. (Special) Degree in Human Resource Management.
- Gold Medal Offered by Chartered Financial Analysts Society, Sri Lanka for the Best Performer in B.B.Mgt. (Special) Degree in Finance.
- Gold Medal and Cash Prize of Rs.20,000.00 offered by Institute of Chartered Accountants of Sri Lanka for Best Performer of Internship in Accounting in B.B.Mgt. (Special) Degree in Accountancy.
- Gold Medal for 'The HR Student of the Year' in B.B.Mgt. (Special) Degree in Human Resource Management Offered by Department of Human Resource Management (MHRM) with Cash Prize of Rs.30,000.00 .
- Gold Medal offered by AIA Insurance Sri Lanka PLC for The Outstanding Student Performer of the Department of Human Resource Management in B.B.Mgt. (Special) Degree in Human Resource Management.
- Gold Medal for the Highest GPA Achieved student (Rahula Sanskruthayana Memorial Gold Medal) at the Faculty of Commerce and Management Studies.
- Gold Medal and Cash Prize of Rs.50,000.00 offered by Bharathi Airtel Lanka (pvt) Ltd. for the Best Achiever in B.B.Mgt. (Special) Degree in Marketing.

- Gold Medal Offered by Student Association of Commerce for the Highest GPA in Bachelor of Commerce (Special) Degree.
- Gold Medal Offered by LB Finance PLC for the Highest GPA in Bachelor of Commerce (Special) Degree in Financial Management.
- Gold Medal Offered By Young Entrepreneurs Association for the Highest GPA in Bachelor of Commerce (Special) Degree in Entrepreneurship.
- Gold Medal Offered By Arpico Ataraxia Asset Management (pvt) Ltd. for the Highest GPA in Bachelor of Commerce (Special) Degree in Business Technology.

## 2.8 Student Examination Registration Process of the Faculty

### Accessing the Faculty Information System (FIS)

- All students are expected to create a login in Faculty Information System (FIS) at the commencement of the first year. ([http://pg.fcms.kln.ac.lk/fcms\\_sis/e\\_login.php](http://pg.fcms.kln.ac.lk/fcms_sis/e_login.php)) OR



- For the first time login, students should provide student number as the username (Ex: BM/2018/001) and NIC number as the password (Ex: 995380943V / 199953080943).
- Students can change their passwords after the first login.
- If a student is unable to login to the system due to password mismatched or require changing the password, please use forgot password option in the login page.
- All students are expected to login to the Faculty Information System (FIS) at the beginning of the first year to check whether their personal details are correct.
- If the students' name, addresses and the National Identity Card/Passport Number are different, he/she needs to inform it to the Academic branch immediately along with relevant proof documents as your full name indicated in the system, will be printed on your final-results sheets and degree certificate.
- If the students need to change the personal details except students' name, address and National Identity Card/Passport Number, student can use update option under the student personal Information section in the Faculty Information System (FIS).

### Student Examination Process

- Registration for course units in every semester is mandatory for students.
- Subject registration is allowed during the 3<sup>rd</sup> and 4<sup>th</sup> week of every semester through Faculty Information System (FIS) of the Faculty of Commerce and Management Studies.
- Selection of the course units must be done very carefully as students will not be permitted to change their subjects once the registration period is over.
- If students need to change their optional course units after the online submission, he/she needs to submit a request letter to the dean of the faculty, through head of the department (This should be done before the registration period is closed)

- v) For the repeat and medical subjects' students are advised to register through Examinations Branch by completing a registration form along with a pay slip. Registration dates will be communicated to the students through University web site and notices.
- vi) Further students applied for medical subjects and repeat subjects which have not been completed within six academic years need to appeal for those through Academic Branch. They must attach their senate approved appeal request with the repeat form.
- vii) Examination timetable can be accessed through Faculty Information System (FIS) one week prior to the study leave period.
- viii) Students can download their admissions through Faculty Information System (FIS) until the end of the study leave period only.
- ix) Students can view their results, semester wise GPA through Faculty Information System (FIS).

### Student E-Services

- Faculty Information System (FIS): [http://pg.fcms.kln.ac.lk/fcms\\_sis/e\\_login.php](http://pg.fcms.kln.ac.lk/fcms_sis/e_login.php)
  - To register for the examinations in every semester.
  - To download exam admissions.
  - To view results and GPA.
  - To view notices and exam timetables.
  - To check the accuracy of the personal details of the students.
- Learning Management System (CAL): <https://cal.kln.ac.lk/>
  - To download lecture materials of the course units.
  - To view notices regarding lectures and examinations.
  - To upload assignments.
- Faculty Web Site: <http://fcms.kln.ac.lk/>
  - To access information related to the faculty.
- Change Kelani-Mail/ WIFI / CAL Passwords: <https://ict.kln.ac.lk/>
- Download Microsoft Software (MS Software / MS Office): <https://ict.kln.ac.lk/>