



STANDARD INSTITUTE FOR BUSINESS MANAGEMENT  
(PRIVATE) LIMITED SRI LANKA

## COMPANY PROFILE

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First edition, March 2014

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SIBN

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# INTERNATIONAL ACCREDITATIONS



# RECOGNITION OF SIBM QUALIFICATIONS

**All SIBM qualifications are recognized, accredited and accepted by following organizations in Sri Lanka and internationally.**

The University Grants Commission (UGC)

<http://www.ugc.ac.lk/>

International Association of Universities (IAU)

<http://www.whed.net/home.php>

The Association of Commonwealth Universities (ACU)

<https://www.acu.ac.uk/about-us/>

British Council, Sri Lanka (BC)

<https://www.britishcouncil.lk/>

Ministry of Foreign Affairs-Sri Lanka / Ministry of External Affairs - consular division

<http://www.mfa.gov.lk/>

# OBJECTIVE



## WHAT DOES SIBM STAND FOR

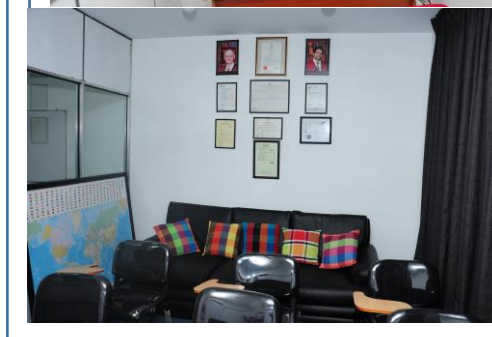
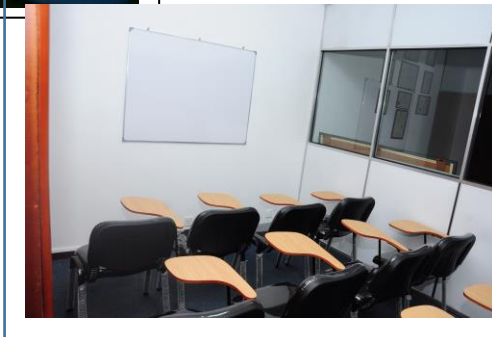
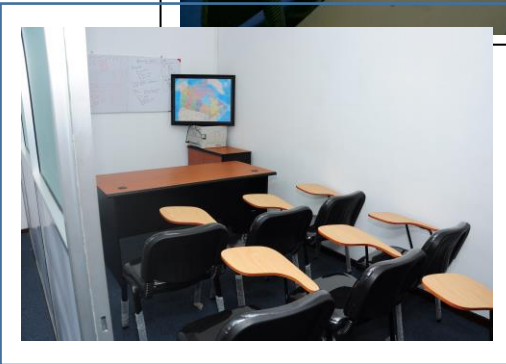
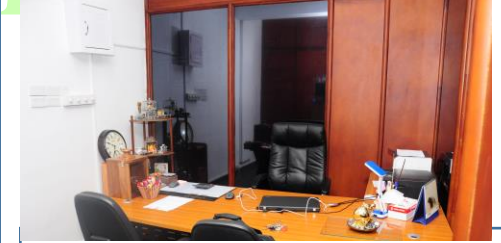
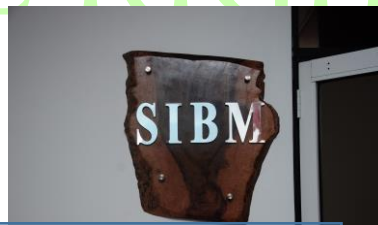
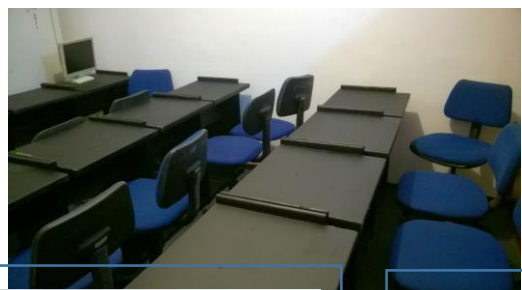
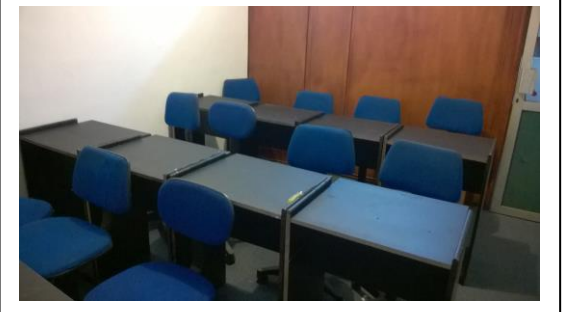
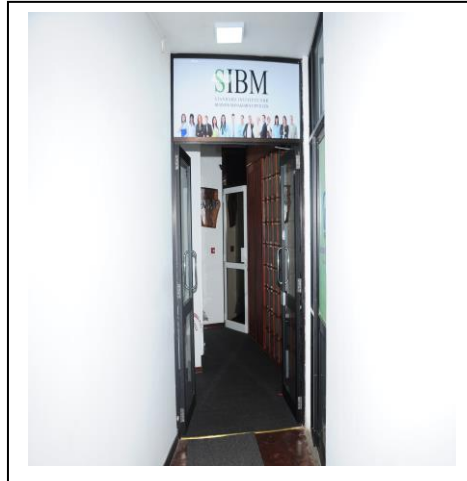
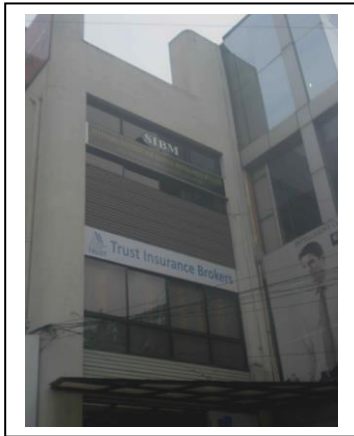
The Standard Institute for business Management (Private) Limited, popularly known as SIBM Sri Lanka, had been incorporated under the theme of **'Enhancing professional status for busy working professionals'** with a view to offer students programmes of international standards for an affordable cost within the shortest possible timeframes. These are designed with ideal subject combination to ensure that there will not be a delay in the study programmes and that students can excel in the field of their selected career pathway. Every effort has been taken to provide the most modern facilities and equipment to prepare students to face up to the challenge and be result oriented in both local and international environment with excellent team spirit and public relationship. We intend to provide education as well as to give the student the opportunity to identify individual talent and build up the character and self-confidence required to meet the challenge in the industry of Business management and technology. SIBM is an Accredited Centre for United Kingdom & United States of America well recognized accredited universities & affiliation bodies.

