South Asian Institute of Technology and Medicine

Student Handbook

Faculty of Management and Finance

CONTENTS

1. INTRODUCTION

The history of Business/Management education at tertiary level in Sri Lanka dates back to early 1960s when the University of Peradeniya introduced Commerce as a subject in its curriculum under the department of Economics. However, management education grew up rapidly in several other Universities such as University of Sri Jayewardenepura, University of Colombo, University of Kelaniya compared to the University of Peradeniya later. The first Faculty of Management was established at the University Sri Jayewardenepura (Faculty of Management Studies and Commerce) in 1972. Since then almost all major State Universities have begun to offer various programmes and courses in Management and allied fields and set up their own departments and/or faculties.

Irrespective of the field of studies, until early 1980s university education was a public sector monopoly in Sri Lanka. However, it suffers from both an inability to meet the demand for university education in many fields and a failure to supply high quality education in many fields, compatible with global trends. Considering the inability of the state universities to absorb a reasonable number, due to the inability to expand the public university system, owing to fiscal constraints, it became essential to provide alternative higher education opportunities. In this context, since 1980s private sector slowly started moving into the unregulated higher educational market in the country mainly by way of organizing opportunities to obtain foreign university digress locally. Most of the instituteswho have organized such programmes failed to offer appropriate infrastructure fitting to a university campus and also they have failed in providing other basic facilities needed for a university campusand maintaining standards. In this context, the Ministry of Higher Education together with the University Grants commission started a process of recognizing degree awarding institutions in the island with the aim of regulating the sector and improving the quality standards of the education provided by these institutions.

Malabe campus of the South Asian Institute of Technology and Medicine (SAITM) started as a proper multi-faculty campus with all required basic facilities for a university campus in 2009. It has also obtained the status of approved degree awarding institution from the University Grants Commission, i.e. Ministry of Higher education. Currently there are four faculties namely; Faculty of Medicine, Faculty of Engineering, Faculty of Management and Finance, and Faculty of ICT and Media at SAITM. While working towards establishing quality local degrees, all faculties at SAITM have developed partnership with selected international counterparts from different parts of the world.

The Faculty of Management and Finance of the SAITM is one of the four major faculties of the Institute. Commenced under intense competition from over thirty degree awarding institutes operating in Sri Lanka other than main stream state universities, the Faculty began its academic work in July 2009, with only seven students who were admitted to follow the Higher National Diploma(HND) in Business Management of Edexcel, UK. The successful completion of the HND allows a student to proceed to the final year of studies in most of the British and Commonwealth universities. Accordingly, Faculty of Management and Finance developed a partnership with the Buckinghamshire New University, UK in order to facilitate its students' academic aspiration of completing a quality degree locally.

Subsequently, Faculty has introduced a SAITM Higher Diploma Programmein Business Management leading to the Business/Accounting Degrees of the Buckinghamshire New University, UK. Students those who complete the SAITM Higher Diploma Programme in Business Management are eligible to register for the Business/Accounting Degrees of the Buckinghamshire New University, UK. They can opt for doing the final year of their Degree locally at SAITMor at the main campus of Buckinghamshire New University, UK.

2. ABOUT THE FACULTY

Faculty of Management and Finance offers four bachelor degrees; Accounting and Finance, and International Management awarded by the Buckinghamshire New University (BNU). Faculty has organized its undergraduate prorgrammes at two stages. Initially students are enrolled in the two-year SAITM Higher Diploma in Business Management. Upon successful completion of the Higher Diploma, students are directly registered with the final year of the BNU Degree Programme. Literally, the Higher Diploma is the first two years of the Degree Programme. The advantage is that all students those who successfully completes the three years of studies at the Faculty of Management and Finance of SAITM will be eligible for a dual qualification; a Higher Diploma and a Degree.

Further, the Faculty is has recently launched a University Foundation Programme in order to provide a bridge between O/L and undergraduate studies. This programme goes well with those who have ceased their formal studies at the stage of O/L or have not been successful in their A/L studies. This is a programme ideally suit to late developers. Moreover, the Faculty wishes to move into the areas of Tourism and Hospitality Management, Entrepreneur Development, and Investment and Risk Management in the future.

