POSTGRADUATE DIPLOMA HANDBOOK

MINISTRY OF HIGHER EDUCATION
AND UGC APPROVED PROGRAMMES

MESSAGE FROM THE VICE CHANCELLOR

Welcome to the National School of Business Management. At NSBM we aim to introduce novelty and innovation to the field of higher education. NSBM offers academic programmes aimed at producing skillful graduates, who can uplift the performance of businesses and the economy. We always attempt to play a distinctive role in furthering the nation's economic development. Degree Programmes offered by NSBM are designed to cater the requirements of the business community and industry. We have invested in state-of-the-art learning facilities to provide our students with a new experience in learning and sharing knowledge. Our strategic plan for next five years in establishing an array of academic programmes and facilities will further strengthen our journey towards servicing the field of higher education. Our Academic Departments consist of members with strong academic backgrounds, appropriately blended with industry experience. Extensive quality control procedures implemented will ensure the delivery of programmes at international standards.

Long-term affiliations we have built with world renowned universities such as University of Plymouth, United Kingdomand Victoria University, Australia, will indubitably strengthen your capacity to offer world-class qualifications at NSBM.

We are inspired to redefine the field of higher education to deliver the promise of providing a conducive academic environment and a world of opportunities to shape the future of our next generation. I warmly invite you to join with us to experience the future of higher education.

I wish you all to have blessings for a rewarding journey.

Prof. E.A. Weerasinghe
Vice Chancellor

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NSBM GREEN UNIVERSITY

Established in March 2012, National School of Business Management (NSBM) Green University Town is the first of its kind in South Asia. NSBM offers undergraduate and postgraduate degree programmes in the fields of Business, Computing and Engineering. NSBM focuses on producing competent professionals for employment in technologically, ethnically and culturally diverse work environments in an increasingly globalizing world. NSBM is also committed to developing innovative entrepreneurs to the society.

Currently NSBM offers a wide range of study programmes conducted by its own (recognized by University Grants Commission and the Ministry of Higher Education) as well as in affiliation with world class universities such as University College of Dublin, Plymouth University, UK, Victoria University, Australia and University of Western Australia. NSBM produces graduates for gainful employment in the corporate world with their specialization ranging from international business, human resource management, industrial management, project management, logistics and supply chain management, operations management, hospitality and tourism management, software engineering, web-designing to creative multi-media.

There has been a phenomenal growth in NSBM's operations in terms of the number of study pogrammes, student enrolments and graduates produced in its relatively short tenure of existence that it took the bold decision to set up a Green University Town in Pitipana, Homagama. Nestling in the greenery and quiet of a rural setting and complete with state-of–the art facilities and amenities this ultra-modern complex provides the perfect setting for high quality teaching-learning and research. Whilst working to forge further academic partnerships with renowned universities overseas NSBM is also keen to expand its portfolio of products by introducing its own high quality undergraduate level and postgraduate level study programmes.

FACULTY OF POSTGRADUATE STUDIES & PROFESSIONAL ADVANCEMENT

In response to the rising demand for postgraduate degrees and career advancements, NSBM established the Faculty of Postgraduate Studies and Professional Advancement. The faculty's mission is to "become the best postgraduate faculty in Sri Lanka and to be recognized internationally." Three departments make up the faculty: doctoral studies, master's degrees and postgraduate diplomas, and professional advancement. The Doctor of Philosophy in Management program at NSBM, which offers the highest-level academic credentials available anywhere in the globe, is a recent addition. The most popular post graduate degree programs given by NSBM to top-tier professionals in Sri Lankan organizations are the Master of Business Administration and Master of Business Studies. In the near future, we will be able to expand our master's degree programs to include more demanding fields like computer science, data science, and business analytics. Through workshops and seminars, the department of professional advancement seeks to enhance the professional skills needed in the corporate world.

In a world that is rapidly going global, the faculty is committed to educating professionals who are qualified for technologically, ethnically, and culturally diverse workplaces. All of the programs offered by the faculty are specifically created to bring real value to the participant while ensuring advancement in professional conduct.

VISION, MISSION & OBJECTIVES

Vision: To be the best postgraduate faculty in Sri Lanka and to be recognized internationally.

Mission: To develop a globally competitive and responsible profile by providing opportunities for high caliber education and research, collectively aiming at heightening the contribution for sustainable development of the nation.

OBJECTIVES:

▶ To increase the student enrolment number and to enhance the academic advancement in postgraduate and professional studies.

▶ To increase the revenue and to contribute to the operating profitability.

▶ To enhance the research contribution and to improve the quality of postgraduate education.

▶ To initiate and execute internationalization among international universities and institutions.

▶ To maintain integration with public and private sector, and

▶ To execute Community Development Programmes with postgraduate students.