The **Standard Institute for Business Management [SIBM]** was established in November 2006 and affiliated and accepted, acknowledged **Europe [UK] & States [USA] Universities & Professional Bodies**. This affiliation gives special privilege to SIBM to offer Diplomas up to Top up Learning Programmes under accelerated scheme to gain a very renowned and acknowledged Degree Qualification to Working Individuals. Another special advantage of SIBM is they can work hand in hand with any other Higher Learning Educational and Training Organisation by assisting them to evaluate their programmes and awards into appropriate university awards by offering opportunity without further learning to offer the full Credit Transfer by way of **Credit Accumulated Transfer Scheme (CATS)**.

SIBM has become one of the unique institution, who could contribute valuable support to every mature-working individual, gone into employment without following further higher studies, can obtain academic and professional qualification on an accelerated manner taking into life working experience converting into Accumulated Credits towards their Degree Awards. SIBM is also the National Representative for Sri Lanka to take forward the aim, mission and objectives to the entire country. SIBM to be the provider of higher educational opportunities for individual professionals & business leaders based on distance learning by delivering Diploma up to Post Graduate level, which will be the pathway in obtaining Degree or Masters Qualification under the Top Up scheme for the Sri Lankan higher education market. This increases the potential education market as candidates are able to complete the learning plan within a short period of time, unlike studying in a campus for years to secure a degree qualification.

For more details Please refer: <http://www.sibm.edu.lk/>

# SIBM INSTITUTION PREMISE'S AT NO: 128, 02ND FLOOR, HIGH LEVEL ROAD, NUGEGODA, SRI LANKA



## **SIBM** Vision

Enhancing professional Status for busy working Professionals.

## **SIBM** Mission

Earn cynosure credence; provide consultant professionals, permanent and efficient advice. Exceed & enhanced professional's status meeting expectations. Always be available to assist & deliver exact with standard service for working professional's achievements and a satisfaction.

# **SIBM Values & Specialties**

- 1) Integrity - All our actions and relationships are based on honesty, accountability, and trust
- 2) Global Awareness - Achieving diversity within our staff and students helping to increase mutual understanding of our environment and society
- 3) Collaboration - Working together to create a better result by tapping into our collective wisdom
- 4) Professionalism - All our action reflect on ourselves and our partners
- 5) Excellence - Passion, innovation and commitment to serve drive us to deliver the highest quality work
- 6) Service - We care deeply about our beneficiaries, sponsors and colleagues and respond to their needs with flexibility, reliability, and dedication being people –cantered
- 7) To deliver innovative and timely education, training, and career development opportunities for tomorrow's workforce
- 8) To provide the opportunity to enhance knowledge through lectures by a reputed and renowned lecture panel
- 9) To identify and tap the hidden talent of student and guide them to reach high in their selected field
- 10) To provide an internationally-recognized standard of education affordable to students
- 11) To provide academic & professional guidance to all concerned in educational planning management & administration
- 12) Professional & unique value added programmes for all associates.

## **BRINGING NEW VISION OF RESEARCH, ONLINE & TOP UP AWARDING SCHEME INTO TALENTED WORKING EXECUTIVES TO BECOME QUALIFIED PROFESSIONALS**

The Standard Institute for Business Management [Pvt] Ltd have seen the major need in today's economic world for many busy working professional's, who wish to enhance their career image by obtaining credit worthy TOP UP Degrees Awards, without interrupting their working schedule, nor leaving their home. To this end SIBM has joined hands with Europe [UK] & state [USA] universities & Professional Bodies who has developed an awarding methodology with Europe & state universities & affiliation bodies, which has international cooperation with all in the world. These universities are well recognized & accredited, scheme is known as Research, online & Degree Top Up. Any individual who holds the professional work experience more than 03 years or similar qualification such as Diploma or higher under any Scheme will be able to gain these qualification through accelerated learning plan internationally.

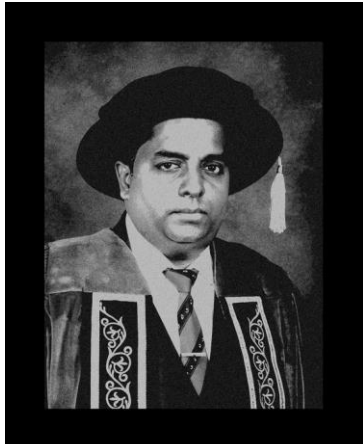
### **CONCEPT OF SIBM LEARNING PLAN**

Every busy working adult of today is seeking for a second chance, as most of today's youngsters are coming with a degree qualification to employment market. But most of mature working Executives holds very valuable work experience, but not a paper endorsement of their knowledge. By taking up a challenge to elevate the mature working individuals, SIBM has joined hands with few UK & USA universities & Professional Bodies offering to follow a rigid programme known as Accreditation for Prior Experience & Learning (APEL). This is to attend further Seminars, Workshops and Oral Examinations and submitting Reflective Work Experience Accomplishment Assignment (RWEAA). The APEL scheme is specially designed for those who are returning to higher education after a career break or those who want to improve their career prospects can come under this special scheme of APEL. Executives and professionals with substantial work experience often acquire core knowledge in their professional areas without formal academic training. These candidates will profit by enrolling with appropriate Accelerated Learning Programme which is the pathway for the Academic Degree Qualification from appropriate universities. This option will bypass the traditional core class rooms' courses to concentrate on new development and trends in each subject area. There are no textbooks to read, curriculum to follow or formal exams, but submission of Reflective Work Experience Accomplishment Assignment (RWEAA) and attending number Oral Examination to confirm the eligibility for the award.

