



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

ANNUAL REPORT AND ACCOUNTS
2023

POSTGRADUATE INSTITUTE OF ENGLISH

ANNUAL REPORT & ACCOUNTS

2023

	CONTENTS	Page
	Vision and Mission of the PGIE	04
	Message from Director	06
1.	Organizational structure	08
	(a) Members of the PGIE	09
	i) Board of Management	09
	ii) Board of Study for Teaching English as a Second Language	11
	iii) Board of Study for Teaching Literature in a Second Language Context	12
	iv) Members of the PGIE Staff	13
2.	Director's Review	15
	(a) Brief Introduction	15
	(b) Snapshot of highlights	18
	(c) Challenges	25
	(d) Future Plans	26
	(e) Programs Conducted at PGIE and Details of Students	27
	(f) Details of activities conducted during the year in review	35
	(g) Human Resources	36
3.	Details of Research, Innovation and Publications by Staff	37
4.	Future expectations of Sustainable Development	43
5.	Audit committee Report	45
6.	Audited Financial Statements	46
7.	Report of the Auditor General	65
8.	Reply to the Auditor General's Report	72

VISION

To be the leader in postgraduate education and research in English Studies and Education in Sri Lanka and be renowned for creative and contextually responsive initiatives which are sensitive to local and global imperatives and trends.

MISSION

To provide opportunities for postgraduate level study, research, teacher education, innovation and excellence in scholarship in English language studies and literature, through self-directed and self-paced learning and to direct and lead English studies at National level.

Goal 1: Ensure high quality postgraduate education in English studies

Objectives

- 1.1. Develop and offer new and innovative programs responsive to national needs
- 1.2. Improve and maintain quality of existing study programs and course delivery

Goal 2: Maintain and Enhance administrative processes to offer a more efficient and streamlined service to PGIE clientele

Objectives

- 2.1 Improve administrative processes
- 2.2 Develop the capacity and competencies of administrative and non-academic staff
- 2.3 Enhanced use of ICT in administrative processes
- 2.4 Developing systems for data protection and backup
- 2.5 Implementing green practices in the institute to make the institute more environmentally friendly and energy efficient
- 2.6 Ensure the smooth functioning of processes to support an efficient and streamlined service to PGIE clientele

Goal 3 : Enhance and strengthen the research culture and research capacity of the institute.

Objectives

- 3.1 Enhance opportunities for academic staff members to engage, produce and disseminate innovative research
- 3.2 The continuous professional development of academic staff
- 3.3 Provide opportunities for dissemination of student research
- 3.4 Develop and conduct institutional research which can help address national priorities.

Goal 4: Be a center for intellectual discourse, debate and progressive thought, contributing to national policy and development

Objectives

- 4.1 Create a space for and disseminate progressive thought regarding English studies research and research methodology in the Humanities and Social Sciences.
- 4.2 Contribute to national development by engaging with key institutions involved in policy formulation and implementation

Message from Director



The Postgraduate Institute of English, established by the Universities Act No. 16 of 1978 and the Postgraduate Institute of English Ordinance No. 4 of 2005, is the only postgraduate institute dedicated to English studies in Sri Lanka and has played a major role in providing high quality postgraduate English language and literature education to educationists and other professionals. The institute has also established a reputation as a leading humanities and social sciences research institution. PGIE alumni hold senior positions in almost all national universities and many have also used the PGIE's MA degrees as a springboard to PhDs and further qualifications at prestigious overseas universities.

Despite the considerable financial and HR related challenges faced by the PGIE in 2023, it managed to offer three of its four main courses and also offered two short courses. In addition, this report highlights the many instances where the PGIE took a proactive approach to address the needs of both its students and the nation by organizing information and research sharing sessions. The PGIE has also taken steps to enhance the student experience by organizing guest speeches by eminent international academics and thought leaders, movie screenings and reviews, and other events.

In a context where Teaching English as a Second Language (TESL) qualifications are highly sought after for overseas employment and migration, the PGIE continues to offer high-quality, contextually-responsive postgraduate qualifications so that Sri Lankan practitioners of TESL can fit into any academic or professional context in the world.

Dr. Romola Rassool

Director

PhD (Melbourne, Australia)

MA (Teachers College, Columbia, USA)

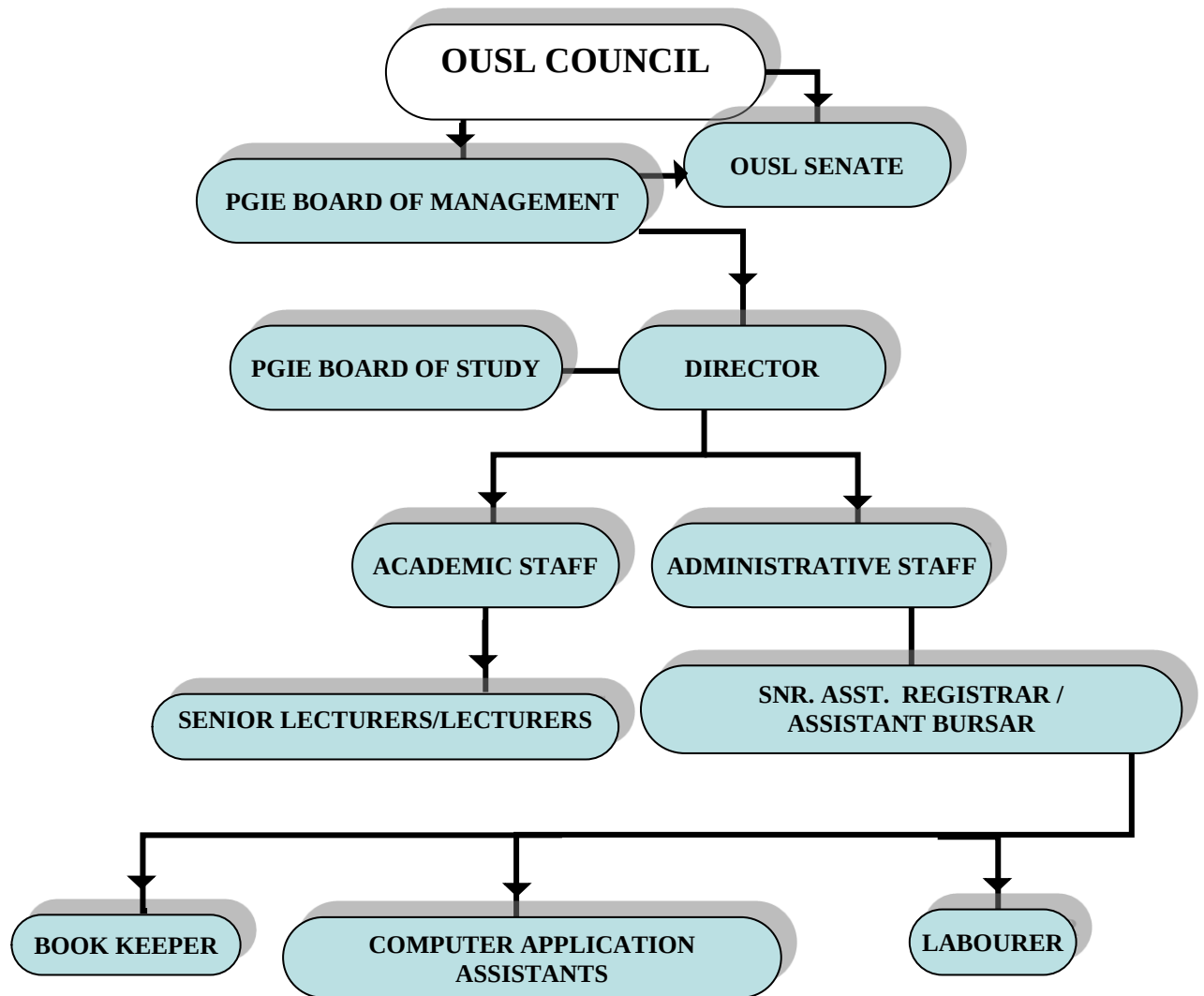
BA (Kelaniya, Sri Lanka)

Postgraduate Institute of English

Postgraduate Institute of English established by Ordinance No. 4 of 2005, Order made by the President under Section 24A of the Universities Act, No. 16 of 1978 and published in *Gazette Extraordinary* No. 1417/12 of 31st October, 2005.

POSTGRADUATE INSTITUTE OF ENGLISH

1. Organizational structure



(a) (i) Members of the PGIE Board of Management

	NAME	DESIGNATION
<i>9 (1) (a) the Director</i>		
1	Dr. Romola Rassool	Chair, Director/PGIE
<i>9.1.(b) the Secretary to the Ministry of the Minister in charge of the subject of Higher Education or the Secretary to such other Ministry to which the subject of Higher Education may be assigned</i>		
2	Mrs. P.U.T. Warusawithana (01.12.2022 – 31.7.2023)	Director, Overseas Education , Ministry Education
	Mrs. Sasika Liyanage (01.08.2023 – Present)	Director, Overseas Education, Ministry Education
<i>9 (1) (c) the Chairman of the Commission's Standing Committee on the Teaching of English</i>		
3	Dr. B.L.F. Abeywickrama (19.05.2023 – 31.12.2023)	Senior Lecturer/DEL T, University of Colombo
<i>9.1.(d) the Head of the Department of English of the University ;</i>		
4	Dr. S.A.A.K. Satharasinghe (01.10.2022 – 31.12.2023)	Head/Department of Language Studies OUSL
<i>9.2.(a) representative of the Council</i>		
5	Prof. L.R. Jayasekera (01.02.2020 – 28.02.2023)	Professor Emeritus, Dept. of Plant and Molecular Biology, University of Kelaniya
	Dr. N.C. Kumarasinghe (19.05.2023 – Present)	Council Representative
<i>9.2. (b) five professors in English or the Heads of the Departments in charge of teaching the subjects of English, English Language Teaching and Linguistics (as may be applicable), nominated by the Commission</i>		
6	Snr. Prof. Neloufer de Mel (16.01.2023 – Present)	Senior Professor in English (Chair), University of Colombo
7	Snr. Prof. C.D. Senaratne Wettewe (16.01.2023 – Present)	Senior Professor, Department of English Language Teaching, Faculty of Humanities, University of Kelaniya
8	Snr. Prof. Neluka Silva (16.01.2023 – Present)	Senior Professor, Dept. of English, University of Colombo
9	Prof. M. Lalith Ananda (16.01.2023 – Present)	Former Head, Dept. of English, Uni. of Sri Jayewardenepura
10	Ms. P. Nagasundaram (16.01.2023 – Present)	Former Head, Dept. of English, Uni. of Sri Jayewardenepura
<i>9.2. (c) member elected by the Senate of the University</i>		
11	Prof. G.R.R. Ranawaka	OUSL Senate Representative, Senior Professor in Zoology Department of Zoology, OUSL

<i>9.2. (d) two members elected by the Boards of Study from amongst their members</i>		
12	Dr. H.V.M. Ratwatte	Senior Lecturer/Department of Language Studies /OUSL Member- BOS/ TLSC
13	Ms. M.I. Jansz (16.01.2023 – Present)	Senior Lecturer/PGIE (w.e.f. 14/7/2021)
<i>9.2. (e) two members appointed by the Commission from among persons who have rendered distinguished service in the technological, educational or administrative spheres</i>		
14	Mr. P. Ranepura (16.01.2023 – Present)	Former Secretary, Ministry of Skill Development & Vocational Training and Former Secretary, Ministry of Higher Education and Research
15	Deshabandu Prof. M.A.D.S.J.S. Niriella (16.01.2023 – Present)	Dept. of Public & International Law, University of Colombo
<i>9.2.(f) one nominee of the National Institute of Education to represent Teacher Education</i>		
16	Dr. S.A.D. Samaraweera	Deputy Director General/ NIE
<i>Representative of the General Treasury</i>		
17	Mr. H.M.C.K. Herath (01.03.2022 – 30.10.2023)	Director, Dept. of Fiscal Policy, General Treasury (Treasury Representative)
	Ms. K.A. Ramya Kanthi (20.10.2023 – Present)	Comptroller General, Comptroller General's Office of the Ministry of Finance, Economic Stabilization& National Policies

(ii) Members of the PGIE Board of Study for Teaching English as a Second Language

	NAME	DESIGNATION
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
1	Dr. Romola Rassool	Chair, Director/PGIE (with effect from 01-03-2016)
<i>12. (1) (b) The Person in charge of the learning resources of the Institute, which shall include the library and other media resources relating to information technology;</i>		
2	Dr. I.M. Nawarathna (01.11.2022 – 30.09.2023) Mrs. H.P.S.D. Gunasekera (01.10.2023 – 31.12.2023)	Acting Librarian/OUSL
<i>12. (1) (c) The permanent teachers of the Institute as are relevant to the Particular Board or Boards of Study as determined by the academic staff of the Institute;</i>		
3	Dr. H.D. Wijesekera	Senior Lecturer/PGIE
4	Dr. Agra Rajapakse	Senior Lecturer/PGIE
5	Ms. M.I. Jansz	Senior Lecturer/PGIE
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
6	Ms. L.W.D.B Pabasarani	TESL
7	Ms. P.S.Kodippli Arachchi	BE
<i>12. (1) (e) Two members who are not staff of the Institute, who shall be elected by the relevant Board of Study from among persons of eminence in the area of studies relevant to the Institute;</i>		
8	Ms. L.K. Cumaratunge (01-04-2021 – 10.07.2023)	Visiting Academic/MA in TESL, OUSL (Member)
	Dr. Sumudu Embogama (11.07.2023 – 31.12.2023)	Head, Department of English Language Teaching, University of Visual & Performing Arts
<i>12. (1) (f) Two persons who are teaching subjects under the purview of the Board, selected by the Commissions Standing Committee on the Teaching of English;</i>		
9	Dr. P.M.K. Perera	Senior Lecturer/Dept. of English, University of Colombo
10	Dr. N.K. Abeysekara	Dept. of Language Studies, OUSL
<i>12. (1) (g) Two teachers not falling within any of the above categories selected by the Commissions Standing Committee on the Teaching of English;</i>		
11	Dr. V.V. Medawattegedara	Senior lecturer/Dept. of Language Studies, OUSL (with effect from 01-04-2021)
12	Ms. P. Nanayakkara	Former Director of Bilingual Education, Ministry of Education (with effect from 01-04-2021)