Faculty maintains an open and lateral entry system, where studentswith part qualifications of other professional and academic programmes can enter at various intermediate levels. Moreover, Faculty entertains direct application to the final year undergraduate programme with approved partial/full professional and academic qualifications. Since the Faculty has gained a firm position in terms of finances, student numbers and quality of education, it intends to launch postgraduate and consulting programmes in the future.

3. VISION, MISSION AND OBJECTIVES OF THE FACULTY

Vision

The faculty of Management and Finance envisions providing a unique teaching, learning, training, and a research experience to its learning partners in a multi ethnic, multi religious, and multi cultural setting akin to South Asia.

Mission

The Faculty of Management and Finance will strive to offer a multitude of training and consulting programmes to make a wide cross section of learners mainly from the South Asian region to develop academically, professionally, and ethically so that they could be effective partners in progress of the region.

Broad Objectives

The objective of the faculty is to provide, through cooperation and strategic alliance, training, learning, research, and consulting needs of individuals and corporate bodies and nations in the Region. In fulfilling its objectives, Faculty pays special attention to the contemporary needs of the Sri Lankan society

4. ACADEMIC STAFF OF THE FACULTY

The academic staff of the Faculty consists of the following members.

Name	Title and qualifications
Prof. J. A. Karunaratne (Dean – Faculty of Management & Finance, SAITM)	Professor, Dean – Faculty of Management & Finance PhD, Regional Economics, Cum Laude Approbatur University of Vaasa, Finland BSc; MSc; DSc. (Econ)
Amila Chinthaka Kankanamge	Lecturer, BSc Hons (SJP), ICASL-Finalist, CTHE(UGC- Sri Lanka) MBA Candidate (Colombo)
M. Hiruni Savindi Perera	Lecturer BBM (Human Resource)(kel), MSc (International Business) (University of West London – UK)
Dhakshika Jayakodyarachchii	Lecturer MIT(Aus), B.Sc (Hons)(U.K), CTHE(UGC- Sri Lanka)
Shanika Wijenayake	Visiting Lecturer, BSc (Hons) (Industrial Management). MBA Candidate (Colombo)
Lasantha Wickramasooriya	Visiting Lecturer PhD Candidate, Colombo-Sri Lanka, MBA, PIM- Sri Lanka. Post Graduate Diploma in Corporate Management & Strategic Planning (Cyprus Institute of Marketing, Cyprus) PGDip in Marketing, Chartered Institute of Marketing-UK Advanced Diploma in Business Administration, Association of Business Executives-UK. *Fellow* , Chartered Institute of Marketing UK *Fellow*, Association of Business Executives, UK

Rakhitha Jayatunge	Visiting Lecturer LL.B, Colombo B.Sc (Honours) in Applied Accounting (Oxford Brooks)
Asitha De Silva	Visiting Lecturer MBA , Wales-UK MSc in Network Computing Monash- Australia. BSc.in Information Technology Guildhall- London International Advanced Diploma, NCC Certificate in AS 400 – IDM, Sri Lanka International Diploma in Computer Studies, NCC
S D G Jayasinghe	Visiting Lecturer MBA in Marketing , Worchester - Panama BBM in Marketing Kelaniya-Sri Lanka
W.I.A.W. Weerasinghe	Visiting Lecturer MSc in Business Management, SJP-Sri Lanka PGDip in Marketing Chartered Institute of Marketing,UK. BSc in Business Management, Sabaragamuwa-Sri Lanka
D.C. Parakrama Jayasooriya	Visiting Lecturer MA in Labour Studies, Colombo-Sri Lank PGDip inLabour Studies BMS, Open University-Sri Lanka Diploma in Management Open University-Sri Lanka Diploma in Personnel Management, NIBM-Sri Lanka Diploma in Computer studies, DP Aids computer services-Sri Lanka
A .w. Janitha c. Abeygunasekera	Visiting Lecturer MBA, PIM-Sri Lanka BBA in Finance, Colombo-Sri Lanka
V. G. Gamithri Gayana Karunasena	Visiting Lecturer MBA, PIM-Sri Lanka, BBA in Marketing, Colombo-Sri Lanka, ACMA, CIMA-London
D. R. Sisirakumara Hapuarachchi	Visiting Lecturer Masters in Taxation Policy and Management, Keio-Japan, B Com Special, Colombo-Sri Lanka, Certificate Course in Training Methodology National Institute of Public Administration-Malaysia, Diploma in Professional Diplomacy and World Affairs, The Bandaranaike International diplomatic Training-Sri Lanka, Diploma in English, Aquinas College, Sri Lanka
T. D. P. Jayamanna	Visiting Lecturer BA in English and English Language Teaching – Open University, Sri Lanka
Yeshan Vithange	Visiting Lecturer BSc (Financial Mathematics) University of Colombo , Sri Lanka

