

Student Handbook

**Degree of Bachelor of Science
Honours in Facilities Management**



**Department of Facilities
Management**

University of Moratuwa

Disclaimer

This handbook is provided solely as a guide. It is prepared with the information available at the time. It is important to learn any changes to relevant regulations.

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PREFACE

This student handbook provides information for students who are pursuing Degree of Bachelor of Science Honours in Facilities Management at the Department of Facilities Management, Faculty of Architecture, University of Moratuwa, Sri Lanka.

This handbook will serve as a guide for undergraduate students and academic staff, to appreciate and comply with the rules and regulations stipulated by the Senate and the Council of the University of Moratuwa as well as the implementation procedure.

All undergraduate students are advised to read this handbook carefully and use the given information to complete their degree programme successfully and timely. Any changes (Senate decisions) from this handbook will be further notified when available. In order to maintain the quality of the degree programme, students are expected to follow the standard procedures of the department.

MESSAGE FROM HEAD OF THE DEPARTMENT



Facilities management is a broad and novel profession. It encompasses many areas such as space management, building performance, building services, health, safety and environment, sustainability, energy, waste, finances, service contracts, and procurement, ensuring the effective operation of buildings and infrastructures. Therefore, facility managers have to play a vital role in managing the built environment that supports the core business of organisations. Owing to this vast spectrum of scope, facility managers are expected to face many challenges and are required to deliver creative and innovative solutions with greater sustainability.

The vision of the Department of Facilities Management is to be the centre of excellence leading education and research in the disciplines of Facilities Management, nationally and internationally.

I welcome you to the Department of Facilities Management.

The Degree of Bachelor of Science Honours in Facilities Management programme offered by the Department is a four-year full-time programme. It is designed to develop the necessary competencies and skills required to produce a professional facility manager who can work in various industries locally and internationally. Learning outcomes of the programme are achieved through activity-based teaching coupled with comprehensive assessment schemes. The degree programme has been accredited by the Royal Institution of Chartered Surveyors since 2006 and by the International Facility Management Association since 2020. Therefore, the BSc (Hons) in FM degree programme falls in line with the facilities management education in more developed countries.

The Department provides the maximum support ensuring a thriving environment for teaching and learning. I wish you a pleasant and successful time throughout your stay in the Department. Along with the staff of the Department, I believe you all will become the competent facility managers that you are determined to become.

Prof. (Mrs.) Nayanthara De Silva
Head – Department of Facilities Management

WHAT IS FACILITIES MANAGEMENT & WHO IS A FACILITY MANAGER?

Facilities management is the coordination and management of the physical and technical functions of a building or organisation. It is an integrated approach to operating, maintaining, improving and adapting its environment to support the primary business objectives. The goal of facilities management is to ensure that the organisation's physical environment is safe, efficient, and comfortable for employees and visitors.

A facility manager is the professional responsible for the overall management and coordination of these functions. They are responsible for ensuring that the organisation's facilities are running smoothly and efficiently and that any issues are promptly addressed. This includes managing budgets, coordinating with outside vendors, and overseeing the work of other facilities management staff. Facility managers also play a key role in ensuring compliance with health, safety, and environmental regulations. They may work in a variety of different settings, such as office buildings, hospitals, schools, and industrial facilities.

Overall, facilities management is a critical component of any organisation, and facility managers play a vital role in ensuring that the organisation's physical environment supports the organisation's mission and goals.

INTRODUCTION TO THE DEPARTMENT

The Department of Facilities Management at the University of Moratuwa was founded in 2022. The undergraduate programme leading to Degree of Bachelor of Science Honours in Facilities Management commenced in 2006 in the Department of Building Economics, in order to cater for the worldwide demand of the Facilities Managers. The programme aims to produce professionals who will be capable of managing facilities in the built environment. The graduation of the first cohort of Facilities Management students was in the year 2010. After the successful enrollment of 16 batches of Facilities Management undergraduates, The Department of Facilities Management welcomes its first batch of Facilities Management graduates in 2023. The office of The Department of Facilities Management is located on the 4th floor of Sumanadasa building.

The Degree of Bachelor of Science Honours in Facilities Management programme received Royal Institution of Chartered Surveyors (RICS) accreditation in 2006 and International Facility Management Association (IFMA) accreditation in 2020.



VISION & MISSION OF THE DEPARTMENT

The department's vision and mission are:

Vision

To be the centre of excellence leading education and research in the disciplines of Facilities Management, nationally and internationally

Mission

Driven by.

- Developing knowledge, skills, intellectual, analytical and critical thinking abilities in performing disciplines of Facilities Management
- Conducting high-impact research to enhance the boundaries of knowledge through innovative approaches
- Contributing to scientific, technological, socio-economic advancement and sustainable development of the society

PROGRAMMES OFFERED BY THE DEPARTMENT OF FACILITIES MANAGEMENT

- Degree of Bachelor of Science Honours in Facilities Management
- MSc taught programmes
- MSc with Major Component of Research – Research Degree (in Collaboration with Faculty of Graduate Studies)
- MPhil – Research Degree (in Collaboration with Faculty of Graduate Studies)
- PhD – Research Degree (in Collaboration with Faculty of Graduate Studies)
- Short Courses / Certificate programmes

OBJECTIVES OF THE PROGRAMME

- Emerge as a competent professional advocating innovation and creativity in Facilities Management .
- Able to effectively work as an individual and a member of diverse and multi-disciplinary teams.
- Possess skills needed to be at the forefront of advances in Facilities Management related processes and technologies.
- Be environmentally and socially responsible individuals by adhering to ethical principles and professional standards.
- Continue life-long learning on continuous improvement and professional development through professional certifications, memberships, postgraduate studies and research.

ACCREDITATIONS

The Degree of Bachelor of Science Honours in Facilities Management degree programme has been also accredited by the

