



General Sir John Kotelawala
Defence University

FACULTY OF GRADUATE STUDIES



General Sir John Kotelawala
Defence University

P.O. Box 32, Ratmalana, Sri Lanka | www.kdu.ac.lk



STUDENT'S HANDBOOK

MASTER OF BUSINESS ADMINISTRATION IN E-GOVERNANCE

FACULTY OF GRADUATE STUDIES

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MASTER OF BUSINESS ADMINISTRATION IN E-GOVERNANCE



General Sir John Kotelawala Defence University



KDU

GENERAL SIR JONH RUTELIMALA DEFENCE UNIVERSITY
FACULTY OF GOVERNMENTAL AFFAIRS



Key Appointments

- a. Chancellor
General SHS Kottegoda (Retired) WWV, RWP, RSP, VSV, USP
- b. Vice Chancellor
Rear Admiral HGU Dammika Kumara VSV USP psc MMaritimePol, BSc(DS)
- c. Deputy Vice Chancellor (Defence & Administration)
Brigadier DCA Wickramasinghe USP USACGSC
- d. Deputy Vice Chancellor (Academic)
Prof. KAS Dhammika
PhD (Northern University of Malaysia), M.Com (Kelaniya), PGD in Business Statistics (USJP),
B.B.Mgt.(HR) (Kelaniya)
- e. Dean, Faculty of Graduate Studies
Prof. CL Goonasekara
Post-doctoral (Canada), PhD (Canada), BSc (Colombo)
- f. Registrar (Acting)
Ms SDKC Sandanayake
MBA in HRM (UoC), BSc (Hons) Applied Sciences (SUSL), Dep NIBM

“Develop a passion for learning.
If you do, you will never cease to grow.”



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Master of Business Administration in E-Governance

Introduction

Master of Business Administration in E-Governance Programme of the FGS provides an opportunity for participants to obtain a wider spectrum of knowledge, skills, competence, and attitudes, relevant and necessary to an individual's practice in Business Administration in E-Governance.

The programme is designed by a panel of senior academics and professionals from reputed universities institutions in Sri Lanka in accordance with the Sri Lankan Qualification Framework (SLQF), published by the Ministry of Higher Education and it is equivalent to Sri Lanka Qualification Level. It ensures a high academic standard to facilitate participants to complete MBA in E-Governance in two years even whilst being employed. Lectures are held in every other weekend at KDU and the rest of the learning is through assignments / independent learning carried out at participants' own convenience. The medium of instruction is English and all lectures are webcast through the m-Learning platform of KDU.

After completing Graduates can get involved in senior strategic level positions in the current job market as an E-Governance Manager, consultant to the E-Governance, Senior Project Manager, Regional or National level E-Governance specialist, Digital Development Consultant, Technical and Information Systems Consultant, Managerial Level ICT positions in the ICT Departments.

Objectives

The main objective of this programme is to enhance and develop the knowledge of Commissioned Officers in the three Armed Services, Gazetted Police Officers and Executive Officers in Public and Private Sector in Business

Administration and E-Governance. In addition, this programme will;

- a. Provide a wider spectrum of knowledge in Business Administration in E-Governance,
- b. Enhance the skills of participants in Business Administration in E-Governance,
- c. Facilitate career progression.

Intended Learning Outcomes

Successful candidates of MBA in E-Governance will demonstrate knowledge and understanding on all aspects related to MBA in E-Governance and apply knowledge in practical context in their respective organization or in any fields as applicable.

Eligibility Criteria

Eligibility criteria for Master of Business Administration Degree in E-Governance is as follows:

- a. He / She is a Commissioned officer/Gazette Police Officer with minimum of ten (10) years post qualification executive experience in the services or
- b. He / She possesses any Bachelor of Science, IT or Engineering degree from a recognized University accepted by the Faculty and approved by KDU together with minimum two (02) years post qualifying executive experience in a Government / Private sector organization or
- c. He / She possesses any other recognized degree in a relevant field accepted by the Faculty and approved by KDU together with minimum of two (02) years post qualifying executive experience in a Government/Private sector organization or



- d. He / She possesses Diploma in relevant field (Science) with minimum of five (05) years post qualification executive experience in a Government / Private sector or
- e. He / She possesses Certificate with minimum of Seven (07) years post qualification executive experience in a Government/Private sector or
- f. He / She possesses Associate Membership, Graduate-ship (as appropriate) or equivalent from a recognized professional institute accepted by the Faculty and approved by KDU with minimum of three (03) years post qualifying executive experience in a Government / Private sector organization.