(iii) Members of the PGIE Board of Study for Teaching Literature in a Second Language Context

	NAME	DESIGNATION
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
1	Dr. Romola Rassool	Chair, Director/PGIE
<i>12. (1) (b) The Person in charge of the learning resources of the Institute, which shall include the library and other media resources relating to information technology;</i>		
2	Dr. I.M. Nawarathna (01.11.2022 – 30.09.2023) Mrs. H.P.S.D. Gunasekera (01.10.2023 – 31.12.2023))	Acting Librarian/OUSL
<i>12. (1) (c) The permanent teachers of the Institute as are relevant to the Particular Board or Boards of Study as determined by the academic staff of the Institute;</i>		
3	Dr. H.D. Wijsekera	Senior Lecturer/PGIE
4	Dr. Agra Rajapakse	Senior Lecturer/PGIE
5	Ms. M.I. Jansz	Senior Lecturer/PGIE
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
6	Ms. D.A.A Dimansi	Student Representative (PPE)
<i>12. (1) (e) Two members who are not staff of the Institute, who shall be elected by the relevant Board of Study from among persons of eminence in the area of studies relevant to the Institute;</i>		
7	Dr. D.E. Devendra	Senior Lecturer/Dept. of Language Studies, OUSL
8	Dr. H.V.M. Ratwatte	Senior Lecturer/Dept. of Language Studies, OUSL
<i>12. (1) (f) Two persons who are teaching subjects under the purview of the Board, selected by the Commissions Standing Committee on the Teaching of English;</i>		
9	Prof. P. Manuratne	Head/Dept. of English, University of Kelaniya
<i>12. (1) (g) Two teachers not falling within any of the above categories selected by the Commissions Standing Committee on the Teaching of English;</i>		
10	Prof. R.M.C. Jayatilake	Head/Dept. of English and Linguistics, USJP

(iv) Members of the PGIE Staff

PERMANENT STAFF MEMBERS

	NAME	DESIGNATION
1	Dr. Romola Rassool <i>PhD (Australia)</i>	Director
2	Prof. H.S. Rambukwella (02.11.2011 – 04.05.2023) <i>PhD (Hong Kong)</i>	Professor
3	Dr. Agra Rajapakse <i>PhD (Arizona State University)</i>	Senior Lecturer
4	Dr. H.D. Wijesekera <i>PhD (QUT, Australia)</i>	Senior Lecturer
5	Ms. M.I. Jansz <i>MA in TESL (PGIE/OUSL), MPhil</i> <i>(Kelaniya)</i>	Senior Lecturer
6	Mr. W.D.T. Tilakaratne <i>MHRM (Colombo)</i> <i>On Sabbatical Leave (02.05.2023-</i> <i>01.05.2024)</i>	Senior Assistant Registrar
7	Ms. S.C. Munasinghe <i>MBA in Fin (Colombo)</i>	Assistant Bursar
8	Ms. G.P.I.D. Siriwardhana	Management Assistant
9	Mr. H.N.N. Perera	Management Assistant
11	Ms. A.R.S.K. Rajapakshe	Management Assistant - Book Keeping
12	Ms. A.G.R.M.D.K. Ranaweera	Management Assistant
13	Mr. R.U. Jayasinghe	Works Aide

CONTRACT STAFF MEMBERS

	NAME	DESIGNATION
1	Mr.E.K.N Dharmaratne <i>MBA (Kalaniya)</i> <i>On Sabbatical Leave (01.05.2023-01.05.2024)</i>	Deputy Registrar
2	Ms. S. Senavirathne <i>MA (University College London, UK)</i>	Lecturer
3	Ms. N.T. Wijegoonewardena <i>MA (University of Giessen, Germany)</i>	Lecturer
4	Ms. S.L. Ranasinghe <i>MSc. (OUSL)</i>	Academic Coordinator
5	Ms. T.A.N De Silva <i>BSc. (UWU)</i>	Academic Coordinator
6	Mr. B.M Kumanayaka <i>BA (J'apura)</i>	Project Assistant
7	Mr.W.G.I.M Herath <i>BIS (OUSL –Reading)</i>	Operation Assistant

Employee Classification				
Service Category	Salary Code	Approved cadre	Actual Cadre as at 31/12/2023	Vacancies as at 31/12/2023
Primary Level				
Primary Grade - Unskilled	PL - 1	2	1	1
Secondary Level				
Management Assistant – Non - Technical	U – MN 1	5	4	1
Tertiary Level				
Junior Executive/ Managers	U – EX 1	1	1	
Senior Level				
Middle Level Executives	U – EX 2	1	1	
Lecturer	U – AC 3	4	3	1
Director	U – AC 5	1	1	
Total		14	11	3

2. Director's Review

(a) Brief introduction

The PGIE faced one of its most challenging years in 2023. The economic crisis faced by the country saw unprecedented funding cuts to most state institutions and the field of higher education was no exception. Within that field, postgraduate institutions in particular were severely affected because the state policy leans increasingly toward motivating postgraduate institutions to become financially self-sufficient. Within this context, the PGIE, which was receiving only a limited amount of funding by the end of 2022, was informed that it would be fully defunded in 2023. Given that the clientele of the PGIE comprises largely of teachers and junior lecturers, the challenge was to maintain the quality of the programmes while not massively increasing the fee structures.

The PGIE's response to this challenge was two-pronged: on the one hand, there was a concerted campaign to argue that the PGIE should continue to receive state funding at least to cover the salaries of its permanent staff, and, on the other, various short- and long-term measures were taken to increase the range of courses offered by the PGIE and to increase its visibility in the country. Thanks to the justifications for funding that was put forward to various quarters including the University Grants Commission, the Minister, State Minister, and Ministry of Education, the Treasury, and other influential parties and institutions, towards the latter part of the year, the PGIE managed to secure a very small percentage of the funding required to pay its permanent employees. However, the PGIE continues to lobby for more funding, at least to pay the salaries of the permanent employees who were recruited under the same criteria as any other permanent employee in the state sector of Sri Lanka.

The second response was to take proactive measures to increase the visibility, and, through that, the income of the PGIE. Two short courses were offered and drew sufficient numbers despite the economic hardships faced by the people. The decision was made to not offer the Master of Arts in Teaching Literature in a Second Language Context during this year as it was felt that the course needed to be revamped so that its scope was broadened to attract more than just teachers of English literature. The revamp is currently in progress, and we look forward to offering the new course in 2024. The PGIE is also in the process

of redesigning its website and a more dynamic, responsive, and attractive website will be launched in early 2024.

In the meantime, the flagship programme of the PGIE, the newly restructured MA in Teaching English as a Second Language (MA in TESL) was offered for the 4th time and the students of the two postgraduate programmes – the Postgraduate Diploma (PGDip) in Professional Practice in English (PPE) and the PGDip in Bilingual Education (BE) - are also following their respective courses.

Despite the financial challenges, the PGIE continues to make significant progress in key areas. We were able to fill one of the vacant cadre positions for a Senior Lecturer, and this is an achievement in the present economic climate. Recognizing the PGIE's role in promoting a culture of research in the field of English Language Teaching (ELT), we continue to conduct regular research discussion sessions entitled Research and Reflection (R&R), where academics engaged in new and exciting research in our field are invited to discuss their studies with the academic community of the PGIE. Since the sessions are offered in hybrid mode, they enjoy a wide reach within the field, thus enhancing the visibility of the Institute.

Day schools continue to be conducted mostly through the online mode, largely in response to student requests, given the high cost of public transportation. However, the PGIE reserves the right to complement the online teaching with face-to-face teaching and assessment when required, and this hybrid mechanism has served us well in 2023.

Despite its challenges, we are happy that the PGIE was able to graduate 125 students in 2023, the largest number of graduates in one year so far. This is thanks to the unwavering commitment of all the academic staff (permanent and visiting) and the administrative and non-academic staff of the PGIE, who continue to be the strength behind the institution. I extend my gratitude to all of them.

The outlook for the immediate future for the institution is challenging, given the overall difficulties Sri Lanka is experiencing as a country. However, the PGIE has proven its strength and resilience in the past, and I am confident that it will continue to grow and contribute to the field of ELT in this nation in the years to come as well.

The student numbers and financials for the year under review are given below.

Total number of students registered per course (MA and PGDip)

Year	Teaching English as a Second Language - PGDip./MA (TESL)	Teaching Literature in a Second Language Context - MA (TLSC)	Postgraduate Diploma in Bilingual Education - PGDip. (BE)	Professional Practice in English - PGDip. (PPE)	Doctor of Philosophy	Short Courses	Total
2015 (2014/15)	140	14	-	-		64	218
2016 (2015/16)	155	19	-	-		189	363
2017 (2016/17)	176	45	-	-		169	390
2018 (2017/18)	191	56	-	-		60	307
2019 (2018/19)	193	64	40	-		27	391
2019/20	203	75	50	67		45	430
2020/21	285	107	84	45		50	568
2021/22 (As at 31/12/2021)	328	121	52	39	3	-	543
2022/23 (As at 31/12/2022)	282	113	52	45	2		494
2023/24 (As at 31/12/2023)	236	70	46	29	2	34	417

Student output

Year	TESL			TLSC		PPE	BE	Total
	PGDip	M TESL	MA	PGDip	MA	PGDip	PGDip	
2018 (2017/18)	02	-	12	-	02	-	-	16
2019 (2018/19)	07	-	17	01	01	-	-	26
2020 (2019/20)	08	-	06	01	03	41	-	59
2021 (2020/21)	16	-	07	02	-	33	29	87
2022 (2021/22)	13	12	15	19	-	25	37	121
2023 (2022/23)	29	17	06	18	01	25	05	101

(b) Snapshot of 2023

This section provides an overview of significant institutional achievements made by the PGIE in the year under review. More detailed and disaggregated statistical data about the PGIE's performance is provided in later sections of this Annual Report.

- The Institute continues to use the comprehensive Google Classroom system which was developed during the Covid pandemic. However, since the cost of purchasing Zoom licenses was rapidly increasing, the PGIE tied up with the Open University which has made a bulk purchase of Zoom accounts for teaching and obtained ten accounts through which the PGIE's online teaching needs can be met. This measure led to a considerable saving for the PGIE. In 2023 the PGIE continued to improve its Google Classrooms and enhance the material available to students and also improved its interactive potential. All existing and new students at the PGIE receive a unique PGIE email address to the 'ousl.lk' domain. Using this unique email address, they can access the Google Classrooms which have rich video, audio, and visual and printed content in addition to multiple assessment options such as discussion forums, MCQs, short answer quizzes, surveys etc.
- The PGIE built on the success of "R&R", the monthly research discussion sessions that had been initiated in 2022, by conducting six sessions during the year 2023. These sessions were conducted in hybrid mode and were well attended by present and past PGIE students, academics from the PGIE and OUSL, and colleagues from other universities. The aim of the sessions is to introduce the PGIE students to contemporary research trends in the various areas related to teaching English language and literature in Sri Lanka.

Details of sessions conducted in 2023 are below.

Month	Resource Person/ Affiliation	Title of presentation
February	Dr. Kaushalya Perera Senior Lecturer Department of English University of Colombo	Analyzing questioning in Sinhala: An exploration
May	Dr. Madhubashinie Dissanayake Ratnayake Senior Lecturer Department of English Language Teaching University of Sri Jayawardenepura	Finding a Research Gap that Suits: How does a Creative Writer become an Academic One?
June	Ms. Mihiri Jansz Senior Lecturer Postgraduate Institute of English Open University of Sri Lanka	A snapshot of first language English speaker identities in Sri Lanka
July	Prof. Harshana Rambukwella Professor New York University in Abu Dhabi	The 'cultural life of democracy': Some notes on 'doing' democracy differently
October	Ms. Ashani Maxworth Lecturer Department of English Language Teaching Sabaragamuwa University of Sri Lanka	Edutainment to the rescue? Ensuring Students' Active Participation in Synchronous Virtual Classrooms
December	Dr. Shivaneel Ilangakoon Head/Senior Lecturer Department of English Language Teaching University of ColomboSabaragamuwa University of Sri Lanka	Morphological integration of borrowings in written Sri Lankan English

- The PGIE hosted various activities in order to enhance the student experience at the Institute and also to foster a culture of intellectual exchange. The first of these was an information sharing session on the new English language curriculum for the general education system of Sri Lanka. This event which was organized jointly by the PGIE and the NIE, was held on 26th January 2023 with Dr Sunil Jayantha Navaratne, Director-General of the NIE, as the Chief Guest. The event was

facilitated by Dr Darshana Samaraweera, Deputy Director-General of the NIE and well attended by academics and officials from various branches of the education sector.

- Another interesting event hosted by the PGIE was the screening of the avantgarde film "Friendship's Death", which was followed by a lively discussion with the producer of the film and academic, Prof. Colin MacCabe. This in-person session was held in February 2023 and moderated by Prof. Arjuna Parakrama from the Department of English, University of Peradeniya.



- The public talk organized by the PGIE in July 2023 primarily for its students of the Postgraduate Diploma in Professional Practice in English was delivered by Mr. Vidusha Nathavitharana, a multidisciplinary leadership trainer and consultant, who spoke on the timely topic of “AI, English, and the future of work”. The topic sparked a lively discussion on an area that was relevant to the students and staff alike.
- The PGIE collaborated with the Research Unit of the OUSL to organize two online sessions as part of the pre-conference events of the International Open University Research Symposium (iOURS) 2023. The first of these was on “Insights into the process of international publication in linguistics: Q & A session” by Dr. Brooke R. Schreiber from Baruch College, City University of New York and the second was by Professor Gary Barkhuizen who spoke on the topic of Narrative Inquiry.
- The PGIE also organized an online session titled “Lessons from Down Under: The Dynamics of Bilingual Education in Australia” by Dr. Simone Smala, Director of

Higher Degree Research, University of Queensland, and Lecturer in Teacher Education, Curriculum and Pedagogy. This event was organized as part of the Postgraduate Diploma in Bilingual Education and in collaboration with the Ministry of Education, Sri Lanka. Dr. Smala's perspectives on implementing Bilingual Education programmes in Australia was insightful and thought-provoking to our students.