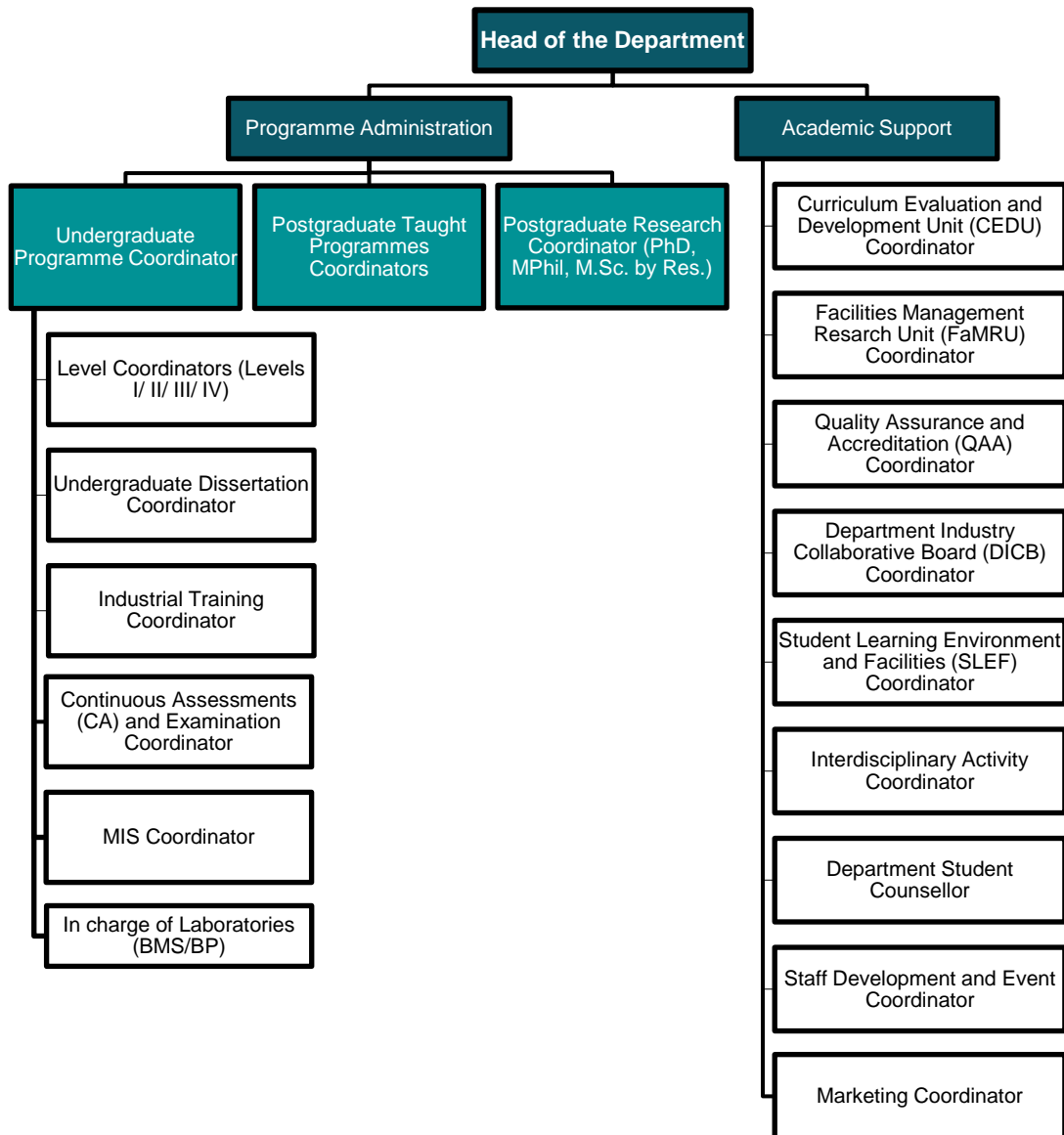
- Royal Institution of Chartered Surveyors since the year 2006
- International Facility Management Association since the year 2020



DEPARTMENT PROFILE

Academic & Administration Structure

The following diagram illustrates the Academic and Administrative Structure.



The programme is administrated under the supervision of the Head of the Department while the Degree of Bachelor of Science Honours in Facilities Management programme comes under the overall supervision of the Undergraduate Coordinator. The level coordinators who are appointed for each level of the programme report directly to the Undergraduate Coordinator. Members of the senior staff have been assigned as subject-stream coordinators depending on their teaching and research interests.

Specific panels consisting of members of the academic staff have been appointed by the Head of the Department for coursework moderation, examination moderation, dissertation moderation and review, industrial training assessment and conducting coursework and dissertation viva. The DICB coordinator of the Department coordinates the industrial training

programme with the Industrial Training Coordinator of the Faculty, The National Apprentice and Industrial Training Authority (NAITA) and the training organisations.

The interdisciplinary Activity Coordinator, Department Student Counsellor, Events Coordinator and Marketing Coordinator supports the Head of the Department in numerous ways in day today activities. The skills offered by the internal staff are complemented and supported by a team of visiting staff including members of the other universities and leading practitioners from the industry. Non-academic staff provides coordination and enthusiastic support to carry out academic work in the Department.

External Examiners



The annual external examiners' visitation is an effective mechanism for reviewing the programme. This fulfils one of the conditions of RICS that the programme should have both foreign and local external examiners approved by the institution. The Department maintains the standard that one of the external examiners is an international eminent academic and one reputed local industry practitioner. External Examiners critically analyse the performance of the students and the programme of the preceding year during their annual visit to the Department. Towards the end of visitation, the examiners jointly submit a report on the overall performance and directions for programme improvement.

Facilities Management Research Unit (FaMRU)

FaMRU is the Research Unit of the Department of Facilities Management, University of Moratuwa. The aim of forming FaMRU is to open up a platform to promote research activities within the Department. Further, it promotes the following;

- Encourage research led teaching
- Attract PhD, MPhil and MSc by Research candidates
- Nurture, facilitate and promote staff and student research publications
- Foster research culture through monthly research colloquium
- Establish research collaborations with local and international partners
- Undertake national, international and multi-disciplinary research projects
- Allocate time, space and other facilities to support research activities

The major portion of FaMRU's research is distinctive within the Facilities Management and related disciplines. FaMRU currently consists of six research groups with an international advisor, an internal advisor, and a group coordinator. Each group is currently progressing, especially in applying for research grants from local institutions and identifying opportunities for international collaborative research projects.

Research groups are;

- Circular economy, waste and emissions management
- Occupational safety and health management
- Climate change impacts and disaster resilience
- Digital facilities and technologies
- Real estate and asset management
- Energy behaviour and management in buildings

FaMRU Research Colloquium is one of the major research activities undertaken by the Department to enhance its research culture. This is a monthly seminar held within the Department where an academic member of the Department or a guest outside of the University gets an opportunity to present and disseminate his/her research.

Symposiums, Seminars, Site Visits, Workshops & Guest Lectures

The Department is highly involved in events aimed at promoting the Facilities Management profession in the industry. Since 2006 the Department has finalized a series of public seminars/symposiums that seek to harness the talents and energies of the students in providing a "real life" situation in which the students are required to put into practice the theoretical knowledge they have gained from the lectures.

The symposium on "Value Addition of Facilities Management and Quantity Surveying for Economic Development" was held on 11th June 2009 at BMICH in order to introduce the new Facilities Managers to the industry as well as to uphold the QS profession.



FM Forum on “Gear up for FM... Cheer up for success” was held on the 01st of August 2014 at Havelock City Club House to promote the Facilities Management profession in Sri Lanka.



In celebration of 10 successful years since the inauguration of the Degree of Bachelor of Science Honours in Facilities Management Programme, “FM Symposium 2016: Expanding Horizons” was finalized by the Department of Building Economics with the support of the FM graduates. The event took place on 25th November 2016 at OZO-Colombo. The purpose of the symposium was to promote the capabilities of FM graduates among potential employers in the industry to increase job opportunities.

Frequent site visits (at least one site visit per semester) are arranged by the Department to enhance practical knowledge of various special facilities such as airports, labour, power plants, and waste management plants are few to name such.



Seminars have been introduced into the programme to allow the presentation and discussion of topics of special interest for groups, a whole batch or even a few batches. During seminars, students and members of staff (in-house, visiting and guest lecturers) would make interactive presentations. Specially designed workshops are conducted for level I students in order to enhance technical skills.

In addition, guest lecturers are arranged to give students knowledge on specific topic areas. Various local and foreign practitioners as well as academics contribute to these lectures providing students with exposure to both local and foreign industry practices.

Awards

In order to encourage and promote excellence in undergraduate education, awards are offered to the undergraduates of the Degree of Bachelor of Science Honours in Facilities Management programme.

- Gold Medal for the Facilities Management Graduand who has obtained the highest Overall Grade Point Average of 3.8 or above at the Degree of Bachelor of Science Honours in Facilities Management examinations.
- Award for the graduand who has obtained the highest marks for the dissertation of over 70% which is submitted for the completion of Degree of Bachelor of Science Honours in Facilities Management.