Programme Structure

Candidates are required to earn 60 credits including the credits allocated to the dissertation in two years to obtain the MBA in E-Governance or complete the academic requirements including a project report of the first year to obtain the Postgraduate Diploma in E-Governance without any violation of rules and regulations stipulated by KDU on conduct and discipline.

The duration of the MBA in E-Governance is two years which includes four semesters and

lectures are conducted on every other weekend other than on public holidays from 0830 hrs to 1730 hrs.

Continuous Assessments

Instructions for Submission of Continuous Assessments

- a. FGS expects the highest professional, academic and scholarly standards in student assignments. Therefore, haphazard, incomplete or hurried assignments will not qualify for marking.
- b. Marks obtained for assignments will be added to the examination marks; FGS expects the students to work hard, consider these assignments seriously and concentrate on them. Assignments are potentially powerful learning resources for communication.
- c. Assignments call for a significant degree of knowledge, analysis and critique. Therefore, the students must prepare in advance for their assignments thoroughly and well. Assignments should not be completed in a rush.
- d. Students must try out different drafts and work hard on them.
- e. There are no extensions on assignment submission dates. Students are responsible for submitting their assignments on due date.

Master of Business Administration in E-Governance

Do's

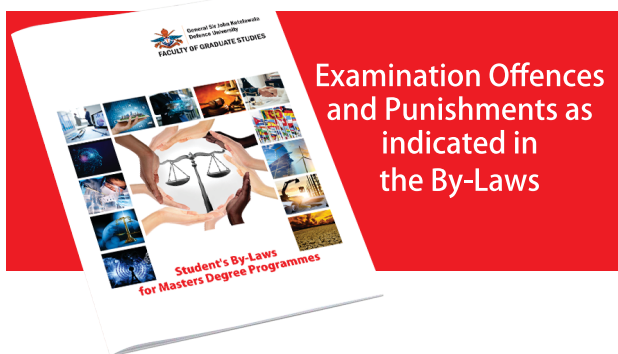


- Always enclose every single assignment in a separate folder.
- Fill in the following details on the first page of the folder.
 - ▶ Registration Number
 - ▶ Name
 - ▶ Course Code and Title
 - ▶ Semester
 - ▶ Name of the Resource Person
- Always submit your assignment to the Staff at the Faculty of Graduate Studies.
- Always submit your assignment on or before the last date of submission.
- You may have your assignment handed over by someone else on your behalf.

Don'ts



- Never hand over any assignment to unauthorized staff members at KDU personally known or unknown to you.
- Never mail assignments, unless specified.
- Never use one folder for more than one assignment.



Specifications for Assignments

- Students must always use only A4 size paper to compliance their assignments.
- Leave a 1" Margin on all four sides.
- Students must type or word process their assignment answers. If a student is unable to do so, he / she must write the answer very neatly and legibly. Assignments with illegible handwriting will not be marked.
- We recommend the 1 1/2" line spacing formats.
- Students must be creative in approaching and answering questions.
- If a student uses another author's idea, he / she must cite that author / publication with references.





Specimen of Assignment Cover Page

INTRODUCTION TO E-GOVERNANCE

MEG 1013

TOPIC OF THE ASSIGNMENT

NAME OF THE STUDENT

REGISTRATION NO: KDU/.....

LECTURER:

NAME OF THE DEGREE

PROGRAMME NO.... – YEAR – SEMESTER

Master of Business Administration in E-Governance

Declaration Form

1. I declare that this assignment is my own work.
2. I have acknowledged ideas of other authors (if any) following the standard acknowledgement practice.
3. I am aware of the consequences of cheating and malpractice.
4. I am willing to answer any query raised by any Academic Staff Member in relation to this report at any time during the course.
5. I understand that the decision relating to mark on this report is purely based on my performance and that it is first and final.

