

ANNUAL REPORT AND ACCOUNTS 2021



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

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

Goal 5: Create a conducive environment for Postgraduate Level Study

Objectives

- 5.1 Develop resources to cater to the educational needs of the students.
- 5.2 Enhance learner support mechanisms
- 5.3 Improve monitoring and evaluation of overall student academic experience
- 5.4 Identify physical infrastructure needs and take steps to address those requirements

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.

2021 was a particularly challenging year for the PGIE due to it being the second consecutive year that the global COVID 19 pandemic impacted Sri Lanka with extended lockdowns and significant negative impacts on the Sri Lankan economy and social life. However, as this Annual Report outlines the proactive actions the PGIE management took during 2020 to face the initial impact of the pandemic have enabled the institution to successfully navigate the second year of the pandemic as well. However, given the overall impact of the pandemic on Sri Lanka as a country, the PGIE has also been impacted with some staff and their extended families becoming victims of the virus. Our students have also been impacted significantly. However, the measures the PGIE took to systematically shift all of its academic activities online, with training for staff, students, visiting lecturers and other stakeholders has helped the PGIE meet the challenges of the pandemic with relative success and resilience.

Director

Prof. H.S. Rambukwella

BA (Hons) Peradeniya, PhD HKU

Postgraduate Institute of English

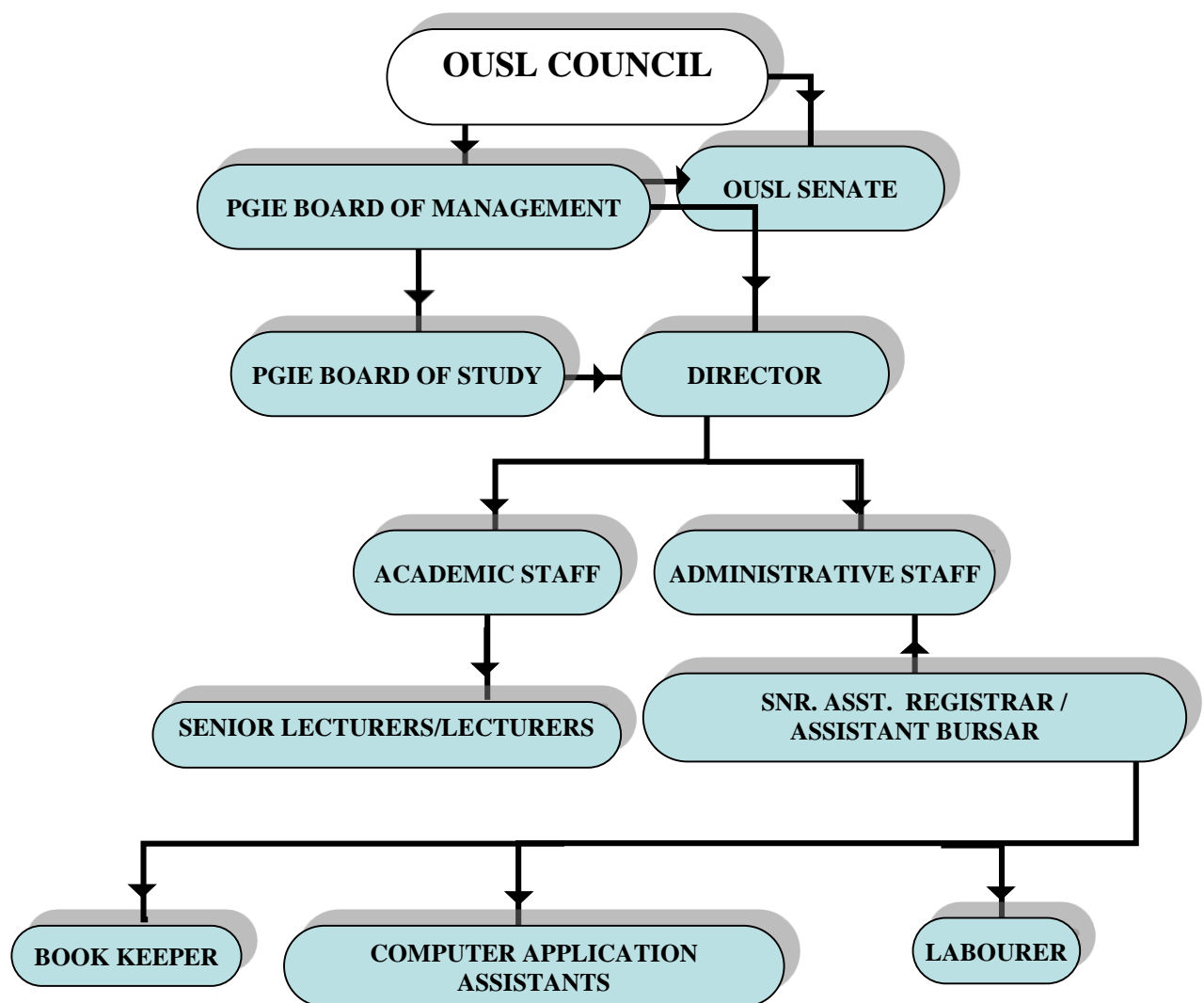
Postgraduate Institute of English established by Ordinance No. 4 of 2005, Order made by the President under Section 24A of the Universities Act, No. 16 of 1978 and published in *Gazette Extraordinary* No. 1417/12 of 31st October, 2005.

POSTGRADUATE INSTITUTE OF ENGLISH
AMENDED ANNUAL REPORT & ACCOUNTS
2021

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1. Organizational structure



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

	NAME	DESIGNATION
1	Prof. H.S. Rambukwella	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	Mr. A.K. Senevirathna	Additional Secretary , Ministry of Higher Education
<i>9.1.(d) the Head of the Department of English of the University ;</i>		
3	Dr. N.K. Abeysekara	Head/Department of Language Studies OUSL
<i>9.2.(a) representative of the Council</i>		
4	Prof. L.R. Jayasekera	Professor Emeritus, Dept. of Plant and Molecular Biology, University of Kelaniya
<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>		
5	Prof. Neloufer de Mel	Senior Professor in English (Chair), University of Colombo
6	Prof. J. Manatunga	Dept. of Civil Engineering, University of Moratuwa , former Head of English Language Department, Unievrstity of Moratuwa
7	Prof. Neluka Silva	Professor, Dept. of English, University of Colombo
8	Prof. M. Lalith Ananda	Former Head, Dept. of English, Uni. of Sri Jayewardenepura
9	Ms. P. Nagasundaram	Former Head, Dept. of English, Uni. of Sri Jayewardenepura
<i>9.2. (c) member elected by the Senate of the University</i>		
10	Prof. C.E. Gunaratne	Head/ Dept. of Legal Studies, OUSL (from February, 2020)
<i>9.2. (d) two members elected by the Boards of Study from amongst their members</i>		
11	Dr. H.V.M. Ratwatte	Senior Lecturer/Department of Language Studies /OUSL Member- BOS/ TLSC
12	Dr. S.M. Herath	Senior Lecturer/PGIE Member- BOS/ TESL (until 09/7/ 2021)
13	Mrs. M.I. Jansz	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>		
13	Dr. Upali Sedara	Rector, Sri Lanka International Buddhist Academy
14	Deshabandu Prof. M.A.D.S.J.S. Niriella	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>		
15	Dr. S.A.D. Samaraweera	Deputy Director General/ NIE
<i>Representative of the General Treasury</i>		
16	Ms. P.A.N. Abeysekara	Assistant Director, Dept. of Fiscal Policy, General Treasury (Treasury Representative)

(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	Prof. H.S. Rambukwella	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	Ms. R. Amarasekera	Deputy 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	Mrs. M.I. Jansz	Lecturer/PGIE
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
5	Ms. H.H.S.U. Samarakoon	TESL
6	Ms. P.C. Perera	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>		
7	Ms. L. K. Cumararatunge	Visiting Academic/MA in TESL, OUSL (Member)
8	Dr. R. Rasool	Senior Lecturer, English Language Teaching Unit (ELTU), University of Kelaniya
<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	Head/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	Prof. H.S. Rambukwella	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	Ms. R. Amarasekera	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
5	Mrs. M.I. Jansz	Senior Lecturer/PGIE
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
5	Ms. J.D. Lukmanjee	Student Representative (TLSC)
6	Mr. P.M.R.S. Pagoda	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. 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	Dr. P. Manuratne	Head/Dept. of English, University of Kelaniya
10	Ms. N. Mahesan	Visiting Lecturer/PGIE
<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. R.M.C. Jayatilake	Head/Dept. of English and Linguistics, USJP
13	Ms. D.I. Fernando	Senior Lecturer/Dept. of English/ UOK