Secondly, Europe & State Awarding Bodies has an opportunity to offer for junior working individuals with the Skill Diploma, which is the first step in the Career Progress Development to gain recognition as a Working Professional. Thirdly, these affiliation bodies offer Non Degree holders with the opportunity of gaining a recognised international certification known as Eminent Certified Membership. This certification gives the recognition for the degree holders by permitting them to use the abbreviation letters after their name with confirmation.

# EXECUTIVE SUMMARY

## FOUNDER & C.E.O [Dr. Suren V. Kumarage PhD



The Standard Institute for Business Management [Pvt] Ltd inaugurated in year 2006 and incorporated in 2013, as a premier organization. Basically the Company is engaged in, foreign higher Education and migration consultation Services. Dr. Kumarage founder of Standard Institute for Business Management (Private) Limited completed his degree in Bachelor of Business Administration in 2001 and Master's Degree in 2008 from Aldersgate College Philippines. He has completed his Post graduate diploma in Global Business in 2016 from OTHM - UK. Dr. Kumarage successfully read his PhD in 2017 in the area of "Traditional education system of Sri Lanka and its effects on the students of the new millennium in comparison to Global Education Concepts" He has published over 30 research papers, mostly in the areas of secondary and higher education system in third millennium countries, Intelligence of education, indigence with education and child protection.

Dr. Kumarage is the Person who introduced and pioneered the "Fast Track Qualification" Method in Sri Lanka with his 12 year real-life experience & marketing strategies with established and reputed Companies in Sri Lanka. Based on his experience at Senior Managerial positions he established his own Institute Named "The Standard Institute for Business Management [Private] Limited in Sri Lanka education sector. Due to his extreme performance in the year 2014 he was rewarded and appointed as a country representative of The OTHM Qualification United Kingdom.

Currently Dr. Kumarage is an active Lion Member of Lions club International HOKANDARA from 2016.

# CONSULTANTS

## Academic Panel

✚ Dr. Don Prasad – Chairman Academic Panel Aldersgate College – Philippines, Vice Precedent

✚ Professor Neal Thomson Precedent Aldersgate College Philippines and Ireland

✚ Dr. R.M.R.B. Rajapaksha - Senior Lecture - faculty of Management and Finance

✚ Dr. Saman Jayawickrama - Senior Lecture – Institute of personal Management

✚ Dr. Malshika Lakshan - Senior Lecture – Australian College of Business Management

✚ Dr. W. Kolaombage – Senior Lecture – Kothalawala Defence University

✚ Dr. Prabath Anuradha Mendis - Senior Lecture – Kothalawala Defence University

✚ Dr. Mervyn Dies - Senior Lecture – visiting [Industrial Expert]

## ACADEMIC STAFF

• <u>Director International Programs</u>	- <u>Dr. K.E.G.S. Kumarage</u>
• <u>Academic Principal</u>	- <u>Dr. Malshika lakshan</u>
• <u>Company Secretary / Quality Manager</u>	- <u>Mrs.L.C.Shamali Jayarathna</u>
• <u>Finance Officer</u>	- <u>Mr. Gayan Asanka</u>
• <u>Lead Internal Quality Assurance</u>	- <u>Mr. M.Rizvy</u>
• <u>Centre Coordinator</u>	- <u>Mr. Prabashana Kumarage</u>
• <u>Personal Assistant</u>	- <u>Mr. Danushka Sampath</u>
• <u>Junior Executive – Academic Division</u>	- <u>Miss .L.A. Hiruni Maleesha</u>
• <u>Junior Executive Administration Division</u>	- <u>Miss Saneeka Liyanage</u>

### **Dr. Malshika Lakshan – Senior Lecturer**

PhD, Aldersgate College, Philippines, CIM Qualified, University of Herefordshire – UK - MBA  
More than 10 years of lecturing experience for Marketing

### **Shraepathy Attanayake – Lecturer**

University of Colombo – BSc. Mathematics Physics  
Chartered Institute of Management Accountant (CIMA) UK; Associate Member of CIMA  
Attorney at Law of the Supreme Court of Sri Lanka  
Chartered Institute of Marketing (CIM) UK; Associate Member of CIM Ethics, Corporate Governance & Business Law  
More than 6 years of lecturing experience for Mathematics

### **Kalharie Pitigala – Lecturer**

Master's in Business Studies from the University of Colombo  
BSc (Hons) Information Systems with Business Management from the University of Westminster, UK  
Advanced Diploma in Psychology  
Diploma in Human Resource Management  
More than 3 years of lecturing experience & currently lecturing for Management & Business Studies

### **Theekshani Dollamulla – Lecturer**

BSc (Hons) Specialized in Communication Development and Management with honours from the Faculty of Agriculture, University of Peradeniya, Sri Lanka.