PROGRAMME ADMINISTRATION STRUCTURE

DEAN OF THE FACULTY

HEAD DOCTORAL PROGRAMS	HEAD MASTERS PROGRAMS	HEAD POSTGRADUATE DIPLOMA PROGRAMS	HEAD PROFESSIONAL ADVANCEMENT
PROGRAM COORDINATORS FOB/FOC/FOE/FOS	**PROGRAM COORDINATORS** FOB/FOC/FOE/FOS	**PROGRAM COORDINATORS** FOB/FOC/FOE/FOS	**PROGRAM COORDINATORS** FOB/FOC/FOE/FOS

INTRODUCTION
FACULTY OF BUSINESS

NSBM Faculty of Business offers participants a unique approach to learning. The passion for excellence drives every initiative taken at the Faculty of Business of Business including teaching, learning, research and networking with business community. State-of-the-art teaching and learning approaches adopted, transform our graduates into tomorrow's leaders.

Faculty of Business offers a great array of degree options varying from Business Management, Logistics Management, Banking and Finance, Human Resource Management, Law, Accountancy and many more. Its affiliations with many world renowned universities such as University of Plymouth, United Kingdom and Victoria University, Australia, pave the opportunity for participants to acquire world-class qualifications at home as well as in abroad.

Learning at Faculty of Business of Business is a unique experience. Participants are given the opportunity to experience the right blend of class-room and real-world situations, allowing them to apply academic knowledge for live business challenges. At Faculty of Business of Business we provide our participants intellectual depth, abundant resources and individual attention. Our core values always shape the distinctive intellectual culture. It continuously strives to transform graduates in to business thinkers equipped with excellent problem solving and analytical capabilities.

Different units at Faculty of Business of Business are focused at providing a phenomenal educational experience and access to research excellence. The faculty, participants and alumni form the unrivaled network of excellent people making the highest standard of connectivity in the global economy.

POSTGRADUATE DIPLOMA IN
BUSINESS MANAGEMENT

RATIONALE

Postgraduate Diploma in Business Management (PGDBM) is a one-year course designed specifically to provide a systematic exposition in advanced management education to managerial and supervisory level executives in private and public sectors, who wish to pursue higher studies with relevant managerial experience and graduates who wish to upgrade their academic knowledge gained during the first degree. The primary aim of this course is to inculcate among the participants such perceptions, knowledge, skills and abilities as would enable them to become effective managers in the modern business and to assume higher levels of managerial responsibilities. Therefore the structure of this course facilitates a process through which the participants integrate their real-life work experiences with the conceptual and analytical foundations and developments in management disciplines, rather than just knowledge reproduction. The learning is problem oriented and participants have to work on specific problems themselves. Furthermore, the programme encourages multidisciplinary thinking and independent reflection.

AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Human Resource Management are:

1. To provide an opportunity for graduates and practitioners with relevant working experience to gain a postgraduate qualifications in Business Management.

2. To transmit advanced and up to date knowledge in management and related disciplines and enhance managerial capabilities of participants.

3. To improve necessary managerial skills highly applicable to upgrade the occupational and professional competence of participants.

4. To develop the confident to take on challenging situations on the job and effectively play managerial roles in their respective organizations.

5. To encourage participants to identify problems and by means of research, to suggest solutions in order to ensure sustainable development in their respective disciplines and ultimately in the organization.

6. To enhance the capabilities of the students to proceed towards higher levels of training and education in Business.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PGD 5131	Management Process and Practice	45	3
		PGD 5132	Accounting for Decision Making	45	3
		PGD 5113	Business Communication	15	1
1	Second Half	PGD 5134	Business Statistics	30	2
		PGD 5135	Organizational Behavior	45	3
		PGD 5136	Economics for Business	30	2
2	First Half	PGD BM 5231	Managing People	45	3
		PGD BM 5232	Marketing Management	45	3
		PGD 5217	Research Methods	15	1
	Second Half	PGD BM 5233	Financial Management	45	3
		PGD BM 5234	Management Information Systems	45	3
		PGD 5238	Project Report (90 Self Study hours)	15	3
				420	30

POSTGRADUATE DIPLOMA IN
HUMAN RESOURCE MANAGEMENT

RATIONALE

The Postgraduate Diploma in Human Resource Management (PGDHRM) is designed to deliver an in-depth understanding to participants from basic functions to strategic perspectives of the discipline of Human Resource Management. This one year programme aims at updating participants with the knowledge of latest trends and practices of Human Resource Management. It also attempts to familiarize participants with important functional disciplines such as Finance, Economics, and Information Technology, which are essential in functional integration and strategic decision making. The programme focuses on strategic and individual level enhancements, by the analysis of the role of Human Resource Management in contemporary organizations. Human Resource Management plays a key role in modern organizations in developing and executing organizational strategy. Human resource professionals are consulted by organizations for the development of strategies to plan for organization's most valuable resource, its people. This programme is designed to provide the required competencies for participants, who aspire for midcareer development. The programme will enable participants to advance their career, develop business expertise and to develop a professional network.

AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Human Resource Management are:

1. To enhance the understanding of theoretical and conceptual perspectives of Human Resource Management and their applicability in modern business context.

2. To demonstrate analytical and conceptual skills required to apply the knowledge in organizational context to improve business performance.

3. To develop a broad range of human resource competencies to gain sustainable career advancement.

4. To establish a professional network between participants and industry specialists to interchange new thoughts, latest developments of 'best practice' HRM and create valuable industrial links.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PGD 5131	Management Process and Practice	45	3
		PGD 5132	Accounting for Decision Making	45	3
		PGD 5113	Business Communication	15	1
1	Second Half	PGD 5134	Business Statistics	30	2
		PGD 5135	Organizational Behavior	45	3
		PGD 5136	Economics for Business	30	2
2	First Half	PGD HRM 5231	Introduction to HRM & Employee Resourcing	30	2
		PGD HRM 5232	Employment Law & Labour Relations	30	2
		PGD 5217	Research Methods	15	1
		PGD HRM 5233	Human Resource Development	30	2
2	Second Half	PGD HRM 5204	Human Resource Information Systems	45	3
		PGD HRM 5205	Organizational Change & Development	45	3
		PGD 5238	Project Report (90 Self Study hours)	15	3
				420	30

POSTGRADUATE DIPLOMA IN
PROJECT MANAGEMENT

RATIONALE

Project Management is the application of knowledge, skills and tools and techniques to project activities in order to meet or exceed stakeholder needs and expectations of a project. With the excitement and sense of urgency and momentum of a new project the natural tendency is to drive right in. the enthusiasm and imagination will be essential to meeting project objectives, but they are not enough alone. Successful projects require effective management. The purpose of this Postgraduate Diploma in Project Management is to equip the participants with the necessary knowledge and practical advice on creating usable project management. The programme is designed to meet the standards of globally recognized governing bodies. It provides the skills necessary to become an executive Project Manager, to lead and deliver advanced and effective project management, along with a valuable academic qualification. With the completion of the course the participants will be able to gain a deep understanding of the fundamental project management disciplines, and lifecycle, and graduate with the knowledge and expertise necessary to carry out project management design, planning, execution and delivery on time and on budget and apply them across widely differing sectors and environments. Moreover, the course provides thorough grounding in all current project methodologies. This will open up flexible career structures in senior executive management that transcend sectors and regions, enabling you to practice effective project management in all professional environment.

AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Project Management are:

1. To provide an underpinning of both the knowledge and skills needed by managers in the field of project management, so that students can contribute to and improve the achievement of their organization's strategic objectives.

2. To provide an analytical and multi-perspective framework, to enable students to recognize, identify and evaluate key management issues which critically impact on organizational performance and strategic direction in the context of project management.

3. To provide an opportunity for participants to make a contribution to the body of knowledge and understanding in the area of Project Management.

4. To encourage holistic thinking within the areas of Project Management.

5. To provide students with a stimulating, educational and professional programme of study to develop competent, versatile, enterprising, and self-reliant managers.

6. Motivate and equip students to play a leading role in project management, engage effectively in improving the process through which companies, practices and projects are managed.

7. Offer opportunities for flexibility of study for individual students, in relation to their own circumstances, interests, or career.

8. Provide a balanced mix of challenge and support as students build and place in context their knowledge base, understanding, and skills; and offer opportunities to re-evaluate these in new contexts and in the light of additional evidence.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PG11103	Management Process and Practice	45	3
		PG11203	Accounting for Decision Making	45	3
		PG11301	Business Communication	15	1
1	Second Half	PG12102	Business Statistics	30	2
		PG12202	Information Systems Project Management	30	2
		PG12303	Economics for Business	45	3
2	First Half	PPM21103	Applied Project Management	45	3
		PPM21203	Project Risk & Scope Management	45	3
		PG21101	Research Methods	15	1
	Second Half	PPM22103	Project Finance and Cost Management	45	3
		PPM22203	Project Integration Management	45	3
		PPM22301	Project Report	15	3
				420	30

POSTGRADUATE DIPLOMA IN
INDUSTRIAL MANAGEMENT

3.4

RATIONALE

Postgraduate Diploma in Industrial Management (PGDIM) is a one-year course designed specifically to provide a systematic exposition in advanced management education to managerial and supervisory level executives in private and public sectors, who wish to pursue higher studies with relevant managerial experience and graduates who wish to upgrade their academic knowledge gained during the first degree. The objective of the program is to advance competencies achieved at the first degree level and to prepare participants to assume leadership positions in technical fields in manufacturing & service industries. The primary aim of this course is to inculcate among the participants such perceptions, knowledge, skills and abilities as would enable them to become effective industrial managers in the modern industrial environment and to assume higher levels of managerial responsibilities. Therefore the structure of this course facilitates a process through which the participants integrate their real-life work experiences with the conceptual and analytical foundations and developments in their disciplines. The learning is problem oriented and participants have to work on specific problems themselves. Furthermore, the programme encourages multidisciplinary.

AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Industrial Management are:

1. To apply science of management in to real industrial environment and create better results.

2. To comprehend and determine organizational issues in industry through multidisciplinary thinking.

3. To respond decision making context in the most suitable manner.

4. To lead and manage industrial organizations more effectively and efficiently using the exact managerial components.

5. To become a competent team player and a valuable contributor of the industrial development process.

6. To become a professional manager in all his/her conduct within and outside the organization and assume higher levels of managerial responsibilities.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PG11103	Management Process and Practice	45	3
		PG11203	Accounting for Decision Making	45	3
		PG11301	Business Communication	15	1
1	Second Half	PG12102	Business Statistics	30	2
		PG12202	Information Systems Project Management	30	2
		PG12303	Economics for Business	45	3
2	First Half	PIM21102	Operational Research	30	2
		PIM21202	Industrial Marketing Management	30	2
		PIM21302	Production and Operations Management	30	2
		PIM21302	Research Methods	15	1
	Second Half	PIM22103	Industrial safety and Maintenance Management	45	3
		PPM22203	Industrial Engineering & Quality Management	45	3
		PIM22301A	Project Report	15	3
				420	30

INTRODUCTION
FACULTY OF COMPUTING

The Faculty of Computing is one of the three main schools functioning under National School of Business Management, while providing world class training and education. Our expertise spans Computing, Information Technology, Design, Mathematics and Statistics, with a wide range of programmes at both undergraduate and postgraduate levels.

Faculty of Computing is closely linked with top ranked universities in the world such as University of Plymouth, United Kingdom, and Victoria University, Australia which enables in providing a wide range of degree programmes for the participants. It's a perfect blend of state-of-the-art specializations in Computer Science to deliver the diversified programmes for undergraduate and postgraduate leve s. The dedicated facilities established will enable both academic and industrial communities to help with

continuous development of competencies.

Research, training and development services provided by the Faculty will drive the acquisition of new knowledge and best practices in the respective disciplines. Faculty of Computing seeks to be the leading center of excellence in research and development (R&D) and advanced education in computing, addressing national and regional needs for information and communications technology.

POSTGRADUATE DIPLOMA IN COMPUTER NETWORKS

4.1

RATIONALE

This course examines principles, design, implementation, and performance of computer networks. A focus will be placed on wireless networking, reflecting rapid advances in this area. Topics include: Internet protocols and routing, local area networks, wireless communications and networking, performance analysis, congestion control, TCP, network address translation, multimedia over IP, switching and routing, mobile IP, peer-to-peer networking, network security, and other current research topics. The coursework will involve readings from text, midterm (late in the term), two assignments, final project, and presentation. Students may formulate their own final projects based on their interests and background. The course will be conducted in a more seminar-like manner than lectures, but will have a more formal schedule.

AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Computer Networks Management are:

1. To provide an opportunity for graduates and practitioners with relevant working experience to gain a postgraduate qualifications in Computer Network.

2. To provide a wide-ranging introduction to modern computer networks and their applications. The emphasis is on the protocols involved and how they inter-work.

3. To use the Internet as a vehicle for presenting the different protocols in a practical setting. Wherever possible, real-life examples are used to demonstrate the applications and protocols in action.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN COMPUTER NETWORKS

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PCN11103	Computer Network Models and Design	45	3
		PCN11203	Routing and Switching	45	3
		PCN11303	Network Planning Implementing and Administration	15	3
1	Second Half	PCN12103	Voice & Telephony Technologies	45	3
		PCN12203	Wireless Communication	45	3
2	First Half	PCN21103	Service Provider Networks	45	3
		PCN21203	Network Security	45	3
		PCN21301	Research Methods	15	1
2	Second Half	PCN22103	Disaster Recovery & High availability Techniques	45	3
		PHR22301	Project Report	15	5

POSTGRADUATE DIPLOMA IN
SOFTWARE ENGINEERING

RATIONALE

Postgraduate Diploma in software engineering (PGDSE) is a UGC approved programme specifically designed to provide an advanced knowledge in software engineering principles and practices to those who are interesting to gain state of the art technologies use in the software industry. The in

course assessments will involve readings from text, midterm (late in the term), two programming assignments, final project, and presentations. Students may formulate their own final projects based on their interests and background. The course will be conducted in a more seminar-like manner than lectures, but will have a more formal schedule.
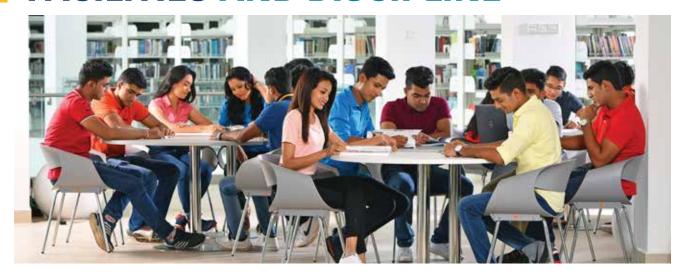
AIMS AND OBJECTIVES

The main objectives of the Postgraduate Diploma in Software Engineering Management are:

1. Provide a broad and critical understanding of all the processes for software engineering.

2. Develop a range of skills focused on the analysis of requirements, design and implementation of reliable and maintainable software, with strong emphasis on software engineering principles applied over the whole development lifecycle.