- There were two milestones in the implementation of the new MA in TESL program in 2023. The first of these was that the 100-hour Teaching Practicum, one of the core courses of the program, was conducted physically instead of online for the first time for the students of the 2022/23 batch. This transition meant that the mentoring and supervision process had to be centrally coordinated by the PGIE for all the students of the course, irrespective of the geographical location of their teaching institution.

The second was the awarding of the research grant for the most qualified student of the new MA in TESL batch of 2020/21. The first recipient of this prestigious annual cash prize which is made possible thanks to a grant by the first Director of the PGIE, Emeritus Professor Ryhana Raheem, was awarded to Ms. Sandaru Diwakara, a lecturer from the Department of English Language Teaching of the University of Colombo.

Program inaugurations

- The PGIE held the Selection Test for the PGDip PPE program on 18th November, 2023. 69 applicants sat for the online Selection Test where online proctoring methods were used and a pre-test orientation was carried out to familiarize students. Applications were obtained using a Google Form and students faced the online selection test conducted using Google Classroom. The inauguration of the program was held on 20th December 2023, along with an orientation to online learning. 22 students were registered for the program. Mr. Sriyan de Silva Wijeyeratne former Chairman of the ETF Board and experienced leader in the corporate world, was the Chief Guest at the inauguration.



The Selection Test for the fourth batch for the PGIE's restructured MA TESL program was held 08th July, 2023. 137 applications were received and they sat for the selection test which was conducted at the Open University examination hall. The inauguration and registration for this program was held on 05th October, 2023. 60 students were registered for the 2023/24 batch. 54 students were registered for the program. Dr. Harsha Aturupane, Lead Economist and Program Leader of the World Bank for Human Development for Sri Lanka and the Maldives was the Chief Guest at the inauguration.



· The Postgraduate Diploma in Bilingual Education welcomed its third cohort of student-teachers at its inauguration ceremony in May 2023. These 40 student-teachers were sponsored by the Ministry of Education as part of an MoU between the PGIE and the Ministry of Education. The Chief Guest at this event was the Minister of Education, Dr Susil Premajayantha. The Vice-Chancellor of the Open University of Sri Lanka, Professor P. M. C. Thilakaratne attended the event as the Guest of Honour and Emiratus Professor Joseph Lo-Bianco, University of Melbourne, a specialist in Bilingual Education, delivered the keynote speech online.

In addition, the PGIE carried out the following academic and administrative activities in the year under review.

General academic activities

- 14 MA Viva –Voce examinations were conducted during the year. Of these, 11 were from the MA in TESL programme and 3 were from the MA in TLSC programme.
- 125 students graduated at the Convocation held on 05th January 2022 This includes students from all four programs conducted at the PGIE.

Administrative activities and initiatives

The year 2023 saw the administrative and academic staff of the PGIE returning to regular working hours at the office after interruptions due to the Covid pandemic and the political and economic turmoil that followed.

The Senior Assistant Registrar of the PGIE availed himself of his sabbatical leave for a period of one year commencing in 02.05.2023 and a Deputy Registrar from the University of Sri Jayewardenepura, also on sabbatical leave, replaced him during this period.

The 2022 Financial Report was submitted to the Auditor general on 28th February along with the Annual Report of 2022. The annual Verification of Stores and Fixed Assets for the year 2023 is also completed. The 2022 Annual Report was handed over to the Parliament on 16th January 2024.

As stated earlier, one vacant cadre position for the post of Lecturer (Probationary)/Lecturer/Senior Lecturer was filled by recruiting a Senior Lecturer on 02.10.2023. One more vacant position exists and this needs to be filled urgently. One Senior Lecturer used her sabbatical leave to join the Australian National University as a Research Fellow.

In the non-academic cadre, one staff member obtained leave without pay and left for employment in the UK. The restrictions imposed on recruitment of permanent staff members continues to be a challenge as there are two vacancies in the non-academic cadre (1 Computer Applications Assistant, 1 Works-Aide) that need to be filled urgently.

The PGIE identified the need for CPD for the administrative and non-academic staff, and, as a response, organized a one-day workshop for them with a Consultant from SLIDA on 21.12.2023. This initial event will be followed by more focused sessions in 2024.

The PGIE Board of Management met on 11 occasions during the year 2023. The Board Members were presented with the option of attending the meetings online or face-to-face as the meetings were conducted in hybrid mode. 10 meetings were held of the Board of Study for TESL/ BE and Board of Study for TLSC/ PPE for the year 2023.

The PGIE is in dire need of a Management Information System (MIS) as most of the processes of the Institute are still conducted manually. However, given the exorbitant costs involved in introducing such a system, it was decided that the PGIE would focus on revamping its existing website and introducing a payment gateway through the website as an initial measure. Discussions are underway for this and we look forward to launching a dynamic new website in 2024.

Financial

As stated elsewhere in this report, the PGIE was not provided an allocation for state funding during 2023. Therefore, for the first time in its history, the PGIE financial reports indicate a deficit. A summary of the PGIE's financial situation is below.

Income		Expenses	
Application Fees	397,000.00	Permanent Staff Salaries	26,851,050.47
Registration Fees	464,900.00	Contract Staff Salaries	9,160,676.34
Tuition Fees	13,595,455.00	Traveling Expenses	173,988.00
Examination Fees	844,315.00	Supplies and Consumables	753,287.94
Supplementary Fees	314,200.00	Maintenance Expenditure	583,885.73
Dissertation Fees	1,526,800.00	Contractual Services	956,610.40
Short Course Fees	983,336.26	Other Recurrent Expenses	7,085,241.03
Interest Income	17,903,721.27	Gratuity Expenses	1,928,448.50
Miscellaneous Receipts	141,228.01		
	36,170,955.54		
			47,493,188.41

(c) Challenges

The gravest challenge the PGIE faced during 2023 was in terms of funding. Although funding support from the state had been reducing gradually, 2023 saw the PGIE, along with several other postgraduate institutions, being completely defunded by the state. This led the PGIE to record a deficit for the first time in – years.

Another challenge is that the PGIE is not permitted to fill the existing vacancies in the academic and non-academic cadre. It is a challenge to ensure that stable and sustainable systems are in place when an institution depends entirely on contract and visiting staff. Since the salaries payable to these staff members are less than those of the current market for the qualifications the candidates possess, there is a high turnover of staff which is not healthy for the institution.

The consequences of these financial and HR related decisions by the state are dire. The permanent staff – both academic and non-academic – are demoralized because they are uncertain about their futures. The PGIE will struggle to attract high-quality academics on a permanent basis because potential candidates will be reluctant to face this uncertainty.

On the other hand, the existing staff is under constant pressure to increase the number of courses offered and increase the number of students in existing courses. Given the small number of academics, this is not easy to do without compromising quality.

Given the present economic difficulties faced by the people, the PGIE is also reluctant to increase the fees it charges from its students (except the customary annual increase). We remain aware of our role in the larger context of the country, and are therefore committed to keeping access to our education as affordable as possible.

(d) Future plans

Despite the financial constraints faced by the PGIE at present, it is increasingly evident that the Institute cannot support its students in a speedy, accurate, and sustained way without making the requisite changes to its systems. Therefore, it is imperative that the Institute invest in a modern Management Information System (MIS) in the future.

Further, the PGIE hopes to add to the repertoire of short courses it offers by designing courses that cater to contemporary needs in the ELT/TESL marketplace. The Institute hopes to explore means of providing courses that are internationally recognized by collaborating with international ELT service providers such as Cambridge University.

Another option the PGIE hopes to explore in 2024 is the possibility of inviting students from overseas to register for PGIE's MA and Postgraduate Diploma courses. It has been identified that there is potential for student-teachers from the Maldives to enroll in the MA programmes offered by the PGIE and this possibility will be further investigated in the coming year.

Plans are also afoot to organize the PGIE's first ever international conference. This conference is scheduled to be held in December 2024.

(e) Programs Conducted at PGIE and Details of Students

The following is a detailed breakdown of the educational programs offered by the PGIE and statistics of students enrolled in these programs.

Full time programs

a. Postgraduate Degrees by Research

1. Doctor of Philosophy
2. Master of Philosophy

a. Postgraduate Degrees with a Coursework and Research component

3. Master of Arts in Teaching English as a Second Language
4. Master of Arts in Teaching Literature in a Second Language Context

b. Postgraduate Diploma Programmes

1. Postgraduate Diploma in Teaching English as a Second Language
2. Postgraduate Diploma in Teaching Literature in a Second Language Context
3. Postgraduate Diploma in Bilingual Education
4. Postgraduate Diploma in Professional Practice in English

Student numbers registered for each program

Programme	Total Students
Doctor of Philosophy	2
Master of Arts in Teaching English as a Second Language (MA in TESL)	86
Master in Teaching English as a Second Language (M in TESL)	-
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL) – New	140
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL) – Old	10
Master of Arts in Teaching Literature in a Second Language Context (MA in TLSC)	70
Postgraduate Diploma in Bilingual Education (PGDip. in BE)	46
Postgraduate Diploma in Professional Practice in English	29

Short Course on Qualitative Data Analysis	15
Short Course in Enhancing Teacher Capacities in the Teaching of English Literature G.C.E Ordinary Level Syllabus (ongoing)	19
Total	417

Details of students in full time programs disaggregated by year of study

Course	Intake 2023	1 st Year Students (Part I)	2 nd Year Students (Part II)	No. Graduated
M.phil./PhD	-	-	02	-
PG Dip./MA in TESL	59	128	95	PGDip – 13 MTESL – 15 MA in TESL – 15
MA (in TLSC)	23	52	38	PGDip – 20 MA in TLSC – 0
PGDip in BE	-	44	8	PGDip – 37
PGDip in PPE	43	2	-	PGDip – 25
Total	05	125	143	PGDip – 95 M – 15 MA – 15

The PGIE uses the open and distance learning mode that facilitates the students to choose courses depending on the workload they have. Therefore, they are given a maximum 6 or 7 years to complete the programs.

Student Performance

Given below is a breakdown of course-wise student performance in the full time programs offered by the PGIE.

Since the PGIE follows a blended (distance + face-to-face) education methods, students can take up to 06 years from the date of registration to complete a program. This is part of the inherent flexibility of a distance education system. Therefore, rather than student graduation numbers, the numbers of students completing courses they have actually registered for is a much better indicator of student (and institutional) performance.

Table 1 – Student Performance at the Final Evaluations 2021/22

**Master of Arts in Teaching English as a Second Language – (MA - TESL)
(N/S)**

<u>Course Code</u>	<u>Course Title</u>
PGP8201	Philosophical and Sociological Bases of Second Language Education
PGP8202	Educational Psychology for Second Language Education
PGP9404	Applied Linguistics
PGP8312	Methodology in Language Teaching
PGP9302	Curriculum Design and Material Development
PGP9303	Assessment and Evaluation for English as a Second Language
PGP8503	Teaching Practicum
PGP8313	Technology in English Language Teaching
PGP8314	Teacher Professional Development, Mentoring and Supervision
PGP9502	Sociolinguistic Context of Teaching English as a Second Language
PGPA402	Research Communication
PGPA602	Research Methodology

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8201	62	39 (62.9%)	35 (89.7%)	34 (97.1%)	87.2%
PGP8202	83	57 (68.7%)	36 (63.2%)	35 (97.2%)	61.4%
PGP9404	86	60 (69.8%)	46 (76.7%)	30 (65.2%)	50%
PGP8312	66	45 (68.2%)	37 (82.2%)	37 (100%)	82.2%
Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP9302	105	70 (66.7%)	39 (55.7%)	Pending Results	
PGP9303	109	61	Pending Final Evaluation		

		(56%)			
PGP8503	64	57 (89.1%)	Pending Final Evaluation		
PGP8313	57	45 (78.9%)	31 (68.9%)	28 (90.3%)	62.2%
PGP8314	28	22 (78.6%)	15 (68.2%)	15 (100%)	68.2%
PGP8315	07	05 (71.4%)	Pending Final Evaluation		
PGP8316	19	14 (73.7%)	Pending Final Evaluation		
PGP9502	51	50 (98%)	49 (98%)	48 (98%)	96%
PGPA402	36	35 (97.2%)	34 (97.1%)	Pending Results	
PGPA602	36	35 (97.2%)	33 (94.3%)	Pending Results	

Table 2 – Student Performance at the Final Evaluations 2022/23
Postgraduate Diploma/Master of Arts in Teaching English as a Second
Language – (PG Dip. /MA in TESL)
(Old Syllabus)

<u>Course Code</u>	<u>Course Title</u>
ELP1301	The Psycho-Social Context of Teaching/Learning English in Sri Lanka
ELP1201	Applied Linguistics
ELP1202	Issues and Developments in Methodology
ELP1203	Testing and Evaluation
ELP1101	Teaching Grammar and the Four Skills
ELP1102	Curriculum and Material Design
ELP1103	Technology in ELT
ELP1104	Management in ELT
ELP1105	Teacher Developments and Supervision
ELP2101	Research Methods and Design
ELP2102	Research Communication
ELP2301	Portfolio

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
ELP1301	06	04 (66.7%)	04 (100%)	04 (100%)	100%
ELP1201	04	02 (50%)	01 (50%)	01 (100%)	50%
ELP1202	06	02 (33.3%)	01 (50%)	01 (100%)	50%
ELP1203	06	02 (33.3%)	01 (50%)	Pending Results	
ELP1101	03	03 (100%)	02 (66.7%)	02 (100%)	66.7%
ELP1102	03	02 (66.7%)	02 (100%)	02 (100%)	
ELP1103	02	02 (100%)	02 (100%)	02 (100%)	100%
ELP1104	01	01 (100%)	01 (100%)	01 (100%)	100%
ELP1105	01	0	-	-	-
ELP2101	11	07 (63.6%)	07 (100%)	07 (100%)	100%
ELP2102	13	11 (84.6%)	10 (90.9%)	10 (100%)	90.9%
ELP2301	08	08 (100%)	07 (87.5%)	07 (100%)	87.5%