Date:

Signature

Name

Specimen Letter for handing over Assignments

(Address)

(Your Ref) _____

DEAN
FGS
KDU

SUBMISSION OF _____ (Subject Name)

1. Assignment of _____ (Module) or
(Research) is forwarded herewith for (making / approval) please.

(Signature)

(Name in upper case)

(Rank)

(Registration No)



Course Syllabus

The programme contains 16 compulsory subject modules and 5 optional subject modules. If a candidate intends to complete the MBA in E-Governance Programme, he / she is required to complete all 16 compulsory subject modules, the dissertation and 2 optional subject modules out of the 5.

MBA in E-Governance Programme – Summary of the Course Delivery Plan

MBA in E-Governance Programme		
Code	Subject	Credits
Year 1 – Semester 1		
MEG 1013	Introduction to E-Governance	3
MEG 1023	IT Infrastructure Management	3
MEG 1033	Accounting and Financial Management	3
MEG 1043	Organizational Behaviour	3
MEG 1053	Information Systems for E-Governance	3
Total Credits		15
Year 1 – Semester 2		
MEG 2063	Research Methodology	3
MEG 2073	Process Re-Engineering for E-Government	3
MEG 2083	Managerial Finance	3
MEG 2093	IT Strategic Management	3
MEG 2103	E-Governance Theories and Practices	3
Total Credits		15
Year 2 – Semester 1		
MEG 2122	E - Governance Project Management	2
MEG 2132	Implementation and Development of E-Governance	2
MEG 2141	Emerging Technologies for Smart Governance	1
Optional		
MEG 2152	Human Computer Interaction	2
MEG 2162	Managerial Economics	2
MEG 2172	Change Management	1
Total Credits		7
Year 2 – Semester 2		
MEG 2212	Information Systems Auditing	2
MEG 2222	Social, Ethical and Legal Aspects of E-Governance	2
MEG 2232	Information Assurance and Security	2
Optional		
MEG 2242	Public Sector Management and Administration	2
MEG 2252	Human Resource Management	2
Total Credits		8
MEG2110	Research Project	15
Total Credits		60

Master of Business Administration in E-Governance

Lecturer Panel

Prof Aruna Gamage

PhD in Human Resource Development (Japan), MSc Management (Sri Jayewardenepura), BSc Management (First Class) (Sri Jayewardenepura)

Dr UG Rajapaksha

PhD in Economics (Kelaniya), MBA (OUSL), BCom (Special) (Sri Jayewardenepura), AMA (ICMA)

Dr (Mrs) Nirosha Wedasinghe

PhD (KDU), MSc in Information Technology (Australia), BSc (UK)

Dr Ruwan Wickramarachchi

PhD (UK), MPhil in Management Studies (UK), BSc in Industrial Management (Kelaniya)

Dr (Mrs) W Gunathilake

PhD (Computer Science) (UK), MSc in Information Technology (Colombo), MSc (Moratuwa), BSc (Colombo)

Dr LP Kalansooriya

PhD (Japan), MSc in Information Technology (Colombo), BSc (Peradeniya)

Dr B Hettige

PhD (Moratuwa), MPhil (Moratuwa), BSc (Sri Jayewardenepura)

Mr Srilal Buddika

Msc in Computer Science & Engineering (Moratuwa), BSc (Peradeniya)

Mr M Fonseka

MBA (Sri Jayewardenepura), Dip. M (UK), Postgraduate Diploma in Marketing (UK)

Mrs Punsisi Premarathne

Mphil (Sri Jayewardenepura), MSc in Computer and Network Engineering (UK), BSc in Information Technology (UK)

Note: Lecturer panel subject to change as per the University requirements.



Auditorium



Lecturer Room



Computer Lab

“The more that you read,
the more things you will know,
the more that you learn,
the more places you’ll go.”