3. Encourage participants to identify problems and by means of research, to suggest solutions in order to ensure sustainable development in their respective disciplines and ultimately in the organization.

CURRICULUM OF THE POSTGRADUATE DIPLOMA IN SOFTWARE ENGINEERING

Semester	Cluster	Module Code	Module Name	No of Hours	Credits
1	First Half	PSE11103	Advanced Computer Programming	45	3
		PSE11203	Design Patterns	45	3
		PSE11303	Human Computer nteraction	45	3
1	Second Half	PSE12103	Mobile Application Development	45	3
		PSE12203	Advanced Database Concepts	45	3
2	First Half	PSE21103	Service Oriented Architecture	45	3
		PSE21203	Software Project Management	45	3
		PSE21301	Research Methods	15	1
2	Second Half	PSE21103	Software Quality Assurance/ Software Simulation	45	3
		PSE21205	Project Report		5

05 FACILITIES AND DISCIPLINE

Modern classrooms, lecture halls and computer laboratories are available for conducting academicals programmes as well as professional training. These facilities are equipped with modern audio-visual equipment and other related infrastructural facilities.

Library
Postgraduate candidates are expected to refer at least the reading materials prescribed by the session leaders. NSBM library has a rich collection of books in the fields of Management and Computing. The Library is also equipped with a modern sit-and-read facility and computers that allow students to browse Internet free of charge. All postgraduates of NSBM are eligible to use the library facility and upon obtaining the membership, they could also borrow books and periodicals. Photocopying facilities are also available at a concessionary rate at the library. Within the context, in addition to the prescribed reading materials, postgraduates may expand their reading territory independently.

Co-curricular activities
A very supportive environment exists at NSBM for co-curricular activities of participants. They are encouraged to get involved in organizing of social activities, charity work, activities pertaining to their own personality development and networking. Participant's involvement in sports, societies and event organizing is always encouraged.

Disciplinary Management
A very high level of discipline is maintained and expected from postgraduates who are following diplomas and degrees at NSBM. A dress code for all students is in effect and they would not be admitted to premises of NSBM in case the dress code is not adhered to Postgraduates are advised to always

maintain a high level of discipline and to respect the rights of others while being concerned of their own responsibilities. They are also advised to corporate with the NSBM staff with regard to any disciplinary issue.

Learning Management System (LMS)
NSBM LMS provides a rich source of subject related content for students. Upon registration you will be provided with the required credentials to access the LMS. You are encouraged to utilize the resources available in LMS; read the module descriptors, lecture material well in advance and prepare before attending the lectures to realize your full potential.

Laboratory Services
NSBM provides a comprehensive IT infrastructure in support of teaching and conducting practical sessions. Students are expected to use computer labs according to the schedules given and the use of IT resources should comply with the IT policy of NSBM.

Banking Services
Banking facilities are available in-campus, in the auditorium building.

Student Center
NSBM student center building (B1) consists of a health center, a multipurpose hall, a carrier guidance office, an audio visual room, a book shop, counselors' rooms, club offices and an informal study area, allocated for student activities.

Recreational Facilities
NSBM recreational building consists of a swimming pool with 6 lanes, a multipurpose indoor sports building, and a gymnasium with an exercise hall, an observation deck, a pavilion and tiered seating for 600 average spectators.

POSTGRADUATE
DIPLOMA PROGRAMME BY-LAWS

1. These By-Laws may be cited as the Postgraduate Diploma programmes By- Laws No. 01 of 2017 of NSBM Green University (hereinafter NSBM).

PART I – GENERAL

2. Subject to these By-Laws a person may be awarded the Postgraduate Diploma in relevant discipline, if she/he has:

a. been a duly registered student of the Postgraduate Diploma Programmes of the NSBM for the period prescribed by these By-Laws;

b. pursued the Programme of study to the satisfaction of the Faculty as prescribed by these By-Laws, and other Regulations and Rules of the Faculty in respect of all matters including examinations leading to the qualification;

c. satisfied the Examiners at the prescribed Written

Examinations, Class Room Tests, Practical Assignments, Term Papers, Internship/Executive Report and at any other Assignments in the Course Units approved by the Academic Advisory Council of the NSBM;

d. paid such registration, tuition, supervision and examination fees and other dues as may be payable by her/him to the Faculty ; and,

e. fulfilled all other requirements prescribed by these By-Laws and other Regulations and Rules of the School.