Moreover, Faculty is assisted by an Assistant Registrars and two technical personnel and two minor staff.

5. ACADEMIC PROGRAMMES

The Faculty of Management and Finance prepares students for two Bachelor's Degrees in Accounting and Finance and International Management awarded by the Buckinghamshire New University (BNU), UK. First two years of the programme have been organized as a Higher Diploma in Business Management while,in the final year, students are directly registered for the BNU Degrees. Further, Faculty conducts a separate university foundation programme for those who have not been successful in their A/L or for those who have not studied beyond G.C.E (O/L).

I. SAITM Higher Diploma in Business Management

i. Admission Requirement
a. Minimum of A/L (local/London) 3 passes in any stream or parallel professional/academic qualifications.
b. Good working knowledge in English

ii. Preparatory Courses
Accounting   : for those who have not followed Accounting as a A/Lsubject
General English   : for those who are not having sufficient working knowledge
                         in English)

iii. ProgrammeStructure

First Year

Course Code	Course Title	No of Hours	Credits	Type
BM 1201	Business Environment	30	2	core
BM 1202	Business IT	30	2	core*
BM 1203	Organizational Behavior	30	2	core
BM 1304	Business Mathematics	45	3	core*
BM 1305	Micro Economics	45	3	core
BM 1306	Principles of Management	45	3	core
BM 1307	Business English	45	3	core*
BM 1308	Marketing Management	45	3	core
BM 1309	Operation Management	45	3	core
BM 1310	Business Law	45	3	core
BM 1412	Financial Accounting	60	4	core*
BM1413	Cost and Management Accounting	60	4	core*
BM1314	Communication and Presentation Skills	30	3	Core

*There shall be additional tutorial classes or practical/lab hour for these courses

Second Year

Course Code	Course Title	No of Hours	No. of Credits	Type
BM 2201	Business Communication	30	2	core
BM 2302	Human Resources Management	45	3	core
BM 2303	Economic Analysis	45	3	core
BM 2304	Financial Management	45	3	core*
BM 2305	Statistics	45	3	core*
BM 2206	Academic Writing	15	2	core
BM 2307	Advanced Management Accounting	45	3	core
BM 2308	Supply Chain Management	45	3	optional
BM 2309	Taxation	45	3	optional*
BM 2310	International Trade and Marketing	45	3	optional
BM 2311	Auditing and Assurance	45	3	optional
BM 2312	Brand Management	45	3	optional
BM 2314	Computing and Business Innovation	45	3	optional
BM 2315	E-Business (BM)	45	3	optional
BM 2216	Financial Reporting and Analysis	30	2	optional
BM 2317	Professional Practices	30	2	optional
BM 2217	Independent Project		4	optional†

*There shall be additional tutorial classes or practical/lab hour for these courses.