(iv) **Members of the PGIE Staff**

PERMANENT STAFF MEMBERS

	NAME	DESIGNATION
1	Prof. H.S. Rambukwella <i>PhD (Hong Kong)</i>	Director
2	Dr. H.D. Wijsekera <i>PhD (QUT, Australia)</i>	Senior Lecturer
3	Dr. S.M. Herath <i>PhD (Toronto, Canada)</i>	Senior Lecturer (resigned on 09.7.2021)
4	Ms. M.I. Jansz <i>MA in TESL (PGIE/OUSL), MPhil</i> <i>(Kelaniya)</i>	Senior Lecturer
5	Mr. W.D.T. Tilakaratne <i>BSc (OUSL)</i>	Senior Assistant Registrar
6	Ms. S.C. Munasinghe <i>BSc in Business Administration</i> <i>(J'apura)</i>	Assistant Bursar
7	Ms. G.P.I.D. Siriwardhana	Computer Applications Assistant
8	Mr. H.N.N. Perera	Computer Applications Assistant
9	Ms. D.M.T.P. Dissanayake <i>BA (Peradeniya)</i>	Computer Applications Assistant
10	Ms. A.R.S.K. Rajapakshe	Book Keeper
11	Ms. A.G.R.M.D.K. Ranaweera	Management Assistant
12	Mr. W.M.D.R.B. Weerasinghe	Labourer
13	Mr. R.U. Jayasinghe	Works Aide

Employee Classification				
Service Category	Salary Code	Approved cadre	Actual Cadre as at 31/12/2021	Vacancies as at 31/12/2021
Primary Level				
Primary Grade - Unskilled	PL - 1	2	2	
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	3	3	1
Professors/ Senior Professors	U – AC 5	2	2	
Total		14	13	2

CONTRACT STAFF MEMBERS

	NAME	DESIGNATION
1	Ms. S. Senavirathne <i>MA (University College London, UK)</i>	Lecturer
2	Ms. N.T. Wijegoonewardena <i>MA (University of Giessen, Germany)</i>	Lecturer
3	Ms. S.L. Ranasinghe <i>BSc. (Peradeniya)</i>	Academic Coordinator
4	Mr. A.N.S. Silva <i>BTEC (OUSL)</i>	Academic Coordinator
5	Ms. S.S. Edirisinghe <i>BA (OUSL)</i>	Project Assistant
6	Ms. U. M. Kankanamge <i>BSc (USJP)</i>	Project Assistant

2. Director's Review

(a) Brief introduction

2021 was the second consecutive year in which the Corona Virus pandemic impacted economic and social life in Sri Lanka (and globally) significantly. This made both the macro and micro operating contexts for the PGIE as an institution challenging. Both the public and private sectors in Sri Lanka were severely impacted and there were frequent disruptions to the normal work schedule due to countrywide lockdowns. In addition PGIE staff and students were directly impacted by the pandemic with some losing loved ones in their immediate and extended families to the pandemic. However, when the first wave of the pandemic broke in 2020, the PGIE took proactive measures to meet the multiple challenges of the pandemic effectively and was able to successfully inaugurate one of its most ambitious projects – the launching of the newly restructured Master of Arts in Teaching English as a Second Language (MA TESL) program with 140 students registering for the program.

Building on this early success of mitigating the impact of the pandemic the PGIE has been able to maintain its momentum in 2021 as well – though Sri Lankan society as a whole is now facing 'pandemic fatigue'. The PGIE registered nearly 100 students as the second batch of the MA TESL program and was able to register approximately the same number of students as in previous years for all of its other programs as well. This is a significant achievement given the devastating impact the pandemic has had on the country's economy as a whole. The PGIE, however, made a strategic decision to reduce the number registering for the MA TESL to maintain the program in a more sustainable manner. The institute was also not able to register a third batch for the Postgraduate Diploma in Bilingual Education (PGDip BE) program because the Ministry of Education, which funds this program, did not have budgetary provision in 2021 due to shrinking of government revenue. However, the PGIE expects to register a third batch for this program in 2022 and is currently exploring different options to do so, including registering private candidates who are not channeled through the ministry.

The online work culture and the systems put in place in 2020 served the institution well in 2021. As online teaching and assessment became more accepted and mainstreamed within the university system as a whole, the PGIE was able to effectively function despite the lockdowns and the general disruption caused by the pandemic. A particular success was the PGIE's ability to convert the Teaching Practicum of the MA TESL program and the Practicum of the PGDip BE program to an

online format and facilitate students' timely completion. The institution also had one academic staff member resigning to migrate and take up an overseas academic position. The recruitment for this position is currently being processed while a contract academic staff member was recruited to meet the immediate shortfall in human resources. The outlook for the immediate future for the institution is challenging, given the overall difficulties Sri Lanka is experiencing as a country. However, given the manner in which the institution navigated the two years during which the pandemic was at its height the institution has demonstrated that it has the resilience and adaptability to operate in an unpredictable and challenging macro environment.

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./M A (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

Student output

Year	TESL		TLSC		PPE	BE	Total
	PGDip	MA	PGDip	MA	PGDip	PGDip	
2015 (2014/15)	-	02	-	-	-	-	02
2016 (2015/16)	05	05	-	-	-	-	10
2017 (2016/17)	04	09	-	-	-	-	13
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) As at 31/12/2021	16	08	06	-	33	29	92

Increase in student output from fulltime programs from 2015 to 2021.

	No. of students graduated	Completed percentage increase % (b/a) x 100
Up to end of 2014 (a)*	20	
From 2015 to 2021 (b)	218	1090%

*Note: Total number of graduates from 2005-2014 was 20.

From 2015-2021 alone 218 students have graduated with Masters and Postgraduate Diploma, which represents a 1090 % increase in output compared to the number of students who had graduated by 2014.

(b) Snapshot of 2021 highlights

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.

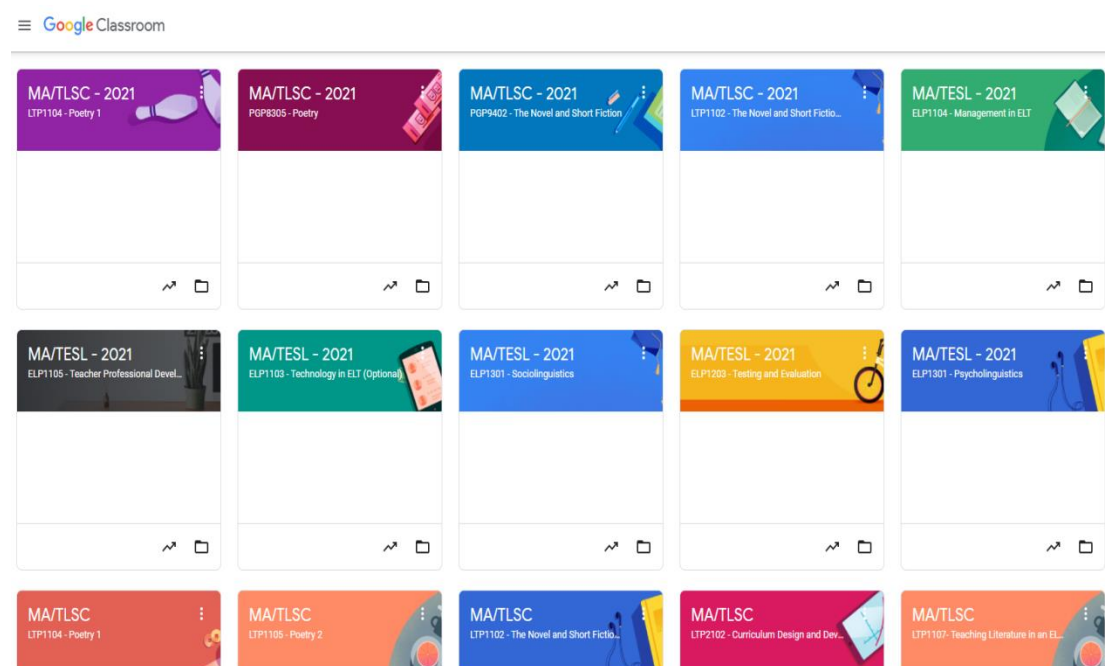
- The institute developed a comprehensive Google Classroom system during 2020 for all of its programs. In 2021 the PGIE continued to improve these classrooms and enhance the material available to students and also improved the interactive potential. Along with this system all existing and new students at the PGIE now receive a unique PGIE email address with 'ousl.lk' domain. These classrooms have rich video, audio and visual and printed content in

addition to multiple assessment options such as: discussion forums, MCQ's, short answer quizzes, surveys, Jamboards, etc.