In addition, the University holds the annual Awards Ceremony and Colours Night to recognise and appreciate academic and non-academic related outstanding performance of both staff and students.



INTRODUCTION TO THE DEGREE PROGRAMMES

The Department of Facilities Management offers a four-year programme, Degree of Bachelor of Science Honours in Facilities Management, which covers the total management of all services that support the core activities of an organisation.

The degree programme focuses on problem-based and industry-focused learning, 24 weeks of industrial training and a supervised research dissertation. In addition to the knowledge imparted by way of lectures, this programme emphasises acquiring practical skills. Further, the degree programme is underpinned by a wide range of external contacts which are used extensively for projects, work experience placements, research projects and consultancy.

ENTRY REQUIREMENTS & TARGET ENROLMENTS

In order to be eligible for the programme of study in Facilities Management, candidates should have fulfilled the relevant minimum qualifications indicated under one of two categories at the G.C.E. Advance Level Examination.

Category (A)

Should have obtained at least 'S' grades in Chemistry, Combined Mathematics and Physics

Category (B)

Should have obtained at least 'S' grades in Business Studies, Economics and Accounting or two subjects including Accounting from the above Category (B) and the other subject from the following subjects.

Agricultural Science

Geography

German

Combined Mathematics

History

Political Science

English

Logic & Scientific Methods

French

Physics

Information & Communication Technology

In addition to fulfilling the minimum requirements under one of the above two categories, the candidates should also have obtained at least a Credit Pass (C) in English, a Credit Pass (C) in Mathematics and a Credit Pass (C) in Science at the G.C.E. Ordinary Level Examination.

The annual enrolment to the FM degree programme is 81.

ACADEMIC PROGRAMMES

Introduction to the Programme

The Degree of Bachelor of Science Honours in Facilities Management is a four-year full-time degree programme. It consists of a pre-academic program of 4 weeks followed by;

1. A programme extending over eight academic semesters,
2. A 24-week industrial placement and
3. Individually supervised research dissertation.

In every level, there are two semesters with approximately 20 weeks each. Each semester comprises a wide range of subjects and various assessment methods have been employed to evaluate the undergraduates' performance.

**PERFORMANCE CRITERIA FOR THE
DEGREE OF BACHELOR OF SCIENCE HONOURS IN FACILITIES MANAGEMENT**



**PERFORMANCE CRITERIA FOR THE
DEGREE OF BACHELOR OF SCIENCE HONOURS IN FACILITIES MANAGEMENT**

**AT THE
DEPARTMENT OF FACILITIES MANAGEMENT
FACULTY OF ARCHITECTURE
UNIVERSITY OF MORATUWA
SRI LANKA**

Effective from the 2022 Intake

1. ADMISSION

1.1 Admission Requirements

- 1.1.1 The admission requirements to the Degree of Bachelor of Science Honours in Facilities Management (abbreviated BSc Hons (FM) are determined by the University Grants Commission (UGC) in accordance with the government policy on university admissions.
- 1.1.2 Only full-time students are admitted to this programme.

1.2 Provisions to Transfer from another University

- 1.2.1 The Faculty of Architecture may allow a student admitted by the UGC to a similar programme in another Faculty in a National University in Sri Lanka, to transfer to the University of Moratuwa, when vacancies arise in the Degree programme after the completion of at least one Semester of the programme.
- 1.2.2 Only students with an overall standing of a Cumulative Grade Point Average (GPA) of 3.6 or more would be considered for transfer.
- 1.2.3 Such transfers, which should be forwarded through the UGC, require the approval of the Senate of the University of Moratuwa.
- 1.2.4 When a student is allowed to transfer from another university, credits earned in that university may be transferred for modules considered to be equivalent and in which grades of "C" (equivalent to at least 45%) or higher have been obtained by the student. In addition, transfer of credit for a module will not be granted unless the student has obtained credit for the prerequisites for that module specified by the University of Moratuwa.
- 1.2.5 Credit will normally not be granted for modules taken earlier than four years to the date of application for transfer.
- 1.2.6 For a transfer student to qualify for a degree, he/she must be registered in the Faculty of Architecture for a minimum time period of four semesters.
- 1.2.7 When there are several students who want to gain admission to a fewer number of vacant positions in the Degree programme, a criterion based on their Cumulative GPA at the respective university, may be followed until all vacant positions are filled.

2. PROGRAMME OF STUDY

2.1 Programme Details

- 2.1.1 The programme of study leading to the award of the Bsc Hons (FM) degree programme consists of eight academic semesters, offered over four academic years.
- 2.1.2 Normal duration of academic teaching in a semester is 15 weeks, and the minimum duration of industrial training is 24 weeks. The balance period is for study leave, and examinations.
- 2.1.3 The programme of study comprises of the following components:
- (i) Academic teaching,
 - (ii) An industrial training,
 - (iii) A research dissertation,
 - (iv) Any other work such as; workshops, training modules, guest lectures, projects, etc.

2.2 Academic Calendar

- 2.2.1 The academic calendar usually consists of two semesters during an academic year.
- 2.2.2 The approximate semester durations of the programme are given in Table 1.

Table 1: Semester Durations

Levels	Semester I	Semester II
Level 1	20 weeks	20 weeks
Level 2	20 weeks	20 weeks
Level 3	25 weeks (Includes minimum 24 weeks of industrial training and 1 week of training workshop)	20 weeks
Level 4	20 weeks	20 weeks

2.3 Modules

- 2.3.1 Modules are either compulsory or elective.
- 2.3.2 Modules are normally intended to be taken over eight (08) semesters. This information is made available under 'Module outline'.
- 2.3.3 Modules are categorised into four levels of academic progression (1 to 4).
- 2.3.4 Modules may have prerequisites that need to be completed prior to registering for those modules.
- 2.3.5 Pre-requisites for a module can only be from a lower level of academic progression. However, co-requisites from the same level may be allowed provided that the relevant module(s) is/are being offered to all relevant students.

2.4 Credits

- 2.4.1 Each module is assigned a credit value representing the student's workload.
- (i) For a typical module extending over one semester, one credit is given for each hour of academic lectures per week or two hours of assignments such as tutorials, laboratory work, field work or project work per week.
 - (ii) The industrial training of 24 weeks duration is assigned six (06) credits.
 - (iii) The research dissertation is assigned twenty (20) credits.
 - (iv) Modules that cannot be covered under (i), (ii) and (iii) above, such as design projects, other projects, workshops, and other specified coursework are assigned credit values commensurate with the respective workload.
- 2.4.2 The modules offered in a given semester and the number of credits assigned to each module will be determined by the Faculty. Students will be duly informed on these details ahead of the commencement of that semester.
- 2.4.3 Number of credits per module is normally 2 (+/- 1) and restricted to integer values
- 2.4.4 Modules such as research dissertations, trainings, camps or similar modules may have a higher credit value.