† Students are supposed to work independently under the guidance of a supervisor.

iv. Credit Requirement*

First Year	38 credits	Core Courses
Second Year	19 credits	Core Courses
	11 credits	Optional Courses
Total Credit Requirement	**68 credits**	

*One credit is equivalent to minimum of 15 contact hours

v. Evaluation

a. Allocation of Marks:

Continuous Assessments	40%
End-semester Examination	60%

b. Grading

Student grading in each course unit is decided based on the overall performance of both continuous assessment component and the end-semester examination. The continuous assessment component of any course unit is typically comprised of several assignments such as off-campus projects, presentations, lab work, class room tests and quizzes. In any given semester, students may have to fulfill number of individual as well as group projects under

different course units. End-semester examinations are comprised of mini case studies, problem solving situations, both structured and open ended essay questions. Finally students are evaluated according to the knowledge and various skills that they have demonstrated through different components of the evaluation process.

Demonstrated attributes	Grade	Marks
Student demonstrates a very high level of new knowledge acquisition through multiple sources, and strategic thinking in the application of acquired knowledge in managing an organization. He/she brings in novel and innovative ways of problem solving. He/she communicates with high level of clarity and explicitness	A+	85-100
Student demonstrates a very high level of new knowledge acquisition through multiple sources, and the useful application of such concepts in managing an organization. He/she communicates with high level of clarity and explicitness	A	70-84
Student demonstrates a reasonably high level of new knowledge acquisition through multiple sources, and the useful application of such concepts in managing practical situations. He/she communicates with fairly high level of clarity and explicitness.	A-	65-69
Student demonstrates gathering new knowledge through multiple sources, and the ability to transform the concepts into business decisions. He/she communicates with clarity and explicitness	B+	60-64
Student demonstrates aconsiderable new knowledge about the concepts akin to the unit. He/she communicates with clarity and explicitness	B	55-59
Student demonstrates an appreciable new knowledge about the concepts akin to the unit. He/she communicates with clarity and explicitness to some extent.	B-	50-54
Student demonstrates some new knowledge about the concepts akin to the unit. He/she communicates with average level of clarity and explicitness.	C+	45-49
Student demonstrates some new knowledge about the concepts akin to the unit. He/she communicates with below average level of clarity and explicitness.	C	40 – 44
Student demonstrates that he/she has not adequately grasped the concepts and needs further improvements	D+	35-39
Student demonstrates that he/she has not grasped the concepts and needs repetition of the course unit	D	25-34
Student demonstrates that he/she training is very unreliable and needs repetition of the course unit	E	24 or below

Students are expected to complete continuous assessment(s) and the final written examination for each and every course unit.

vi. Delivery of Course Units

Most of the first year course units are taught mostly as class room teaching, lab sessions and discussions. In the second year, self/group studies, seminars, and field visits wherever relevant are supplemented with classroom teaching and discussion.

vii. Grade Points

Range of marks	Grade	Grade Point value
85 – 100	A+	4.5
70 – 84	A	4.0
65 – 69	A-	3.7
60 – 64	B+	3.3
55 – 59	B	3.0
50 – 54	B-	2.7
45 – 49	C+	2.3
40 – 44	C	2.0
35 – 39	D+	1.5
25 – 34	D	1.0
0– 24	E	0.0

viii. Awarding Criteria

a. The following schedule shows the criteria for the award of the Higher Diploma in Business Management.

Criteria	Grade
i. A student who earns the minimum credit requirement set in <u>section 5. I. iv</u> and secures a minimum overall grade point average of 2.2 or above is eligible to receive the Advanced Diploma in Business Management. Such students are not allowed to have more than 3 D (D+ or D) grades.	*Pass*
ii. A student who earns the minimum credit requirement set in <u>section 5. I. iv</u> and secures a minimum overall grade point average of 3.2 or above is eligible to receive the Advanced Diploma in Business Management with a Distinction Pass. Such students are not allowed to have more than one D (D+ or D) grades.	*Merit pass*
iii. A student who earns the minimum credit requirement set in <u>section 5. I. iv</u> and secures a minimum overall grade point average of 3.6 or above is eligible to receive the Advanced Diploma in Business Management with a Distinction Pass. Such students are not allowed to have D (D+ or D) grades.	*Distincti on pass*

b. If a candidate has completed more than the required minimum number of optional courses, i.e. credits, the courses with higher grade points shall be considered for the computation of his or her overall grade point average.

c. The overall grade point average earned by a candidate shall be decided by taking the weighted average of the all grade points obtained by the candidate all the course units taken subject to the close b above.