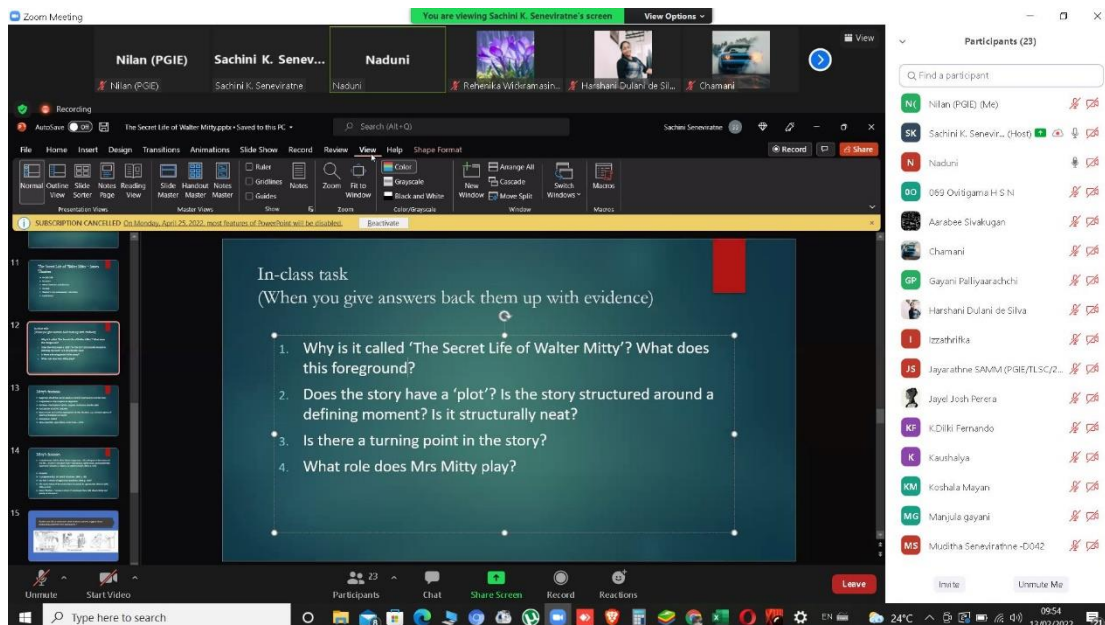
Also given that a majority of the PGIE's student population are working adults the flexibility given by the online medium has improved student engagement significantly. Students have also found it very convenient that they are able to access videos of lectures later, which are uploaded after the live lecture.

During 2021 the PGIE also improved its online assessment practices and was able to successfully conduct a number of assessments fully online. Some selection tests for programs were also conducted online.

A snapshot of the PGIE's Google Classroom



A snapshot of an online day school through Zoom



Program inaugurations

- The PGIE held the Selection Test for the PGDip PPE program on Saturday, 07th August, 2021. 58 numbers of students sat for the online Selection Test where online proctoring methods were used and a pre-test orientation was carried out to familiarize students. The entire process was done with no physical contact with students. Applications were taken using a Google Form and students faced the online Selection Test conducted using Google Classroom followed by an online video interview and thereafter an online inauguration and online learning orientation was conducted for students. Registration was conducted on Friday 8th October, 2021 along with online student counselling. 34 students were registered for the program.
- For the MA in TLSC program registration was carried out online in October. Applications were called from July to August, 2021. 82 applications were issued and 70 applicants sat for the selection test which was held online. Online registration and orientation was carried out on 23rd November, 2021. 42 students registered.
- The registration of the second batch for the PGIE's Restructured MA TESL program was carried out online.

Applications were called from May to June, 2021.

207 applications were issued and 179 applicants sat for a selection test which was carried out online. 91 students registered.

Online registration was conducted on 15th October, 2021 with the participation of Vice Chancellor/ OUSL as the Chief Guest. Online student counselling was carried out with internal and visiting staff

- A notable achievement was the carrying out of the teaching practicum components of the MA TESL and PGDip BE programs online. Due to the closure of schools the practicum scheduling was disrupted. However, after extended academic consultation and orientation for the students the practicums were carried out online. This also helped student-teachers develop their online teaching skills and knowledge.

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

General academic activities

- 21 Viva –Voce examinations were conducted online
- 59 students graduated at the online Convocation held in December
- A new PhD student was registered in October, 2021.

Administrative activities and initiatives

- The year 2021 began with limited staff attendance due to health guidelines for the prevention of COVID 19. All the staff were required to report to the office with effect from 8th March as the situation in the country improved.
- However, health guidelines for COVID 19 prevention were re-introduced with effect from 27th April and work from home practices were reinstituted. Only a very few staff members were physically called to office to attend to special matters.
- The country moved into a full lockdown from 20th August to 04th October. However, all the office functions were conducted under work from home arrangements through online support during this period. Application processing for three programs and selection of qualified students to the programs was conducted remotely without any interruption.

- Online staff meetings were held to discuss guidelines regarding the work from home system on a weekly basis.
- One academic staff member resigned during the year under review for migration.
- A lecturer on contract was recruited to cover up the duties of vacant lecturer position.
- One non-academic staff member was granted a transfer at her request.
- The Financial Report was submitted to the Auditor general on 28th February.
- Annual verification was completed on 12th February.
- The 2019 Annual Report was handed over to the Parliament on 9th December.

Financial

The PGIE's financial performance approved appreciably within the same period with the PGIE reporting a surplus income of Rs. 21,528,776 in 2021. The total income for the period was Rs. 32,099,082 and the total recurrent expenditure, excluding salaries of permanent staff, was Rs 9,945,177.

(c) Challenges

Despite the Coronavirus pandemic that adversely impacted societies and economies across the world and Sri Lanka in particular, the PGIE was able to meet this challenge with a significant degree of institutional resilience. The most telling indication of this was the PGIE's ability to continue its academic work uninterrupted by shifting online and also registering a record number of students for the MA TESL program and in turn earn a record income.

However, despite this ability to meet the challenges of the pandemic suggesting strong institutional resilience, the situation of the institution remains somewhat vulnerable due to a number of factors. 2021 was the second consecutive year of the pandemic and the global and national economic downturn impacted Sri Lankan society significantly. This in turn resulted in a slightly lower student demand for PGIE academic programs though the institute was still able to register historically high numbers of students for all its program and retain a robust financial performance. However, the situation for the year 2022 and onwards appears extremely challenging. Given the severe economic impact Sri Lanka is facing the PGIE will need further innovation and strategic thinking to meet the challenges ahead.

(d) Future plans

The PGIE sees 2022 as a particularly challenging year during which the social and economic fallout of the pandemic will become much greater. Given this situation the PGIE will actively explore ways and means of making its programs more attractive to potential students and also adopt flexible strategies to ensure that students are able to continue with their academic work.

The institution sees the future of higher education at postgraduate level as something that will very likely follow a hybrid model and a complete return to exclusively face-to-face teaching and learning is unlikely. This is due to the fact that most postgraduate students are employed professionals and also given that the PGIE registers students from all across the country, the flexibility offered by a hybrid model is attractive to them. The hybrid model also provides opportunities for the PGIE to draw on the expertise of non-Sri Lanka based scholars and resource persons and these avenues will be actively explored. It is also expected that the postgraduate institutional review process will happen in 2022 and the PGIE will actively prepare for the evaluation process. A new Director will be taking over duties from March 2022 and the preparations for postgraduate review will happen under the leadership of a new Director.

(e) Programs Conducted at PGIE and Details of Students

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	03
Master of Arts in Teaching English as a Second Language (MA in TESL)	32
Master in Teaching English as a Second Language (M in TESL)	51
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL) - New	172
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL) - Old	73
Master of Arts in Teaching Literature in a Second Language Context (MATLSC)	121
Postgraduate Diploma in Bilingual Education (PGDip BE)	52
Postgraduate Diploma in Professional Practice in English	39
Total	543

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

Course	Intake 2019	1st Year Students (Part I)	2nd Year Students (Part II)	No. Graduated
PG Dip./MA in TESL	91	154	83	PGDip – 16 MA – 08
MA (in TLSC)	35	73	13	PGDip – 06
PGDip in BE	-	44	8	PGDip – 29
PGDip in PPE	33	6	-	PGDip – 33
Total	04	159	104	PGDip – 84 MA – 08

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 – 2020/21

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 Final Evaluations 2019/2021
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language – MA (TESL)

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8201	139	135 (97.12%)	133 (98.51%)	133 (100%)	98.51%
PGP8202	135	128 (94.8%)	107 (83.6%)	103 (96.3%)	80.5%
PGP9404	128	124 (96.9%)	122 (98.4%)	88 (72.1%)	71%
PGP8312	138	134 (97.10%)	130 (97.01%)	130 (100%)	97.01%
PGP9302	139	128 (92.1%)	118 (92.2%)	116 (98.3%)	90.6%
PGP9303	137	118 (86.1%)	109 (92.4%)	108 (99.1%)	91.5%
PGP8503	129	117 (90.7%)	105 (89.7%)	102 (97.1%)	87.2%
PGP8313	55	52 (94.5%)	51 (98.1%)	51 (100%)	98.1%
PGP8314	54	46 (85.2%)	36 (78.3%)	34 (94.4%)	73.9%
PGP8315	08	07 (87.5%)	06 (85.7%)	05 (83.3%)	71.4%
PGP8316	22	21 (95.5%)	21 (100%)	19 (90.5%)	90.5%

Table 2 – Student Performance at Final Evaluations 2020/21
Master of Arts in Teaching Literature (in a Second Language Context)
– Old Syllabus

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
ELP1301	18	10 (55.6%)	10 (100%)	10 (100%)	100%
ELP1201	12	09 (75%)	08 (88.9%)	07 (87.5%)	77.8%
ELP1202	09	07 (77.8%)	06 (85.7%)	06 (100%)	85.7%
ELP1203	05	04 (80%)	03 (75%)	03 (100%)	75%
ELP1101	06	03 (50%)	02 (66.7%)	02 (100%)	66.7%
ELP1102	11	10 (90.9%)	06 (60%)	06 (100%)	60%
ELP1103	04	03 (75%)	01 (33.3%)	01 (100%)	33.3%
ELP1105	03	03 (100%)	03 (100%)	03 (100%)	100%
ELP2101	42	40 (95.23%)	39 (97.05%)	39 (100%)	97.05%
ELP2102	43	42 (97.67%)	38 (90.47%)	38 (100%)	90.47%
ELP2301	09	09 (100%)	08 (88.9%)	08 (100%)	88.9%