Reading for PhD at the University of Colombo, a psychological analysis supporting emotional intelligence  
More than 3 years of lecturing experience in Communication, Business Strategy & Business management

**M P Alahakoon – Lecturer**

Master of Information Technology - Central Queensland University, Australia  
Professional Graduate Diploma - British Computer Society, MBCS  
SCJP (Sun Certified Java Programmer) - Sun Microsystems, USA  
SCMAD (Sun Certified Mobile Application Developer) - Sun Microsystems, USA  
Gold Medallist in 2007 - British Computer Society  
More than 2 years of experience as a lecturer in IT related subjects in the field; Society (Professional Graduate Diploma)

**M A Mohamed Imran – Lecturer**

Master of Business Administration (MBA) at Cardiff Metropolitan University, United Kingdom  
B.Sc Management (Hons) 2nd Class Upper at University College Dublin, Ireland  
Member of Institute of Management, Sri Lanka  
Member of Institute of Management, Sri Lanka  
More than 2 years of lecturing experience in Business Management

**K A Pasindu Priyankara Siriwardardana – Lecturer**

BSc (Hons) Computing - Teesside University – UK  
Sun Certified Java Programmer (SCJP)  
Sun Certified Web Component Developer (SCWCD)  
Sun Certified Mobile Application Developer (ACMAD)  
Cisco Certified Network Associate (CCNA)  
More than 3 years of experience as a lecturer in IT related subjects in the field

**Dilip R Gautamadasa – Lecturer**

Bachelor of Arts in Economics (4.9 GPA, Dean's List) (Eastern Connecticut State University, UAS)  
More than 3 years of experience as a lecturer in Economics

**R Piyaviraj Ranasinghe – Lecturer**

Professional Graduate Diploma - British Computer Society, MBCS  
Sun Certified Java Programmer  
More than 4 years of experience as a lecturer in IT related subjects in the field Pantry Computer

## SIBM OFFERING PROGRAMS (GRADUATION YEAR 2014) - APEL & ACPD SCHEME

### CERTIFICATES, DIPLOMA, HIGHER & GRADUATE DIPLOMA PROGRAMS

(Cert: /Dip. / AD / GD) in Marketing / Management / Finance / Human Resource / IT  
(Cert: /Dip. / AD / GD) Event Management  
(Cert: /Dip. / AD / GD) Project Management  
(Cert: /Dip. / AD / GD) Nursing  
(Cert: /Dip. / AD / GD) Hospitality Management  
(Cert: /Dip. / AD / GD) Commercial Cookery  
(Cert: /Dip. / AD / GD) Beauty Therapy  
(Cert: /Dip. / AD / GD) in Computer Science  
(Cert: /Dip. / AD / GD) in IT Management  
(Cert: /Dip. / AD / GD) in Software Engineering  
(Cert: /Dip. / AD / GD) in Marketing Management  
(Cert: /Dip. / AD / GD) in Finance Management  
(Cert: /Dip. / AD / GD) in Business Administration  
(Cert: /Dip. / AD / GD) in Business Management  
(Cert: /Dip. / AD / GD) in Human Recourse Management  
(Cert: /Dip. / AD / GD) in Information Technology Management

### UNDERGRADUATE PROGRAMS

(Bachelor / B.Sc) in Marketing / Management / Finance / Human Resource / IT  
(Bachelor / B.Sc) Event Management  
(Bachelor / B.Sc) Project Management  
(Bachelor / B.Sc) Nursing / (Bachelor / B.Sc) Hospitality Management  
(Bachelor / B.Sc) Commercial Cookery / (Bachelor / B.Sc) Beauty Therapy /  
(Bachelor / B.Sc) in Software Engineering / (Bachelor / B.Sc) in Marketing Management  
(Bachelor / B.Sc) in Finance Management / (Bachelor / B.Sc) in Business Administration  
(Bachelor / B.Sc) in Business Management / (Bachelor / B.Sc) in Human Recourse Management  
(Bachelor / B.Sc) in Information Technology Management / (Bachelor / B.Sc) in IT Management

## **MASTERS PROGRAMS**

(MBA) in Business Administration  
(MBA) Event Management  
(MBA) Project Management  
(MBA) Beauty Therapy  
(MBA) in IT Management  
(MBA) in Software Engineering  
(MBA) in Marketing Management  
(MBA) in Finance Management  
(MBA) in Business Administration  
(MBA) in Business Management  
(MBA) in Human Recourse Management  
(MBA) in Information Technology Management

**DOCTORAL PROGRAMS**

(Doctorate) in Marketing Management  
(Doctorate) in Finance Management  
(Doctorate) in Business Administration  
(Doctorate) in Business Management  
(Doctorate) in Human Recourse Management  
(Doctorate) in Information Technology Management

## AFFILIATED UNIVERSITIES, COLLEGES AND AWARDING BODIES

⊕ Linton University College - Malaysia

<http://www.linton.edu.my/>

⊕ Azteca University – Mexico

<https://univ-azteca.edu.mx/>

⊕ OTHM qualifications - United Kingdom

<http://www.othm.org.uk/>

SIBM ALL RIGHTS RESERVED

## ALTERATIONS & CLOSURE OF COURSES

The Managing Committee of the institution [SIBM (Pvt) Ltd] reserves the absolute right and discretion to change the Awarding schemes & methods, Syllabus, Timings, and/or closure of a programs. In event of insufficient number of students are admitted to a particular program, SIBM may not commence such particular program until sufficient number of students are admitted. .

## ELIGIBILITY FOR EXAMINATION

No Student is eligible for appearing in the oral & online Examinations or Viva unless he/she has fully certain requirements has been assign by facilitator [SIBM] Administration office.

## SUBMISSIONS

Project assignment & Final Dissertation stipulated in the study pack given by SIBM & it has to be submitted as a comprehensive report with research work as per the subject chosen. Please read guide line carefully.

## TEACHING METHODOLOG

If candidates are going though [APEL Scheme] Accreditation for prior experience & Learning compulsory class room attendance are allocated. As this is an [ACPD Scheme] Affirmation for Career Progress Development or Research Distance Learning no class room sessions are involved. However all applicants are welcome to consult SIBM counselling staff for any assistance.

## ADMINISTRATION OFFICE

Open for students: 9.00 am to 7.00 pm [Week & Week Ends]

Open for General: 12.00 pm to 3.00 pm [Week & Week Ends]

## COUNSELLING

- This is solely for the any working Professionals who interest above concepts.
  - Counselling could be had with prior appointment only.
- Counselling can help prospective working Professionals at the time of admissions.
- Counselling can help working Professionals to select their appropriate qualification behalf of their professional background.
  - Counselling can help disclose hidden talents of working Professionals.

SIBM [Pvt] Ltd is committed in achieving high standards of health, safety, and environmental practices.

