# Faculty of Management Studies and Commerce
# Revised Curriculum of Diploma in Micro Finance

**Introduction**

The University of Jaffna has a history of experience in conducting degree and diploma programmes for school leavers, under graduates and post graduate students. The faculty of Management Studies and Commerce is interested to begin a new diploma programmes for school leavers who have not enough fortune to gain university admission and the potential candidates who lack the opportunity to study management discipline subjects in their educational level.

**Need for the study programme**

Micro finance tailored for the uplift of poor differs from traditional finance. It is a relatively new concept and is successful in Bangladesh & India. Sri Lanka can benefit from this experience of our neighbours by introducing microfinance into our financial system. The Jaffna Society has been experienced the Micro Finance practices for decades in various forms such as Daily saving of a Handful of rice, Money collections ceremony and Thrift credit system in the past. When the above Micro saving systems get systemized and institutionalized the academicals needs is felt by the relevant practitioners. This could be effectively achieved through courses structured by universities also.

**Programme objectives**

1. **To enable those in the microfinance industry and new entrants to get well structured academic contents of the microfinance**.
2. To enable participants to meet the requirements of the field and to learn the modern developments.
3. To introduce microfinance concepts and international best practices to keep participants exposed to international systems

**Admission requirements:**

Prospective students
    i. Must possess the minimum requirements for entry to universities
                or
    ii. Any other equivalent qualification acceptable by the University Senate.

**Selection:**

The programme caters for 30 - 50 students. Selection will be made by the interview.

**The details of the programme:**
The programme is designed to be self financing.

**Programme fee:**
The programme fee is tentatively decided as follows:

|  | First Year Rs. |
|---|---|
| Registration /Renewal Fees | 1,500 |
| Tuition Fees | 22,500 |
| Examination Fees | 5,000 |
| Total (for one Year) | 29,000 |

**Medium:**

The medium of instruction shall be Tamil

**Duration:**

The duration of the programme is two semesters. Each semester will have duration of a minimum of 20 weeks. The programme will be conducted, during the evenings in the week days and the weekends, mainly class room lecture and field assignment. For each course there will be in course assessment and an end semester written examination.

**Programme content**

This diploma programme will consist of twelve courses and a project report. Each course has a credit value of 3.00.

Students should start their project work from the beginning of the first semester.

The total "credits" for entire program will be 40. (Credit for the project report will be 4)

**Detail of programme:**
Detail of the courses and the syllabus are attached in the last section of the document.

**Grading Scale**
Student performance is graded depending on marks obtained in respect of a course according to the following system. This ranges from A+ to E.

| Range of Marks | Grade | Grade Points per Credit |
|:---:|:---:|:---:|
| 80 and above | A$^+$ | 4.00 |
| 75 – 79 | A | 4.00 |
| 70 – 74 | A$^-$ | 3.70 |
| 65 – 69 | B$^+$ | 3.30 |
| 60 – 64 | B | 3.00 |
| 55 – 59 | B$^-$ | 2.70 |
| 50 – 54 | C$^+$ | 2.30 |
| 45 – 49 | C | 2.00 |
| 40 – 44 | C$^-$ | 1.70 |
| 35 – 39 | D$^+$ | 1.30 |
| 30 – 34 | D | 1.00 |
| 00 – 29 | E | 0.00 |

**In course assessments:**

The method of in course assessment may be summative assessments.

All in course assessments of any course shall be carried out during the course period of that course.

**End Semester Examinations**

The duration of Examination will be three hours for each course.

A Faculty Examination Board of the Faculty of Management Studies and Commerce shall be constituted for releasing the results in the faculty. The Dean/Management Studies and Commerce shall be the chairman of the Board. The Heads of the departments of the Faculty, all Professors in the faculty, the Coordinator and the first and second examiners of the course shall be members of the board.

**Guidelines for the calculation of final marks for the courses**

End Semester examination carries a weight of 70% of the final marks assigned to a course.