2.5 Academic Load and Level of Academic Progression

- 2.5.1 The normal academic load of a student (norm) in a semester should comply with the following:
- (i) The total credit requirement from industrial training is 6 credits.
 - (ii) The total credit requirement in each of the remaining semesters must lie within 21 ± 3 credits.
 - (iii) To comply with 2.5.1 (ii), the total credits of the research dissertation module will be distributed within more than one semester based on the academic load.
- 2.5.2 Irrespective of the norm, maximum credits (i.e. upper limit) a student could register for a semester is 27 credits.
- 2.5.3 There is no lower limit for the credits requirement in a particular semester.
- 2.5.4 In order to consider a student as full time, the minimum requirement is generally 12 credits in a semester, except Level 3 – Semester I (Industrial Training), where the full-time minimum requirement is 6credits. These limits shall be considered for the determination of Dean's List, Scholarships, etc.
- 2.5.5 In order to have uniformity in workloads of the modules, the credits per module are restricted to 2 ± 1 credits, other than research dissertation, projects, training, workshops or similar modules.

2.5.6 Students are required to register for modules to satisfy normal academic load specified by the respective department in any semester. However, a student may be permitted to deviate from the norm within the maximum credits limit. The additional modules may include the previously taken modules repeated for purposes of passing or upgrading of final grade.

2.5.7 The academic progress of a student may be determined by the total number of credits he/she has earned by the end of preceding semester as given in Table 2:

Table 2: Credit Requirement for Academic Progression

Total Credits	Level of Academic Progression
≤ 30	1
Over 30	2
Over 70	3
Over 100	4

However, level of academic progression does not restrict the continuation of the student to a subsequent semester unless restricted by other conditions as specified in Clause 4.5.

3. REGISTRATION

3.1 Academic Advisors

3.1.1 An Academic Advisor shall be Level Coordinator appointed for each level by the Head of the Department from among the academic staff of the Department.

3.1.2 The student shall consult his/her respective Academic Advisor prior to module registration at the beginning of each semester.

3.1.3 The student shall request the Director, Undergraduate Studies Division, through Level Coordinator and Head of the Department to add or drop modules after the permitted period of registration, to obtain leave from academic activities, and to change academic load.

3.1.4 A student may appeal to the Dean through the Head of the Department, when not in agreement with the decision of the Academic Advisor.

3.2 Registration for each Academic Year and Semester

- 3.2.1 At the commencement of each academic year, semester, and students are required to complete a registration form and pay any fees as may be required by the university.
- 3.2.2 Students are required to fill individual registration forms indicating each module that they wish to register for the semester through the online registration system or using manual forms.
- 3.2.3 The length of the Add-Drop period will be specified by the respective department in consultation with the Undergraduate Studies (UGS) division of the Faculty and is usually two weeks.
- 3.2.4 At the end of the module registration period, the Level Coordinators will generate the module registration details to enable the student to decide any changes to be done during the Add-Drop period.
- 3.2.5 Once the module registrations are finalized after the Add-Drop period, the Level Coordinators will generate the module registration details for confirmation by the student.
- 3.2.6 In situations where the number of applicants for an elective module is more than the number of places available, such places would be allocated on the basis of the Current Grade Point Average (CGPA) of the applicants or any other suitable criteria approved by the Faculty until all places are filled. In case registration for a module is not possible, a student will be permitted to register for alternative module(s).
- 3.2.7 In situations where a compulsory module is repeated in both semesters of the same level of academic progression, the Department would allocate applicants for each semester.
- 3.2.8 A student repeating the end-of-semester written examination of a module is required to complete the repeat registration at least five weeks prior to the commencement of the examination, and if necessary, register for that academic year.
- 3.2.9 A student repeating both the continuous assessment and the end-of-semester written examination of a module is required to complete the repeat registration prior to the end of the Add/Drop period and, if necessary, register for that academic year.
- 3.2.10 Each student is responsible for the completeness and accuracy of his/her module registrations and for registering prior to the set deadlines.
- 3.2.11 It is also the responsibility of the student to plan and select the modules as may be required to satisfy graduation requirements.
- 3.2.12 A student, who has successfully completed the graduation requirements set out in Clause 5.2, will not be permitted to register for any new module(s). However, upgrading of modules as per Clause 4.3.2 may be permitted on written application by the student.

3.3 Changes to Modules Registration

- 3.3.1 A student who wishes to de-register from modules and/or register for additional modules should do so within the Add-Drop period of that semester in consultation with the Academic Advisor.
- 3.3.2 De-registration of compulsory modules, even during the Add-Drop period, will be allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department, Director, Undergraduate Studies Division and the Dean of Faculty of Architecture. Such compulsory modules must be subsequently completed in order to be eligible for the award of the Degree.
- 3.3.3 Discontinuing a module after the Add-Drop period will not be allowed and will be considered as an attempt, even if the student does not face any assessments and/or examinations in that module, unless the module is withdrawn as specified in Clause 3.1.4 and Section 3.4.
- 3.3.4 Under exceptional circumstances, late registration may be permitted by the Faculty, with the concurrence of the lecturer in charge of the module and the Head of the Department.

3.4 Withdrawal of a Module Registration

- 3.4.1 A student can request to withdraw from a module after the Add-Drop period under the following conditions:
 - (i) The relevant Level Coordinator and the Head of the Department should recommend the request;
 - (ii) Requests for withdrawal will not be entertained for compulsory modules;
 - (iii) Dropped modules will appear in the transcript as "Withdrawn"; and will not be considered for the GPA calculations;
 - (iv) Request should be made before the last day of contact week of the relevant semester;
 - (v) Module(s) cannot be added in place of the withdrawn module; and
 - (vi) If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an **F** grade for that module.
- 3.4.2 The requests for withdrawal should be approved by the Senate on the recommendation of the Head of the Department, Director, Undergraduate Studies Division and the Dean of the Faculty of Architecture.

4. LEAVE FROM ACADEMIC ACTIVITIES

- 4.1.1 The following categories of leave from academic activities are available to students: (a) Leave for Short Duration and (b) Leave for Long Duration on grounds identified in Clause 3.5.2, complying with the conditions specified in Clauses 3.5.3 to 3.5.11.
- 4.1.2 Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds: If a student cannot participate in academic activities on medical, compassionate, or official representation grounds he/she could apply for leave under this category for approval of the Senate. The required supporting documents shall be in line with the clauses related to "Absence from Examination" of By-law No. 15 "Conduct at Examinations". Compassionate grounds shall include but not be limited to, community services, company start-ups, family commitments and conferences, competitions, sports when not identified under official representation.
- 4.1.3 Leave for Short Duration: A student may apply for this category of leave when he/she has to be away from academic work for a short period. Maximum duration a student could obtain under this category is 21 calendar days per 15 contact weeks of a semester, subject to the condition specified in clause 3.5.7 below.
- 4.1.4 Leave for Long Duration: A student may apply for this category of leave when he/she has to be away from academic work for a longer period. Maximum duration of leave a student could obtain under this category is two academic semesters. This period can be taken at one stretch or in several steps in any combination of whole semester.
- 4.1.5 Leave will be granted according to the By-Law No. 14 (By-Law for Conditions of Residence and Discipline of Student(s)).
- 4.1.6 In the case of a student traveling abroad, the Vice Chancellor, upon the recommendation of the Senate, may grant leave.
- 4.1.7 The cumulative period of Short Duration Leave per academic semester should not affect the satisfactory participation requirement of the programme (as specified in Section 4.1) in order to complete the semester. It is the student's responsibility to consult the respective examiners in order to make arrangements such that the leave obtained does not affect the academic work and any of his or her Continuous Assessment requirements.
- 4.1.8 Any approved Leave for Long Duration will add-on to the minimum period for the completion of the Degree (the minimum period of study will be extended by adding the long-duration leave)
- 4.1.9 Only Leave for Long Duration granted under medical grounds will be added on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree (the maximum period for award of classes and completion of Degree will be extended by adding only the long-duration medical leave).