II. Buckinghamshire New University (BNU) Degree programmes

i. Introduction

Faculty of Management and Finance at SAITM prepares students for the Business and Accounting Degrees of the Buckinghamshire New University (BNU), UK. Those who have completed SAITM Higher Diploma in Business Managements are eligible to register for the final year of one of the four degree programmes listed under section ii below. Further, those candidates with approved professional/academic qualifications are also eligible to register for the final year of these Degree Programmes.

ii. Degree Programme and Courses

Student can select one of the following four special degree programme in their final year. However, the institution has right to not to offer any specialization in a given year if the demand for the particular specialization is deemed to be not sufficient to run the programme economically viable manner

Specialization Area	Specialization Area
B.Sc. (Hons) in Accounting and Finance	• Strategic Management • Financial Reporting & Management • International Finance • Internet Quality And Innovation
BA (Hons) in International Management	• Strategic Management • Global Marketing Management • International Finance • International Business

All the above Degree Programmes are governed in terms of the By-Laws and regulations of the Buckinghamshire New University, UK.

III. SAITM University Foundation Programme (UPF)

i. Introduction

SAITM works in collaboration with key partners in various places around the world to deliver in-country university foundation programme that helps students prepare themselves for undergraduate studies of reputed foreign universities at SAITM or at respective overseas campuses. SAITM's Certificate of University Foundation provides a bridge between General O/L and undergraduate studies. Upon successful completion of this programme, students may enter to the SAITM Higher Diploma in Business Management leading to the Accounting/Business Degrees of the Buckinghamshire New University of UK offered at SAITM or the first year of number of partner universities in Australia, UK and several other counties.

ii. Admission Requirements

- Entry age: must be a minimum of 16 years of age at time of entry

- Minimum entry qualification: should have passed GCE (O/L). Parallel foreign qualifications will also be considered. This programme ideally suits to those who have sat GCE (A/L) in any stream but have not been successful.

- SAITM University Foundation Programme is taught in English and therefore applicants may also be subject to an entry test of English before an offer can be made. Students who lack adequate ability in English language may be required to attend a pre-UFP academic English course before starting the UFP and sometimes continue with additional classes of English while on the course.

- Students not possessing the required entry qualifications can arrange to undertake preliminary studies at SAITM. We will advise on this upon application. In some cases it may be possible to begin the University Foundation Programme and undertake additional studies simultaneously.

iii. Why should you join SAITM University Foundation Programme

a. Learn the skills necessary to be a successful university student and be better prepared for your life overseas, i.e. university in Australia, UK etc. before you leave home.

b. Improve your English language skills, which is critical to your success at university overseas.

c. Save costs by completing a part of your studies in your country before you continue studying overseas.

d. The SAITM University Foundation Programme allows entry into a range of leading universities in Australia, UK and several other counties.

e. The SAITM University Foundation Programme also provides pathways to the Accounting and Business Degrees of the Buckinghamshire New University of UK offered locally at SAITM campus.

vi. Programme Structure

The SAITM University foundation programme has been designed to provide the students with required skills and disciplinary rigor required for successful undergraduate studies at any university. The duration of the programme is one academic year which is divided into two semesters.