Table 3 – Student Performance at the Final Evaluations 2021/22
Master of Arts in Teaching Literature (in a Second Language Context)
(New Syllabus)

<u>Course Code</u>	<u>Course Title</u>
PGP8304	Reading Critically
PGP9401	Basic Literary Concepts and Introduction to Literary Theory
PGP8101	Academic Writing
PGP9402	Novel and Short Fiction
PGP8305	Poetry
PGP9403	Drama
PGP9501	Pedagogical Issues in Teaching Literature
PGP9301	Assessment and Evaluation in Literature
PGP8306	Teaching Literature in an ELT Context
PGPA601	Research Methodology
PGPA401	Advanced Research Communication

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8304	28	20 (71.4%)	15 (75%)	15 (100%)	75%
PGP9401	26	19 (73.1%)	13 (68.4%)	12 (92.3%)	63.2%
PGP8101	27	24 (88.9%)	20 (83.3%)	19 (95%)	79.2%
PGP9402	32	21 (65.6%)	14 (66.7%)	11 (78.6%)	52.4%
PGP8305	25	19 (76%)	12 (63.2%)	11 (91.7%)	57.9%
PGP9403	31	21 (67.7%)	15 (71.4%)	10 (66.7%)	47.6%
PGP9501	24	13 (54.2%)	10 (76.9%)	10 (100%)	76.9%
PGP9301	28	18 (64.3%)	14 (77.8%)	13 (92.9%)	72.2%
PGP8306	29	15 (51.7%)	14 (93.3%)	13 (92.9%)	86.7%
PGPA601	20	16 (80%)	15 (93.8%)	11 (73.3%)	68.8%
PGPA401	21	15 (71.4%)	12 (80%)	12 (100%)	80%

Table 4 – Student Performance at the Final Evaluations 2021/22
Master of Arts in Teaching Literature (in a Second Language Context)
(Old Syllabus)

Course Code **Course Title**

LTP1201	Reading Critically
LTP1202	Basic Literary Concepts and Introduction to Literary Theory
LTP1101	Academic Writing
LTP1102	The Novel and Short Fiction I
LTP1103	The Novel and Short Fiction II
LTP1104	Poetry I
LTP1105	Poetry II
LTP1203	Drama
LTP1204	Pedagogical Issues in Teaching Literature
LTP1106	Assessment and Evaluation in Literature

LTP1107	Teaching Literature in an ELT Context
LTP2101	Research Methodology
LTP2102	Curriculum Design and Development for Literature
LTP2103	Advanced Research Communication

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
LTP1201	No Registered Students				
LTP1202	No Registered Students				
LTP1101	No Registered Students				
LTP1102	No Registered Students				
LTP1103	No Registered Students				
LTP1104	01	01 (100%)	01 (100%)	01 (100%)	100%
LTP1105	01	01 (100%)	01 (100%)	01 (100%)	100%
LTP1203					
LTP1204	No Registered Students				
LTP1106	No Registered Students				
LTP1107	No Registered Students				
LTP2101	No Registered Students				
LTP2102	No Registered Students				
LTP2103					

Table 5 – Student Performance at the Final Evaluations 2021/22
Postgraduate Diploma in Professional Practice in English (PGDip. in PPE)

<u>Course Code</u>	<u>Course Title</u>
PGP8601	Key Language Competencies and Advanced Grammar
PGP8301	Continuous Professional Development (including soft skills and IT skills)
PGP8501	Professional Communication I - Professional Writing Skills
PGP8401	Professional Communication II

	Skills in Presentation and Technology Mediated Communication
PGP8302	Professional Communication III – Language of Negotiation
PGP8303	Writing and Presenting Project Proposals
PGP8602	Theoretical Paradigms of Communication
PGP8603	English for Finance and Banking Purpose.

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8601	43	33 (76.7%)	30 (90.9%)	30 (100%)	90.9%
PGP8301	43	39 (90.7%)	30 (76.9%)	30 (100%)	76.9%
PGP8501	43	31 (72.1%)	29 (93.5%)	29 (100%)	93.5%
PGP8401	44	34 (77.3%)	29 (85.3%)	29 (100%)	85.3%
PGP8302	43	30 (69.8%)	30 (100%)	30 (100%)	100%
PGP8303	44	31 (70.5%)	31 (100%)	31 (100%)	100%
PGP8602	17	16 (94.1%)	15 (93.8%)	14 (100%)	87.5%
PGP8603	14	14 (100%)	13 (92.9%)	11 (100%)	78.6%

Table 6 – Student Performance at the Final Evaluations 2022/23
Postgraduate Diploma in Bilingual Education (PGDip. in BE)

<u>Course Code</u>	<u>Course Title</u>
PGP8307	Sociological and Philosophical Bases of Education
PGP8502	Theories, Concepts, Models and Issues of Bilingual Education
PGP8308	Language Art
PGP8607	Methodology, Material Design and Classroom Management in Bilingual Education
PGP8309	Educational Psychology
PGP8310	Assessment and Evaluation
PGP8311	Teaching Practicum
PGP8402	Continuing Teaching Professional Development, Mentoring & Supervision

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8307	45	42 (93.3%)	40 (95.2%)	39 (97.5%)	92.9%
PGP8502	50	47 (94%)	44 (93.6%)	41 (93.2%)	87.2%
PGP8308	45	42 (93.3%)	41 (97.6%)	41 (100%)	97.6%
Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8607	48	45 (93.8%)	39 (86.7%)	39 (100%)	86.7%
PGP8309	47	44 (93.6%)	42 (95.5%)	38 (90.5%)	86.4%
PGP8310	48	45 (93.8%)	41 (91.1%)	40 (97.6%)	88.9%
PGP8311	46	41 (89.1%)	39 (95.1%)	39 (100%)	95.1%
PGP8402	47	42 (89.4%)	38 (90.5%)	38 (100%)	90.5%

Learner Support

The PGIE provided online consultations and feedback for research students preparing to submit their proposals. Though this is a time-intensive activity and has to be carried out for two separate Master of Arts programs it has proven to be a successful strategy in supporting students to produce more focused and higher quality research proposals.

(f) Details of activities conducted during the year in review

Outlined below are academic activities conducted at the PGIE, excluding full time courses and short courses. A short description of the activity is given.

- Restructuring of Teaching Practicum Stage 1 Component of PGDip in BE Program to facilitate a blended mode.
- Restructuring of Teaching Practicum Stage 2 Component of PGDip in BE Program to facilitate a rigorously mentored and supervised Online Teaching Practicum.

- A guest talk was presented by Mr. Artha Salgado on climate change and climate action. His talk presented an overview of the climate crisis, commitments of the Paris Agreement and a discussion on risks and opportunities to the export market as the world transitions to a low carbon economy. This was a hybrid event that was well attended and received by the audience. The talk was organized as a form of value addition to the PGDip PPE programme

(g) Human Resources

Currently the following human resources are available to the Postgraduate Institute of English

Total permanent staff strength - 14

- Actual cadre - 11 & contract staff - 07
- Vacancies - 03

Details of Academic Staff

Inst itut e	Medi um	Senio r Prof.	Pro fess or	Seni or Lect urer	Le ctu rer	proba tiona ry Lectu rer	Lecturer/ Senior Lecturer (on contract)
PGIE	English	-	-	03	-	-	02*
Total	-	-	-	03	-	-	02

* Lecturer on contract basis

Details of Non-Academic Staff

Institute	Most Senior	Senior Staff	Junior Staff	Minor Employees	Contract staff
PGIE	-	02	03	01	03
Total	-	02	03	01	03

Details of Research, Innovation and Publications by Staff

1. Dr. Romola Rassool - Director - PhD (Australia)

Publications:

- Rassool, R. Mahawatta, N. (2023). “A smooth transition or a giant leap?” The challenges posed by the transition from secondary education to higher education in relation to EMI in Sri Lanka. *Studies in Second Language Learning and Teaching*. pp. 293-315 Vol 13 (Issue 2).
- Mahawatta, M.D.N.M.U., Rassool, R., & Coorey, R.V. (2023). The practice of Interdisciplinary Collaboration in Developing Academic Literacies in an English Medium Degree Programme in Sri Lankan Higher Education. In L. Buckingham, J. Dong & F. K. Jiang [Eds.], *Interdisciplinary Practices in Academia: Writing, Teaching and Assessment* (pp. 110-128). Routledge.
https://www.google.com/url?sa=D&q=https://www.taylorfrancis.com/books/mono/10.4324/9781003263067/interdisciplinary-practices-academia%3FrefId%3D5acad6ba-5198-4254-ab3a-8572848cdc7f%26amp%3Bcontext%3Ddubx&ust=1702712340000000&usg=AOvVaw0QQJSUaWSkb_9WPan8lkES&hl=en-GB&source=gmail
- Mahawatta, M.D.N.M.U., Rassool, R., & Coorey, R.V. (2023, December 6-8). Introducing a Model Academic Literacy Program for Sri Lankan Higher Education: Responding to Needs Analysis. [Abstract Presentation]. In Program Book 9th International Conference of Sabaragamuwa University of Sri Lanka (ICSUSL 2023) and 4th China-Sri Lanka Communication forum, Sabaragamuwa University of Sri Lanka, Belihuloya, Sri Lanka, p. 14. Sabaragamuwa University of Sri Lanka, Belihuloya, Sri Lanka
- Mahawatta, N., & Rassool, R. (2023, December 6). Introduction of academic literacy practices to higher education: a case study from Sri Lanka. [Abstract presentation]. In Program Book EMI Symposium 2023: Fostering Collaboration, Faculty of Education, University of Oxford, UK, p. 21. Faculty of Education, University of Oxford, UK.
<http://www.emi.network/emi-symposium-2023.html>
- Rassool R., Mahawatta, N., & Rathnasiri, O. (2023, August 18-20). (Re)inventing and (Re)negotiating Lecturer Identities in EMI: A Case Study from a State University in Sri Lanka. [Abstract presentation]. In Program Book 21st Asia Pacific TEFL Conference, 2023, DCC, Daejeon, South Korea, p. 368-369. DCC, Daejeon, South Korea.

Presentations

- Keynote Speaker at the Social Sciences and Languages Students' Annual Symposium (SSLSAS 2023) on the topic “Challenging the ‘single story’ of the ‘unemployed arts graduate’” on 24 August 2023.
- Panelist on the topic “Academic Literacy as a Means of Supporting English Medium Degree Programmes in Arts and Humanities” at the International Conference on the Humanities of the University of Kelaniya on 27th of July 2023 at the University of Kelaniya.
- Conducted a workshop for the administrative academic staff (Vice Chancellor, Deans, and Heads of Departments) of Sabaragamuwa University of Sri Lanka (organized by the Quality Assurance Cell, SUSL) on the topic “Academic Literacies and Innovative Pedagogies” on 22nd of June 2023 at the Staff Development Centre, Sabaragamuwa University of Sri Lanka.
- Conducted a workshop for the academic staff of Faculty of Arts on the topic “Academic Literacy as a Means of Supporting English Medium Degree Programmes” on 12th of June 2023 at the auditorium, Faculty of Arts, University of Peradeniya.
- Conducted an online presentation on "Preserving the Lesser-known Languages: The Case of Sri Lanka" in the Ebbing Echoes program of the ALS Indigenous Languages, India on 21st Jan 2023.
- Delivered a presentation on "Preservation of the Lesser-known Languages of Sri Lanka" at the Royal Asiatic Association of Sri Lanka on 28th August 2023.

National contributions:

- Member of the Action Plan Committee of the University Test of the English Language (UTEL), University Grants Commission.
- Conducted an orientation programme for new Fulbright grantees at the US-Sri Lanka Fulbright Commission on 25 January 2023.
- Was on the panel of interviewers for the 2023 Fulbright Master’s Awards at the US-Sri Lanka Fulbright Commission on 15 August 2023.

- Chief Examiner for the GCE (A/L) Literature paper (73).

Chairing of Academic Sessions

- Sri Lanka English Language Teachers Educators' Conference 2023.
- 16th International Research Conference of General Sir John Kotelawala Defence University (KDU – IRC). 7-8 September 2023.

Teaching outside PGIE:

- Conducted a 15-session course on Language Skills for Research Communication for FGS, University of Moratuwa with Ms. Vishwara Perera.
- Taught Academic Literacy to academic staff members of the University of Visual and Performing Arts.
- Taught Introduction to Academic Writing to undergraduates of the University of Moratuwa.

Paper-setting, Moderating, Marking for institutions other than PGIE:

- Moderated syllabus of English course of Chartered Institute of Management
- Appointments to national bodies
- Member of the Academic & Governing Council of the Bandaranaike Academy for Leadership & Public Policy

Reviewing of conference abstracts

- Sri Lanka English Language Teacher Educators' Conference (SLELTEC)
- iOURS 2022
- International Research Symposium, University of Vocational Technology
- International Postgraduate Research Conference, Faculty of Graduate Studies, University of Kelaniya
- 8th International Research Conference on Humanities and Social Sciences (IRCHSS - 2023), University of Sri Jayewardenepura

2. Dr. H.D. Wijsekera – Senior lecturer Gr. I - PhD (QUT, Australia)

International Level Contributions

- Academic Scholarship
- Appointed as Visiting Fellow, School of Language, Linguistics and Literature, Australian National University

National Level Contributions

- Program/Curriculum Development – Program designer B.Ed. in ELT to be offered by the National Institute of Education from 2022. An innovative step under new curriculum reforms of secondary/primary education for pre-service professional development of EL teachers
- Course designer/Reviewer - 6 courses of the above B.Ed. in ELT
- National Curriculum - Review Panel Member –Secondary English Language Curriculum under new educational reforms of Sri Lanka.
- Advisory committee member to the Academic Affairs Board and the Council of the National Institute of Education and Reviewer: on Bilingual Education policy decisions and implementation: test adaptation, text adaptation and modular curriculum
- Member – Department of Examinations, Proposed English Language Testing System (NELTS) equivalent to IELTS by the Department of Examination of Sri Lanka
- Member of the Education Board, National Institute of Business Management, Sri Lanka
- Member of Professional Consultants/Academic Review Board, Senehasa Education Resource Research & Information Centre (SERRIC), Sri Lanka. An institution for caring and supporting the needs of children with special needs
- Member, CRADE Subcommittee on Professional Development & Faculty Support, OUSL.

