



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](http://www.kdu.ac.lk)



# STUDENT'S HANDBOOK

MASTER OF SCIENCE IN MANAGEMENT

**FACULTY OF GRADUATE STUDIES**

# **STUDENT'S HANDBOOK**

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**MASTER OF SCIENCE IN MANAGEMENT**



**General Sir John Kotelawala Defence University**





## 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

“He that loves reading  
has everything within his reach.”



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# Master of Science in Management

## Introduction

The Faculty of Graduate Studies provides a rare opportunity to obtain a Master's Degree in Management (MSc in Management). The programme covers a broad spectrum of management related subjects including all the key areas needed to become a successful team leader. The programme is ideal for those seeking careers in general management or whose current role requires enhanced managerial and leadership capabilities.

The degree programme was designed following the Sri Lankan Qualification Framework and its academic standard is equivalent to Sri Lanka Qualifications Framework Level 10. The degree was designed by a panel of senior academics and professionals from reputed universities/institutions in Sri Lanka ensuring a high academic standard to facilitate participants to complete the degree in two years even whilst being employed. Lectures are held every other weekend at FGS-KDU and the rest of the learning is through independent learning carried out at the participant's convenience. The medium of instruction is English and all the lectures are webcast through the m-learning platform of KDU. Further, KDU-LMS is utilized for student-lecturer interactions and continuous assessments. The MSc in management degree provides broad skills, knowledge, and tools necessary to advance graduates career in the global competitive economy. The graduates can work in a variety of management roles across private, public, and not-for-profit sectors.

## Objectives

The MSc in Management programme has a clear professional approach and is well suited to the officers of Tri services and the Police and Executive Officers of Public / Private Sector who wish to make progress in various fields where an analytical focus is important. Further the programme

- a. develops an in-depth knowledge of the art in management.
- b. builds and enhances career plans through specialized subject modules.
- c. strengthens the ability to live and work in a highly multicultural environment.
- d. prepares to take up major challenges in economic environment with a global perspective.

## Intended Learning Outcomes

On successful completion of this Master's Degree, students will have enhanced their skills in

- a. Problem solving in management through the application of updated management knowledge, principles, and exposure.
- b. Communication of management and commerce related ideas, concepts and solutions to peers and the wider community.
- c. Practicing modern management systems based on teamwork and, respecting others' views and ethical behaviours.
- d. Research skills including the retrieval of information from a variety of sources and critical analytical ability.

## Eligibility Criteria

Eligibility criteria for MSc in Management Degree Programme are as follows:

- a. He/She is a Commissioned Officer of Tri-Services / Gazetted Police Officer / P u b l i c and Private Sector Executive Officer having a Bachelors' Degree with 1st Class f r o m a recognized university with a minimum of one (01) year of service or
- b. He/She is a Commissioned Officer of Tri-Services / Gazetted Police Officer / Public and Private Sector Executive Officer having a



Bachelors' Degree with 2nd Class from a recognized university with a minimum of two (02) years of service or

- c. He/ She is a Commissioned Officer in the rank of Captain / Lieutenant / Flight Lieutenant and above or Gazetted Police Officer or Public and Private sector Executive Officer with a Bachelors' Degree from a recognized university with a minimum of three (03) years of Service or
- d. He/She is a Commissioned Officer in the rank of Major/ Lieutenant Commander / Squadron Leader and above or Gazetted Police Officer or Public and Private sector Executive Officer with a minimum of seven (07) years of Service and
- e. Candidates are required to possess satisfactory skills in English language.

### Programme Structure

Candidates are required to earn 63 credits including the credits allocated to the dissertation in two years to obtain the MSc Degree in Management or complete the academic requirements including a project report of the first year to obtain the Postgraduate Diploma in Management. Any violation of rules and regulations stipulated by KDU on conduct and discipline will lead to cancellation of your studentship.

The duration of the MSc in Management is four semesters (two academic years) and classes 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.