- 4.1.10 Under exceptional circumstances, the Vice Chancellor, upon the recommendation of the Senate, may grant Leave for Long Duration for circumstances beyond the provisions of Clause 3.5.4. The Senate may also recommend the period of leave granted be added on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 4.1.11 When the student has to be absent for the examination, he/she shall follow the guidelines related to the Absence from Examination under By-Law No. 15 (By-Law for Conduct at Examinations).

5. EVALUATION OF PERFORMANCE

5.1 Participation in the Programme

- 5.1.1 The study programme is conducted on a full-time basis and satisfactory participation of the course is a compulsory requirement.
- 5.1.2 A student is required to have a minimum attendance of 80% in lectures; the student shall attend lectures and project work, and should complete all assignments including coursework, assessed project works, laboratory works, tutorials, quizzes, presentations, term papers or similar activities, industrial training, workshops, research dissertation and similar activities to the satisfaction of the module requirements.
- 5.1.3 A student who does not satisfy the requirements of clause 4.1.2 is deemed to have unsatisfactory participation.
- 5.1.4 It is the responsibility of the student to submit assignments, coursework, reports, research dissertation and similar documents before the deadline.
- 5.1.5 If a student is required to be away from the academic work, he/she shall apply for leave in accordance with the clause 3.5.

5.2 Evaluation

- 5.2.1 The performance of each student in each module will be evaluated by continuous assessment (CA) and/or end-of-semester written examination (WE)
- 5.2.2 The Council and Senate on the recommendation of the Faculty of Architecture will approve the examiner(s) and assign a moderator for each module conducted in a semester.
- 5.2.3 CA component in a module normally carries a weightage of not less than 30% and not more than 50% of the total marks, except in modules, which are assessed only by CA, industrial training, research dissertation, project study, workshops non-GPA modules, and other modules, where end-of-semester WE may be replaced by another form of end-of-module evaluation as approved by the Senate.

- 5.2.4 The continuous assessment of a student may be based on a specified combination of assignments including but not limited to laboratory work, workshops, tutorials, quizzes, presentations, term papers and participation in the course activities.
- 5.2.5 Weightage of each of the components used in the determination of the final grade for each module must be clearly conveyed in writing to the students by the examiner at the commencement of each module along with the outline of the module. For repeat candidates upgrading from F grade or N grade, the current weightage of each component of the module should be used in determining the final grade.
- 5.2.6 The eligibility of the candidates to sit for end-of-semester WE is based on the satisfactory participation of the course. Attendance of the students for lectures shall normally not be less than 80% for each module.
- 5.2.7 To get qualified to sit the end of semester WE of a registered module, the candidates should pass CA component by obtaining at least 40% for that component.
- 5.2.8 The students who are not eligible to sit for the end of semester WE will be notified by the Head of the Department.
- 5.2.9 At the end of semester, the eligible list of students of each module in that semester will be sent to the Examination Division by the Head of the Department.
- 5.2.10 A Candidate should obtain at least 35% from WE components to pass a module.
- 5.2.11 If only the CA component is passed, the student receives I grade and has to complete only the WE component as a repeat candidate in the next attempt to complete the module. The marks obtained for the continuous assessment component will be kept on records and taken for the determination of the grade at the repeat attempt.
- 5.2.12 The students receiving less than 40% for CA receive an F grade, and should take both CA and WE components in order to upgrade the result.
- 5.2.13 The highest grade obtainable at a repeat attempt is grade C, except in the following cases:
- (i) When an Academic Concession has been granted for the particular module.
 - (ii) When the Senate has granted approval for a particular subject module to be upgraded or improved at a repeat attempt to a grade higher than C and has specified the method for computing such grade.
- 5.2.14 A Board of Examiners, appointed by the Council, comprising examiners and moderators of all the modules relevant to a particular semester of the programme, will meet at the end of that semester to decide on the performance and the academic standing of each student registered for that semester of the programme.

5.3 Grading System

5.3.1 Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 3, will be used to express the performance at each module.

Table 3: Grade Point System

Benchmark Percentage	Grade	Grade Point	Description
85 and above	A+	4.0	Outstanding
75 to 84	A	4.0	Excellent
70 to 74	A-	3.7	Highly commended
65 to 69	B+	3.3	Very Good
60 to 64	B	3.0	Good
55 to 59	B-	2.7	Average
50 to 54	C+	2.3	Satisfactory
45 to 49	C	2.0	Pass
40 to 44	C-	1.7	Weak Pass
35 to 39	D	1.0	Conditional Pass
34 and below	I	0.0	Incomplete
34 and below	F	0.0	Fail
	P	---	Pass in non-GPA module
	N	---	Academic Concession
	W	---	Withdrawn

5.3.2 The letter grades shall satisfy the following criteria:

- (i) The grade **D** or above is required to earn credit for a module except for industrial training and research dissertation for which minimum of grade **C** is required.
- (ii) A student failing only WE receives an incomplete grade **I**.
- (iii) By repeating only the WE component, grade **I**, **D** or **C-** can be improved up to grade **C** and it will be used for calculating Semester Grade Point Average (SGPA). The marks obtained for the **continuous assessment** component will be kept on records and taken for the determination of the grade at the repeat attempt.
- (iv) A student failing CA receives an **F** grade and must repeat both CA and WE components. The maximum grade awarded for repeating a module will be a **C** and it will be used for calculating SGPA.
- (v) Grade **N** signifies Academic Concession granted with the approval of the Faculty and the Senate, in the event a student is unable to attend for an examination and/or CE due to illness or other compelling reason. CA component can be carried forward to the next examination as the first attempt. The grade **N** is not counted in the calculation of the SGPA.
- (vi) Grade **W** indicates a module withdrawn by the student with the approval of the Faculty and the Senate. The grade is not counted in the calculation of the SGPA. If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an **F** grade for that module.

(vii) The lower grades can be improved up to a C grade or in instances defined by Clause 4.2.13 to a grade higher than C and considered for calculating SGPA. Students who wish to upgrade, need to complete their examination and obtain the upgraded grade before the relevant final Board of Examiners.

5.3.3 The grade achieved for each module will be entered on the student's permanent record. The grade at the first attempt or the improved grade earned at a subsequent attempt, if any, will be recorded.

5.4 Semester Grade Point Average (SGPA)

5.4.1 All GPA modules are accountable for calculating the Grade-Point Average.

5.4.2 The calculation of the SGPA will be based on the summation of Grade Points earned for all modules registered for credit (except those awarded with academic concession or withdrawn) in a semester weighted according to number of credits (see the formula).

$$SGPA = \frac{\sum n_i \times g_i}{\sum n_i}$$

Where n_i is the number of credits for the i^{th} module in a given semester and g_i is the grade points earned for that module.

5.4.3 The SGPA is rounded to the nearest second decimal place.

5.4.4 The SGPA is reported on the Statement of Results that may be issued for each semester.

5.5 Unsatisfactory Standing and Academic Probation

5.5.1 If the student's SGPA falls in the range 1.50 and 1.99, the student will be placed on Academic Warning.

5.5.2 Any student with a SGPA less than 1.50 will be placed on Academic Probation.

5.5.3 Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA improves to a higher range.