Courses in Semester I

UPF 101	Introductions to Computing
UPF 102	English
UPF 103	Social Studies and Current Affairs
UPF 104	Applied Mathematics

Courses in Semester II

UPF 201	Accounting
UPF 202	Economics
UPF 203	Communication Skills
UPF 204	Business Organization

ix. Evaluation

a. Allocation of Marks:

Continuous Assessments	40%
End-semester Examination	60%

b. Grading

Student grading in each course is done based on the overall performance of both continuous easement component and the end-semester examination. The continuous assessments of any course unit are typically comprised of several assignments such as presentations, lab work, class room tests and quizzes. End-semester examinations are basically comprised of, problem solving situations, and both structured and open ended essay questions. Finally students are evaluated according to the knowledge and analytical, problem solving, and presentation skills that they have demonstrated through different components of the evaluation process. The schemeof grading is given below:

Marks	Grades
90-100	*A+*
75-89	*A*
65-74	*B+*
55-64	*B*
40-54	*C*
39 – 25	*D*
24 or below	*E*

Students are expected to complete continuous assessment(s) and the final written examination for each and every course unit.

viii. Awarding Criteria

A student who secure a "*C*" or above grades for all semester I course units and "*C*" or above grades at least for three course units in semester II and secure at least a "D" grade for the remaining course unit shall qualify to receive the SAITM University Foundation Certificate.

6. EXAMINATION RULES AND PROCEDURE

i.   An academic year consists of two semesters (6 months each). Students are examined through continuous assessments (40 marks) and a final examination (60 marks).

ii.   All assessments are prepared by the lecturer, moderated by an internal/ external moderator. All continuous assessments are conducted by the course facilitator (with the assistance of the Dean's office if necessary) and end-semester examinations are conducted by the Registrar of the Institute.

iii. Students must have at least 80% attendance for class room work and achieve the required pass mark for continuous assessments. The 80% attendance requirement may be waived off for medical or other reasons acceptable to the Faculty Board.

iv.   In relation to end-semester examination, all candidates must submit specified forms of applications perfected by him/her and recommended by the respective facilitator/s of the course unit/s and finally approved by Dean of the Faculty.

v.   The result for a course unit is determined on the basis of the marks of the written examination and the marks of the continuous assessments. Additional requirements, such as attendance may be taken into account in the determination of the result. The method of assessment of each course unit will be announced at the beginning of the course unit.

7. EXAMINATION IRREGULARITIES

i. A student who is suspected of committing an examination irregularity in the examination venues shall be treated as follows:

a) the relevant invigilator shall call in the Chief Invigilator, or another invigilator as an additional witness to attend the irregularity;

b) the student's answer book and any unauthorized material shall be confiscated and handed over to the Examinations Office;

c) the student shall be provided with a new answer book to complete the rest of the examinations (without any additional time);

d) the student shall be requested to submit a written statement, to put his/her case;

e) the invigilators shall submit statements and particulars of the alleged irregularity;

f) the statements and the confiscated material shall be referred to the Examinations Office;

g) a sub-committee of the Disciplinary Committee shall examine the case within 5 working days and submit decisions to the council for appropriate action.

ii. A student found guilty of an examination irregularity shall be deemed to have failed the relevant course unit and may be subjected to further penalties on the recommendation of the sub-committee of the disciplinary Committee.

iii. A student found not guilty of the alleged irregularities shall have the right to special examination, in the relevant paper(s).

iv. Plagiarism: Plagiarism is intellectual theft in the sense that another person's creative work, composition, and ideas are appropriated by another person without permission and without proper acknowledgement of the original source. It constitutes serious academic fraud. Furthermore, it involves among other:

a) Copying without quotation marks or paraphrase without acknowledgement from someone else's writing;

b) Using someone else's facts or ideas without acknowledging them;

c) Submitting assignments for one course that the student had submitted for credit for another course or course unit without the expressed permission of the lecturers.

8. FACILITIES: AN OVERVIEW OF THE SAITM STUDENT SUPPORT SERVICES AND WELFARE ACTIVITIES

SAITM with its motto "Education with Character" endeavors to create an ambience where students have the required support services to achieve it. In order to facilitate this, SAITM have provided the state of the art facilities ranging from well equipped classrooms, a rich library to the high-tech facility of the Moodle (Learning Management System) along with other supportive services such as: scholarships and facilitation of financial support.

I. Library

The library strives to achieve the following through its collections, facilities, personnel and services;

- Fulfill the instructional and research needs of readers; undergraduates as well as academic staff members.