It is the policy of the institute to develop and ensure a safe, healthy, and supportive environment for all employees, learners, contractors, and visitors. The institute is fully committed to the policy and regards it as having the highest priority to ensure that all reasonable steps are taken to achieve and maintain such an environment. The institute is committed to achieving a measurable, progressive improvement in health and safety performance, with legal requirements establishing a minimum acceptable level. SIBM intends to ensure the health and safety of all persons who may be affected by the activities by:

- ☐ Consulting with and involving our staff and students in matters relating to their own health and safety
- ☐ Define health and safety responsibilities for staff, learners, and visitors
- ☐ Providing, managing and maintaining our workplaces, grounds, and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled
- ☐ providing, managing and maintaining plant and equipment as far as reasonably practicable, safe and that risks to health are controlled
- ☐ identifying hazards and conducting formal risk assessments when appropriate in order to minimize the risk
- ☐ ensuring that control measures and emergency procedures are - in place, effective, properly used, monitored and maintained
- ☐ Provide and maintain a safe, healthy and supportive working/learning environment
- ☐ Ensure that safe systems of work are in place to ensure the safety of employees, learners and others who may be affected by the institute's activities
- ☐ Ensure that risks are managed by the process of risk assessment and the implementation of suitable risk control systems and workplace precautions
- ☐ Provide all employees with the necessary information, training, instruction and supervision in order that they may work safely and to ensure competence in their delivery of health and safety training to learners
- ☐ Ensure effective communication and consultation with staff, learners and others affected by activities of the institute
- ☐ Measure and review health and safety performance regularly at both institute and department levels with the aim of continuous improvement
- ☐ Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or Undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate Information on relevant hazards to any persons whose health and safety might be affected by them
- ☒ monitoring the safety performance of contractors who work for the institute

The institute promotes a positive health and safety culture to educate staff and students in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be included.

The safety management systems undertake are continuously reviewed and developed, with the aim of conducting the activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.

## STUDENTS' GUIDE

### Attendance Policy

1. Students are expected to have 80% attendance for all classes, and inform of any absenteeism.
2. Informing the institute must be done via the online form provided through the institute website, any other means of informing will not be considered.
3. If the student has missed 2 classes continuously without informing the institute, a batch transfer will be imposed automatically.
4. If the student has missed 5 classes cumulatively (regardless of continuous or not) without informing the institute, a batch transfer will be imposed automatically.
5. When a student is imposed a batch transfer, he/she is liable to pay the aforesaid costs and fees as mentioned in 3, 4 above.

## CODE OF CONDUCT

1. The student shall present him/her-self in a decent manner, in appropriate dress-code, and would not engage in any behaviour which is unethical, unprofessional or illegal which would dishonour the institute or its good name.
2. The student shall make payments to the institute at the designated time without delay (i.e. at the commencement and after every 4 weeks in the case of instalments, and at commencement in the case of full payments).
3. The student shall at all times possess his/her student card and present it immediately upon request by a lecturer or member of staff.
4. The institute reserves the right to withdraw any discounts / scholarships offered to the students or terminate the studentship of the student if he/she is found in breach of the above clauses.

## COMPUTER LABS

Computer labs are available for the use of the students. Any misuse of computers may result in withdrawal of your right to use them. Usage of computer facilities for research work or assignment preparation requires prior approval of the Coordinator.

## COURSE COORDINATORS

The students will be informed on all matters pertaining to the course personally or by means of notices displayed on the notice board and or by email where applicable.

## DISCIPLINE

Students must maintain good discipline. They should under no circumstances criticize the institute in open public or behave in a manner which would affect the good image of IIMT. If such a case is reported a disciplinary inquiry would be conducted and any student found guilty may face expulsion. Students are most welcome to discuss any issue that they wish to clarify.

## ENROLMENT

Students are requested to hand over 2 passport size colour photographs (signed on the reverse) at the time of enrolment. Every student will be issued a registration card which should be carried by the students whenever they attend the campus. Enrolment

**If incorrect information has been furnished in an application for admission, the student would be liable for expulsion on identification of such information.**

## REFUND POLICY

1. If the student who is enrolled in any of the programmes pending results to qualify to continue with the programme, has paid the registration fee & part of the course fee and finally fails to qualify, then the full registration fee is refunded and the course fee will be refunded on a pro-rata basis .
2. If the student who has the requisite qualifications, has registered in any of the courses offered, has paid the registration fee and requests to withdraw from the enrolled programme prior to **commencement of the programme** due to personal reasons, then the registration fee would not be refunded.
3. If the student who has the requisite qualifications, has registered, had paid the registration fee, part payment of the course fee and requests to withdraw from the enrolled programme due to personal reasons, then the registration fee would not be refunded, but could be carried forward to the next batch . Course fee will be refunded on a pro-rata basis.

## GRIEVANCES

Grievances of students should be forwarded to the counsellor /s either verbally or in writing. Every possible attempt will be made to settle / resolve the grievance as fast as possible. IIMT follows an “Open Door” policy and students are encouraged to meet the Coordinators, the Marketing Manager, or Director at any time.

## LIBRARY

The IIMT campus library will be open from 9.00 a.m to 5.00 p.m daily. Photocopy facilities are available at the campus library. Printout facilities are available on request at library. Details regarding the use of the library may be obtained from the librarian/ coordinator.

## LIQUOR

No consumption of liquor or any other form of drugs is permitted within the Campus and no person under the influence of liquor shall be permitted to enter the Campus.

#### **MISCONDUCT**

Students' misconduct will be viewed very seriously. Any student charged with misconduct may be subject to suspension, and if found guilty after a disciplinary inquiry may be expelled from the Campus.

#### **NO SMOKING POLICY**

The Campus is a No Smoking area and smoking is strictly prohibited.

#### **NOTICE BOARD**

Students should peruse the Notice Boards regularly as information relevant to their studies such as time tables would be posted on them.