### Specifications for Assignments

- a. Students must always use only A4 size paper to compliance their assignments.
- b. Leave a 1" Margin on all four sides.
- c. 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.
- d. We recommend the 1 1/2" line spacing formats.
- e. Students must be creative in approaching and answering questions.
- f. If a student uses another author's idea, he / she must cite that author / publication with references.



## Master of Science in Management

### Do's

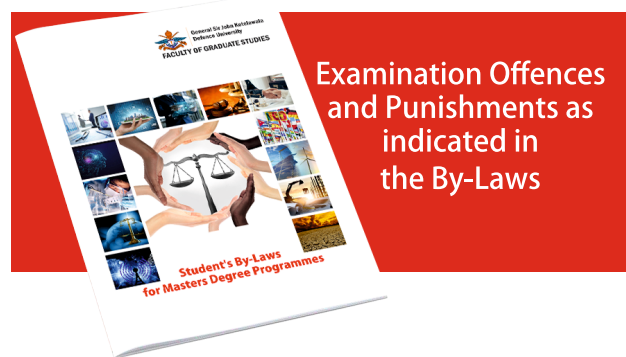


- a. Always enclose every single assignment in a separate folder.
- b. Fill in the following details on the first page of the folder.
  - ▶ Registration Number
  - ▶ Name
  - ▶ Course Code and Title
  - ▶ Semester
  - ▶ Name of the Resource Person
- c. Always submit your assignment to the Staff at the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

### Don'ts



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





Specimen of Assignment Cover Page

**MODERN CONCEPTS OF MANAGEMENT**

MSM1113

TOPIC OF THE ASSIGNMENT

**NAME OF THE STUDENT**

REGISTRATION NO: KDU/.....

LECTURER: .....

NAME OF THE DEGREE

PROGRAMME NO.... – YEAR .... – SEMESTER ....

# Master of Science in Management

## 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. If a candidate intends to complete the MSc in Management programme, he/she is required to complete all 16 compulsory subject modules and the dissertation within the initial registration period of three (03) years from the date of commencement of the programme of studies.

### Msc Degree in Management Programme – Summary of the Course Delivery Plan

Msc Degree in Management Programme		
Code	Subject	Credits
<b>Year 1 – Semester 1</b>		
MSM 1113	Modern Concepts of Management	3
MSM 1123	Marketing Management	3
MSM 1133	Organizational Behaviour	3
MSM 1143	Human Resource Management	3
<b>Total Credits</b>		<b>12</b>
<b>Year 1 – Semester 2</b>		
MSM 1213	Business Statistics	3
MSM 1223	Research Methodology	3
MSM 1233	Accounting for Decision Making	3
MSM 1243	Managerial Economics	3
<b>Total Credits</b>		<b>12</b>
<b>Year 2 – Semester 1</b>		
MSM 2113	Business Law	3
MSM 2123	Information Systems Management	3
MSM 2133	Financial Management	3
MSM 2143	Psychology & Counseling	3
<b>Total Credits</b>		<b>12</b>
<b>Year 2 – Semester 2</b>		
MSM 2213	Project Management	3
MSM 2223	Strategic Management	3
MSM 2233	Operations Management	3
MSM 2243	Ethics and Corporate Governance	3
<b>Total Credits</b>		<b>12</b>
MSMR	<b>DISSERTATION</b>	<b>15</b>
<b>Total Credits</b>		<b>63</b>

# Master of Science in Management

## Lecturer Panel

**1. Prof I De Silva**

PhD (Australia), MA (Australia), BDevS (Hons) (Colombo)

**2. Prof Aruna Gamage**

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

**3. Prof (Ms) DSNP Senaratne**

PhD (Colombo), MBA (Sri Jayewardenepura)

**4. Prof C Pathirawasam**

PhD (Czech Republic), MSc (Sri Jayewardenepura), MBA (Japan), PG Dip in Acct & FM (Sri Jayewardenepura), BSc (Sri Jayewardenepura)