Publications

Padwad, A., Wijesekera, H., Phyak, P., Manan, S., & Mohamed, N. (2023). EMI in south Asia. In C. Griffiths (Ed.), *The practice of English as a medium of instruction (EMI) around the world* (pp.190-210). Springer.

Wijesekera, H. D., & Hamid, M. O. | The dynamics of bilingual education in post-conflict Sri Lanka. In Adinolfi, L., Bhattacharya, U., & Phyak, P. (Eds). *Multilingual Education in South Asia: At the Intersection of Policy and Practice*. (pp. 4-25). Routledge.

Conferences

2023: “Nurturing Assessment for Learning through Assessment of teachers: Praxis-pedagogy for teacher/student development. At the ALTAANZ (Association for Language

Testing and Assessment of Australia and New Zealand) Conference 14-16th November 2023

Talk: “From alienation to inclusive learner community: Lessons from multiethnic bilingual education classrooms. School of Language, Literature and Linguistics, ANU 31st March 2023.

Academic Contributions

Reviewer

Reviwing 15 proposals for Content-IntegratedApproaches for TESOL International Convention & Envlish Language Expo, TESOL International Association. USA

3. Ms. M.I. Jansz - Senior Lecturer Gr. II - MPhil (Kelaniya)

Publications

Schreiber, B., & Jansz, M. (2023). ‘It’s a language politic’: Sri Lankan English and linguistic hierarchies in the English language classroom. *Asian Englishes*, 1-17. DOI: 10.1080/13488678.2023.2216869

Conferences

Jansz, M.I. (2023). What does it mean to be an L1 speaker of English in Sri Lanka? The 21st Asia TEFL 2023 International conference with KICE and Korea TESOL 17-20 August, 2023, Daejeon, S. Korea

Panelist

Researching Sri Lankan Englishes in the 21st Century at the 6th International Conference on the Humanities, University of Kelaniya, 27th-28th July, 2023

Academic contributions – National

1. OUSL Journal Editorial Board and reviewer
2. Theme convener OURS 23
3. Member- Ethics Review Committee (OUSL)
4. Language Editing - OUSL Journal

International contributions

1. Member of AAAL (American Association of Applied Linguistics) Conference Committee – Conference Connections
2. Advisory Board Member – TESOL Journal

Review of conference abstracts

1. OURS 2023
2. IPRC 2023

Teaching outside of PGIE

1. Staff Development Center (OUSL)
2. South Eastern University of Sri Lanka
3. University of Kelaniya

4. **Dr. Agra Rajapakse - Senior Lecturer Gr. II - PhD** (*Arizona State University*)

Publications

Rajapakse, A. (2023). The impact of linguistic racism and coloniality on Sri Lankan English studies: the case of Burgher English. *International Multilingual Research Journal*, Vol.1, 12.

D.S.Warriner, A.Griego, A. Rajapakse (2023). *Multilingual literacies*. Routledge Handbook of Multilingualism, 2nd edition.

Rajapakse, A. (forthcoming). The impact of monolingual language policies on the multilingual language ecology of Sri Lanka. *International Journal of Applied Linguistics*.

Conferences

Panelist - Researching Sri Lankan Englishes in the 21st Century at the 6th International Conference on the Humanities, University of Kelaniya, 27th-28th July, 2023.

Review of conference abstracts

1. OURS 2023
2. SLELTEC 2023

4. Future expectations of Sustainable Development

The PGIE has identified the following Sustainable Development Goals as directly relevant to its work:

Goal 4 – Quality Education

Goal 16 – Peace, Justice and Strong Institutions

The specific ways in which the PGIE's work has aligned with and has contributed to these two goals is given below:

Goal 4 – Quality Education

The following targets under Goal 4 are addressed by the PGIE's work.

1. By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship
2. By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations
3. By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing states

How the PGIE has contributed to these targets:

1. Targets 1 and 3 have been addressed by the two existing MA programs of the PGIE: the MA in Teaching English as a Second Language MA TESL and MA in Teaching Literature (in a Second Language Context) MA TLSC.

The primary target group of both programs is teachers from the state, private and semi-private education sectors in Sri Lanka. Some students have used the PGIE MA to secure employment and others have used it for professional progression such as promotions and applying for further postgraduate studies overseas.

To further improve the relevance and quality of the postgraduate education provided by the PGIE restructured its MA TESL program in 2020. This will provide more flexibility to teachers entering the program as they can leave with a PGDip TESL (Postgraduate Diploma in Teaching English as a Second Language) or

MTESL (Masters in Teaching English as a Second Language) qualification without necessarily having to engage in a research project.

2. The PGIE developed two new Postgraduate Diploma programs which were inaugurated in 2018 and 2019. Both these programs directly contribute to enhancing English education in the county.

The Postgraduate Diploma in Bilingual Education (PGDip BE) is Sri Lanka's only Bilingual Education program and uses the Content Language Integrated Learning (CLIL) methodology to develop a new generation of teachers who can teach content subjects in English and their mother tongue. This will directly benefit students to improve their English knowledge.

The Postgraduate Diploma in the Professional Practice of English (PGDip PPE) offers a communication based approach to English and is targeted towards empowering job seeking youth and early career professionals to have the English-based communication skills to secure gainful employment and become productive citizens of society

Goal 16 – Peace, Justice and Strong Institutions

1. Strengthen relevant national institutions, including through international cooperation, for building capacity at all levels, in particular in developing countries, to prevent violence and combat terrorism and crime
2. Promote and enforce non-discriminatory laws and policies for sustainable development

The PGIE has contributed to targets 1 and 2 in 2018 and 2019 by securing a research grant on Arts and Reconciliation from the British Council which has also let a collaboration with the Senator George J Mitchell Institute for Global Security and Peace, Queens University, Belfast. The pandemic prevented the PGIE from actively pursuing these targets in 2020 and 2021 but the institution plans to explore further options when the situation reaches a relative degree of normality.

Audit Committee Report

Internal Audit Report

The Internal Audit Division carried out its auditing functions in purposeful areas of the Open University of Sri Lanka (OUSL) and the Post Graduate Institute of English (PGIE) during the year under review, covering a significant area of engagement as follows.

1. Pre- Audits

- Releasing of University Provident Fund (UPF)
- Payment of Gratuity
- Releasing of Pension Fund
- Final Payments on Contracts and Release of Retention.

2. Audit Queries issued on findings

1. Audit Report on Personal Files of Permanent & Temporary Staff of the PGIE-2022/2023
VV/19/AQ/2023/ PGIE /01
2. Audit Report on Student Income of the PGIE- 2022/2023
VV/19/AQ/2023/ PGIE /02
3. Audit of Journal Entries which entered the year 2023 of the PGIE
VV/19/AQ/2023/ PGIE /03
4. Audit Report on Bank Accounts and Bank Reconciliation Statements for the year 2023 of the PGIE
VV/19/AQ/2023/ PGIE /04

3. The Audit Committee

The Audit Committee of the PGIE meets regularly at least once in two months to review activities of the PGIE. The Committee considers the Audit Reports and Queries sent by the Auditor General and the Internal Audit and the responses of the PGIE to those queries. The Committee makes recommendations and directives for corrective action are also monitored.

The Audit Committee met on 04 occasions during the year under review.

4. The Staff

The Internal Audit Division comprises the following staff.

- Senior Assistant Internal Auditor
- Assistant Internal Auditor
- 05 Audit Assistants
- 01 Project Assistant
- 01 Operation Assistant



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

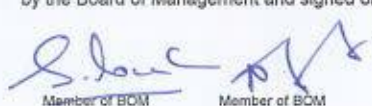
FINANCIAL STATEMENTS
2023

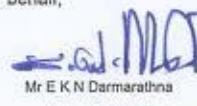
Postgraduate Institute of English
Statement of Financial Position as 31st December 2023

ASSETS		2023 (Rs.)	2022 (Restated) (Rs.)	2022 (Audited) (Rs.)
Current Assets	Note			
Cash at Bank	1	4,275,427	4,810,913	3,332,628
Loans & Advances to Staff	2	1,143,672	1,684,193	1,684,193
Receivables From Student	3	1,327,867	884,750	884,750
Short Term Investments	4	101,851,956	108,393,599	108,831,800
Inventories		464,112	457,670	457,670
Pre payments and Receivables	5	79,553	1,293,096	1,293,096
Receivable from Research grant interest		76,175	39,401	39,401
Receivable from investment interest			405,742	405,742
		<u>109,218,762</u>	<u>117,969,363</u>	<u>116,929,279</u>
Non-Current Assets				
Furniture & Fittings	6	2,262,025	2,209,996	2,209,996
Office Equipments		1,622,803	2,046,789	2,046,789
Library books & Periodicals		504,516	1,009,031	1,009,031
Computer & Accessories		5,140,036	6,819,168	6,819,168
Other assets		41,764	55,534	55,534
Plant & Machinery		4,765,549	5,873,308	5,873,308
Land				
Building		59,137,078	63,912,303	63,912,303
Intangible Assets	7	354,000	472,000	472,000
Staff Insurance Deposit		500,000	500,000	500,000
Long Term Investment		650,000	650,000	650,000
		<u>74,977,771</u>	<u>83,548,129</u>	<u>83,548,129</u>
Total Assets		<u>184,196,534</u>	<u>201,517,492</u>	<u>200,477,409</u>
LIABILITIES				
Current Liabilities				
Accrued Expenses	8	2,792,331	2,813,158	2,813,158
Research Grant Accrued			-	-
Sundry creditors	9	121,810	210,625	210,625
Student Fees In Advance	10	6,632,032	3,920,240	3,920,240
Retention on Constructions		158,859	2,011,359	2,011,359
Interest in Advance		832,118	1,489,775	1,489,775
Cash in Bank			1,478,285	
		<u>10,537,150</u>	<u>11,923,441</u>	<u>10,445,156</u>
Non - Current Liabilities				
Provision for Gratuity	11	7,967,631	7,298,884	7,298,884
Total Liabilities		<u>18,504,781</u>	<u>19,222,326</u>	<u>17,744,041</u>
Net Assets		<u>165,691,753</u>	<u>182,295,167</u>	<u>182,733,368</u>
NET ASSETS / EQUITY				
Capital Grant - Spent	12	59,045,158	67,780,438	67,780,438
Capital Grant - Unspent	13	-	-	-
Valuation Reserve		14,716,266	14,716,266	14,716,266
PGIE Development Fund		4,547,616	4,547,616	4,547,616
Research Grant Fund		650,000	650,000	650,000
PGIE Insurance Fund		267,446		
PGIE General Reserve		86,465,267	94,600,847	95,039,048
Research Grant				
Total not Assets / Equity		<u>165,691,753</u>	<u>182,295,167</u>	<u>182,733,368</u>

The Accounting policies on pages 5 to 7 and notes on pages 8 to 16 form an integral part of these Financial Statements. The Board of Management is responsible for the preparation and presentation of these Financial Statements. These Financial Statements were approved by the Board of Management and signed on their behalf,


Dr. A.R. Rassool
Director


Member of BOM


Mr E K N Damarathna
Deputy Registrar


Ms S C Munasinghe
Assistant Bursar

Dr. Romola Rassool
Director
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

E. K. N. Damarathna
Deputy Registrar (Acting)
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

S. C. Munasinghe
Assistant Bursar
Postgraduate Institute of English
The Open University of Sri Lanka
P.O. Box 21, Nawala, Nugegoda.

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2023

<u>Revenue</u>	<u>Note</u>	<u>Budget 2023</u>	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
		<u>(Rs.)</u>	<u>(Rs.)</u>	<u>(Rs.)</u>	<u>Rs.</u>
Government Recurrent Grant			3,750,000	30,214,000	30,214,000
Government Grant for Rehabilitation Recurrent					
Contribution for rehabilitation expenditure					
Application Fees		750,000	397,000	311,000	311,000
Registration Fees		650,000	464,900	429,100	429,100
Tuition Fees		20,227,000	13,595,455	17,214,135	17,214,135
Examination Fees		1,200,000	844,315	1,388,795	1,388,795
Supplementary Fees		550,000	314,200	269,880	269,880
Dissertation Fees		2,150,000	1,526,800	824,900	824,900
Application Fees from Short Course		-			
Portfolio fee		50,000		75,000	75,000
Short Course Fees		2,000,000	983,336	-	-
Interest Income	14	8,225,000	17,909,042	15,472,888	15,911,089
Miscellaneous Receipts		60,000	141,228	41,001	41,001
Amortization of Capital Grant			8,735,280	8,849,750	8,849,750.46
Amortization of Donation					
Revaluation Surplus					
Total Revenue		<u>35,862,000</u>	<u>48,661,556</u>	<u>75,090,549</u>	<u>75,528,750</u>
Expenses					
Personnel Emoluments	15	37,437,000	36,011,727	37,419,087	37,419,087
Traveling Expenses	16	150,000	173,988	116,150	116,150
Supplies and Consumables	17	1,035,000	753,286	1,027,875	1,027,875
Maintenance Expenditure	18	1,215,000	583,886	890,702	890,702
Contractual Services	19	1,985,000	956,810	1,165,849	1,165,849
Other Recurrent Expenses	20	11,155,000	7,085,241	7,577,916	7,577,916
Depreciation			8,967,152	8,908,684	8,908,684
Gratuity Expenses			2,597,195	553,736	553,736
Amortization Intangible Assets			118,000	118,000	118,000
Human Capital expenses					
Revaluation Deficit					
Total expenses		<u>52,977,000</u>	<u>57,247,087</u>	<u>57,777,799</u>	<u>57,777,799</u>
Surplus / (Deficit) for the period		<u>(17,115,000)</u>	<u>(8,585,530)</u>	<u>17,312,750</u>	<u>17,750,951</u>

Postgraduate Institute of English

Statement of changes in Net Assets / Equity for the Year Ended 31st December 2023

(Rs.)