#### **VACATION TIME**

No students should be present at the IIMT Campus when it is officially closed (Vacation and Public Holidays) unless prior approval has been granted for such presence.

## COMPLAINTS POLICY

1. Complaints should be handled:

- a) Confidentially
- b) Fairly
- c) Promptly

2. Staff should endeavour to:

- a) Be courteous to the complainant
- b) Respond positively
- c) Offer constructive solutions

3. Formal written complaints should be:

- a) Recorded
- b) Acknowledged within 3 working days
- c) Notified to Senior Management

4. The complaints procedure should be:

- a) Publicly displayed
- b) Monitored regularly
- c) Reviewed and evaluated periodically

## BATCH TRANSFER POLICY

1. Batch transfers must be requested in writing and such request should contain the following.

- ☐ The full signature of the student
- ☐ Date of refund request
- ☐ The student card and bills attached

2. Batch transfers will be done only upon the student paying the administration fees – amounting to 20% of the full course fees. No cost of classes will be charged in this case.

3. Course transfers are similar to batch transfers but the administrative fees will be calculated as 20% of the higher valued course, and the student will be charged for the classes he/she was supposed to attend.

4. Cost of classes – this will be calculated from the commencement of the batch up-to the date of transfer request.

5. Administrative cost – 20% of the course fees will be charged as administrative cost.

## ADDRESS CHANGE

Any change in address should be brought to the notice of the IIMT's Administration Department immediately.

## CANTEEN AREA

The lunch area at the main campus is open 9.00 a.m. - 5.00 p.m. Students should also note that consumption of food and drink in the lecture rooms, library and the computer labs is strictly prohibited.

## CONVOCATION

An annual convocation is held by university every year at their own premises in UK & USA. For those students who are unable to participate personally at the official convocation, SIBM will be making arrangements to hold a graduation ceremony locally at BMICH in every year. In this official ceremony, University and affiliate bodies will be awarding Skill Certificates, Diplomas, Higher Diplomas, Undergraduate, Masters and Doctorates for successfully completions. This is a much awaited occasion not only the SIBM applicants but other academics in Sri Lanka eagerly looking for. It is unanimously agreed by the University,

## CARRIER SOLUTIONS

SIBM had its own career development and employment services program during the past two years. We assist applicants in locating job opportunities within Sri Lanka and world wide. However we cannot guarantee any employment as it purely depends on individual's personal assessment by the respective employers. This is solely to assist our applicants.

## MIGRATION

Applicants from other institutions who wish to join SIBM foreign study programme for solely migration purposes should settle their full fees prior to joining SIBM. Any documents or records needed from the previous educational providers should be required.

## LOAN SCHEMES

SIBM in collaboration with banks, finance companies and individuals who provide applicants individual loan facilities, could assist needy applicants in obtaining short term loans.

## MOTIVES FOR THE BUSINESS.

However, Sri Lanka is a developing country, education standards and the literacy level is very high. Our primary education standard is in a higher level because the government is fully funding the primary education system. Emphasis on the higher education is very low due to lack of government funding and higher cost structures. There are thousands of eligible youth who haven't got the opportunity to enter into government universities. The government universities can accommodate only 5% of the eligible candidates. Though there are several private institutes, which are providing educational services but most of Sri Lankan students are not in a position to meet expensive study fees they charge for courses they offer. The Main motive of SIBM is to have it's qualifications recognised by the employers and to lessen the gap between demand and supply of higher education. . Our aim is to help individuals to be equipped with professional qualifications they require at a affordable price. Individuals with work experience and inadequate qualifications or with qualifications on one discipline prefer to get themselves fully qualified to enhance their employment opportunities here and abroad. Our study program is THE BEST FOR QUICK RESULTS.

## **PRIME LOCATIONS**

SIBM all locations are in the heart of the capital of Sri Lanka with all the facilities are within the close proximity ; facilities such as parking , food centres, national library , banks , main shopping malls , temple, church etc are surrounded this prime location of Colombo centre. The location is very convenient to any student as it is easily reachable by any transport as it is.

## **STRATEGY.**

The Institute will facilitate our students to qualify in degree programmes in Technology and Business disciplines within a specified time period and it'll absorb students who are having entry-level qualifications in a competitive value. SIBM is providing high profile well experienced lecturers with industry experience and lecturers from government universities with extensive research experience in order to enhance the knowledge and quality of students passing out from the institute.

## **PRODUCT & SERVICE DETAILS**

Skill Diploma / Diploma /Higher Diploma /Advance Diploma and Graduate Diploma /Degree/Post Graduate/Masters/DBA  
[Though APEL & ACPD Schemes]

ENTRY REQUIREMENTS & DETAILS PLEASE REFER: <https://www.sibm.edu.lk>

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# Fee Structure

Programs	Route	Regis:	Asses	Verification	Awarding	Total
PhD or DBA						
MASTERS						
	Depend	on	the	university	Fee	Structure
BACHELORS						
PG DIPLOMA						
DIPLOMA						
CERTIFICATE						

## Note:

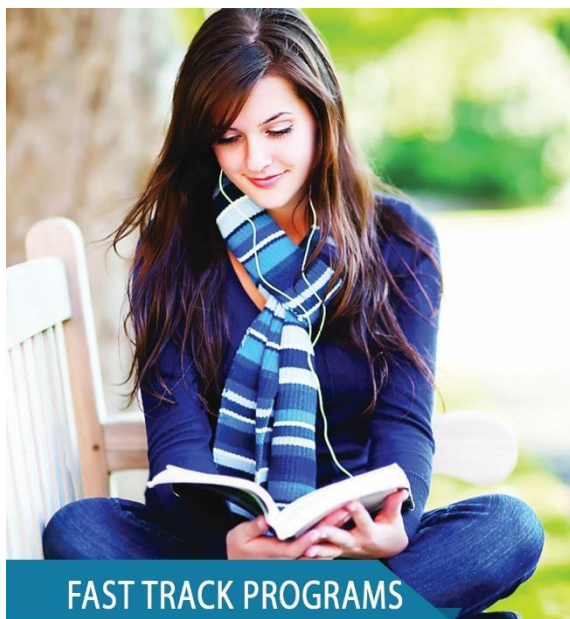
- ❖ Course fees indicated above are subject to foreign exchange fluctuations during the course period and adjustments may needed according to University rules and regulations
- ❖ All fees whether Tuition, Registration, Admission, Examination & /or etc. are liable to be reviewed and changed without notice.