**5. Prof Hemamali Gunathilake**

PhD (Warwick, UK), MSc (Sri Jayewardenepura), BSc (Sri Jayewardenepura)

**6. Dr Hemantha Premarathna**

PhD (Japan), MA (Japan), BA (Hons) (Peradeniya)

**7. Dr UG Rajapaksha**

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

**8. Dr Dushan Jayawickrama**

PhD (Australia), MSc (Sri Jayewardenepura), BSc in Marketing (Special) (Sri Jayewardenepura)

**9. Dr Sampath Punchihewa**

PhD (Germany), LLM (USA), LLB (Colombo)

**10. Dr Pradeep Kalansooriya**

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

**11. Dr RAjward**

PhD (Finance) (Colombo), BSc Accountancy Special (Sri Jayewardenepura), MBA (PIM)

**12. Dr (Mrs) Lakshika Liyanage**

PhD (UK), MA (UK), BA (Peradeniya)

**13. Mr NR Asoka De Silva**

MSc (Ireland), BSc (Eng) (Peradeniya)

**14. Mr TM Jayasekara**

MBA (Colombo), BSc Eng (Peradeniya)

**15. Mr Janaka Badugama**

MBA (Colombo), BSc (Sri Jayewardenepura)

**16. Mr Ramesh Rajasooriya**

MSc IM (Sri Jayewardenepura), BSc (Maths) (Colombo)

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



Auditorium



## Reference Reading

Module	Recommended Readings
Modern Concept of Management	Gareth R. Jones & Jennifer M. George (201) Management, Sth Edition, McGraw Hill, Boston,
Marketing Management	<p>Kotler, P. and Armstrong, G, (2016) Principles of Marketing (Eleventh Edition) Prentice-Hall</p> <p>Louis E Boone and David L Kurtz, (2004), Contemporary Marketing 11th Edition, Thomson South Western publishers, Newyork</p> <p>Stauss J. Ansary, Ader-er and Frost, Raymond, (2003), E- Marketing 4th edition, prentice Hall of India (pvt) Ltd, New Delhi</p> <p>Bernhardt, Kenneth 1., and Kinnear, Thomas c., (2002), cases in Marketing Management 6th Edition, IRWIN Australia.</p> <p>William, D., Perreault, Jr. E., and McCarthy Jerome (1999), Basic Marketing- Global Managerial Approach, 11th Edition, Irwin McGraw -Hill</p>
Organizational Behaviour	<p>Greenberg, Jerald. &amp; Baron, Robert., (2003). Behavior in Organizations: Understanding and Managing the Human Side of Work, (8th Ed Prentice Hall, Inc. 2003. (ISBN13:9780130664914)</p> <p>Abraham B, Rami Shani., &amp; James B. Lau., (2000). Behavior in Organizations (7th ed Richard D. Irwin Inc.</p> <p>John R. Schermerhon, Jr, James G Hunt, Richard N Osborn (2005), Organizational Behavior, Jhon Wiley &amp; Sons, Inc.. ISBN 0-471-70150-5</p>
Human Resource Management	<p>Gary Dessler. Eleventh Edition Human Resource Management, Prentice Hall of India</p> <p>Opatha, H.H.D.N.P. (2009) . Human Resource Management: Personnel, Department of HRM, University of Sri Jayewardenepura, Sri Lanka</p> <p>Armstrong, M (1998), A Hand book of personnel Management/ HR practices, London Page Lt</p> <p>Schular, R.s and Youngblood, S.A. (1986), Effective personnel Management, New York: West Publishing Company</p> <p>Werther, B. w. and Davis, K. (1994), Human Resources and personnel Management, New York: McGraw - Hill Book Company</p>