Reference Reading

Subject	Recommended Readings
Introduction to E-Governance	<p>E-governance for Development : A Focus on India , Shirin Madon , Palgrave Macmillan , 2009</p> <p>Driss Kettani and Bernard Moulin, E-Government for Good Governance in Developing Countries: Empirical Evidence from the eFcz Project, Anthem Press, IDRC,2014</p> <p>Obi, T. (2010), The Innovative CIO and e-Participation in e-Government Initiatives, IOS Press</p>
IT Infrastructure Management	<p>k Fitzgerald, J. and Dennis, A. (2011) Business Data Communications and Networking, 11th Edition, John Wiley and Sons</p>
Accounting and Financial Management	<p>Wood F. and S. Robinson (2008), Bookkeeping and Accounts, 7th Ed, Pearson.</p> <p>Basioudis I. G. (2010), Financial Accounting: A Practical Introduction, Pearson Melville, A. (2015) International Financial Reporting - A Practical Guide. 5th Edition. Pearson Education Limited</p> <p>Thomas A (2005), Introduction to Financial Accounting, 5th Ed., London: McGraw Hill.</p> <p>Wood F & Sangster A [2008), Business Accounting 1, 11th Edition, London: FT/Pitman Publishing.</p> <p>Gillespie I, Lewis R & Hamilton K (2000), Principles of Financial Accounting, 2nd Edition, London: FT/Prentice-Hall.</p> <p>Horngrern C, Sundem G & Elliott J (1999), Introduction to Financial Accounting, 7th Edition, New fersey: Prentice-Hall.</p>
Organizational Behaviour	<p>John B. Miner (2002), Organizational Behavior, Foundations, Theories, and Analyses, Oxford University Press</p> <p>Richard Pettinger (2010), Organizational Behavior: Performance Management in Practice, Routledge, 2010</p> <p>Brethower, Dale M. (2002), Managing Organizational Behavior, Quorum Books</p>
Information Systems for E-Governance	<p>Baltzan, P., Detlor, B., & Welsh, C. Business driven information systems Loose Leaf version. (4th Canadian Ed.). McGraw Hill Ryerson Press, 2015. Type: Textbook. ISBN-10: / 1-25-945657-9, ISBN-13: 978-1-25-945657-2</p> <p>Kinser, A. S., Jacobson, K. A., Kinser, J. E., Kosharek, D. L., & Moriarity, B. Your office: Microsoft Office 2016 (Vol. 1). Pearson Education, Inc, (2017). Type: Textbook. ISBN-10: 0-13-432080-8, ISBN-13: 978-0-13-432080-9</p>



Reference Reading

Subject	Recommended Readings
Research Methodology	<p>Bryman, Alan & Bell, Emma (2011). Business Research Methods (Third Edition), Oxford University Press. 3 Kerlinger</p> <p>F.N., & Lee, H.B. (2000). Foundations of Behavioural Research (Fourth Edition), Harcourt Inc. Rubin,</p> <p>Babbie, Earl (2009). Essential Research Methods for Social Work, Cengage Learning Inc., USA. Anantasi, A. & Urbina, S. (2004). Psychological Testing, Pearson Education, Inc</p> <p>Chawla, Deepak & Sondhi, Neena (2011). Research methodology: Concepts and cases, Vikas Publishing House Pvt. Ltd. Delhi.</p> <p>Pawar, B.S. (2009). Theory building for hypothesis specification in organizational studies, Response Books, New Delhi.</p> <p>Neuman, W.L. (2008). Social research methods: Qualitative and quantitative approaches, Pearson Education.</p>
Process Re-Engineering for E-Governance	<p>G. Hansen, Automating Business Process Re-Engineering, (2nd. Edition), Prentice-Hall, 1997.</p> <p>G. Darnton and M. Darnton, Business Process Analysis, Intern. Thompson Business Press, Boston, MA, 1997.</p> <p>D. Kosiur, Understanding Electronic Commerce, Microsoft Press, Redmond, WA, 1997</p>
Managerial Finance	<p>Ross Westerfield and Jordon, Essential of Corporate Finance, 4th Edition</p> <p>Lawrence J. Gitman, Principles of Managerial Finance, 10th Edition</p>
IT Strategic Management	<p>Grant, R. and Jordan, J. 2012. Foundations of Strategy. NY: John Wiley & Sons, Ltd</p>
E-Governance Theories and Practices	<p>Obi,T. (2007), E-governance: A Global Perspective on a New Paradigm, IOS Press</p> <p>Danilo Piaggese ,Kristian Sund ,Walter Castelnovo , Global Strategy and Practice of E-Governance: Examples from Around the World 1st Edition</p>
E-Governance Project Management	<p>Harold Kerzner, Project Management: A Systems Approach to Planning, Scheduling, and Controlling</p> <p>A Guide to the Project Management Body of Knowledge: PMBOK® Guide (Sixth Edition)</p>
E-Governance Implementation and Development	<p>Zaigham Mahmood , E-Government Implementation and Practice in Developing Countries , 1st Edition</p>