## CONTACT.

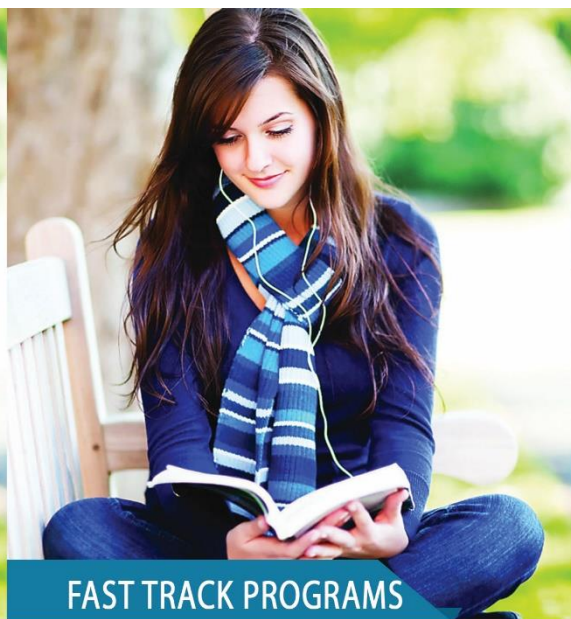
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Director – International Programs,  
Office of Graduate Studies & Professional Learning,  
The Standard Institute for Business Management [Pvt] Ltd,  
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Skype : [sibm.sl](https://www.sibm.edu.lk)

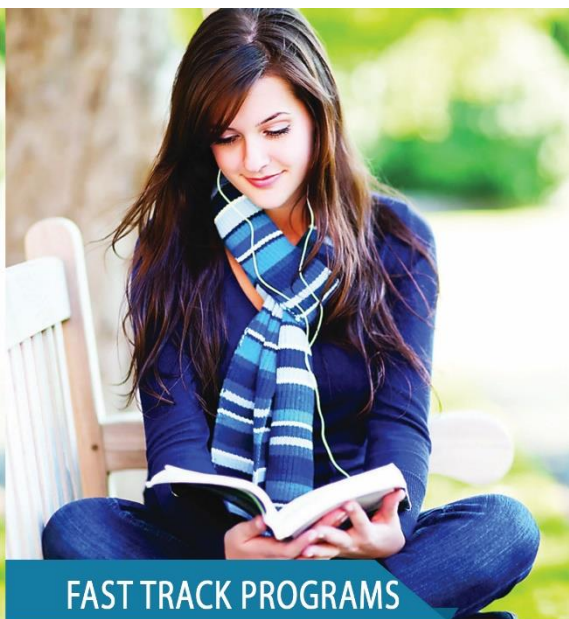
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## FAST TRACK PROGRAMS



## FAST TRACK PROGRAMS



## FAST TRACK PROGRAMS



### WHY SIBM ?

A UNIQUE CAUSE FOR ANY FRESHER, WORKING PROFESSIONAL OR MIGRANT WHO HAS NOT QUALIFIED WITH SUFFICIENT CREDITS THROUGH THE TRADITIONAL EDUCATIONAL SYSTEM WILL BE CHANNELLED TO SIBM'S UNIQUE CHANNEL SCHEMES WHERE THEY WILL HAVE TO SIT FOR VIVA SESSIONS, SUBMITTING ACCOMPLISHMENT DISSERTATION AND EARN THEIR DREAM QUALIFICATION IN A CONSIDERABLY SHORT PERIOD OF TIME.

OUR UNIQUENESS IS TO DELIVER QUALITY HIGHER EDUCATION PROGRAMS IN REMARKABLY SHORT TIME PERIODS FROM TOP RANK UNIVERSITIES IN THE WORLD RECOGNIZED BY THE UNIVERSITY GRANTS COMMISSION OF SRI LANKA [UGC- SL] INTERNATIONAL ASSOCIATION OF UNIVERSITIES [IAU], COVERED BY THE COMMONWEALTH UNIVERSITY ANNUAL HANDBOOK.

SIBM AWARDING'S ARE VALIDATED AND ACCEPTED BY THE BRITISH COUNCIL OF SRI LANKA AS WELL AS THE MINISTRY OF FOREIGN AFFAIRS OF SRI LANKA.

### DISTINCTIVENESS OF SIBM

SIBM WILL GRANT UNIQUE FACILITIES FOR EACH STUDENTS WHO JOIN WITH US, SUCH AS BANK LOAN FACILITIES FOR LESS INTEREST, UNIVERSITY EXPERTS AND INDUSTRIAL EXPERTS FOR SUPERVISION, SPECIAL CLASS ROOM ARRANGEMENTS FOR THEORETICAL AND PRACTICAL KNOWLEDGE, PROVIDING SAMPLE DISSERTATION AND ASSIGNMENTS WRITERS AND UNIQUE JOB OPPORTUNITIES ETC....

FOR MORE DETAILS PLEASE VISIT: <http://sibm.edu.lk/>



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## FAST TRACK PROGRAMS

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### WHAT IS FAST TRACK ?

FAST TRACK PROGRAMS ARE SPECIALLY DESIGNED FOR WHO DO NOT HAVE THE TIME TO ATTEND CLASS ROOM SESSIONS AND ABLE TO FINISH THEIR APPROPRIATE PROGRAM AND EARN THE QUALIFICATION IN A CONSIDERABLE SHORT TIME PERIOD, BUT TOTALLY DEPENDS ON THE CANDIDATES' BACKGROUND AND HOW THEY COMMUNICATE AND EXPRESS THEIR LIFE TIME EXPERIENCE WITH ACADEMIC JURIES OF THE UNIVERSITY.