PROGRAMME ADMINISTRATION

3. There shall be a Programme Coordinator for the Programme who shall be appointed by the Vice Chancellor on the recommendation of the Dean of the faculty. The Programme Coordinator and other support staff who are engaged to conduct the Programme shall be remunerated as approved by the Academic Governing Council on the recommendation of the Dean of the faculty. The Senate shall have authority to vary the remuneration from time to time on the recommendation of the Dean. The Programme Coordinator shall report to the Board of Studies for Postgraduate Programmes, which in turn reports to the Academic Advisory Council of NSBM.

APPLICATIONS

4. a. Applications for registration to the Programme shall be invited by a Notice in the newspapers and/or through other forms of Media, including the internet.

b. A person who wishes to become a candidate to enter the Programme shall make an application to the Programme Office of the National School of Business Management when it is published.

c. The application shall be on the prescribed form providing the information as s/he may be required to submit, including her/his qualifications for undertaking the Programme of study.

ELIGIBILITY FOR THE PROGRAMME
FACULTY OF COMPUTING:

5. No person shall be registered for the Programme of study leading to the Postgraduate Diploma in Computer Networks/Software Engineering unless she/he possesses any one of the following qualifications:

a. A Degree in Computer/Engineering/Physical Science obtained from a recognized university/Institution (e.g. A Bachelor's degree in Computer Science/ Information Technology/ Engineering/ Management Information Systems)

OR

b. A Degree in other Discipline obtained from a recognized university/Institution with one (01) year post qualifying working experience in executive capacity. (E.g. Art, Science, Mathematics and statistics, Engineering, Law & Military Degrees)A

OR

c. Professional qualification from a recognized professional body acceptable to the Governing Body of the National School of Business Management with a minimum of two (02) years post qualifying working experience in executive capacity.

OR

d. A Diploma obtained from a recognized University/Institute acceptable to the Governing Board of the National School of Business Management (Please refer the approved Diploma list) with three (03) years post qualifying working experience in executive capacity.

OR

e. Minimum of 05 years sustained work experience in a Managerial Level in a recognized institution (Government or Private). This will be considered on a case by case basis and is subjected to the approval of the Governing Board of the National School of Business Management.

AND

f. Have a good working knowledge of English.

AND

g. Perform satisfactorily at an admission examination (in which analytical skills, conceptual skills, will be tested) and/ or an interview conducted by the National Institute of Business Management. Registration for the programme.

FACULTY OF BUSINESS:

6. 1 No person shall be registered for the Programme of study leading to the Postgraduate Diploma in Business Management, Human Resource Management, Project Management, Industrial Management programme unless she/he possesses any one of the following qualifications:

a. A Degree in Management Discipline obtained from a recognized university/institution (e.g. A Bachelor's Degree in Business Administration/ Commerce/ Marketing/ Human Resource Management/ Accountancy & Financial Management or other relevant areas of management).

OR

b. A Degree in any other Discipline obtained from a recognized university/institution with one (01) year post qualifying working experience in executive capacity. (E.g. Arts, Science, Mathematics and Statistics, Engineering, Law & Military Degrees).

OR

c. A professional qualification from a recognized professional body acceptable to the Governing Body of the National School of Business Management with a minimum of two (02) years post qualifying working

experience in Executive capacity.

OR

d. A Diploma obtained from a recognized university/institute acceptable to the Governing Board of the National School of Business Management with three (03) years post qualifying working experience in Executive capacity.
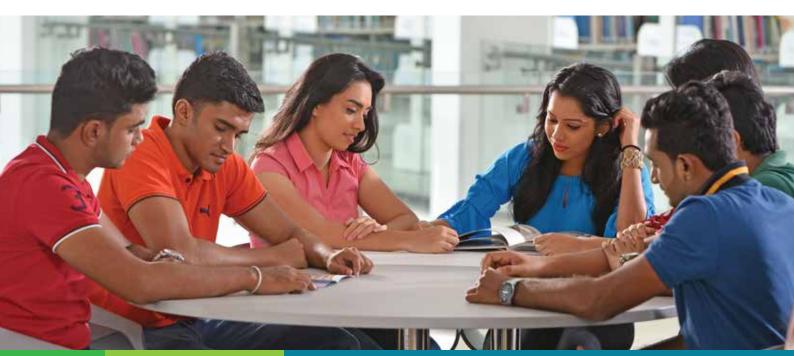
OR

e. Minimum of 05 years sustained work experience in a Managerial Level in a recognized institution (Government or Private). This will be considered on a case by case basis and is subjected to the approval of the Governing Board of the National School of Business Management.

AND

f. Have a good working knowledge of English.