Table 3 – Student Performance at Final Evaluations 2019/2020
Master of Arts in Teaching Literature (in a Second Language Context)
– New Syllabus

Course Code	Reg. (a)	Elig. (b) (b/a%)	Sat (c) (c/b%)	Passed (d) (d/c%)	Completion Rate (d/b%)
PGP8304	44	35 (79.54%)	32 (91.42%)	32 (100%)	91.42%
PGP9401	45	40 (88.9%)	35 (87.5%)	35 (100%)	87.5%
PGP8101	43	42	31	31	73.80%

		(97.67%)	(70.80%)	(100%)	
PGP9402	45	36 (80%)	31 (86.1%)	30 (96.8%)	83.3%
PGP8305	44	36 (81.8%)	30 (83.3%)	30 (100%)	83.3%
PGP9403	44	30 (68.2%)	28 (93.3%)	28 (100%)	93.3%
PGP9501	41	34 (82.9%)	34 (100%)	33 (97.1%)	97.1%
PGP9301	42	35 (83.3%)	33 (94.3%)	33 (100%)	94.3%
PGP8306	42	35 (83.3%)	33 (94.3%)	33 (100%)	94.3%

Table 4 – Student Performance at Final Evaluations 2020/21
Master of Arts in Teaching Literature (in a Second Language Context)
– Old Syllabus

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	01	01 (100%)	01 (100%)	01 (100%)	100%
LTP1103	01	01 (100%)	0 (0%)	0 (0%)	0%
LTP1104	01	0 (0%)	0 (0%)	0 (0%)	0%
LTP1105	No Registered Students				
LTP1203	02	01 (50%)	0 (0%)	0 (0%)	0%
LTP1204	01	01 (100%)	0 (0%)	0 (0%)	0%
LTP1106	No Registered Students				
LTP1107	No Registered Students				

LTP2101	No Registered Students				
LTP2102	No Registered Students				
LTP2103	01	01 (100%)	0 (0%)	0 (0%)	0%

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 institute.

Details of Academic Staff

Institute	Medium	Senior Prof	Professor	Senior Lecturer	Lecturer	probationary Lecturer	Lecturer (on contract)
PGIE	English	-	01	02	-	01	02*
Total	-	-	01	02	-	01	02

* Lecturer on contract basis

One Senior Lecturer resigned to migrate and a Lecturer on Contract was recruited.

Details of Non-Academic Staff

Institute	Most Senior	Senior Staff	Junior Staff	Minor Employees
PGIE	-	02	05	02
Total	-	02	05	02

Total staff strength – 14

(5 academic staff and 9 administrative and non-academic staff)

(h) Details of Research, Innovation and Publications by Staff

Journal articles

Rambukwella, Harshana. 2021. "The politics of language scholarship: There are no truly global concerns." *International journal of the sociology of language* 2021: 266-268 doi.org/10.1515/ijsl-2020-0057

Book chapters and edited volumes

Jansz, M. & B.R. Schreiber. (2021). Engaging with Global Englishes through collaborative online international learning (COIL). In A.L. Selvi & B. Yazan (Eds). *Language teacher education for global Englishes: A practical resource book*.

Routledge. <https://www.routledge.com/Language-Teacher-Education-for-Global-Englishes-A-Practical-Resource-Book/Selvi-Yazan/p/book/9780367536428>

Rambukwella, Harshana. 2021. "What got left behind: The limits of leftist engagements with art and culture in post-colonial Sri Lanka" in *Forms of the left: Aesthetics, networks and connected histories*, ed., Lotte Hoek and Sanjukta Sunderason. London: Bloomsbury. <https://www.bloomsbury.com/uk/forms-of-the-left-in-postcolonial-south-asia-9781350179189/>

Wijesekera, H. D., (2021). Recognizing diversity: 'Multiethnic' Sinhala- and Tamil-medium schools in Sri Lanka. In Christina P. Davis and Chaise LaDousa (Eds). *The Language, Education, and Identity: Medium in South Asia*. Routledge. <https://www.routledge.com/Language-Education-and-Identity-Medium-in-South-Asia/LaDousa-Davis/p/book/9780367626525>

Conference presentations

Jansz, M.I. (2021). "'Linguistic competences in Sri Lankan identity negotiation", Multilingualism Research Centre's 2021 Online International Conference: The Value of Languages in a Multicultural World. 13-15 December 2021

Jansz, M.I. (2021). "'Linguistic competences in Sri Lankan identity negotiation", Multilingualism Research Centre's 2021 Online International Conference: The Value of Languages in a Multicultural World. 13-15 December 2021

Rambukwella, Harshana. Keynote speaker, "Asian Literatures in Motion Conference – Micahel Ondaatje and Globe of Fear" organized online by the Rising Asia Foundation, 24-25 Sept. 2021

Rambukwella, Harshana. Invited speaker and panellist "Science, culture and postcolonial narratives", Annual Conference of the German Association for Anglophone Postcolonial Studies (GAPS), 13-15 May 2021 (online).

Seneviratne, Sachini. "Negative Spaces in *All's Well That Ends Well*," 'Exploring the Renaissance 2021: An International Conference," The South Central Renaissance Conference, 25-27 March 2021. (online).

Schreiber, B.R. & Jansz, M. (2021). "Global Englishes via telecollaboration in teacher training: What does it change?", AAAL virtual conference 2021. 19-23 March 2021. (online)

Wijesekera, H. D. "Transformation through transglossia: Sociological and applied linguistic realities and opportunities in multiethnic, bilingual education pedagogy in Sri Lanka. 53rd Annual Meeting of the British Association of Applied Linguistics. 9-10 Sep 2021

Wijesekera, H. D. "Heteroglossia in Bilingual Education classrooms: A 'third space' for investment in inclusive social capital and social justice". The Canadian Center for

Studies and Research in Bilingualism and Language Planning (CCERBAL)
Symposium. 29 April- 1 May 2021

Wijesekera, H. D. "Breaking intergroup barriers through heteroglossic policy and practices: Bilingual education in Sri Lanka for cultural inclusivity". 7th International Research Conference in Humanities & Social Sciences – Collaborate and Discover: break the Barriers. 18-19 March 2021

Wijesekera, H. D. (Co-presenter) "Promoting digital education practices among teachers and students in Sri Lankan secondary schools" ICDE Virtual Global Conference Week 2021, 28 Oct 2021.

Wijegoonewardene, Nadeera. "Linguistic Landscapes in Sri Lankan Suburbs - A Study of Multilingualism in Nugegoda and Mount Lavinia", 6th Saarbrücken International Conference on Foreign Language Teaching, 27-29 Oct. 2021. (online).

Research reports and other scientific communications

Course books: PGIE Publications

Jansz, M.I. (2021). *Technology in English language teaching, (PGP8313) Course Book 1, 2, 3, 4: MA TESL program PGIE: Sri Lanka*

Wijesekera, H. D. (2021). *Teacher Continuing Professional Development, Mentoring and Supervision: MA TESL Course Book. PGIE: Sri Lanka*

Wijesekera, H. D. (2020/2021). *Educational Psychology Course Book MA in TESL. PGIE: Sri Lanka*

Wijesekera, H. D. (2021). *Second Language Acquisition Theories. Two chapters in Applied Linguistics Course Book. MA TESL program PGIE: Sri Lanka*

Wijesekera, H. D. & Cumararatne, C., (2021) *Methodology Material Design and classroom management, Course Book: Postgraduate Diploma in Bilingual Education. PGIE: Sri Lanka*

Wijesekera, H. D. (2020/2021) *Assessment and Evaluation: Course Book one Postgraduate Diploma in Bilingual Education. PGIE: Sri Lanka*

Wijesekera, H. D., (2021). *Teacher Professional Development, (PGP8402) Course Book 1: Postgraduate Diploma in Bilingual Education. PGIE: Sri Lanka*

Wijesekera, H. D., (2021). *Teacher Professional Development, (PGP8402) Course Book 2: Postgraduate Diploma in Bilingual Education. PGIE: Sri Lanka*

Workshops

Wijesekera, H. D. Moving on a par with New Curriculum Reforms: Changing the Examination Culture towards Alternative Assessment. For Teacher Educators and Resources Center Managers. 7-8 Dec 2021. Organized by the National Institute of Education

Wijesekera, H. D. Bilingual Teaching and Learning in Higher Education: Xpress, Xplore & Xperience: A Conversation about CLIL. For Academic Staff - Department of Sociology, University of Peradeniya. 11 Jan 2021. Conducted under Accelerating Higher Education Expansion and Development (AHEAD) operation Project ELTA / ELSE

Wijesekera, H. D. Promoting the use of English for academic purposes: Enriching Learning, Teaching and Assessment and English language Skills Enhancement under Accelerating Higher Education Expansion and Development (AHEAD) operation Project, for final year students of Faculty of Agriculture, University of Jaffna, Sri Lanka. 24 – 25 April 2021