- maintain an environment conducive to academic use of information resources

- Support the teaching and educational functions by strengthening the collection related to subject curriculum and user education programmes

i. Library Orientation And Bibliography Instruction

The SAITM Library staff provides orientation sessions as well as bibliographic instruction to library users. Initial comprehensive orientation to library services and resources are given to first year students regarding library resources, how to use the library and rules and regulations of the library.

ii. Membership and Registration

The following persons are eligible for the Library membership

- Registered internal undergraduate students
- Members of the permanent academic staff
- Members of the temporary academic staff
- Members of the permanent non academic staff

Visiting lecturers and permanent non academic staff are permitted to use only the library reference facilities.

iii. Borrower Confidentiality

The library staff will not disclose information regarding any reader's circulation record,(if not for official purposes) i.e., what materials are checked out to whom. If a book is urgently needed, the staff will attempt to contact the reader about returning the item.

iv. Loan Periods and Returns

Slips with due date are given to the reader upon checkout. Students may check out 02 books. Academic staff members may check out 05 books. Audio-visual materials may be checked out by academic staff members only. Students may use these materials in the multimedia Room of the library. Materials must be returned to the Circulation Desk during library hours.

v. Rules And Regulations within the Library

- The library does not permit telephone conversations within the library. Cell phone conversations should be conducted outside the library without disturbing other readers.
- Use of food and drink products and smoking by students, faculty, or staff members is strictly prohibited within the library.
- Bags, Handbags, umbrellas, hats etc. are not allowed to be taken in to the library.

- Students' are not allowed to bring in their own textbooks into the library. The student reading area in the Lobby of the Main Building is allocated for this purpose.

vi. Classification and Cataloguing System

The SAITM Library's collection is classified using the Dewey Decimal Classification system (22nd ed.) which is an international, standard subject based classification system. The only exceptions are periodicals, which are arranged alphabetically by title. Anglo American Cataloguing Rules (AACR II) is used to catalogue all the information resources acquired to the SAITM library.

vii. Online Public Access Catalogue (OPAC)

The SAITM Library's collection is managed through the online catalogue, through Library Management System (LMS). The library is able to manage its acquisitions, cataloging, circulation, and public access using this system. After library materials are classified using the Dewey Decimal Classification System, the bibliographic records are entered into LMS following AACR II for cataloguing rules. All materialsadded to the SAITM Library's collection can be searched through the Online catalogue where all the bibliographic records are entered to the online catalog (LMS),ensuring that the records meet international bibliographic standards. A separate manual is used for following data entry guidelines and rules. Reader community can search the library catalogue through http://saitmsvr:82/LMS

viii. Categories of Information Resources

a. Loan Categories

Information Resources are categorized in to four types for the loan purposes. The Librarian determines the loan category depending on the price, availability of copies, faculty and the student demand.

R	- Permanent reference not to be removed from the library
R	- Overnight reference only. These books are issued after 2.30 p.m and should be returned before 10.30 hours next day.
LEN	- Issued only for three days.
TL	- Issued only for academic staff members.

b. Locations

For shelving and organizational purposes, following locations are used.

ENG	- Books recommended by Faculty of Engineering
MD	- Books recommended by Faculty of Medical sciences
IT	- Books recommended by Faculty of Engineering, Department of IT books
CM	- Books recommended by Faculty of Communication and Media
MGT	- Books recommended by Faculty of Management
FI	- Fictions

ix. Opening Hours

Week days   8.30a.m to 4.30 p.m.

Weekends   8.30 a.m. to 12.30 p.m.

Mercantile and Poya Days – Closed

x. Library Services & Facilities

- Lending Section
- Reference section
- Periodicals Section
- Computer section & internet facilities
- News paper unit
- News Paper cutting
- Exam Paper unit
- Lechers' Note collection
- Reading room and study rooms
- Multimedia room
- Copiers and printers

xi. Security

A Library staff member will check the in and out processes.

II. Other Facilities

▪ **Access to Free wi-fi zone**

The University Campus Network provides full IT services and facilities such: as email, access to the Internet, academic and administrative applications, student information system plus research support services. Students can access the Internet and intranet wirelessly anywhere on campus.