6. 2 a. The applications received by the programme office shall be referred to the Programme Coordinator of the Programme who shall go through them for necessary qualifications for eligibility.

b. The Programme Coordinator may call the eligible candidates for a written test and/or an interview to be conducted by a Selection Panel appointed by the Dean of the faculty. The selection panel shall be consisted of three senior academic members nominated by the Dean. Depending on the number of applications received, the Dean shall have the authority to constitute more than one Selection Panel.

c. The Selection Panel, in the case of more than one Selection Panel all the Panels jointly, shall provisionally select the candidates who are to be enrolled in the Programme. The Programme Coordinator shall submit the list of names of the provisionally selected candidates to the Governing Council of the University through the Faculty Board of the Faculty for its approval.

d. The selected candidates shall be individually written to about their selection and be required to make payment of the relevant fees to the NSBM to get them registered for the Programme with the University.

e. The Programme Coordinator shall also inform the applicants who have not been selected individually on their non-selection.

7. A person who has been selected to follow the Programme shall, unless otherwise decided by the Faculty Board for any valid reason, be registered as a student of the Postgraduate Diploma Programme as the case may be, on payment of the prescribed fees to the NSBM. Such registration shall be valid for a period of twelve (12) months from the date of registration, except under exceptional circumstances when it could be determined to be valid for a longer or shorter period by the Senate on the recommendation of the Faculty Board.

8. a. The NSBM shall not repay or refund to any person fees paid to it. Provided, if the number of candidates applied and/or registered for the Programme in a given year is not sufficient for the Programme to be conducted viably, the Senate reserves the right not to conduct the Programme, subject to it repaying any fees already received, except the application fees.

b. A person who wishes to follow the Programme of study for a second time may, at the discretion of the Board of Studies, be permitted to do so if the Programme is offered by the NSBM in the year in which she/he makes such an application. However, she/he shall have to pay again to the NSBM the prescribed fees, including the tuition fees, those are applicable at the time of making the application.

9. No student shall keep away from classes or leave the Island, or withdraw from examination, a classroom test or any other form of evaluation without prior approval from the Board of Studies.

10. The maximum period of candidature of a student of the Postgraduate programme shall be four years from the initial registration.

PART II – COURSE DETAILS
Programme Duration

11. **a.** The Programme of study the Postgraduate Diploma Programme shall be of twelve (12) months' duration. The Examinations leading to the qualification shall be held during the course of the Programme of study and/or within a reasonable period of completion of the Programme of study. However, the Board of Study shall, in exceptional circumstances, vary this schedule with the approval of the Senate.

b. The Course Units, their syllabuses and the number of question papers to be taken by candidates at the Examinations shall be those set out in the programme handbook. However, the Senate shall have the power, on the recommendation of the Faculty Board, to amend, vary, alter, reduce or add to the Course Units, the syllabuses, and the number of question papers to be taken by the candidates at the Examinations in a given term/ semester and/or year.

c. The mode of instruction of the Programme shall be in English medium and in the form of lectures, discussions, seminars, tutorial classes, guest-lectures, workshops, and field trips and the approach may be issue-oriented. The mode of delivery may be conventional face-to-face and/or multi-mode, including on-line/e learning/m learning methods.

PART III – EVALUATION OF PROGRESS & FINAL PERFORMANCE

12. No student shall be permitted to take the Examinations leading to the Postgraduate Diploma Programme, Coordinator shall have certified that she/he has completed the Programme of study by attending 80% of lectures, tutorial classes, discussions, seminars and other forms of instruction in the Course Units. The Board of Studies shall have the authority to vary this requirement from time to time.

13. **a.** A Board of Examiners shall be constituted by the Senate, on the recommendation of the Board of Studies, for the conduct of the of the programme.

b. The Examinations of the programme leading to Postgraduate Diploma Programme shall consist of Term/Semester-End Written Papers and In-Course Continuous Assessment which may take the form of Class Room Tests, Take Home Assignments, Practical Assignments, Term Papers, Internship/Executive Report, individual or group Presentations, Oral Examinations and/or any other form of Assessments.

14. The progress of students is evaluated on a continuous and regular basis as well as on a Term/Semester-End-Written Examination basis, and marks obtained therein are counted to the final mark. Individual or group presentations/classroom tests/ take - home assignments, among others, may be applied for the purpose of Continuous Assessment when and where necessary.

15. Each and every course module or element shall be evaluated out of 100 final marks. In case, where the evaluation of a course module or a course element involves an examination, 50% out of the final marks of the course shall be allocated for the term/semester examination and the balance shall be for continuous assessments including attendance. The proportions of marks shall be decided by the Board of Studies upon the recommendation of the Programme Coordinator.

16. The Senate shall, on the recommendation of the Faculty Board and the Board of Postgraduate Studies, decide the scheme or schemes of Assessment for the Semester-End Examination in a given Semester/Year.

17. 1 A student shall take the Examinations for the Postgraduate Diploma Programme on the first occasion on which the respective Examinations are held after the completion of, or during the course of, the Programme of study unless

(a) S/he submits a medical certificate, which is acceptable to the Senate; or

(b) S/he has established to the satisfaction of the Senate that there is adequate reason for being allowed to postpone sitting for the examination.