Membership/ activities in national, regional or international bodies

Ms. M.I. Jansz

Member, American Association for Applied Linguistics (AAAL)

Member, Ethics Review Board, OUSL

Member, Operations Committee of the Industry Liaison Center, OUSL

Member, Conference connections committee for AAAL 2022

Member, OUSL Journal Editorial Board

Member, OURS 21 conference committee

Reviewer - proposed Certificate in Communication Skills and Advanced Certificate in English for Business and Professional Communication Skills - Language Studies Department, OUSL

Reviewer (Journals) - Kalyani: Journal of the University of Kelaniya

Reviewer (Conferences) - iPURSE 2021, OURS21, VCIRS 21

Consultant - AHEAD projects with Department of Sociology, University of Peradeniya; Science Faculty, University of Sri Jayewardenepura

Prof. H.S. Rambukwella

Editorial Board Member – International Journal of the Sociology of Language
(Mouton de Gruyter)

Trustee – The Gratiaen Trust (the organization that awards the Gratiaen Prize for
English Creative Writing)

Member – Faculty Board, Faculty of Graduate Studies, University of Colombo

Member – State Literary Panel, Ministry of Cultural Affairs

Sri Lanka Representative, Association for the Study of Australasia in Asia

Selection Committee Member, American Institute for Sri Lankan Studies Fellowship
and Dissertation Planning Grants Programs

Dr. Harsha D. Wijesekera

Member, Business Management Education Board, National Institute of Business
Management

Member, British Association for Applied Linguistics (BAAL)

Member CCERBAL (Canadian Centre for Studies and Research on Bilingualism and
Language Planning)

Member, Pierre Bourdieu Reading Group (QUT)

Member, Academic Review Board, Senehasa Education Resource Research &
Information Centre, Sri Lanka

Member, National Curriculum Review Panel: ESLCurriculum

Member and Program Writer: BEd in ELT Program - NIE.

Member, Research Grants Evaluation Team, R & D Branch, Ministry of Education

Collaboration and Partnerships

The PGIE provided teaching, assessment and coordination support for programmes conducted for OUSL staff by the Staff Development Centre of the Open University of Sri Lanka. PGIE staff also provided teaching, evaluation, supervision and examination support to the Department of Language Studies of the OUSL and the Education Faculty and the Departments of English at Colombo, Kelaniya, Sri Jayawardenapura and Jaffna Universities. PGIE staff also supported seminar and conference work at a number of national universities. The National Institute of Education, the National Education Commission, the Department of English and Foreign Languages of the Ministry of

Education and the Bilingual Unit of the Ministry of Education also benefited from PGIE expertise. PGIE academic staff members also served on the committees and boards of other national universities, and various national entities such as the State Literary Panel, the Gratiaen Trust, on AHEAD projects in national universities, etc.

The academic staff members of the Department of Language Studies of the OUSL continued to support the PGIE in many aspects of its work. The supervision of research at Masters Degree level would not have been possible without this support and the OUSL Language Studies Department staff have readily and enthusiastically supported the PGIE's academic and research work.

Throughout 2021 assistance to the PGIE was given by many individuals and entities at OUSL including the Vice Chancellor, Members of the OUSL Council, the Deputy Vice-Chancellor, the Registrar, Deans of the Faculty of Humanities and Social Sciences and Education, the Bursar, the Librarian and staff of the Library, the Assistant Registrars of the faculty of Education and Academic staff of the Educational Technology Division.

Prof. H.S. Rambukwella
Director
Postgraduate Institute of English

3. Management and Administrative Progress

This section provides a brief overview of the management and administration related activities for the year under review.

- In response to the COVID 19 pandemic, lockdown and serious disruption of normal office functions the PGIE administration took proactive steps to shift to online work practices.
- To facilitate this move all available laptops and mobile internet connection devices were distributed among key administrative and office staff.
- Weekly online meetings were taken to update and monitor the work being done by staff from home and extensive use of the Google Workspace – Google Drive, Docs, Spreadsheets and Google Forms were used to facilitate work.

- At the same time online orientation for all staff on the use of Google Meet, Zoom and the use of Google Workspace was carried out by internal staff.
- With the guidance of the SAR the PGIE also used Google Forms to carry out online application collection and registration – even though the institution does not have a Management Information System.
- Due to the pandemic and the inability of visiting staff and students to physically visit the institution the PGIE discussed extensively with the People's Bank, Nugegoda and enabled transfers and online institutional banking to facilitate contactless banking.

Infrastructure Progress

Acquisition of Furniture, Equipment and other assets

No furniture or equipment was purchased and no capital expenditure allocation was made by the UGC for 2021.

Visiting staff who supported the PGIE during the year 2021

The PGIE gratefully acknowledges the support provided by academic, administrative and non-academic staff from the OUSL and other national universities. In addition, the PGIE acknowledges the support of a number of professionals outside the university system for their support in the delivery of the institutes courses and programs. The institute would have found it impossible to function if not for this support. The PGIE would particularly like to note the support of the Open University of Sri Lanka IT department's support in enabling the institute to shift online and all the visiting lecturers who quickly adapted to the new online teaching methods. This support also ensures that the PGIE is able to provide a high quality service to its diverse and expanding clientele.

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.

6. Audit Committee Report

Internal Audit Division
OUSL

25/02/2022

Director
PGIE

Internal Audit Report for the Annual Report of the PGIE-2021

I herewith attached the Internal Audit Report for the PGIE for year 2021.

H.K.R.U. Ranasinghe
Snr. Assistant Internal Auditor

Copy: SAR –PGIE
AB- PGIE

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. විභාග ප්‍රතිඵල නිකුත් කිරීම පිළිබඳ විගණන විමසුම -VV/19/AQ/2021/ PGIE /01
2. Audit Report of Procurements Post Graduate Institute of English (PGIE) for the year 2020/21- VV/19/AQ/2021/ PGIE /01

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 four occasions during the year under review.

4. The Staff

The Internal Audit Division comprises the following staff.

- A Senior Assistant Internal Auditor
- An Acting Assistant Internal Auditor
- An Audit Assistant
- Two Management Assistants
- A Project Assistant
- A Works Aid

7. Audited Financial Statements



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

FINANCIAL STATEMENTS

2021

Postgraduate Institute of English
Statement of Financial Position as at 31st December 2021

ASSETS		2021	2020
		(Rs.)	(Rs.)
Current Assets	Note		
Cash at Bank	1	9,314,050	1,208,216
Loans & Advances to Staff	2	1,191,550	1,364,365
Receivables From Student	3	1,412,250	4,306,380
Short Term Investments	4	94,831,800	81,331,800
Inventories		326,959	175,988
Pre payments and Receivables	5	77,257	223,593
Receivable from Research grant interest		26,267	
Receivable from investment interest		142,008	
		107,322,142	88,610,342
Non-Current Assets			
Furniture & Fittings	6	2,322,334	2,682,418
Office Equipments		323,220	894,850
Library books & Periodicals		1,513,547	2,018,062
Computer & Accessories		4,240,271	2,689,634
Foot Bicycle		-	1,000
Cloaks		-	-
Other assets		0	-
Plant & Machinery		1,437,773	3,013,499
Land		-	-
Building		66,965,009	71,571,655
Intangible Assets	7	10,992	128,992
Staff Insurance Deposit		500,000	
Long Term Investment		650,000	
		77,963,146	83,000,111
Total Assets		185,285,288	171,610,453
LIABILITIES			
Current Liabilities			
Accrued Expenses	8	5,309,290	3,046,898
Research Grant Accrued		580,115	580,115
Sundry creditors	9	2,392,297	155,846
Student Fees In Advance	10	7,017,655	13,990,890
Retention on Constructions		2,011,359	2,011,359
Interest In Advance		558,032	620,623
		17,868,749	20,405,731
Non - Current Liabilities			
Provision for Gratuity	11	6,745,148	6,192,417
Total Liabilities		24,613,897	26,598,148
Net Assets		160,671,390	145,012,305
NET ASSETS / EQUITY			
Capital Grant - Spent	12	76,519,635	82,545,844
Capital Grant - Unspent	13	110,554,00	
Valuation Reserve		2,527,516	2,527,516
PGIE Development Fund		3,967,500	3,967,500
Research Grant Fund		650,000	650,000
PGIE General Reserve		76,896,186	55,321,444
Total net Assets / Equity		160,671,390	145,012,305

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,"