	PGIE General Reserve	Revaluation Surplus	PGIE Development Fund	PGIE Insurance Fund	Research Grant Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2021	76,896,185	2,527,516	3,967,500		650,000	76,519,635	110,554	160,671,390
Previous year adjustment	391,911							391,911
Capital Grant Spent during the year								-
Funds Received During the year			580,115			110,554	(110,554)	580,115
Amortization of Capital grants						(8,849,750)		(8,849,750)
Relauation gain/ loss		12,188,750						12,188,750
Surplus / (Deficit) for the period	17,312,750							17,312,750
Balance as at 31st December 2022	94,600,847	14,716,266	4,547,616		650,000	67,780,438	-	182,295,167
Previous year adjustment	449,950							449,950
Capital Grant Spent during the year								-
Funds Received During the year				358,823				358,823
Amortization of Capital grants						(8,735,280)		(8,735,280)
Relauation gain/ loss								-
Surplus / (Deficit) for the period	(8,585,530)							(8,585,530)
Funds outflow				(91,377)				(91,377)
Balance as at 31st December 2023	86,465,267	14,716,266	4,547,616	267,446	650,000	59,045,158		165,691,753

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2023

	2023 (Rs.)	2022 (Restated) (Rs.)	2022 (Audited) (Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES			
Surplus / (Deficit) from ordinary activities	(8,585,530)	17,312,750	17,750,951
Interest Income from Short Term Investments	(17,909,042)	(15,472,888)	(15,911,089)
Non Cash Movements			
Depreciation	8,967,152	8,908,684	8,908,684
Depreciation Adjustment	8,257	(433,124)	
Gratuity Expenses	2,597,195	553,736	553,736
Gratuity Adjustment - prior year			
Amortization of Capital Grants	(8,735,280)	(8,849,750)	(8,849,750)
Amortization of Capital Grants Adjustment			
Amortization Intangible Assets	118,000	118,000	118,000
Amortization of Donations			
Prior year Adjustments	449,950	391,911	391,911
PPE Adjustment- Building	95,694	(20,607)	
PPE Adjustment- OE			
Loss on assets disposal	21,195		
PPE Adjustment- FF	(476,900)		
Adjustment of Interest	(278,689)		
TB Face Value Adjustment			
Net Surplus before working capital changes	(23,727,998)	2,508,713	2,972,676
(Increase) / Decrease in Working Capital			
(Increase) / Decrease in Inventories	(6,442)	(130,711)	(130,711)
Increase/(Decrease) in Payables	91,994	(7,423,592)	(7,423,592)
(Increase)/Decrease in Receivable	1,139,394	(965,207)	(965,207)
(Increase)/Decrease in Loan & Advance to Staff	540,521	(492,643)	(492,643)
Gratuity Payment	(1,928,449)		
Net Cash Flows from operating Activities	(23,890,980)	(6,503,440)	(6,039,477)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Property, Plant & equipment	(46,000)	(2,507,906)	(2,507,906)
Purchase of Books and Periodicals			
Purchase Intangible Assets			
PGIE Building project			
Interest from Investments	17,630,353	15,924,938	15,924,938
Payment to Constructor			
Fund received for specific purposes	358,823	690,669	
Cash Outflow for specific purposes	(91,377)		
Expenditure Rehabilitation Recurrent			
Land			
Withdrawals of Short Term Investments	6,979,844		
New Short Term Investments		(13,358,974)	(13,358,977)
Net Cash Flows from Investing Activities	24,831,643	638,173	58,055
CASH FLOWS FROM FINANCING ACTIVITIES			
Capital Grants from Treasury		(110,554)	
Capital Grants unspent			
Net Cash Flows from Financing Activities		(110,554)	
Net Increase / (Decrease) in Cash & Cash Equivalents	942,799	(5,975,821)	(5,981,423)
Cash & Cash Equivalents at the beginning of period	3,332,628	9,314,050	9,314,050
Cash & Cash Equivalents at the end of period	4,275,427	3,332,628	3,332,628

Postgraduate Institute of English

Notes to the Financial Statement – 2023

Significant Accounting Policies

01. Reporting Entity

The Postgraduate Institute of English has been incorporated under the Postgraduate Institute of English (PGIE) Ordinance No.04 of 2005. It launched on 1st October 2006. Currently Postgraduate courses and Short Courses are being conducted by the PGIE.

02. Statement of Compliance

The Financial Statements of the PGIE have been prepared in conformity with the Sri Lanka Public Sector Accounting Standards on a historic cost convention and accrual basis.

03. Government Grants

The total government grants received for the year was Rs. 3,750,000/=. The recurrent Grant of Rs. 3,750,000 /= has been recognized as revenue in the Statement of Financial Performance.

	Amount Received in year 2023 (Rs.)	Amount Unspent in year 2023 (Rs.)
Recurrent Grants	3,750,000	3,750,000
Capital Grants		
	<u>3,750,000</u>	<u>3,750,000</u>

Amortization of Capital Grants

The capital grants and other grants received were capitalized and amortized as revenue over the useful life of the related assets.

04. Property, Plant and Equipment

(a). Property, Plant and Equipment have been depreciated in accordance with Sri Lanka Public Sector Accounting Standard no 7. Therefore, Depreciation of an asset begins when it is available for use.

(b). The annual rates of depreciation are as follows.

❖ Furniture and Fittings	10 %
❖ Office Equipment	20 %

❖ Computer and Accessories	20 %
❖ Books and Periodicals	20 %
❖ Plant & Machinery	20 %
❖ Other Assets	20 %
❖ Computer Software	20%
❖ Building	5 %

Generator has been depreciation 10% effective from 10.05.2022, accordingly UGC Commission circular 09/22

- (c). Depreciation is charged to the income statement over the estimated useful life of the non-current assets.
- (d). Non-current assets are shown at cost less accumulated depreciation.
- (e). The Books and periodicals purchased by the PGIE have been sent to the OUSL main library for the benefit of the PGIE students.
- (f). The Ownership of the Land in which the Building of the Institute constructed is not legally vested with the PGIE as the Institute operates as an affiliated Institute of the Open University and there is no legal provision in the Ordinance of the Institute to account the Land. However, in the Financial Statements for the year 2016, 15 perches of the Land that has been valued by the Department of Valuation as Rs 22,500,000/= is recorded as an asset of the PGIE. In the year 2021 Financial Statements, it has been decided to disclose the value of the land as Rs. 22,500,000/= complying with the Public Sector Accounting Standard No.07.

05. Short Term Investment

Monies not required for immediate requirement were invested in short term fixed deposits and the TB at the People's bank. The carrying value of the investment has been calculated including the matured interest income at the end of the year.

06. Valuation of stocks

Stocks in the Store have been valued on a Cost using First in First out (FIFO) basis

07. Liabilities

All known liabilities have been accounted for in the preparing of the financial statements.

08. Cash at Bank

PGIE opened two savings accounts linked with current account number 174100246838310 and 174100336838310. These Current accounts maintained Rs 100,000/= balance throughout the year.

09. Intangible Assets

Purchased computer software is stated as at cost less accumulated amortization.

10. Provisions

Provision for gratuity has been calculated for employees of PGIE who have completed one-year continuous services. However, employees who have completed five years' continuous services in the university system are entitled to obtain gratuity on their retirement.

11. Revenue Recognition

Revenue consists of a Government Grant and Income generated through internal sources. Interest on investment is accounted on an accrual basis. The student tuition fees are recognized in the month coinciding with student registration, adhering to the principles of accrual accounting. For instance, if a student registration occurs on October 15th, the student income for the current year is recognized only three months, with the remaining course fee accounted as course fee in advance for the year.

The complexity in revenue recognition arises due to the misalignment between the fiscal and academic year.

12. Expenditure Recognition

The expenditure has been analyzed and classified into expenditure headings based on guidelines given by the University Grants Commission and the common format reporting system.

13. Taxation

The profits and income other than the profits and income from dividends of the Postgraduate Institute of English are exempt from income tax under the Inland Revenue Act No. 24 of 2017

14. Cash Flow Statement

The cash flow statement has been prepared in conformity with the Sri Lanka Public Sector Accounting Standards (SLPSAS 2) using the "**Indirect Method**".

15. Financing Deficit

The deficit for the year has been financed through the utilization of funds from the institute's treasury bill investments, which was initially sourced from student income in previous years.

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 01

<u>Cash at Bank</u>	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	Rs.	Rs.	Rs.
People's Bank A/C No. 174100 156 838310	379,424	1,708,557	1,706,557
People's Bank A/C No. 174100 246 838310	94,750	36,600	36,600
People's Bank A/C No. 174100 336 838310	100,000		(1,478,284.89)
People's Bank A/C No. 174200 226 838310	3,687,879	1,139,418	1,139,418
People's Bank A/C No. 174200 136 838310	13,373	1,928,338	1,928,338
Petty cash	-		
	<u>4,275,427</u>	<u>4,810,913</u>	<u>3,332,628</u>

Note - 02

<u>Loans and Advances to Staff</u>	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	Rs.	Rs.	Rs.
Distress Loan	1,091,672	1,612,193	1,612,193
Vehicle Loan	52,000	72,000	72,000
Micellaneous Advance			
	<u>1,143,672</u>	<u>1,684,193</u>	<u>1,684,193</u>

Note- 03

<u>Receivables From Student</u>	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	Rs.	Rs.	Rs.
Portfolio fees Receivable TESL Old			
Tuition Fees Receivable - TESL Old	563,000	375,500	375,500
Tuition Fees Receivable - TESL New	234,715	197,100	197,100
Tuition Fees Receivable - TLSC	-	18,900	18,900
Tuition Fees Receivable - BE	83,700		
Dissertation Fees Receivable TESL New	40,000		
Dissertation Fees Receivable TESL Old	166,500	37,000	37,000
Examination Fees Receivable PPE	35,800	38,750	38,750
Examination Fees Receivable TLSC			
Examination Fees Receivable TESL Old	18,750		
Examination Fees Receivable BE	8,370		
Supplimentray Fees Recievable TESL Old	40,800		
Supplimentray Fees Recievable TLSC			
Supplimentray Fees Recievable TESL New	100		
Registration Fees Recievable TESL Old	60,300		
Registration Fees Recievable TLSC			
Tuition Fees Receivable - PPE	59,833	217,500	217,500
Supplimentray Fees Recievable PPE	2,000		
Registration Fees Recievable PPE	4,000		
Teaching Practicum- BE	9,999		
	<u>1,327,867</u>	<u>884,750</u>	<u>884,750</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 04

Short Term Investments

	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	Rs.	Rs.	Rs.
Opening Balance	108,831,800	94,831,800	94,831,800
Withdraw during the year - FD			
Withdraw during the year - TB	(6,979,844)		
New Investments - TB		14,000,000	14,000,000
	<u>101,851,956</u>	<u>108,831,800</u>	<u>108,831,800</u>

Note - 05

Pre payment and Receivables

	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	Rs.	Rs.	Rs.
Interest Receivable		159	159
Pre-payment	79,553	896,918	896,918
Receivable OUSL		396,019	396,019
	<u>79,553</u>	<u>1,293,096</u>	<u>1,293,096</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 06

Non- current assets

	Furniture & Fittings	Office Equipment	Computers & Accessories	Library Books & Periodicals	Plant & Machinery	Other Assets	Building	Land	Total
Cost									
Balance as at 01/01/2023	3,794,814	2,557,234	8,511,444	2,522,578	7,090,768	68,850	93,689,202	-	118,234,889
(+/-) Adjustments		116,365	(34,650)				(95,694)		(13,979)
(+) Purchases during the year	476,900	2,500	43,500						522,900
(-) Transfer to revaluation									-
(-) Disposal during the year									-
Balance as at 31/12/2023	4,271,714	2,676,099	8,520,294	2,522,578	7,090,768	68,850	93,593,508		118,743,810
Depreciation									
Balance as at 01/01/2023	1,584,818	510,445	1,692,276	1,513,547	1,217,460	13,316	29,776,899	-	36,308,760
(+/-) Adjustments		8,131	(13,860)				(144)		(5,873)
(+) Depreciation for the Year	424,870	534,720	1,701,842	504,516	1,107,759	13,770	4,679,675		8,967,152
(-) Transfer to revaluation									-
(-) Disposal during the year									-
Balance as at 31/12/2023	2,009,688	1,053,296	3,380,258	2,018,062	2,325,219	27,086	34,456,430		45,270,039
Net Book Value as at 01/01/2023	2,209,996	2,046,789	6,819,168	1,009,031	5,873,308	55,534	63,912,303		81,926,129
Net Book Value as at 31/12/2023	2,262,025	1,622,803	5,140,036	504,516	4,765,549	41,764	59,137,078		73,473,771

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 07

<u>Intangible Assets</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Computer Software	472,000	590,000	590,000
Amortization for the year	(118,000)	(118,000)	(118,000)
	<u>354,000</u>	<u>472,000</u>	<u>472,000</u>

Note - 08

<u>Accrued Expenses</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Audit Fees for the Year 2021		554,400	554,400
Audit Fees for the Year 2022		529,000	529,000
Audit Fees for the Year 2024	620,000		
Telecommunication expenses	17,753	17,457	17,457
Overtime	25,795	12,813	12,813
Sitting Allowances		1,000	1,000
Visiting Lecture fees	204,000	115,250	
Entertainment Expenses		15,378	
Stamp Duty & PAYE	4,225	4,750	
Salary Payable- Director	612,504		
Other Payable	3,850	30,300	30,300
Security Services		43,400	43,400
PGIE Lecture Fees	36,000	118,570	118,570
Cleaning services	38,073	72,189	72,189
Examination	65,100	185,380	185,380
Academic Salary Contract		302,404	
Non Academic Salary Contract	303,658	186,269	
Temporary EPF	61,858	97,739	97,739
Temporary ETF	9,279	14,661	14,661
Evaluation Committee Payment	15,000	15,000	15,000
Air Tickets	306,224	306,224	306,224
PPE Expenditure	27,501		
BE Expenditure	63,000	475	475
New MA TESL Expenditure	10,000		
Staff Development	16,500	16,500	16,500
Course Material Writing	24,000	24,000	24,000
Academic Staff Salary	189,412		
Universities Provident Fund	26,600		
Universities Pension Fund	12,000		
MIS Consultation	100,000	100,000	100,000
Building Consultation		50,000	50,000
	<u>2,792,331</u>	<u>2,813,158</u>	<u>2,813,158</u>

