

NOTICE to All BBA Students

Faculty of Management, University of Peradeniya

Student Record Book Endorsement for the Semester I 2024/2025 Academic Year

The students are requested to do the followings for Student Record Book Endorsement.

1. Download the two sides of the paying voucher from the Faculty of Management Moodle or Learning Management System (LMS) and get it printed, or otherwise Paying Vouchers and Registration Forms are available at the Office of the Dean.

Form 52
Daily/Week form should be submitted to the Office of the Dean by the Student

Courses Registration Form Faculty of Management University of Peradeniya			
1. Registration No.			
2. Name with Initials (Mr/Ms)			
3. Address			
4. Mobile No.			
5. Academic Year		6. Semester	
Course Code	Course Title	Proper Title	Article
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
Date		Signature of Applicant	

Paying In Voucher University of Peradeniya - Peradeniya Bank Copy		Paying In Voucher University of Peradeniya - Peradeniya Student Copy		Paying In Voucher University of Peradeniya - Peradeniya Office Copy	
People's Bank - Peradeniya - CJA No: 057180121338023 Bank of Ceylon - Peradeniya - CJA No: 0001273343		People's Bank - Peradeniya - CJA No: 057180121338023 Bank of Ceylon - Peradeniya - CJA No: 0001273343		People's Bank - Peradeniya - CJA No: 057180121338023 Bank of Ceylon - Peradeniya - CJA No: 0001273343	
Paid to credit of Current Account No.		Paid to credit of Current Account No.		Paid to credit of Current Account No.	
1. Full name of student (in Block Letters) Rev./Mr./Mlle.		1. Full name of student (in Block Letters) Rev./Mr./Mlle.		1. Full name of student (in Block Letters) Rev./Mr./Mlle.	
2. Enrolment No.		2. Enrolment No.		2. Enrolment No.	
3. Name of the Degree:		3. Name of the Degree:		3. Name of the Degree:	
4. Year: Term/Semester:		4. Year: Term/Semester:		4. Year: Term/Semester:	
5. Name of the Hall:		5. Name of the Hall:		5. Name of the Hall:	
6. It is mandatory to fill the Relevant Revenue Head:		6. It is mandatory to fill the Relevant Revenue Head:		6. It is mandatory to fill the Relevant Revenue Head:	
Revenue Head		Revenue Head		Revenue Head	
I. Hall Fees/Room Rent	10070100	I. Hall Fees/Room Rent	10070100	I. Hall Fees/Room Rent	10070100
II. Fees/Damages (Half Related)	10070101	II. Fees/Damages (Half Related)	10070101	II. Fees/Damages (Half Related)	10070101
III. Fees/Damages	10051100	III. Fees/Damages	10051100	III. Fees/Damages	10051100
IV. Enrolment Fees/Semester Fees	10060101	IV. Enrolment Fees/Semester Fees	10060101	IV. Enrolment Fees/Semester Fees	10060101
V. Medical Fees	10060501	V. Medical Fees	10060501	V. Medical Fees	10060501
VI. Certificate Fees	10060301	VI. Certificate Fees	10060301	VI. Certificate Fees	10060301
VII. Convocation Fees	10060601	VII. Convocation Fees	10060601	VII. Convocation Fees	10060601
VIII. Library Fees	10060501	VIII. Library Fees	10060501	VIII. Library Fees	10060501
IX. Exam Fees	10060301	IX. Exam Fees	10060301	IX. Exam Fees	10060301
X. Vacation Res. Fees	10070102	X. Vacation Res. Fees	10070102	X. Vacation Res. Fees	10070102
Total		Total		Total	
7. Amount in Words:		7. Amount in Words:		7. Amount in Words:	
Date: Signature of Depositor		Date: Signature of Depositor		Date: Signature of Depositor	
Received by cash the above sum to the credit of CJA People's Bank: 057180121338023 Bank of Ceylon: 0001273343 of the University of Peradeniya		Received by cash the above sum to the credit of CJA People's Bank: 057180121338023 Bank of Ceylon: 0001273343 of the University of Peradeniya		Received by cash the above sum to the credit of CJA People's Bank: 057180121338023 Bank of Ceylon: 0001273343 of the University of Peradeniya	
Date: Authorized Officer		Date: Authorized Officer		Date: Authorized Officer	
* Please send this copy to People's Bank University Branch/Bank of Ceylon University Branch, once Payment is made.		* Please keep this copy with you.		* Please Handover this copy to the relevant office of the University of Peradeniya.	

2. Fill the details in the **Course Registration Form** and **Student Record Book**.

3. Fill the **payment voucher** and do the relevant payments to the nearest bank. Payment details are also uploaded in the LMS.

- Registration fee for Semester - Rs.500.00 (without retake Courses)
- Retake Course – Rs. 100.00 (per course)

(First Year Student do not require to pay Semester Fee for First Semester)

4. Submit the Filled Payment Voucher, Course Registration Form and Student Record Book for the semester registration to the registration counter of the Dean's Office at the Faculty of Management for endorsement of Students Record Books. Keep a student copy of the voucher with you for future references.
5. **Students should have Logged into the Learner Management System** (LMS) by now and registered for the courses you are following for the current semester and for any subject you are retaking using the following link of the Learner Management System before you come to the registration counter. (<http://mis.mgt.pdn.ac.lk/>)

You should submit the above documents on the following days for endorsement with relevant documents.

1000 Level - 29th May 2025 from 9.00 am to 3.00 pm

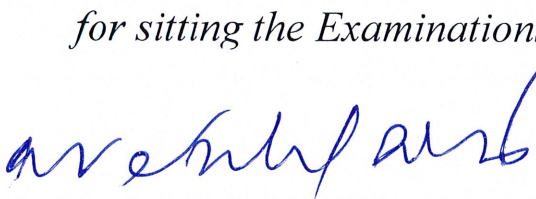
2000 Level - 30th May 2025 from 9.00 am to 3.00 pm

3000 Level - 2nd June 2025 from 9.00 am to 3.00 pm

4000 Level - 3rd June 2025 from 9.00 am to 3.00 pm

If any clarification or more details are required, please contact 081239400.

★★★ *Kindly note that Student Record Book endorsement is very essential for sitting the Examinations.* ★★★



Senior Assistant Registrar

Faculty of Management

28.05.2025

W.V. Lakshman Kumara
Senior Assistant Registrar
Faculty of Management
University of Peradeniya
Peradeniya, Sri Lanka