5.5.4 A student on Academic Warning or Academic Probation will not be allowed to carry any additional academic load.

5.5.5 A student who falls into one of the following categories due to failure to upgrade the SGPA will not be permitted to register for a new module until the SGPA improves as required.

- (i) 02 Academic Probations
- (ii) 01 Academic Probation and
02 Academic Warnings
- (iii) 04 Academic Warnings

5.6 Current Grade Point Average

- 5.6.1 The Current Grade Point Average (CGPA) describes a student's current standing in terms of all modules registered for credits up to given point of time weighted according to the grades assigned to each module.
- 5.6.2 The weightage for each semester is taken as uniform for the calculation of CGPA.

5.7 Overall Grade Point Average

- 5.7.1 The Overall Grade Point Average (OGPA) is the final standing of the student calculated on the basis of the CGPA of all the registered modules.
- 5.7.2 The OGPA is reported on transcript.

5.8 Non-GPA Modules

- 5.8.1 Of the total requirement for graduation, a minimum of 10 credits should be earned through modules designated as Non-GPA modules.
- 5.8.2 The grades earned for Non-GPA modules will not be taken for the purpose of calculating the SGPA, CGPA, OGPA or in the award of Classes.

5.9 Award of Classes

- 5.9.1 Awarding of Classes is determined at the completion of all the graduation requirements within five academic years. OGPA as indicated in Table 4 will be used for awarding of Classes.

Table 4: Award of Classes

Overall GPA	Academic Standing
3.70 – or Above	First Class
3.30 – 3.69	Second Class -Upper Division
3.00 – 3.29	Second Class -Lower Division
2.00 – 2.99	Pass

- 5.9.2 A student who satisfies the OGPA but takes longer than five academic years to complete the graduation requirements may be deemed to be eligible for the award of a BSc Hons (FM) degree with a class when granted under Section 3.5 or when granted by the Senate under exceptional circumstances on recommendation of the Faculty.

5.10 Academic Concession

A student who has missed examination requirements because of illness or other compelling reason may appeal with supporting documents within the time period specified to the SAR/ Examination and Registration for an Academic Concession for the approval of the Faculty and the Senate. The student who seeks Academic Concession, shall consult the Regulation 15.1: Procedure for Academic Concessions of By-Law No. 15: Conduct at Examinations.

5.11 Dean's List

Full time undergraduate students who achieve a SGPA of 3.80 or better, have completed at least the minimum number of Credits on a letter graded basis during the semester considered, have no **I** or **F** grades, and have no disciplinary action against them will be recommended by the Board of Examiners to be included in the Dean's List and such a placement will also be noted on the student's transcript.

Students on academic concession also need to earn the minimum number of credits to be considered for the Dean's List for the semester for which academic concession has been obtained. Those who obtain an improved grade(s) subsequently, by repeating a module(s) or by attempting under academic concession, will not be placed in the Dean's List.

6. GRADUATION REQUIREMENTS

6.1 Minimum Residence Requirement

A student enrolled for the BSc Hons (FM) degree has to follow a programme of study as a full-time student for a period extending over a minimum period of four academic years. In the case of transfer students, this would be a minimum of two academic years.

6.2 Credit Requirements

A candidate should satisfy the following requirements in order to be admitted to the Bsc Hons (FM) degree:

- 6.2.1 A minimum total of 150 credits including a minimum of 140 GPA credits and a minimum of 10 non-GPA credits from among the modules specified for the Degree programme.
- 6.2.2 Completion of any other mandatory requirements prescribed by the Faculty.
- 6.2.3 A minimum OGPA of 2.00.
- 6.2.4 Credit requirements specified in the curriculum approved for the Degree programme by the Senate.

6.3 Maximum Allowed Duration of Study

- 6.3.1 A candidate will not qualify for the award of the **BSc** Hons (FM) degree if the graduation requirements given are not satisfied within eight academic years from the date of first registration.
- 6.3.2 Under Section 3.5 the Senate may grant permission to extend the duration of study beyond the maximum allowed duration.
- 6.3.3 Under exceptional circumstances other than Section 3.5, the Senate may grant permission to extend the maximum allowed duration of study by not more than one additional year on the recommendation of the **faculty**.

6.4 Modules from Other Institutions

- 6.4.1 Normally students are expected to complete their programs through modules taken at the University of Moratuwa. Students who wish to take a module elsewhere should obtain approval from the Senate on the recommendation of the Dean, Faculty of Architecture and Head of Department before registering for the module, to ensure that credits earned are acceptable for graduation.
- 6.4.2 It is the responsibility of the student to ensure that an official transcript of grades is forwarded directly to the Senior Assistant Registrar (Examination and Academic) of the University of Moratuwa in order **for** the appropriate grade to be recorded. To receive credit, normally, a minimum grade of C (equivalent to at least 45%) must be obtained for a module.

7. EFFECTIVE DATE OF AWARD

The effective date of the award of the degree shall be reckoned as the last day of the month of the satisfactory completion of the graduation requirements, as confirmed by the Senate, and set out in Section 5 of this performance criteria.

MODULE OUTLINE

DEGREE OF BACHELOR OF SCIENCE HONOURS IN FACILITIES MANAGEMENT PROGRAMME

Module code	Module	Module Type	Credit Value
LEVEL – 1			
FM1011	Facilities I	C	2
FM1021	Fundamentals of Drawings	C	2
EL1810	Academic Literacy I	C	1
FM1031	Building Construction Technology I	C	3
FM1601	Principles of Economics	E	2
FM1611	Fundamentals of Accountancy	E	2
FM1621	Mathematics	E	2
FM1631	Fundamentals of Physics	E	2
FM1041	Project Study	C	1
FM1051	Waste Management	C	2
	General Studies		
FM1061	Information Technology	C	2
FM1071	Legal Systems, Contracts and Delicts Law	C	3
FM1081	Building Services I	C	3
FM1091	Building Materials	C	2
FM1101	Energy Management I	C	2
FM1111	Building Construction Technology II	C	3
FM1121	Sustainable Development and Environmental Management	C	3
FM1131	Safety and Health I	C	2
LEVEL – 2			
FM2141	Building Surveying	C	2
FM2151	Measurement of Works	C	3
FM2161	Property and Development Law	C	2
FM2171	Human Resource Management	C	2
FM2181	Building Services II	C	3
FM2191	Project Planning and Management	C	3
FM2201	Performance Management	C	3
FM2641	Disaster Resilience	E	2
FM2211	Fundamentals of Management Accounting	C	2
	General Studies		
FM2221	Maintenance Management	C	3
FM2651	Asset management	E	2

Module code	Module	Module Type	Credit Value
FM2231	Building Services III	C	3
FM2241	Building Information Modelling	C	2
FM2251	Contracts and Procurement	C	3
FM2261	Safety and Health II	C	2
FM2271	Energy Management II	C	2
FM2281	Facilities II	C	2
FM2661	Environment, Health, Safety and Quality Management Systems	E	2
LEVEL – 3			
FM3291	Industrial Training	C	6
FM3671	FM Bidding and Estimation	E	3
FM3681	Services Planning and Integration	E	3
FM3301	Operations Management	C	3
FM3311	Smart Facilities	C	2
FM3691	Building Commissioning	E	2
FM3321	Organisational Management	C	3
FM3701	Process Safety Management	E	3
FM3331	Contemporary Developments in Real Estate	C	3
FM3711	Carbon Accounting and Management	E	3
LEVEL – 4			
FM4341	Investment Appraisal and Value Engineering	C	3
FM4351	Business Statistics	C	3
FM4361	Dissertation*	C	8
FM4371	Workplace Planning and Design	C	3
FM4381	Integrated Project Study	C	2
FM4391	Business and Industrial Law	C	2
FM4721	Data Science and Decision Making	E	2
FM4401	Professional Practice	C	2
FM4361	Dissertation*	C	12
FM4411	Digital Built Environment	C	3
FM4731	Business Continuity and Corporate Risk Management	E	3
FM4741	Entrepreneurship and Innovation	E	2
FM4751	Real Estate Marketing	E	2
FM4761	Safety Risk Management	E	3

* Module is conducted throughout semesters I and II. Assessment is done at the end of semester II.