Prof. H S Rambukwella
Director

Member of BOM Member of BOM

Mr W D T Tilakaratne
Senior Assistant Registrar

Ms S C Munasingh
Assistant Bursar

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2021

		<u>Budget 2021</u>	<u>2021</u>	<u>2020</u>
		<u>(Rs.)</u>	<u>(Rs.)</u>	<u>(Rs.)</u>
<u>Revenue</u>	<u>Note</u>			
Government Recurrent Grant		33,000,000	32,650,000	29,100,000
Application Fees		328,000	385,500	385,000
Registration Fees		342,000	507,830	539,553
Tuition Fees		21,675,000	22,343,017	10,683,680
Examination Fees		1,838,000	2,726,796	217,570
Supplementary Fees		560,000	329,065	394,274
Dissertation Fees		940,000	1,058,800	1,100,375
Portfolio fee		100,000	168,000	90,250
Tuition Fees from Short Course				1,337,000
Interest Income	14	2,600,000	4,566,984	3,535,351
Miscellaneous Receipts		10,000	13,090	69,680
Amortization of Capital Grant			8,859,896	8,750,629
Revaluation Surplus				
Total Revenue		<u>61,393,000</u>	<u>73,608,977</u>	<u>56,203,362</u>
<u>Expenses</u>				
Personnel Emoluments	15	35,020,000	32,561,642	30,507,298
Traveling Expenses	16	100,000	44,958	55,568
Supplies and Consumables	17	1,595,000	121,765	416,445
Maintenance Expenditure	18	1,173,000	580,410	563,669
Contractual Services	19	2,222,000	1,507,414	722,512
Other Recurrent Expenses	20	15,203,000	7,690,630	3,877,300
Depreciation			8,902,650	8,776,912
Gratuity Expenses			552,732	3,398,696
Amortization Intangible Assets			118,000	118,000
Human Capital expenses				
Revaluation Deficit				
Total expenses		<u>55,313,000</u>	<u>52,080,201</u>	<u>48,436,401</u>
Surplus / (Deficit) for the period		<u>6,080,000</u>	<u>21,528,776</u>	<u>7,766,962</u>

Postgraduate Institute of English
Statement of changes in Net Assets / Equity for the Year Ended 31st December 2021

(Rs.)

	PGIE General Reserve	Revaluation Surplus	PGIE Development Fund	Research Grant Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2019	49,278,185	-	3,967,500		90,796,473	-	144,042,159
Previous year adjustment	(1,723,703)	2,527,516					
Capital Grant Spent during the year					500,000	(500,000)	
Funds Received During the year						500,000	
Amortization of Capital grants					(8,750,629)		
Relauation gain/ loss							
Surplus / (Deficit) for the period	7,766,962						
Balance as at 31st December 2020	55,321,444	2,527,516	3,967,500	650,000	82,545,845	-	145,012,305
Previous year adjustment	45,965						
Capital Grant Spent during the year					2,839,446	(2,839,446)	
Funds Received During the year						2,950,000	
Amortization of Capital grants					(8,865,656)		
Relauation gain/ loss							
Surplus / (Deficit) for the period	21,528,776						
Balance as at 31st December 2021	76,896,186	2,527,516	3,967,500	650,000	76,519,635	110,554	160,671,390

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2021

	2021 (Rs.)	2020 (Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus / (Deficit) from ordinary activities	21,528,776	7,766,962
Interest Income from Short Term Investments	(4,566,984)	(3,535,351)
Non Cash Movements		
Depreciation	8,902,650	8,776,912
Depreciation Adjustment	(2,240)	
Gratuity Expenses	552,732	3,398,696
Gratuity Adjustment - prior year		
Amortization of Capital Grants	(8,865,656)	(8,750,629)
Amortization of Capital Grants Adjustment		
Amortization Intangible Assets	118,000	118,000
Amortization of Donations		
Prior year Adjustments	45,965	803,813
PPE Adjustment	8,000	
Loss on assets disposal		9,652
Revaluation Surplus		
Net Surplus before working capital changes	17,721,244	8,588,054
(Increase) / Decrease in Working Capital		
(Increase) / Decrease in Inventories	(150,972)	145,431
Increase/(Decrease) in payables	(2,536,982)	7,228,950
(Increase)/Decrease in Receivable	2,872,191	2,728,126
(Increase)/Decrease in Loan & Advance to Staff	172,815	(752,197)
Gratuity payment		
Net Cash Flows from operating Activities	18,078,296	17,938,365
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property, Plant & equipment	(2,839,446)	(753,224)
Purchase of Books and Periodicals		
Purchase Intangible assets		
PGIE Building project		(46,000)
Interest from Investments	4,566,984	3,535,351
Payment to Constructor		
Fund received for specific purposes		650,000
Cash Outflow for specific purposes	(1,150,000)	(183,346)
Expenditure Rehabilitation Recurrent Land		
Adjustment of Short Term Investments	42,931,800	
Withdrawals of Short Term Investments	(56,431,800)	(23,000,000)
New Short Term Investments		
Net Cash Flows from Investing Activities	(12,922,462)	(19,797,219)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grants from Treasury	2,950,000	500,000
Net Cash Flows from Financing Activities	2,950,000	500,000
Net Increase / (Decrease) in Cash & Cash Equivalents	8,105,834	(1,358,854)
Cash & Cash Equivalents at the beginning of period	1,208,216	2,567,070
Cash & Cash Equivalents at the end of period	9,314,050	1,208,216

Postgraduate Institute of English Notes to the Financial Statement – 2021

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. 35,600,000/= The recurrent Grant of Rs. 32,650,000 / = has been recognized as revenue in the Statement of Financial Performance. Capital Grants received has been accounted under Capital Grants unspent and amounts spend were transferred to the capital grant spent account.

	Amount Received in year 2021 (Rs.)	Amount Unspent in year 2021 (Rs.)
Recurrent Grants	32,650,000	
Capital Grants	2,950,000	110,554
	35,600,000	110,554

Amortization of Capital Grants

The capital grants and other grants received was 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 %
❖ Foot Bicycle	20 %
❖ Cloaks	20 %
❖ Other Assets	20 %
❖ Computer Software	20%
❖ Building	5 %

(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 at 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 Government Grant and Income generated through internal sources. Interest on investment is accounted on an accrual basis.

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".

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 01

<u>Cash at Bank</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
People's Bank A/C No. 174100 156 838310	4,202,237	88,592
People's Bank A/C No. 174100 246 838310	100,000	100,000
People's Bank A/C No. 174100 336 838310	100,000	(514,601)
People's Bank A/C No. 174200 226 838310	4,900,933	515,055
People's Bank A/C No. 174200 136 838310	10,880	1,019,171
	<u>9,314,050</u>	<u>1,208,216</u>

Note - 02

<u>Loans and Advances to Staff</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Distress Loan	1,099,550	1,252,365
Vehicle Loan	92,000	112,000
Special Advance		
Festival Advance		
	<u>1,191,550</u>	<u>1,364,365</u>

Note- 03

<u>Receivables From Student</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Portfolio fees Receivable TESL Old	500	48,000
Tuition Fees Receivable - TESL Old	990,750	2,416,875
Tuition Fees Receivable - TESL New	63,550	
Tuition Fees Receivable - TLSC	207,900	1,262,900
Dissertation Fees Receivable TESL		55,500
Dissertation Fees Receivable TLSC		140,400
Examination Fees Receivable TESL		120,000
Examination Fees Receivable TLSC		209,115
Registration Fees Recievable TESL		450
Registration Fees Recievable TLSC		11,200
Tuition Fees Receivable - PPE	149,550	40,050
Supplimentray Fees Recievable PPE		890
Registration Fees Recievable PPE		1,000
	<u>1,412,250</u>	<u>4,306,380</u>

Note - 04

Short Term Investments

	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	81,331,800	58,331,800
Withdraw during the year - FD		
Withdraw during the year - TB	(42,931,800)	
New Investments - TB	56,431,800	23,000,000
	<u>94,831,800</u>	<u>81,331,800</u>

Note - 05

Pre payment and Receivables

	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Receivable from UGC		
Interest Receivable		-
Pre-payment	77,257	32,920
Receivable OUSL		190,673
Receivable Staff Insurance		
Sundry Debtors		
	<u>77,257</u>	<u>223,593</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	Foot Bicycle	Cloaks	Other Assets	Building	Land	Total
Cost											
Balance as at 01/01/2021	3,552,843	2,856,548	6,377,436	2,522,578	7,878,631	5,000	21,000	67,457	92,132,917	-	115,414,410
(+/-) Adjustments	(9,600)	(20,900)	22,500								(8,000)
(+) Purchases during the year			2,839,446								2,839,446
(-) Transfer to revaluation											
(-) Disposal during the year											
Balance as at 31/12/2021	3,543,243	2,835,648	9,239,382	2,522,578	7,878,631	5,000	21,000	67,457	92,132,917	-	118,245,856
Depreciation											
Balance as at 01/01/2021	870,424	1,961,698	3,687,802	504,516	4,865,132	4,000	21,000	67,457	20,561,262	-	32,543,291
(+/-) Adjustments	(3,840)	(16,400)	18,000								(2,240)
(+) Depreciation for the Year	354,324	567,130	1,293,309	504,516	1,575,726	1,000		-	4,606,646		8,902,650
(-) Transfer to revaluation											-
(-) Disposal during the year											-
Balance as at 31/12/2021	1,220,909	2,512,428	4,999,111	1,009,031	6,440,858	5,000	21,000	67,457	25,167,908	-	41,443,702
Net Book Value as at 01/01/2021	2,682,418	894,850	2,689,634	2,018,062	3,013,499	1,000	-	(0)	71,571,655	-	82,871,119
Net Book Value as at 31/12/2021	2,322,334	323,220	4,240,271	1,513,547	1,437,773	-	-	(0)	66,965,009	-	76,802,154