Reference Reading

Subject	Recommended Readings
Emerging Technologies for Smart Governance	<p>Ibrahim Kushchu, <i>Mobile Government: An Emerging Direction in E-government</i> 1st Edition</p> <p>Jörg Becker , Oleg Kozyrev , Eduard Babkin , Victor Taratukhin, Natalia Aseeva, <i>Emerging Trends in Information Systems: Recent Innovations, Results and Experiences (Progress in IS)</i> 1st ed. 2016 Edition</p> <p>Ja'far Alqatawna , Jawed Siddiqi , Omar Al-Kadi , Rizik Al-Sayyed , <i>Emerging Trends in ICT Security: Chapter 8. Assessing the Role of Governments in Securing E-Business: The Case of Jordan (Emerging Trends in Computer Science and Applied Computing)</i> Kindle Edition</p>
Human Computer Interaction	<p>Dix, A., Finlay, J., Abowd, G.D., & Beale, R. (2004). <i>Human computer interaction</i> (3rd ed.). Prentice Hall</p> <p>Preece, J., Rogers, Y., & Sharp, H. (2015). <i>Interaction design: Beyond human-computer interaction</i> (4th ed.) John Wiley & Sons Ltd</p>
Managerial Economics	<p>Wilkinson. N. (2005), <i>Managerial Economics, A problem Solving Approach</i>, Cambridge Press (ISBN: 0-521-52625-6)</p> <p>Burton. G. George C. and Stuart. W (2002), <i>Quantitative Methods for Business and Economics</i>. 2nd Edition, Pearson Education, Essex</p> <p>Douglas E.J. (1992). <i>Managerial Economics: Analysis and Strategy</i>, New Jersey :Prentice Hall International</p> <p>Craig. P. & Chris. L. (1999). <i>Managerial Economics</i>, 4th Edition, Prentice Hall</p> <p>Salvatore, D. (2004). <i>Managerial Economics in a Global Economy with Economic Applications Card</i>, 5thEdition, South-Western (Thompson)</p> <p>Hill. S. (1989). <i>Managerial Economics: Analysis of Business Decisions</i>, London, McMillan</p>
Change Management	<p>Spector, B. (2007), <i>Implementing Organizational Change</i>, Pearson Prentice Hall, New Jersey</p> <p>Hayes, J. (2010), <i>The Theory and Practice of Change Management</i>, Palgrave Macmillan, London</p> <p>Herold, D.M. and Fedor, D.B. (2009), <i>Leading Change Management</i>, Kogan Page, London.</p> <p>Deutschman, A. (2007), <i>Change or Die</i>, Harper, New York</p>
Information Assurance, Security and Risk Management	<p>Dan Wesley Jennings and Joseph Boyce, <i>Information Assurance: Managing Organizational IT Security Risks</i>, 2002</p> <p>Andrew Blyth, <i>Information</i></p>