▪ **Moodle : Learning Management System**

Our Learning Management System-Moodle, provides our student as well as our lecturers and visiting staff the facility of managing lecture notes, assessments uploading and online feedback provision, scheduling extra lectures, etc. Please visit **203.94.92.35/moodle/** for more details and evidences.

▪ **Technical Services**

The University's Technical Service section provides freeprinting, and audio-visual services to staff, depending on the purpose for which the service is needed. Audio-visual facilities such as: overhead projectors, slide projectors, movie projectors, video equipment and others are available for lectures, seminars and conferences. The Printing Office prints a wide range of publications from lecture materials,student handouts, and research books by staff, other publications, and administration printing needs.

- **Student Counseling**

The counseling service is aimed to help students address personal or emotional problems that get in the way of having a good experience at SAITM .Counseling can be of benefit for many different kinds of problems that can affect students' college life and their overall well being. Among the range of emotional, cognitive, interpersonal and situational problems students may come for individual counseling to get help cope with unreasonable and unhealthy levels of stress, anxiety, depression, emotional distress, lacking energy, lacking in confidence, isolation, and frustration in their lives. We offer both individual and group counseling services with the aims of enabling students to enhance their lives.

- **Reading Area**

An area of 10,000 Sq.ft is allocated for the students for use as a reading are on the 1st and 4th floors.

- **i-Mac Computer Laboratory**

A laboratory with 30 iMac computers are available with Internet facility and three IT labs with 72 high-end pc's backed by a fiber optic backbone catering to the modern video conferencing needs.
This facilitates foreign partners to deliver lectures online over the Internet.

- **Common Room/ Recreation Area**

A recreation area with access to Free Wi-Fi zone in available there on the ground floor in the main building. This area has the capacity for 200 students at a time.

- **Sports Complex**

An area of 10,000 Sq.ft below the ground floor and another area on the 5th floor is allocated for indoor games. Financial support is also provided for sport activities at SAITM

- **Cafeteria**

The main canteen is located on the ground floor, easily accessible from the academic and administration wings with the capacity to accommodate approximately 300 students at a time.Wholesome meals are provided throughout the day for staff and students.

- **Shuttle Service**

Campus operates a shuttle service between Students hostels at Thalahena through Malabe to SAITM. It also provides a shuttle service from Kaduwela to SAITM.SAITM has also negotiated with the Kaduwela Pradeshiya Saba to operate a separate bus service from the hospital to Town Hall for the convenience of patients, staff and students.

- **Car Parks**

03 car parks are available for students, academic staff and visiting lecturers separately to facilitate parking with security.

- **Medical Centre**

A well equipped medical center is located on the 1st floor for all emergency care coverage.

- **Security**

A Security service is provided on the Campus to ensure a safe and sound environment for the students.Security offices are located at each entrance of the Campus premises. Each floor of the main building has a security officer round the clock.

- **Accommodation**

The Campus provides board and lodging in luxury houses for students at F & G Housing complex Thalahena. This Housing Complex has all basic facilities and includes a swimming pool and sports complex. Further, SAITM provides accommodation facilities in collaboration with: Queens Hostels, Serene Hostels and Sumico Lanka Hostel Malabe. For more details please visit http://saitm.edu.lk/facilities_saitm.htm

9. STUDENT DISCIPLINARY COMMITTEE

The Student Disciplinary Committee will be chaired by the Proctor and shall consist of the Vice Proctor and Marshals. All Student Disciplinary matters will come under the committee and will be conducted according to the rules and regulations stipulated in the Code of Conduct and student dress code. Student matters pertaining to misconduct or examination offences shall be shall also be referred to the Student Disciplinary Committee. The Registrar shall officiate as the secretary to the Committee and any documentation pertaining to such matters shall be under the custody of the Registrar. The decisions of the Students Disciplinary Committee will be submitted to the Council for the Final decision. All Final decisions pertaining to Student Discipline shall be under the signature of the Vice Chancellor.