Note - 07

<u>Intangible Assets</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Computer Software	128,992	246,992
Amortization for the year	(118,000)	(118,000)
	<u>10,992</u>	<u>128,992</u>

Note - 08

<u>Accrued Expenses</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Audit Fees for the Year 2019	410,400	400,000
Audit Fees for the Year 2020	504,000	460,000
Audit Fees for the Year 2021	500,000	
Telecommunication expenses	17,178	26,517
Overtime	44,312	44,766
Sitting Allowances	12,000	
Visiting Lecture fees	198,350	612,000
Entertainment Expenses	15,378	15,054
Stamp Duty & PAYE	5,975	7,850
Other Payable	16,600	80,285
Security Services	218,943	59,000
PGIE Lecture Fees	44,000	272,000
Cleaning services	69,871	97,593
Examination	233,978	292,001
Academic Salary Contract	161,031	81,880
Non Academic Salary Contract	138,000	100,606
Temporary EPF	65,007	39,671
Temporary ETF	9,751	5,951
Evaluation Committee Payment	15,000	15,000
Air Tickets	306,224	306,224
PPE Expenditure	29,600	7,800
BE Expenditure	55,200	61,200
New MA TESL Expenditure	152,318	
Staff Development	16,500	16,500
Course Material Writing	24,000	45,000
Academic Staff Salary	1,767,916	
Universities Provident Fund	108,017	
Universities Pension Fund	123,448	
Employees Trust Fund	46,293	
	<u>5,309,290</u>	<u>3,046,898</u>

Note - 09

<u>Sundry creditors</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Payable to OUSL	27,926	76,376
Lanka Security (Pvt) Ltd	5,337	5,337
Souther Fire	5,500	5,500
Craft Lanka Engineers (Pvt) Ltd	42,730	42,730
Ewis	25,904	25,904
Abans	2,252,946	
Heyles	28,955	
Saman Advertizing	3,000	
	<u>2,392,297</u>	<u>155,846</u>

Note - 10

<u>Student Fees In Advance</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
Tuition Fees in Advance TESL Old	348,750	1,232,325
Tuition Fees in Advance TESL New	2,671,325	3,693,300
Tuition Fees in Advance TLSC	2,190,630	2,517,600
Dissertation Fees in Advance- TESL		
Teaching Practicum Fees in Advance- TESL	1,656,000	
Portfolio Fees in Advance- TESL New		2,502,000
Dissertation Fees in Advance- TLSC		
Registration Fees in Advance TESL	100	4,500
Registration Fees in Advance TLSC		42,200
Supplementary Fees in Advance TESL	-	3,000
Supplementary Fees in Advance TLSC		25,800
Examination Fee in Advance TESL Old	-	
Examination Fee in Advance TESL New		1,014,700
Examination Fee in Advance TLSC	-	209,115
Short Course Fees in Advance		
Tuition Fees in advance - BE		1,808,100
Exam Fees in advance - BE		312,500
Teaching Practicum Fees in advance - BE		440,000
Registration Fees in advance - BE		
Supplimentary Fees in Advance- BE		
Tuition Fees in advance - PPPE	132,100	80,100
Exam Fees in advance - PPPE	14,970	100,980
Registration Fees in advance - PPPE	2,000	2,000
Supplimentary Fees in Advance- PPPE	1,780	2,670
	<u>7,017,655</u>	<u>13,990,890</u>

Note - 11

<u>Provision for Gratuity</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
Opening Balance	6,192,417	2,793,721
Gratuity payment during the Year		
Provision for the Year	552,732	3,398,696
	<u>6,745,148</u>	<u>6,192,417</u>

Note - 12

<u>Capital Grants Spent</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
Opening Balance	82,545,844	90,796,473
Capital Expenses	2,839,446	500,000
Amortization for the year	(8,859,896)	(8,750,629)
	<u>76,525,395</u>	<u>82,545,844</u>

Note - 13

<u>Capital Grants Unspent</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
Opening Balance	-	
Grant from the Treasury	2,950,000	500,000
Capital Expenses	(2,839,446)	(500,000)
	<u>110,554</u>	<u>-</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 14

<u>Interest Income</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Interest from Savings Accounts	104,683	64,476
Interest from FD	26,267	
Interest from TB	4,379,696	3,434,617
Interest from Loan & Advance to Staff	56,338	36,258
	<u>4,566,984</u>	<u>3,535,351</u>

Note - 15

<u>Personnel Emoluments</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
<u>Academic</u>		
<u>Salaries and Wages</u>		
Salaries and Wages	7,394,220	5,292,476
University Provident Fund	1,189,079	989,388
University Pension	998,200	888,584
ETF 3%	421,673	365,001
Visiting Lectures Fees	430,000	1,915,750
PGIE Lecturers Fees	143,000	490,150
	<u>10,576,171</u>	<u>9,941,349</u>
<u>Other Allowances</u>		
Academic Allowance	6,430,238	6,415,057
Research Allowance	1,461,004	1,511,244
Cost of Living Allowance	329,865	374,400
Special Allowance		
Additional Allowances	761,293	863,568
Entertainment Allowance	153,780	180,648
Adjustment Allowance		
Interim Allowance		
Other Allowances	846,960	830,160
	<u>9,983,141</u>	<u>10,175,077</u>
Personal Emolument - Academic	20,559,312	20,116,426

<u>Non - Academic</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
<u>Salaries and Wages</u>		
Salaries and Wages	5,828,434	4,832,031
University Provident Fund	931,165	711,517
University Pension	505,942	486,159
ETF 3%	212,881	204,687
Acting Pay		
	<u>7,478,422</u>	<u>6,234,394</u>
<u>Other Allowances</u>		
Research Allowance	307,393	300,384
Cost of Living Allowance	826,540	827,052
Special Allowance		
Additional Allowance	941,065	827,011
Telephone Allowance	174,870	58,000
Interim Allowance		
MCA	1,940,364	1,860,776
Adjustment allowance		
	<u>4,190,231</u>	<u>3,873,223</u>
Personal Emolument - Non-Academic	11,668,653	10,107,617
Overtime and Holiday Payment		
Over Time	43,509	163,031
Technical Support	257,250	74,725
Holiday Payments	32,918	45,500
	<u>333,677</u>	<u>283,256</u>
Total Personal Emoluments	32,561,642	30,507,298

Note - 16

<u>Traveling Expenses</u>	<u>2021</u> <u>Rs.</u>	<u>2020</u> <u>Rs.</u>
Domestic	44,958	55,568
Foreign		
	<u>44,958</u>	<u>55,568</u>

Note - 17**Supplies and Consumables**

	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Stationery & Office Requisites	38,810	241,676
Fuel & Lubricant	4,440	29,120
Machanical &Electrical Goods	6,040	
Uniforms	21,000	11,296
Other Supplies	51,475	134,353
	<u>121,765</u>	<u>416,445</u>

Note - 18**Maintenance Expenditure**

	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Plant, Machinery Equipment	411,308	413,769
Building & structures	28,145	10,900
Other Maintenance Expenditure	140,956	139,000
	<u>580,410</u>	<u>563,669</u>

Note - 19**Contractual Services**

	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Cleaning Services	309,113	242,089
Security Services	369,198	
Postal Charges	19,905	30,550
Telecommunication	218,324	154,195
Electricity	8,333	13,524
Water	9,240	15,500
Printing Advertising	573,302	266,653
Transport		
Other		
	<u>1,507,414</u>	<u>722,512</u>

Note - 20

<u>Other Recurrent Expenses</u>	<u>2021</u>	<u>2020</u>
	<u>Rs.</u>	<u>Rs.</u>
Travel Grant to University	70,027	
Stamp Duty	10,475	8,250
Special Services - Council & Committees	603,879	623,813
Special Services - Professionals	554,400	
Staff Insurance	155,566	
Staff Development	100,000	110,000
Holiday Warrants & Season Tickets	9,450	12,600
Entertainment Expenses	19,892	77,764
Bank Charges	3,575	16,950
Contributions & Membership Fees	9,979	
Convocation Charges		45,500
Examination Fees	816,577	515,087
Disposal AC		9,652
Short Course expenses		597,806
Property loan Interest	85,671	97,466
Other	595,964	405,838
Audit Fee		860,000
Course Materials for students	118,000	61,000
PPPE Expenses	1,702,302	114,732
BE Expenses	861,620	162,524
New TESL Expenditure	1,965,251	158,318
PhD Expenditure	8,000	
	<u>7,690,630</u>	<u>3,877,300</u>