## Reference Reading

Module	Recommended Readings
Managerial Econ	<p>Managerial Economics, Seventh Edition (2010), D.N. Dwivedi, ISBN-13:978-8L25923473, Vikas Publishing House PVT LTD</p> <p>Business Economics, Twelfth Edition (201,3), H.L. Ahuja, ISBN: 97881.2!917919, S.Chand Publishing</p> <p>Managerial Economics, Eight Edition (2007), H.L. Ahuja, ISBN: 9788121928403,5.Chand Publishing</p> <p>Managerial Economics, Seventh Edition (2011), Willian F. Samuelson and Stephe G.Marks, ISBN: 978-1-118-04158, John Wiley &amp; Sons, Inc.</p>
Research Methodology	<p>Thiel, D. V., Research Methods For Engineers, Cambridge University press.</p> <p>Kothari, C. R., Research Methodology: Methods &amp; Techniques, New Age international Publishers</p>
Accounting for Decision Making	<p>Hema Wijewardana (2004), 2nd Edition, Financial Accounting In Sri Lanka, Sarasavi Publishers, Sri Lanka</p> <p>Frankwood and Alan Sagaster (1999), Business Accounting 1, Pearson Education Ltd, England</p> <p>Tony Davies, Ian Crawford (2014), Financial Accounting, Pearson Education, England</p> <p>Maheshwari, S. N. Financial Accounting (2001), Vikas Publication, New Delhi</p> <p>Pillai, R.S.N. and Bagavathi, Uma S. Practical Accounting Vol. 1(2006), S. Chand&amp; Sons, New Delhi</p> <p>Managerial Accounting First Edition, 2009, John Wiley &amp; Sons, Inc., by R. Balakrishnan, K. Sivaramakrishnan and G. Sprinkle. ISBN: 978-0-471-46785-44.</p> <p>Anthony Atkinson, Rajiv Banker, Robert Kaplan, &amp; Mark Young Managerial Accounting (5th Ed.) Pearson-Prentice Hall, New Jersey, 2007</p>



## Reference Reading

Module	Recommended Readings
Business Statistics	<p>Business Statistics, J.K. Sharma, Pearsons Education.</p> <p>Statistics for Management, Richard I. Levin &amp; Rubin, Pearson Education</p> <p>Quantitative Analysis for Management, Render and Stair, TMH</p> <p>Quantitative Business Analysis - Text &amp; Cases, Samul Bodiley</p> <p>Quantitative Methods in Business, Anderson , Thomson Learning.</p> <p>Business Statistics, S.P. Gupta &amp; M.P. Gupta, Sultan Chand and Sons.</p>
Psychology & Counselling	<p>Feldman, R.S. Understanding psychology. Latest Edition' McGraw Hill, NY</p> <p>Kalat, J.W. Introduction to psychology. Latest Edition- Wadsworth, USA</p> <p>Commonwealth of Australia ,2009. Australian guidelines to reduce health risks from drinking alcohol. NHRMC, Canberra.</p>
Financial Management	<p>Brigham E.F and Houston J.F(2014), Fundamentals of Financial management, Cengage Learning India Private Limited, New Delhi</p> <p>Pandey I.M.(2010 ), Financial Management. Vikas Publishing House Pvt Ltd Delhi, India.</p> <p>Van Horne &amp; Wachowicz. (2005). Fundamentals of Financial Management' 12th ed, Prentice Hall</p> <p>Richard A Brealey, Stewart C Myers, and Franklin Allen. (2008)' Principles of Corporate Finance. 9th ed, McGraw Hill</p>
Management Information System	<p>Laudon and Laudon, Management information Systems, Managing the Digital Firm, 12th Edition, Prentice Hall, 2012</p> <p>EFFYOZ, Management information Systems, 6th Edition, 2009</p> <p>Electronic Commerce - Principle and Practice by Hossein Bidgoli</p> <p>E-Business and E-Commerce Management by Dave Chaffey</p> <p>Beekman G (2005). Computer Confluence (6th Edition). Pearson Education: Upper Saddle River : New Jersey</p>