Reference Reading

Subject	Recommended Readings
Information Systems Auditing	Champlain,J.J., Auditing Information Systems, 2nd edition, Willey
Social, Ethical and Legal Aspects of E-Governance	Ian J. Lloyd, Information Technology Law,1993 Brennan L., Jhonson,V., Social, Ethical and Policy Implications of Information Technology,2003
Public Sector Management and Administration	Bovaird T and E Loffler Eds. (3rd ed. 2015) (2nd ed. 2009) Public Management and Governance, Routledge: London Benington, J. and Moore, M.(eds.) (2011) Public Value: Theory & Practice. Basingstoke, Palgrave Macmillan. Christensen, T., and Lægreid, P.(2011), The Ashgate Research Companion to New Public Management, Surrey, Ashgate. Erik-Lane J (2000) New Public Management, Abingdon, Routledge Ferlie, E., Lynn, LE. Jr., and Pollitt, C.(2005) The Oxford Handbook of Public Management, Oxford, Oxford University Press Flynn N (2007) Public Sector Management, London, Sage Hood, C.(2000) The Art of the State: Culture, Rhetoric and Public Management. Oxford, Oxford University Press Lynn L E (2006) Public Management: Old and New, Abingdon, Routledge
Human Resource Management	Dessler, G., Chhinzher, N., & Cole, N. D. Management of Human Resources: The Essentials plus My Management Lab w/ Pearson eText. 4th Cdn ed. Toronto, ON: Pearson Education, 20L5.



Master of Business Administration in E-Governance

Course Fee Structure

Item	Amount	
	Military/Police/MOD	Civil
Tuition Fee	Rs. 300,000.00	Rs. 300,000.00
Registration Fee - 3 Years (Initial Registration)	Rs. 4,000.00	Rs. 5,000.00
Library Fees	Rs. 2,000.00	Rs. 2,000.00
Refundable Library Deposit	Rs. 10,000.00	Rs. 10,000.00
Refundable Mess Deposit	Rs. 2,000.00	Rs. 2,000.00
Study Pack	Rs. 2,500.00	Rs. 2,500.00
Total	Rs. 320,500.00	Rs. 321,500.00

Registration Renewal Fee

- 1st Year after initial registration - Rs. 12,500/=
- 2nd Year after initial registration period - Rs. 25,000/=
- Continuation to another additional year under any circumstances - Rs. 100,000/=

Repeat Examination Fee

- For entire semester - Rs. 2,500/=
- For one subject - Rs. 1,000/=
- Repeat Thesis Defence
- Viva-Voce Fee - Rs. 11,500/=

Selected candidates may opt to pay programme fee in two equal instalments, first of which should be paid at the time of registration (for the 1st academic year), together with all other cost components.

2nd instalment – Before commencement 1st semester of the 2nd academic year.

Any candidate who has not settled the course fees by the beginning of the 1st semester of the 2nd academic year after the initial registration will not be allowed to proceed further.

NOTE

1. FGS will be compelled to not permit the students who are unable to pay the course fee to sit for semester examination.
2. Course fee and other payments mentioned in above subject to change as per the University Board of Management decision.



How to Apply

A person who wishes to be a candidate of the MBA Programme shall make an application to the respective Service Commander / Inspector General of Police / Head of Department / Head of the Institution who will submit these applications to the Dean, Faculty of Graduate Studies with their recommendations. All applicants will be required to pass an aptitude test conducted by KDU.

Contact Persons:

Programme Coordinator (Academic)

Dr (Mrs) Nirosha Wedasinghe

PhD (Sir John Kothalawala Defence University Ratmalana), MSc in Information Technology (Charles Sturt University Australia 2008), BSc (Hons) - (2 nd Upper Division) (London Metropolitan University – UK 2005)

Tel : 0722601379

Email : nirosha@kdu.ac.lk

Programme Coordinator (Admin)

Major Asanka Rathnayake

MSc (DS)KDU

Tel : 0710219292

Email : rathnayakeraak@kdu.ac.lk

Annex A

E- Library Policy

1. Only visit approved Internet sites.
2. Never give out your personal information.
3. Inform the authority if you see something uncomfortable or inappropriate.
4. Never download irrelevant anything without permission.
5. Leave your workspace as you found it.
6. Print only if you have permission.
7. Never change any settings without permission.
8. Touch the mouse and keyboard gently.
9. Do not eat or drink near devices.