Note - 09

<u>Sundry creditors</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Payable to OUSL	47,839	44,199	44,199
Lanka Security (Pvt) Ltd	5,337	5,337	5,337
Souther Fire		5,500	5,500
Craft Lanka Engineers (Pvt) Ltd	42,730	42,730	42,730
Ewis	25,904	25,904	25,904
Abans			
Heyles		28,955	28,955
Saman Advertizing			
Frostair		58,000	58,000
	<u>121,810</u>	<u>210,625</u>	<u>210,625</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 10

<u>Student Fees in Advance</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Tuition Fees in Advance TLSC	850		
Tuition Fees in Advance TESL New	2,572,285	1,560,490	1,560,490
Tuition Fees in Advance TLSC		1,102,500	1,102,500
Dissertation Fees in Advance- TLSC	1,500		
Teaching Practicum Fees in Advance- TESL	972,000	1,062,000	1,062,000
Examination Fee in Advance TESL New	394,200		
Tuition Fees in advance - BE	1,116,000		
Exam Fees in advance - BE	111,600		
Teaching Practicum Fees in advance - BE	266,680		
Tuition Fees in advance - PPE	1,196,917	5,250	5,250
Application Fee in advance -BE		190,000	190,000
	<u>6,632,032</u>	<u>3,920,240</u>	<u>3,920,240</u>

Note - 11

<u>Provision for Gratuity</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Opening Balance	7,298,884	6,745,148	6,745,148
Gratuity payment during the Year	(1,928,449)	-	-
Provision for the Year	2,597,195	553,736	553,736
	<u>7,967,631</u>	<u>7,298,884</u>	<u>7,298,884</u>

Note - 12

<u>Capital Grants Spent</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Opening Balance	67,780,438	76,519,635	76,519,635
Capital Expenses		110,554	110,554
Amortization for the year	(8,735,280)	(8,849,750)	(8,849,750)
	<u>59,045,158</u>	<u>67,780,438</u>	<u>67,780,438</u>

Note - 13

<u>Capital Grants Unspent</u>	<u>2023</u> Rs.	<u>2022 (Restated)</u> Rs.	<u>2022 (Audited)</u> Rs.
Opening Balance	-	110,554	110,554
Grant from the Treasury		-	-
Capital Expenses		(110,554)	(110,554)
	<u>-</u>	<u>-</u>	<u>-</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 14

<u>Interest Income</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
Interest from Savings Accounts	31,695	101,230	101,230
Interest from FD	75,524	45,634	45,634
Interest from TB	17,745,273	15,270,924	15,709,125
Interest from Loan & Advance to Staff	56,550	55,100	55,100
	<u>17,909,042</u>	<u>15,472,888</u>	<u>15,911,089</u>

Note - 15

<u>Personnel Emoluments</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
<u>Academic</u>			
<u>Salaries and Wages</u>			
Salaries and Wages	8,018,133	7,624,993	7,624,993
University Provident Fund	1,490,654	1,463,435	1,463,435
University Pension	958,160	1,072,191	1,072,191
ETF 3%	456,927	480,862	480,862
Visiting Lectures Fees	1,756,125	1,452,500	1,452,500
PGIE Lecturers Fees	297,125	408,500	408,500
	<u>12,977,124</u>	<u>12,502,480</u>	<u>12,502,480</u>
<u>Other Allowances</u>			
Academic Allowance	7,112,161	8,006,140	8,006,140
Research Allowance	1,595,332	1,739,350	1,739,350
Cost of Living Allowance	336,155	358,800	358,800
Monthly Allowance	215,484	230,000	230,000
Additional Allowances	912,570	1,014,456	1,014,456
Entertainment Allowance	185,184	181,944	181,944
Telephone Allowance	51,000	51,000	
Other Allowances	1,213,495	1,180,230	1,180,230
	<u>11,621,381</u>	<u>12,761,920</u>	<u>12,710,920</u>
Personal Emolument - Academic	24,598,505	25,264,400	25,213,400

Postgraduate Institute of English
Notes to the Statement of Financial Performance

	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
<u>Non - Academic</u>	<u>Rs.</u>	<u>Rs.</u>	<u>Rs.</u>
<u>Salaries and Wages</u>			
Salaries and Wages	6,086,592	5,953,389	5,953,389
University Provident Fund	790,851	933,874	933,874
University Pension	332,027	474,573	474,573
ETF 3%	210,132	199,482	199,482
Acting Pay			
	<u>7,419,602</u>	<u>7,561,318</u>	<u>7,561,318</u>
<u>Other Allowances</u>			
Research Allowance	317,672	312,299	312,299
Cost of Living Allowance	592,783	745,026	745,026
Monthly Allowance	379,667	477,258	477,258
Additional Allowance	683,658	811,086	811,086
Telephone Allowance	48,000	48,000	99,000
Interim Allowance			
MCA	1,540,373	1,832,885	1,832,885
Adjustment allowance			
	<u>3,562,154</u>	<u>4,226,554</u>	<u>4,277,554</u>
Personal Emolument - Non-Academic	10,981,756	11,787,872	11,838,872
Overtime and Holiday Payment			
Over Time	167,960	68,484	68,484
Technical Support	227,763	227,850	227,850
Holiday Payments	35,744	70,481	70,481
	<u>431,466</u>	<u>366,815</u>	<u>366,815</u>
Total Personal Emoluments	36,011,727	37,419,087	37,419,087
 Note - 16			
<u>Traveling Expenses</u>	<u>2023</u>	<u>2022 (Restated)</u>	<u>2022 (Audited)</u>
	<u>Rs.</u>	<u>Rs.</u>	<u>Rs.</u>
Domestic	173,988	116,150	116,150
Foreign			
	<u>173,988</u>	<u>116,150</u>	<u>116,150</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 17

<u>Supplies and Consumables</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
Stationery & Office Requisites	159,988	165,605	165,605
Fuel & Lubricant	370,820	187,590	187,590
Machanical &Electrical Goods		292,500	292,500
Uniforms		7,200	7,200
Other Supplies	222,480	374,980	374,980
	<u>753,288</u>	<u>1,027,875</u>	<u>1,027,875</u>

Note - 18

<u>Maintenance Expenditure</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
Plant, Machinery Equipment	536,069	703,138	703,138
Building & structures	47,817	48,564	48,564
Other Maintenance Expenditure		139,000	139,000
	<u>583,886</u>	<u>890,702</u>	<u>890,702</u>

Note - 19

<u>Contractual Services</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
Cleaning Services	382,962	389,569	389,569
Security Services	126,000	490,961	490,961
Postal Charges	39,840	37,275	37,275
Telecommunication	211,111	183,308	183,308
Electricity	13,401	5,852	5,852
Water	12,443	11,375	11,375
Printing Advertising	170,854	47,309	47,309
Transport			
Other			
	<u>956,610</u>	<u>1,165,649</u>	<u>1,165,649</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 20

<u>Other Recurrent Expenses</u>	<u>2023</u> <u>Rs.</u>	<u>2022 (Restated)</u> <u>Rs.</u>	<u>2022 (Audited)</u> <u>Rs.</u>
Travel Grant to University		901,234	901,234
Stamp Duty	8,650	9,350	9,350
Special Services - Council & Committees	1,102,589	934,936	934,936
Special Services - Professionals	620,000	679,000	679,000
Workshops ,Seminars	57,704	29,120	29,120
Staff Insurance	234,981	150,628	150,628
Staff Development		675,000	675,000
Course Materials for students			
Corporate Planning,Governance	92,620		
Holiday Warrants & Season Tickets	94,300	66,850	66,850
Entertainment Expenses	58,155	172,110	172,110
Bank Charges	1,000	750	750
Contributions & Membership Fees	7,000		
Examination Fees	331,211	1,289,292	1,289,292
Disposal AC	21,195		
Short Course expenses	545,787		
Employee Welfare			
Property loan Interest	64,546	88,916	88,916
Other	624,285	275,428	275,428
Temporary EPF/ETF			
Audit Fee			
Course Materials for students			
PPPE Expenses	849,829	682,971	682,971
BE Expenses	1,137,274	465,677	465,677
New TESL Expenditure	1,234,115	1,136,654	1,136,654
PhD Expenditure		20,000	20,000
	<u>7,085,241</u>	<u>7,577,916</u>	<u>7,577,916</u>

Note 21- Restate of Final Accounts 2022

	Dr	Cr
TB Interest Income	438,201	
TB Investment		438,201
	<u>438,201</u>	<u>438,201</u>
(Correction of over debited TB interest income in 2022 final accounts)		
	Dr	Cr
Office equipment (Finger Print Scanners)	117,040	
General Reserved		117,040
	<u>117,040</u>	<u>117,040</u>
(Capitalization of Finger Print machine part replacement on 22/08/2022)		
	Dr	Cr
General Reserved	8,401	
Acc Depreciation of Office equipment (Finger Print Scanners)		8,401
	<u>8,401</u>	<u>8,401</u>
(Include depreciation of Finger Print machine part replacement on 22/08/2022)		

Postgraduate Institute of English

Trial Balance as at 31.12.2023

Account Number	Account Name	2023		2022 (Restated)		2022 (Audited)	
		Debit	Credit	Debit	Credit	Debit	Credit
111001	Capital Grant Spent		59,045,158		67,780,438		67,780,438
121005	PGIE General Reserve		86,465,267		94,709,486		95,039,048
122001	Provision For Gratuity		7,967,631		7,298,884		7,298,884
122004	Revaluation Reserves		14,716,266		14,716,266		14,716,266
122008	Reserve For Research Award		650,000		650,000		650,000
161002	Insurance Deposit	500,000		500,000		500,000	
161004	Retention - Constructions		158,859		2,011,359		2,011,359
161008	OUSL Payable A/C		47,839		44,199		44,199
1620004	PGIE insurance Fund		267,446				
162001	Accrued Expenditure		2,792,331		2,813,158		2,813,158
162002	Sundry Creditors		73,971		166,426		166,426
168011	PGIE Development Fund		4,547,616		4,547,616		4,547,616
168010	Tuition Fee in Adv-New TESL		2,572,285		1,560,490		1,560,490
1681007	Examination Fee in Advance -New TESL		394,200				
1681008	Teach Practicum in Adv-New TESL		972,000		1,062,000		1,062,000
1682001	Tuition Fees in Adv -TLSC		850		1,102,500		1,102,500
1682002	Dissertation Fees in Advance-TLSC		1,500				
1683002	Tuition Fees in Advance- PGBE		1,116,000				
1683004	Examination Fee in Advance-BE		111,600				
1683005	Teaching Practicum Fee in Advance-BE		268,680				
1684004	Tuition Fee in Advance-PPPE		1,196,917		5,250		5,250
1685001	App Fee in advance-BE				190,000		190,000
210102	Building Capital Nature	93,593,508		93,689,202		93,689,202	
210201	Office Furniture	4,271,714		3,794,814		3,794,814	
210202	Office Equipment	2,676,099		2,674,274		2,557,234	
210210	Books & Periodicals	2,522,578		2,522,578		2,522,578	
210213	Plant & Fixes	7,090,768		7,090,768		7,090,768	
210225	Computer & Accessories	8,520,294		8,511,444		8,511,444	
210226	Other Assets	68,850		68,850		68,850	
210227	Computer Software	590,000		590,000		590,000	
221001	Provision for Depreciation-Building		34,456,430		29,776,899		29,776,899
221002	Provision for Depreciation - Office Equipment		1,053,296		518,846		510,445
221003	Provision for Depreciation -Furniture & Fitting		2,009,688		1,584,818		1,584,818
221008	Provision for Depreciation- Plant& Machinery		2,325,219		1,217,460		1,217,460
221010	Provision for Depreciation -Books & Periodicals		2,018,062		1,513,547		1,513,547
221014	Provision for Depreciation -Computers & Accessories		3,380,258		1,692,276		1,692,276
221015	Provision for Depreciation -Other Assets		27,086		13,316		13,316
221017	Provision for Depreciation- Computer Software		236,000		118,000		118,000
2310002	PB Nugegoda 174100156838310	379,424		1,706,557		1,706,557	
2310003	PB Nugegoda 174100246838310	94,750		36,600		36,600	
2310004	PB Nugegoda 174100336838310	100,000		1,478,285		1,478,285	
2310005	PB Nugegoda A/C 17420022683	3,687,879		1,139,418		1,139,418	
2310006	PB Nugegoda A/C 17420013683	13,373		1,928,338		1,928,338	
231102	Petty Cash Imp rest						

Postgraduate Institute of English
Trial Balance as at 31.12.2023

Account Number	Account Name	2023		2022 (Restated)		2022 (Audited)	
		Debit	Credit	Debit	Credit	Debit	Credit
235002	Receivable interest from invest-FD	76,175		39,401		39,401	
235003	Receivable interest from invest -TB	-		405,742		405,742	
235004	Pre-Payment	79,553		896,918		896,918	
235010	Tuition Fee Rece -New TESL	234,715		197,100		197,100	
2351001	Tuition Fees Receivable-TESL Old	563,000		375,500		375,500	
2351003	Dissertation Fees Receivable-TESL Old	166,500		37,000		37,000	
2351004	Examination Fees Receivable -TESL Old	18,750					
2351005	Supplementary Fees Receivable -TESL Old	40,800					
2351006	Registration Fees Receivable -TESL Old	60,300					
2351008	Supplementary Fee Receivable-New MATE	100					
2351009	Dissertation Fee Receivable-New MATE	40,000					
2352001	Tuition Fees Rece-TLSC	-		18,900		18,900	
2353001	Tuition Fee Receivable-PPE	59,833		217,500		217,500	
2353002	Supplementary Fee Receivable-PPE	2,000					
2353003	Registration Fee Receivable -PPE	4,000					
2353004	Examination Fee Receivable-PPE	35,800		38,750		38,750	
2354001	Examination Fee Receivable- BE	8,370					
2354002	Tuition Fee Rece-BE	83,700					
2354003	Teaching Practicum Rec-BE	9,999					
236001	Distress Loan	1,091,672		1,612,193		1,612,193	
236004	Vehicle Loan	52,000		72,000		72,000	
237001	Miscellaneous Advance	-					
2396	Investment-TB	101,851,956		108,393,599		108,831,800	
2397	Investment-FD	650,000		650,000		650,000	
2398	Inventories	464,112		457,670		457,670	
3138	Interest Fees in advance TB		832,118		1,489,775		1,489,775
235005	Receivable OUSL			396,019		396,019	
235008	Receivable interest from Distress Loan			159		159	
		229,702,572	229,702,572	238,061,293	238,061,293	238,382,454	238,382,454

2024.06.19

Director,
Postgraduate Institute of English.