Continuous assessment component carries a weight of 30% of the final mark assigned to a course. This may comprise marks from one or more of the continuous assessment modes.

**Examination regulation:**
**Examination and conditions for Pass**

i. Examination for registered students will be conducted at the end of each semester. Students will be required to sit the prescribed examinations prescribed the examination for all courses at the first available opportunity, unless prevented from doing so for reasons acceptable to the Senate.
ii. The examination in each course will carry a maximum mark of 100%.
iii. Pass grade for each course shall be C

iv. A candidate shall be given a maximum of two attempts to complete a course within 04 years from registration. Unless otherwise the reason approved by the Senate of University of Jaffna.

**Criteria for passing a Semester Examination**

A candidate who got overall GPA not less than 2.00

## Condition for award of Diploma

A candidate who has passed both semesters of the examinations shall be deemed to have eligibility for the award of diploma.

**Note:** If a candidate fails to fulfil the requirements for diploma he /she can be awarded certificate if he/she passes courses to aggregate the credit not less than 30 and OGPA is 2.00.

**Award of Diploma with Merit /Distinction**

**Distinction:**

The student shall have earned an overall GPA of 3.75 or above in the entire diploma program.

The student shall have fulfilled these requirements within the academic year other than valid reasons approved by the Senate, University of Jaffna.

**Merit:**

The student shall have earned an overall GPA of 3.35 or above in the entire diploma program.

The student shall have fulfilled these requirements within the academic year other than valid reason approved by the Senate, University of Jaffna.

The formula for GPA calculation is given below.

$$GPA = \frac{\sum_{i=i}^{N} (\text{Credit value of the i}^{th} \text{ course}) \times (\text{Grade Point Earn for the i}^{th} \text{ course})}{\sum_{i=i}^{N} (\text{Credit value i}^{th} \text{ course})}$$

**Illustration of GPA calculation**

| Course code | Grades Earn | Grade points | Credit | Credit Point Values Earn = Credit x Grade Points |
|---|---|---|---|---|
| 1131 | A+ | 4.00 | 3 | 12.00 |
| 1132 | A- | 3.70 | 3 | 11.10 |
| 1133 | B+ | 3.30 | 3 | 9.90 |
| 1134 | C | 2.00 | 3 | 06.00 |
| 1135 | A | 4.00 | 3 | 12.00 |
| 1136 | B | 3.00 | 3 | 09.00 |
| 1137 | A+ | 4.00 | 3 | 12.00 |
| **Total** | | | **21** | **72.00** |

GPA = $\dfrac{\text{Total number of Grade Point Values Earned}}{\text{Total number of Credits}}$ = $\dfrac{72.00}{21}$ = 3.42

Where I = course number and N the total number of courses considered.
The maximum possible GPA is 4.00 while the minimum is 0.

**Repeat Examination**

i.   A candidate who fails to obtain GPA 2.00 in a semester examination shall be required to re sit and complete only the course which is less than "C" grade by paying Rs. 400.00 per course.

ii.  Grade obtained in the repeat examination shall be taken together with the course already passed in computing the result.

iii. The highest grade that could be awarded for the repeated course is "B".

iv.  If a candidate obtains less grade in the repeat exam his/her previous grade stands.

v.   No candidate shall repeat the continuous assessment. The Original marks of the continuous assessment will be taken in computing the final marks of a repeat course.

vi.  A candidate who fails a course/semester examination will be allowed not more than one attempt, after the first one, to complete the examination, unless permission is granted by the Senate.

**The Course Codes of the Courses**

A four/three –letter prefix, followed by a four-digit number is used to identify the course units offered.

- The first four letters indicate the letter code of the subject area.
- The first digit of the four- digit indicates the duration of the programme.(Academic Year)
- The second digit indicates the semester ($1^{st}$ or $2^{nd}$) at which the course is given.
- The third digit is the identification of the credit value of the course.
- The last digit indicates the number assigned to the particular course.