** Module is conducted throughout semesters I and II. Assessment is done throughout the year.

C - Compulsory

E - Elective

MODULE OUTLINE

LIST OF NON-GPA (GENERAL STUDIES) MODULES FOR DEGREE OF BACHELOR OF SCIENCE HONOURS IN FACILITIES MANAGEMENT PROGRAMME

Module code	Module	Module Type	Credit Value
FM0501	Meditation	NGPA	2
FM0511	Photography	NGPA	2
FM0521	Aerobics	NGPA	2
FM0531	Lifestyle Accessories	NGPA	2
FM0541	Human Rights	NGPA	2
FM0551	Basic Computer Applications	NGPA	2
FM0561	Facilitation	NGPA	2
FM0571	Active Citizens	NGPA	2
FM0581	Leadership and Personality Development	NGPA	2
EL1820	Academic Literacy II	NGPA	2

STUDENT LEARNING ENVIRONMENT AND FACILITIES

THE UNIVERSITY LIBRARY



The university library serves as the local repository of knowledge, the principal gateway to current information and scholarly records. The library offers both undergraduate and postgraduate students and provides strong support for instruction and research through collections containing hundreds of thousands of books, journals, multimedia and other information resources. The library is housed in a five-story building (including a basement and an attic floor) located near the main entrance. In addition to the above, the library has special collections, namely Diandas Collection (related to transport, highway, etc.), Sri Lanka Science and Technology Collection (SLSC), Leisure Corner Collection and Pamphlet Collection (research articles). The collection which is being continuously developed to support teaching and research activities of the three faculties is accessible via the library website www.lib.mrt.ac.lk. Further library user guide can be accessed via https://uom.lk/sites/default/files/lib/files/user%20guide_0.pdf which provides required information for students to effectively use the University Library.

COMPUTER LABORATORY

Personal computer facilities are provided on the ground and first floor of the library building which are common to the university students. In addition, The Department of Building Economics' Computer Lab, which houses about 100 computers, is situated on the fourth floor of the Department of Building Economics Building and can be used by students. It opens from 8.00 a.m. to 4.30 p.m. from Tuesday to Saturday.



THE BUILDING MANAGEMENT SYSTEMS (BMS) LABORATORY

The Building Management Systems (BMS) Laboratory established in 2009 consists of a prototype model of a BMS, a guest care management system, a fire detection system and an access control system to demonstrate students the real-life applications of these services. It is located in the first floor of the Architecture Faculty Extension building.



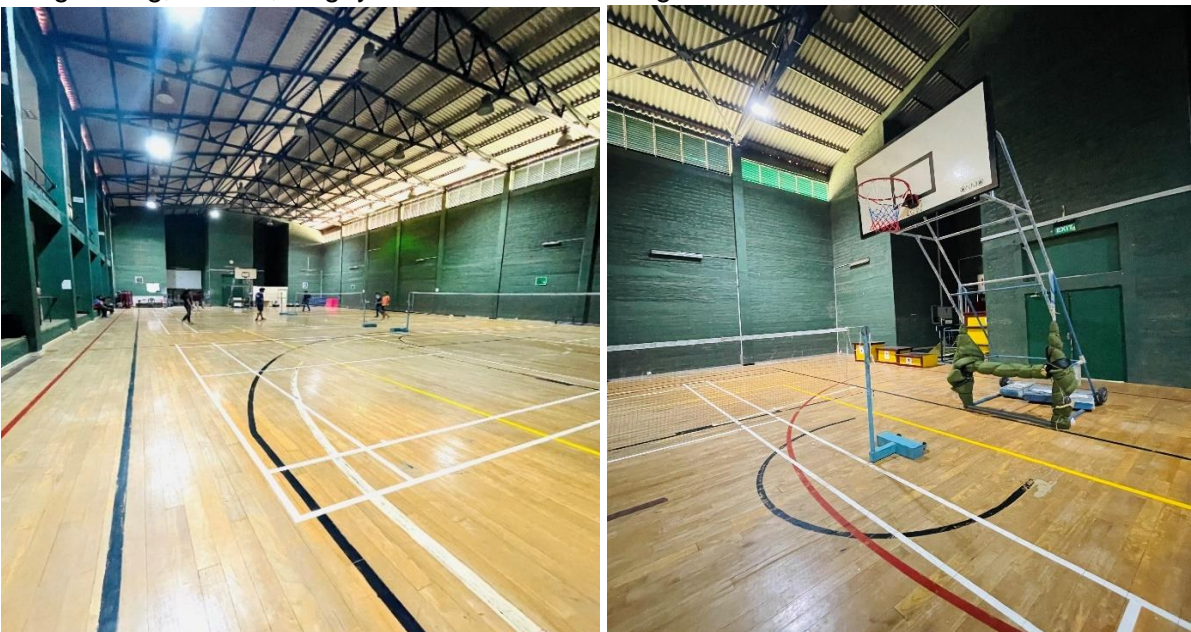
THE BUILDING PERFORMANCE LABORATORY

The Building Performance laboratory was set-up in 2013. It is located in the Building Economics Block – A building. The laboratory is equipped with variety test and measuring equipment including sound meter, CO₂ meter, thermal imager, dust particle counter, air quality meter, power analyser, vibration analyser, rebound hammer to name a few.



SPORTS & RECREATIONAL FACILITIES

Programmes offered by the Physical Education Division promote competitive as well as recreational sports and physical education among the student population. It provides opportunities for students to achieve and maintain their physical fitness and to gainfully spend their leisure time which is very useful for their health. These programmes also seek to foster closer staff student relationships. The division also provides facilities to students to develop their athletic and sports skills locally as well as internationally. At present students can take part in Athletics, Elle, Softball Cricket, Badminton, Football, Swimming, Basketball, Hockey, Taekwondo, Baseball, Karate, Table Tennis, Carom, Netball, Volleyball, Chess, Rowing, Weightlifting, Cricket, Rugby Football and Wrestling.



The Sports Complex consists of two Gymnasiums, a Sports Room, two Tennis Courts, a grass Netball Court, a pre-mix surface Netball Court and a Volleyball Court. A Gymnasium provides for three indoor Badminton Courts, Volleyball Court and a Basketball Court. The sports Room houses the Table Tennis tournament tables and Carrom. The playground accommodates a 400-metre track and a matting wicket. It also doubles up as a Rugger field, Football field and Hockey field and also provides facilities for Elle and Softball. The Boat House is located by the side of the lake. Recently a fitness centre has also been added on top of these facilities. The construction of a new Gymnasium, Squash Courts and Swimming Pool is in the corporate plan of the University.