## Reference Reading

Module	Recommended Readings
Management Information System	<p>Williams B.K and Sawyer S.C. (2005). Using Information Technology (6th Edition)New York:McGraw Hill.</p> <p>Mcleod and Schell (2007) Management Information Systems (10th Edition)Pearson Education</p>
Business Law	<p>Business Law Today: Text and summarized Cases, Roger Leeroy Miller, CengageLearning,20t4,10ed.</p> <p>Business Law, Ewan Macintyre, Pearson, 2014, 7th ed.</p> <p>Business Law, Dr. Wickrema Weerasooriya, Postgraduate Institute of Management, 2013.</p> <p>Any scholarly article on above study areas: Research papers and publications on <a href="http://www.istor.org/">http://www.istor.org/</a> and / or <a href="http://on line.sagepub.com">http://on line.sagepub.com</a></p>
Operations Management	<p>William J. Stevenson, Operations Management, McGraw-Hill, I-Oth Edition, 2008.</p> <p>Richard Normann, Service Management - Strategy and Leadership in Service Business Wiley, 3rd Edition, 2001.</p> <p>Philip A. Vaccaro, Applied Management Science for Decision Making, (w/CD and DVD Pearson Learning Solutions, 1st Edition, 2011,</p> <p>Barry Render, Ralph Stair, Jr., Michael Hanna, Quantitative Analysis for Management person prentice-Hall, 11th Edition, 2011, (software CD included).</p> <p>Henry Hansmann (1996), "The Ownership of Enterprise", Harvard University Press</p>
Ethics & Corporate Governance	<p>Code of best practice on Corporate Governance (2008), The securities and exchange commission of Sri Lanka and the institute of chartered accountants of Sri Lanka</p> <p>Tricker B, 2012, Corporate Governance: Oxford University Press.</p> <p>Fernando A.C., 20L2, business ethics and Corporate Governance, 2nd edition, Pearson Education</p> <p>Wheelen T.L. and Hunger J.D.(2012)" Strategic Management and Business policy", 13th edition, Pearson</p>



## Reference Reading

Module	Recommended Readings
Ethics & Corporate Governance	Freeman Edward R. "Stakeholder theory of the business environment", General issues in business ethics, <a href="http://academic.udavton.edu/lawrenceulrich/Stakeholder%20Theory.Pdf">http://academic.udavton.edu/lawrenceulrich/Stakeholder%20Theory.Pdf</a>  Shukla M.c. A manual of mercantile law : Sultan Chand & company, New Delhi
Project Management	A Guide to the Project Management Body of Knowledge (PMBOK® Guide)-Fifth Edition, 2013, Project Management institute  Contemporary Project Management: Organize/Plan/Perform, , Kloppenborg T. J., 2012 Second Edition, South-Western  Project Management Moylor, Harvey (2012), 3'd Edition, Pearson Education Ltd., India (ISBN 978-81-7758-036-5)
Strategic Management	Johnson, G. & Scholars (2009), Exploring Corporate Strategy Text and Cases (seventh edition), Prentice Hall of India Private Limited, New Delhi, India.  Hunger, J.D. & Wheelan, T.L (2009), Strategic Management, Addison-Wesley Longman Inc



# Master of Science in Management

## COURSE FEE STRUCTURES

Item	Amount (Full Time / Part Time)	
	Military/Police/MOD	Civil
Tuition Fee	Rs. 310,000.00	Rs. 310,000.00
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
<b>Total</b>	<b>Rs. 330,500.00</b>	<b>Rs. 331,500.00</b>

### 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 examinations.
2. Course fee and other payments mentioned in above subject to change as per the University Board of Management decisions.



### How to Apply

A person who wishes to be a candidate of the Master's Degree 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.

### Contact Persons:

Course Coordinator (Academic)

**Dr Wasantha Premarathne**

PhD (SCM), MPhil (Econ), MA (Econ), BA (Econ) 1st Class, MILT

Tel : 0777 852 903

Email: wasantha@kdu.ac.lk

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Course Coordinator (Admin)

**Major Asanka Rathnayake**

MSc (DS) KDU

Tel : 0710219292

Email: rathnayakeraak@kdu.ac.lk

## Annexure

### 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.