The Auditor General's Report on the Financial Statements and other legal and regulatory requirements of the Postgraduate Institute of English for the year ended as at 31st December 2023, in terms of section 12 of the National Audit Act, No. 19 of 2018.

Aforesaid Report has been sent together with attested Account.

W.M.P.A. Fonseka
Deputy Auditor General
For Auditor General

Copy:-
1. Secretary, Ministry of Education
2. Secretary, Ministry of Finance, Economic Stabilization and National Policies

Director,
Postgraduate Institute of English

The Auditor General's Report on the Financial Statements and other legal and regulatory requirements of the Postgraduate Institute of English for the year ended as at 31st December 2023, in terms of section 12 of the National Audit Act, No. 19 of 2018.

1.		Financial Statements
1.1		Qualified Opinion Financial Statements of the Postgraduate Institute of English for the year ended as at 31st December 2022 comprising of the Statement of Financial Position as at 31st December 2023, the Financial Performance Statement, Statement of Changes in Equity and the Cash Flow Statement for the year ended as at the same date Notes relating to the Financial Statements and summarized significant accounting policies were audited under my order in terms of provisions containing Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka, section 18 of the Postgraduate Institute of English Ordinance No. 04 of 2005 enacted under section 18 of the University Act No. 107(5) of 2005 and Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read with the provisions of the National Audit Act No. 19 of 2018. My Report will be tabled in Parliament in due course in terms of Article 154 (6) of the Constitution. I am of the view that the financial position of the institute as at 31st December 2023 and financial performance and cash flow statement for the year ended from that date present a true and fair condition in accordance with Sri Lanka Public Sector Accounting Standards, except the impact caused under matters described in the section of basis for the qualified opinion of my report
1.2		Basis for the qualified opinion
	(a)	According to the financial statements of the year under review, the gratuity allocation was Rs.7,967,631, but according to the Schedule, the figure was Rs.6,039,181 accordingly there was a difference of Rs.1,928,450.
	(b)	According to paragraph 47 of Sri Lanka Public Sector Accounting Standard 3, the increase of General Reserves by Rs. 45,965 in 09 journal notes, receivable account balance decreased by Rs.91,075 and accounts receivable balance decreased by Rs.137,040, but the same adjustments had not been made in the financial statements as at

		31stDecember of the year under review. (c) In rectifying the error of accounting the deposit amount of Rs.95,694 paid to the Ceylon Electricity Board in the previous year under buildings in the year under review due to debiting the same to the General Reserve Account, deposit balance and general reserve had been under-accounted by that amount. (d) (1) Although the investment interest income received in cash was Rs. 17,493,359, the same has been stated as Rs.17,630,353 under investment activities in the cash flow statement. (ii) Rs.278,682 had been stated as Adjustments of Interest under non-cash movements in the cash flow statement of the year under review, but the related information had not been furnished to the audit. I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities under these auditing standards are further described in the section of Auditor's Responsibility on the Audit of Financial Statements of this Report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.
1.3		Other information included in the Annual Report of the Institute for the year 2023 Other information means the information which I obtained before the date of this audit report included in the Annual Report-2023, but not included in the Financial Statements and audit report related thereto. Management is responsible for this other information. My opinion on the financial statements does not cover other information and I do not express any kind of assurance or opinion thereon. My responsibility in connection with my audit pertaining to the Financial Statements is to read the other information identified above when available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with my knowledge obtained during the audit or otherwise. If, I conclude that there are material misstatements based on the other information I obtained before the date of this Audit Report and activities made by me, the same should be reported by me. I have nothing to report in this regard.
1.4		Responsibilities of the Management and Administrative bodies on the Financial Statements

		It is the responsibility of the management to determine the necessary internal control to prepare financial statements in accordance with Sri Lankan Public Sector Accounting Standards and present the same fairly and enabling to prepare financial statements free from material misstatements that may result from fraud or error. In preparing Financial Statements, it is the responsibility of the management to determine the entity's ability to continue operation of the institute and to disclose matters relating to the entity's continues operation, unless the management intends to liquidate or, in the absence of any other alternative, cease operations. Administrative parties are responsible for the inspection process of the financial reporting process of the institute. According to sub-section 16 (1) of the National Audit Act No. 19 of 2018, the Institute must maintain proper books and records of its income, expenses, assets and liabilities enabling to prepare annual and periodic Financial Statements.
1.5		Auditor's Responsibility on the Audit of Financial Statements My objective is to provide a reasonable assurance to the effect that the Financial Statements, as a whole, are free from material misstatements that may arise due to frauds and errors and to issue the Audit Report containing my opinion. Reasonable assurance is an advanced assurance but it will not always be an assurance that material misstatements will be detected when conducting an audit in accordance with the Sri Lanka Auditing Standards. The effect of the frauds and errors, individually or collectively, can result in material misstatements, the materiality of which depends on the effect on the economic decisions made by users on the basis of these Financial Statements. I, during the audit, acted with professional judgment and professional skepticism as part of the audit in accordance with the Sri Lanka Auditing Standards, I further, • developed and implemented appropriate audit procedures as occasion demands, to identify and evaluate the risk of arising material misstatements in the Financial Statements due to the frauds and errors in obtaining a basis for the expressed audit opinion. The effect of material misstatements caused by a fraud is stronger than the effect resulting from misrepresentations due to the reasons of preparing fake documents, intentional omission, misrepresentation or circumvention of internal controls. • gained a knowledge on the internal control to prepare suitable

		audit procedures as appropriate even not with the intention of expressing an opinion on the effectiveness of internal control. - evaluated the appropriateness of the accounting policies adopted, reasonability of accounting estimates and related disclosures made by the management. - determined the applicability of the Institution's continues operation for accounting based on the audit evidence obtained regarding whether there is material uncertainty about institute's continues operation due to the incidents and conditions. If I determined that there is an adequate uncertainty, attention of my audit report should be drawn to the disclosure in that regard in the Financial Statements. if such disclosures are inadequate, my opinion should be modified. However, continues operation may terminate upon the future incidents and conditions. - appraised that transactions and incidents underlying the structure and the content of the Financial Statements have been included fairly and appropriately in the Financial Statements and the overall presentation of the Financial Statements including disclosures. I make the administrative bodies aware of significant audit findings, main internal control shortcomings and other matters identified during my audit.
2		Report on other legal and regulatory requirements
2.1		Special provisions pertaining to the following requirements are included in the National Audit Act No. 19 of 2018.
2.1.1		I have obtained all the information and explanations necessary for the audit in accordance with the requirements set out in Section 12 (a) of the National Audit Act No. 19 of 2018, except for the effect of the matters described in the section of the basis for qualified opinion of my report and as it appeared through my investigation, the institution had maintained proper financial reports.
2.1.2		According to the requirement mentioned in Section 6(i)(d)(iii) of the National Audit Act No. 19 of 2018, the Financial Statements of the Institute are consistent with the previous year.
2.1.3		The recommendations made by me in the last year are included in the presented Financial Statements as per the requirement mentioned in Section 6 (i) (d) (iv) of the National Audit Act No. 19 of 2018.

2.2		In the course of action followed and the evidence taken and confined to the material facts, nothing has come to my notice to make the following statements.	
2.2.1		According to the requirement mentioned in Section 12 (d) of the National Audit Act No. 19 of 2018, any member of the Administrative Board of the Institute has a relationship, directly or otherwise, out of the ordinary course of business in relation to any contract with which the institution is involved.	
2.2.2		In accordance with the requirement mentioned in Section 12 (f) of the National Audit Act No. 19 of 2018, except the following observations, that it has acted inconsistent with any relevant written law or other general or special provisions issued by the Administrative Board of the Institute.	
		Reference to Rules and Regulations/Order	Description
		(a) Sections 11(a), 9(2)(f) and 10(5)(1) of the Finance Act No. 38 of 1971	The institution had invested Rs. 102,501,956 as at 31 st December, 2023 without obtaining the prior approval of the Minister and the Minister in charge of the subject of Finance.
		(b) National Budget Circular No. 842 dated 19 December 1978.	Although books and periodicals costing Rs. 2,522,528 are maintained in the library of the Open University, authoritative power relating to that was not submitted for audit and the fixed assets document had not been maintained in connection with the accession register. Survey of library books and periodicals had not been carried out since 2008.
		(c) University Grants Commission Circular No. 15/2018 dated 26 th November 2018.	Although the employee contribution of a certain staff insurance scheme cannot be spent by the treasury allocation, an amount of Rs. 234,981 was credited to an internal fund of the institution for an employee insurance scheme that was started in the year 2023 and on the

		(d) section 2.3 of the Public Enterprise Circular No. Operational Manual (01/2021) dated 16 November 2021.	recommendations of an internal committee including the Registrar, Finance Manager, Medical Officer of the Open University, a sum of Rs. 91,377 had been paid from the internal fund during the year under review as specialist doctor appointments, medical bills for benefits applications.
2.2.3		It has acted non compliance with the powers, duties and functions of the Board as per the requirement mentioned in Section 12 (g) of the National Audit Act No. 19 of 2018	
2.2.4		the resources of the institution have not been procured and used effectively and fruitfully within time frames as per the requirement mentioned in Section 12 (h) of the National Education Act No. 19 of 2008.	
2.3		Other Matters (a) Students income to be received as at 31st December 2023 was 1,327,867 and among that students income to be received for more two years was 426,450. (b) A sum of Rs. 3,967,500 available in the PGIE Development Fund as at 31st December in the year under review had not been utilized for the relevant objectives. (c) A lecturer exceeding the approved cadre and 14 officers for the posts of Academic Coordinator, Project Assistant, Operation Assistant which are not included in the approved cadre had been recruited on contract basis only upon the approval of the Board of Management during the year under review and a sum of Rs. 4,673,238 had been paid as allowances.	

Sgd. Illegibly
W.P.C. Wickramarathna
Auditor General

Sinhala version has been originally signed

07.08.2024

Audit Superintendent
Government Audit Office
Sri Lanka Open University Branch

Auditor General's Report on the Financial Statements and other regulatory requirements of the Postgraduate Institute of English for the year ended as at 31st December 2023, in terms of section 12 of the National Audit Act No. 19 of 2008.

With reference to the Audit Report bearing your No. HED/F/1/PGIE/2023/FA/07.

1. Financial Statements

1.2 Basis for the qualified opinion

- (a) The deference shown by the audit is due to the gratuity paid by the Institute to Prof. M.S. Rambukwella during the year. The said gratuity notes have been properly accounted for.
- (b) In summary, the impact of the relevant period of 2018, 2019, 2020 and 2021 is Rs.45,965 and this matter was discussed with the Audit Superintendent of the Open University and it was proposed that the Reserves Account of the Post Graduate Institute of English to be debited and credited by Rs. 45,965. Accordingly, it corrects the current accounts due to the effect caused by this is zero.
- (c) This is a journal note done to correct a mistake pointed out in the previous year's audit. It has been debited to the General Reserve Account to correct the previous year's accounts. Action would be taken to indicate it in a deposit account in the preparation of next year's accounts.
- (d) (i) Action would be taken to prepare the cash flow statements after correcting the mathematical errors pointed out by the audit.

(ii) This is a value of two collections of Treasury bill interest and fixed interest and the relevant evidence has been provided to the audit.

2 Report on other legal and regulatory requirements

2.2.2

- (a) The amount earned by the Institute has been invested in the treasury bills and the approval of the Board of Management has been obtained at the 79th Board of Management held on 17th July 2015 for such investment.
- (b) Arrangements were made to place library books and periodicals in the main library as per a decision taken at the beginning of the institute. It takes time to decide in this regard having considered the old records of both parties and report matters. It is expected to correct the matters pointed out according to the audit observations and recommendations.
- (c) Medical Insurance of this Staff based on funds earned by the institute. The Treasury funds have not been used for the same. On the request made by the staff of the institute due to the high risk situation of COVID outbreak in the year 2020, the Director of the Institute decided to get coverage through the medical insurance of the staff in this risk situation after getting the approval of the Board of Management having discussed with the Vice Chancellor of the Open University of Sri Lanka by the Director of the Institute. The Board of Management approved the same procedure approved by the Administration Board of the Open University of Sri Lanka in obtaining this coverage. As mentioned above, the office work and all the records regarding this insurance cover were maintained by the relevant General Administration Division of the Open University and its resource persons, the Medical Center and a team consisting of doctors, and since this institution was devoid of resource persons who had acquired expertise for the related work, Payment of relevant insurance benefits and all other office work made on the recommendations of the Medical Insurance Committee of the University.

2.3 Other Matters

- (a) Re-registration of students takes place every year and arrangements are made to collect all dues on their re-registration. Further, the institute provides regular reminders to the students.
- (b) On the recommendations of the Audit Committee and the approval of the Board of Management, this amount is expected to be used for the Management Information System created for the Institute. The initial work has already been started for the design of Management Information System.

(C) A very large number of operations are carried out by a limited staff of this institute, although the approval of new posts or recruitment of staff is extremely restricted. It is essential to keep the studies of the students uninterrupted. Accordingly and on the basis of a temporary permission given by the University Grants Commission, until the minimum number of employee vacancies required for essential office operations as well as coordination activities are filled, the above appointments were made to maintain the essential activities of the institute without interruption as per the same procedure approved by the Board of Governors of the Open University of Sri Lanka.

Director,
Postgraduate Institute of English.

Sinhala version has been originally signed
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|-------------------------------|--------------------------------|
| 1. Chairman | - University Grants Commission |
| 2. Secretary | - Ministry of Education |
| 3. Secretary | - Ministry of Finance |
| 4. Superintendent of Audit | - Open University Branch |
| 5. Assistant Internal Auditor | - Open University |