17. 1 a. Where a student does not take the Examination on the first occasion on which the Examination is held after the completion of, or during the course of, the Programme of study, she/he shall be deemed, unless the Senate determines otherwise, to have taken the Examination on that first occasion which shall be taken into account in computing the total number of occasions in which a candidate is entitled to take the Examination.

b. A student shall thereafter take the Examination at the very next occasion when it is held and irrespective of her/his failure to take the Examination on such an occasion, it shall be deemed, unless the Senate determines otherwise, to be an occasion which shall be taken into account in computing the total number of occasions in which a candidate is entitled to take the Examination.

c. A candidate who fails in any course unit(s) other than the Research Project in Postgraduate Diploma Programme, may carry forward his/her continuous assessment marks to the next occasion when he/she sits the examinations

18. A candidate who fails in any Course Unit/s of the Examination shall take that Course Unit/s in the immediately ensuing year, provided she/he has not exhausted the total number of occasions in which a candidate is entitled to take the Examination.

19. A candidate shall not take the Examination leading to Postgraduate Diploma Programme for more than three occasions, and in computing the total number of occasions there shall be taken into account any occasions on which she/he is deemed to have taken the Examination in terms of section 15 above.

20. A candidate shall obtain a minimum of 50% or more to pass in each taught course module including the Research Project.

a. The Project Report and each Course Unit shall be marked out of a maximum mark of 100 each.

b. The Project Report

(i) The student shall be required to carry out a problem based project and accordingly submit the Project Report, hereinafter known as 'Report'.

(ii) The proposal for the project shall be submitted by the candidate when the Programme Coordinator announces the date to do so.

(iii) Once the project proposal is approved by the Faculty Board, an academic supervisor, approved by the Faculty Board, shall be appointed to each and every candidate.

(iv) Two examiners per each report shall be appointed by the Programme Coordinator with the approval of the Board of Studies for Professional Programmes.

(v) Two copies of the report, in temporary bound form, should be submitted with the recommendation of the supervisors to the Programme Coordinator, who will day-stamp the receipt.

c. A candidate's performance in the taught course modules and the Project Report shall be graded according to the following scheme.

d. A candidate shall be deemed to have been successful at the examination leading to the award of the Postgraduate Diploma Programme if she/he obtains;

(i) 30 credits from all the taught course modules including Project Report

Grade	Range of Marks	Grade Point
A+	90-100	4.00
A	85-89	4.00
A-	80-84	3.70
B+	75-79	3.30
B	70-74	3.00
B-	65-69	2.70
C+	60-64	2.30
C	50-59	2.00
C-	40-49	1.70
D+	30-39	1.30
D	20-29	1.00
F	00-19	0.00

e. A candidate who has incomplete result having obtained a mark less than 50% in any of the taught course modules during a Semester shall repeat those course modules at the next available occasion. Such candidates shall be given the option of carrying forward the continuous assessment marks they earned during that particular term/semester. A candidate who re-sits a module/s shall be deemed to have passed in the module/s if s/he receives a mark of 50%.

f. A candidate, who has incomplete results having obtained a mark of less than 50% in the Project Report shall resubmit the reports only once again and get completed.

21. A candidate who has been successful at the examination leading to the award of the Postgraduate Diploma Programme may be awarded a distinction pass at the examination if she/he obtains an overall grade within the range of 85-100 for all the taught course modules and the Project Report.

22. A candidate who has been successful at the examination leading to the award of the Postgraduate Diploma Programme may be awarded a merit pass at the examination if s/he obtains an overall grade within the range of 75-84 for all the course modules including the Project Report.

A candidate shall be eligible for the award of a Distinction Pass or a Merit Pass only where she/he has taken the Examinations leading to the Postgraduate Diploma Programme on the first occasion in which she/he was qualified to take that Examination unless the Senate determines that she/he is eligible for the award although she/he took the Examinations on a subsequent occasion.

PART IV – INTERPRETATION

23. In these By-Laws unless the context otherwise requires

    'Senate' means the Senate of NSBM Green University

    'Dean' means the Dean of the Faculty of Postgraduate Studies & Professional Advancement, NSBM Green University;

    'Board of Postgraduate Programmes' means the Board of Studies for Postgraduate Studies of the NSBM Green University;

24. **Any question regarding the interpretation of these By-Laws shall be referred to the Senate of the NSBM Green University whose decision thereon shall be final.**

25. If any difficulty arises in the conduct of the Postgraduate Diploma Programmes for which there seems to be no provision in these By-Laws, or where there arises any inconsistency or difficulty in reconciling the provisions of these By-Laws, the Vice-Chancellor may, on the recommendation of the Board of Study for Postgraduate Programmes of the NSBM, take such suitable and appropriate decision or action, in furtherance of the spirit of these By-Laws to deal with such difficulty without compromising on the quality and integrity of the Programme.

RESOURCE PERSONS

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