UNIVERSITY ACADEMIC PANEL AND ONLY THE SELECTED CANDIDATES WILL QUALIFY FOR THE FINAL STAGE AND EARN THE QUALIFICATION.

BY TAKING UP THE CHALLENGE TO ELEVATE, SIBM OFFERS RIGID PROGRAM STREAMS KNOWN AS,

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(ACPD)  
ACCREDITATION FOR CAREER PROGRESS DEVELOPMENT

THESE SCHEMES ARE ESPECIALLY DESIGNED TO FRESHERS, WORKING PROFESSIONALS, MIGRANT WITH SUBSTANTIAL WORK EXPERIENCE OFTEN ACQUIRE CORE KNOWLEDGE IN THEIR AREAS OF WORK WITHOUT FORMAL ACADEMIC BACKGROUND CAN QUALIFY THROUGH THESE STREAMS & FULFIL THEIR HIGHER EDUCATIONAL DREAMS.

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## WHAT IS A FAST TRACK PROGRAM ?

Fast track programs are specially designed for Freshers and busy working professionals who do not have the time to attend class room sessions and able to finish their appropriate program and earn the qualification in a considerable short time period. Class room attendance is not compulsory or mandatory but totally depends on the candidates' background and how they communicate and express their life time experience with Academic Juries of the University.

In fast track programs candidates need to prove their back ground and qualifications to the entire satisfaction of the Academic Panel and only the selected candidates will qualify for the final stage and earn the qualification.

By taking up the challenge to elevate, SIBM offers rigid program streams known as,

- (APEL) - Affirmation of Prior Experience & Learning
- (ACPD) - Accreditation for Career Progress Development

These schemes are especially designed to suit those who are returning to higher education after career breaks or those who want to improve their career prospects. Especially, freshers and working professionals with substantial work experience often acquire core knowledge in their areas of work without formal academic background can qualify through these streams & fulfil their higher educational dreams.

## SIBM FAST TRACK PROGRAMS

- ARE YOU A STUDENT ?
- BUSY WORKING PROFESSIONAL ?
- SEEKING TO MIGRATE ?

## LACKING QUALIFICATIONS ?

SIBM uniqueness is to deliver quality Higher Education programs in remarkably short time periods from highly recognized Universities, Colleges and Affiliated bodies all over the world, for students and mature working professionals, who wants to enhance their professional careers and especially skilled professionals to fill up their qualification gap to apply for Migration of any adoptable countries.

# WE HELP YOU TURN YOUR DREAMS INTO REALITY



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During the recent past the SIBM has assisted more than 300 local and international Candidates to successfully graduate in related management and technical streams. Currently the SIBM is dealing with highly recognized Universities, Colleges & affiliated bodies and accredited educational institutions all over the world.

SIBM qualifications are recognized by the Sri Lanka University of Grants Commission [UGC- SL], listed under the Commonwealth University category and International Association of Universities [IAU], validated and accepted by the British Council of Sri Lanka and the Ministry of Foreign Affairs of Sri Lanka.



## SIBM UNIQUE SERVICES

SIBM WILL GRANT UNIQUE FACILITIES FOR EACH STUDENTS WHO JOIN WITH US, SUCH AS BANK LOAN FACILITIES WITH A LOW INTEREST, UNIVERSITY EXPERTS AND INDUSTRIAL EXPERTS FOR SUPERVISION, ESPECIAL CLASS ROOM ARRANGEMENTS FOR THEORETICAL AND PRACTICAL KNOWLEDGE, PROVIDING SAMPLE DISSERTATION AND ASSIGNMENTS WRITERS AND UNIQUE JOB OPPORTUNITIES ETC....

### OTHM QUALIFICATIONS UNITED KINGDOM

As OTHM is regulated by Ofqual (Office of the Qualifications and Examinations Regulation) and Qualifications Wales, OTHM graduates are welcomed by many UK Higher Education Institutions (HEIs) to join their final year Bachelor's and top-up/Master's degree programs. Please refer

<http://www.othm.org.uk>



### ALDERSGATE COLLEGE PHILIPPINES

The Aldersgate experience since the founding of the University in 1965. Today, there independent Schools are intellectually-stimulating, warm, vibrant community of nearly 50 fields of study.

<http://www.aldersgate.edu.ph>



### ANGLIA RUSKIN UNIVERSITY UNIVERSITY OF NORTHAMPTON UNITED KINGDOM

Anglia Ruskin University UK has 39,400 students worldwide and has campuses in Cambridge, Chelmsford and Peterborough.

<http://www.anglia.ac.uk/>

The University of Northampton UK was formed in 1999 by the amalgamation of a number of training colleges and gained full university status as The University of Northampton in 2005.

<https://www.northampton.ac.uk/>



## LEARN ABOUT US

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### WHY WE ARE THE BEST

Upon completion of these and the accumulation of further credits, they can qualify for appropriate programs in the following fields.

#### BACHELOR PROGRAMS

Computing / IT / HR / Business / Marketing / Logistics / Finance / Education Banking

#### MASTERS PROGRAMS

Computing / IT / HR / Business / Marketing / Logistics / Finance / Education Banking

#### DBA AND PHD PROGRAMS

IT / HR / Business / Marketing / Finance / Education

#### ENGINEERING PROGRAMS

Civil / Electrical / Mechanical

During the last few years, 300 local and international candidates have successfully graduated through SIBM and we are proud to say that...



## WE HELP YOU TURN YOUR DREAMS INTO REALITY



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Mr. Chamuditha Jayawickrama  
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President of Sri Lanka

Master in Business Administration  
University of Northampton – UK



Dr. G.M.R.P. Aponsu  
Factory Manager  
(Senior Managerial Category)

Doctor of Philosophy (PhD)  
Aldersgate College – Philippines



Ms. Therish Rodrigo  
Entrepreneur – Construction

PG Diploma in Global Business  
OTHM - UK

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