Each year the Division organizes sporting events for the Freshers in several sports. Mainly there will be Freshers' Athletic and Swimming meets and Freshers' events in all indoor games etc. Further each year the Department selects the University teams for the above sports to send them to the Inter-University Championships which are the most important events for the University sportsmen.

STUDENT WELFARE

University Medical Centre

The Medical Centre provides care to all students and staff of the University. Students are advised to get registered at the centre early. They should provide their record books or ID cards when calling the Centre. No facility of the centre will be provided without the record book or ID card. Treatment is free of charge to students during their normal academic sessions and during their examinations.

All new entrants to the University will have to complete the medical examination at the Centre, for which prior appointments should be made. All information obtained during consultations, examinations and treatment will be kept confidential. The comprehensive health care provided by the centre includes preventive and curative services for physical and psychiatric illness. All students are requested to seek the Medical Officer's advice early. Immunization against Tetanus is also carried out at the Centre. On the preventive side, steps are being taken to control the spread of infectious and communicable diseases.

Routine pathological examinations are being conducted in the laboratory at the Medical Centre. No warding facilities are available at the centre.

Consultation hours: 08.00 hrs – 10.45 hrs and 12.15 hrs – 17.30 hrs

Saturday: 08.30 hrs – 12.30 hrs and 14.00 hrs – 15.30 hrs

Student Accommodation and Lodging Facilities

The aim of the university is to provide hostels for all the students. However, with the increasing number of students getting admitted to the University, existing hostel facilities of the university have become insufficient. Therefore, action has already been initiated to construct a new building complex to provide more hostel facilities to students.

Several student hostels are available which are administered by the University. Halls of residence 'A', the 'Patuwathawithana' hostel, the hostel village, the 'New' hostel and the 'Rahula Mawatha' hostel accommodate male students, whilst 'B', 'C' and Nugape hostels, accommodate female students. The hostel facilities are available for the students in level 1 and level 4 only. As the accommodation available is limited, priority is given to factors such as distance from home and family income of the applicants. Allocation of rooms is undertaken by the Senior Assistant Registrar (SAR) for Student Welfare and the Hostel Warden based upon a submission from the Dean.

Islamic Prayer Room

This prayer room is closely located in the new Architecture faculty building within the examination hall premises. This helps,

- To enhance the relationships with all the university Muslim community students
- To observe fasting in the Ramzan period
- To arrange boarding for students

Canteen Facilities

There are four main canteens and six other sales centres in the university.

- Canteen (C1) – located in the new canteen building close to the Old Gymnasium
- Canteen (C2) – located in the western wing of Dr. L.H. Sumanadasa Building
- Canteen (C3) – at the "L" Block
- Canteen (C4) – Hostel Village Canteen
- Canteen (C5) – located in the new canteen building close to the Old Gymnasium, upper floor of the Canteen (C1)
- Canteen (C6) – (Staff Canteen) located in the new canteen building close to the Old Gymnasium, upper floor of the Canteen (C1)
- Canteen (SBS) – The staff Welfare and Recreation Club operates the Snack Bar (SBS) near the Department of Mechanical Engineering. Refreshments as well as several home needs are available at this Centre.
- Canteen (MBC) – The Milk Bar
- Canteen (SBC) – The sales centre at the Civil Engineering Complex (SBC) is operated by the Civil Engineering Society for the benefit of students and the staff of the Department
- Canteen (SBC 2) – The sales centre at the Civil Engineering Research (SBC 2) is operated by the Civil Engineering Society for the benefit of students and the staff of the Department

At these canteens, meals are provided to students and employees at very concessionary rates. The university charges a very nominal rent in order to cover electricity and water expenses. About 4,000 consumers are benefited daily from this service.

Student Counselling

Students enrolled at the University of Moratuwa are responsible for playing a balancing act between academic, extracurricular and personal commitments to achieve their life goals

fruitfully. Some of the students however might not sail through this academic journey smoothly due to the loss of the said balance caused by reasons unique to them. The University of Moratuwa Student Counselling Service is dedicated to assisting, uplifting and empower such students ensuring their confidentially and with a greater level of understanding to manage their problems. Student Counselling Services are available for all students at the Department & University level to help the students in problems and issues that interfere with academic, social and personal life of the students.

Student Counselling Unit is located at the 3rd Floor of the New Admin Building of UOM.

Opening hours – Monday to Friday during working hours

Direct line – 0112640538, Extensions – 1780, 1781

Web site - <https://uom.lk/scu>

Student counselors are available at every Department to guide students at any time of need. Students are free to contact any counselor across Departments and Faculties over the phone, via email, social media or personally meet them to discuss grievances. Students can make appointments through the student counselling unit to meet the chief student counsellor or any other student counselor. Further, the students can lodge their complaints or make appointments by logging in to the web site of the student counselling unit.

Career Guidance Unit

The objective of the Career Guidance Unit (CGU) is to assist the undergraduates in acquiring attributes and soft skills which can assist them in reaching standards matching the potential employer's requirements. To this end, CGU usually conducts a number of programs on various aspects of career aimed at increasing the soft skills aspects in e.g., Personality development, qualities of leadership, communication and presentation skills etc., and in pragmatic training e.g. writing an effective CV, facing interviews etc., to help in building self-confidence and in preparation to undertake progressive steps towards entering the corporate sector.

Common Amenities

- **Rotaract Bookshop**

This is a permanent facility managed by the Rotaract Club. The bookshop sells key text books recommended for different courses. Since the library is unable to stock a large number of copies of books that are in demand, students are encouraged to buy their own books for reference.

- **Stationary Shop**

This is a permanent facility managed by the World University Service (WUS) – Moratuwa Branch. The shop caters for all stationery requirements of the students, staff and also stocks items such as drawing instrument sets and calculators.

- **Photocopy Bookshop**

This is a permanent facility managed by the WUS –Moratuwa Branch. The bureau caters for all photocopying and binding needs of the students and staff.

▪ **Banking Facility**

A branch of the Bank of Ceylon (a state-owned bank) is located on new Student Centre Building and is open during working days from 09.00hrs to 14.30 Hrs. In addition, two ATM machines of the Bank of Ceylon and the National Savings Bank of Sri Lanka are installed near the main entrance to the University and operate during all twenty-four hours.

STUDENT ACTIVITIES

There are many student activities in the University, which the undergraduates of the Department of Facilities Management can participate. To name a few:

▪ **The Architecture Faculty Students' Union**

This is the official student representation of the faculty of Architecture in the university. The elected office bearers of the union consist of students from all three Departments of the faculty.

▪ **Other Clubs & Societies**

The following societies and clubs are actively functioning within the university and provide opportunities for students to get involved in various extra-curriculum activities.

- Architecture Awareness Group
- Architecture Society
- Association of International Exchange of Students Engaged in Economics & Commerce (AIESEC)
- Astronomical Society
- Buddhist Society
- Catholic Students' Society
- English Literary Association
- Ethugalpura Students' Circle
- International Association for the Exchange of Students for Technical Experiences (IAESTE) Society
- Inventors and Innovators Society
- LEO Club
- Majlis UI Islam Society
- Mass Media Society
- Moratuwa Students Christian Fellowship
- Nature Team
- Rangamadale Api Rangakala Ekamuthuwa
- Rotaract Club
- Sinhala Cultural Society
- Sisu Sahana Society
- Tamil Literary Society
- University of Moratuwa Rowing Club
- Sarasavi Kala Sansadaya Students' Society

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