Postgraduate Institute of English

Trial Balance as at 31.12.2021

Account No	Account Name	Debit	Credit
111001	Capital Grant Spent		76,519,634.86
111012	Capital Grant Unspent		110,554.00
121005	PGIE General Reserve		76,896,185.51
122001	Provision For Gratuity		6,745,148.13
122004	Revaluation Reserves		2,527,516.00
122008	Researve For Research Award		650,000.00
161002	Insurance Deposit	500,000.00	
161004	Retention - Constructions		2,011,358.70
161008	OUSL Payable A/C		27,925.70
162001	Accrued Expenditure		5,309,290.28
162002	Sundry Creditors		2,364,371.70
162003	Research Grant-Accrued A/C		580,115.45
166011	PGIE Development Fund		3,967,500.10
168010	Tuition Fee In Advance-New TESL		2,671,325.00
1681001	Tuition Fee In Advance- Old TESL		348,750.00
1681005	Supplementary Fees In Advance - Old TESL		-
1681006	Registration Fees In Advance - Old TESL		100.00
1681007	Examination Fee In Advance - Old TESL	-	
1681008	Teaching Practicum In Advance- TESL New		1,656,000.00
1682001	Tuition Fees In Advance -TLSC		2,190,630.00
1682003	Examination Fees In Advance- TLSC		-
1682004	Supplementary Fees In Advance -TLSC	-	
1682005	Registration Fee In Advance -TLSC	-	
1683002	Tuition Fees In Advance-PGBE	-	
1683004	Examination Fee In Advance -PGBE	-	
1683005	Teaching Practicum Fee In Advance -PGBE	-	
1684001	Registration Fee In Advance- PPPE		2,000.00
1684002	Examination Fee In Advance - PPPE		14,970.00
1684003	Supplementary Fee In Advance - PPPE		1,780.00
1684004	Tuition Fee In Advance-PPPE		132,100.00
3138	Interest Fees In advance		558,032.07
210102	Building Capital Nature	92,132,917.39	
210201	Office Furniture	3,543,242.56	
210202	Office Equipment	2,835,648.43	
210207	Cloaks, Garlands	21,000.00	
210210	Books & Periodicals	2,522,577.99	
210213	Plant & MAchinery	7,878,631.03	
210225	Computer & Accessories	9,239,382.00	
210226	Other Assets	67,456.50	
210227	Computer Software	590,000.00	
210230	Foot Bicycle	5,000.00	
221001	Pro.For.Dep.-Building		25,167,907.97
221002	Pro .For.Dep. Office Equipment		2,512,428.04
221003	Pro.For.Dep. Furniture		1,220,908.63
221008	Pro.For.Dep.-Plant& MAchinery		6,440,858.08
221010	Pro.For.Dep- Books & Perio		1,009,031.18

Postgraduate Institute of English

Trial Balance as at 31.12.2021

Account No	Account Name	Debit	Credit
221011	Pro.For.Dep-Clocks& Gar		21,000.00
221014	Pro.For.Dep- Computers & Accessory		4,999,111.09
221015	Pro.For.Dep-Other Assets		67,456.69
221016	Pro.For.Dep.-Foot Bicycle		5,000.00
221017	Pro.For.Dep.-Computer Software		579,008.22
2310002	PB Nugegoda 174100156838310	4,202,237.47	
2310003	PB Nugegoda 174100246838310	100,000.00	
2310004	PB Nugegoda 174100336838310	100,000.00	
2310005	PB Nugegoda A/C 17420022683	4,900,933.24	
2310006	PB Nugegoda A/C 17420013683	10,879.69	
231102	Petty Cash Imprest	-	
235004	Pre-Payment	77,256.99	
235005	Receivable OUSL	-	
235010	Tuition Fee Receivable -New TESL	63,550.00	
2351001	Tuition Fees Receivable-TESL Old	990,750.00	
2351002	Portfolio Fees Receivable-TESL Old	500.00	
2351003	Dissertation Fees Receivable- -TESL Old	-	
2351004	Examination Fees Receivable -TESL Old		
2351006	Registration Fees Receivable -TESL Old		
2352001	Tuition Fees Receivable-TLSC	207,900.00	
2352002	Dissertation Fees Receivable -TLSC		
2352003	Examination Fees Receivable -TLSC		
2352005	Registration Fees Receivable -TLSC	-	
2353001	Tuition Fee Receivable-PPE	149,550.00	
2353002	Supplementary Fee Receivable -PPE	-	
2353003	Registration Fee Receivable -PPE	-	
236001	Distress Loan	1,099,550.00	
236004	Vehicle Loan	92,000.00	
236007	Festival Advance	-	
237001	Miscellaneous Advance	-	
2396	Investment-TB	94,831,800.00	
2397	Investment-FD	650,000.00	
2398	Inventories	326,959.16	
235003	Receivable Interest From Investment	142,007.83	
235002	Receivable Interest From In FD	26,267.12	
Total		227,307,997.40	227,307,997.40

8. Report of the Auditor General

NATIONAL AUDIT OFFICE

My No.} HED/F/1/PGIE/2021 Your No.} Date} 21th June 2022
/FA/13

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 2021, in terms of section 12 of the National Audit Act, No. 19 of 2018.

Aforesaid report has been sent herewith.

W.P.C. Wickramaratne
Auditor General

Copy :- 1. Secretary, Ministry of Education
2. Secretary, Ministry of Finance
3. Chairman, University Grants Commission.

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 2021, in terms of section 12 of the National Audit Act, No. 19 of 2018.

1.		Financial Statements
1.1		<p>Qualified Opinion</p> <p>Financial Statements of the Postgraduate Institute of English for the year ended as at 31st December 2021 comprising of the Statement of Financial Position as at 31.12.2021 , 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.</p> <p>I am of the view that the financial position of the institute as at 31st December 2021 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 for the effect of the matters set out in paragraph 1.6 of this Report.</p>
1.2		The basis for the qualified opinion
		<p>(a) Sum of Rs. 524,850, which had been accounted for as accrued expenses in the year 2019 to be incurred for activities in future, not in keeping with the provisions of the Sri Lanka Public Sector Accounting Standards 3 and 7 had remained as accrued expenses as of 31 December 2021.</p> <p>(b) Due to calculation errors, interest income of the treasury bill related to the year under review had been stated Rs.284,016 in excess in the Financial Statements.</p>

	<p>(c) Due to errors in accounting of investment interest income related to the year under review, the investment account had been overstated by Rs.243,768, the investment interest income account by Rs.385,776 and the investment interest account receivable by Rs.142,008 in the Financial Statements.</p> <p>(d) In relation to the year 2019, the total of Rs.168,000 had been written off in the year under review without formal approval.</p> <p>(e) Although the cash payments for purchase of property plant and equipment in the year under review were Rs.586,500, the same value had been indicated as Rs.2,839,446 in the cash flow statement.</p> <p>(f) The amount paid for purchase of treasury bills in the year under review was Rs.55,157,902, but the same amount had been shown as Rs.56,431,800 in the cash flow statement.</p> <p>(g) Although the investment interest income received from cash in the year under review was Rs.2,901,200, the same value had been stated as Rs.4,566,984 in the cash flow statement.</p> <p>(h) On comparison of schedule with ledger accounts of 05 types of income of 04 courses related to the year under review, differences could be found in the income and previous income from Rs.31,200 to Rs. 1,237,878.</p> <p>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.</p>
1.3	<p>Other information included in the Annual Report of the Institute for the year 2021</p> <p>Other information means the information included in the Annual Report-2021 of the Institute expected to be provided to me after the date of this audit report, but not included in the Financial Statements and audit report related thereto. Management is responsible for this other information.</p> <p>My opinion on the financial statements does not cover other information and I do not express any kind of assurance or opinion thereon.</p> <p>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</p>

	<p>materially inconsistent with the financial statements or with my knowledge obtained during the audit or otherwise.</p> <p>If, while reading the Annual Report of the Institute for the year 2021, I conclude that there are material misstatements, the same should be communicated to the administrative bodies for correction. If there are any further uncorrected misrepresentations, they will be included in the report which I will table in Parliament in due course in terms of Article 154 (6) of the Constitution.</p>
1.4	<p>Responsibilities of the Management and Administrative bodies on the Financial Statements</p> <p>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.</p> <p>In preparing Financial Statements, it is the responsibility of the management to determine the entity's ability to continues 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.</p> <p>Administrative parties are responsible for the inspection process of the financial reporting process of the institute.</p> <p>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.</p>
1.5	<p>Auditor's Responsibility on the Audit of Financial Statements</p> <p>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.</p> <p>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,</p>

		<ul style="list-style-type: none"> • 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 mispresentations due to the reasons of preparing fake documents, intentional omission, mispresentation 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. <p>I make the administrative bodies aware of significant audit findings, main internal control shortcomings and other matters identified during my audit.</p>
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 according to the investigation, the institution had maintained a proper financial control.	
2.1.2			
2.1.3			
2.2		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.	
2.2.1		The recommendations made by me 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.	
2.2.2		<p>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.</p> <p>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.</p> <p>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.</p>	
		Reference to Rules and Regulations/Order	Description
		(a)Section 8.2.2 of the Public Enterprises Circular No.PED/12 dated 02 June 2003.	The Institute had invested Rs. 94,431,800 as on 31 December 2021 without obtaining the prior approval of the Minister subject in charge of Finance.
		(b)Treasury Circular No. 842 dated 19 December 1978	The library books which cost Rs. 2,522,578 belonging to the Institute had not been included in the fixed assets register.
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			

		That 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		<p>Other matters</p> <p>(a) The Open University had followed the procurement procedure in purchasing the books required by the Institute and the books and periodicals which were the cost of Rs.2,522,578 are being maintained in the Library of the Open University. Further, the information about those books had not been recorded in a register of the institution.</p> <p>(b) The balance of Rs. 3,967,500 in the PGIE Development Fund as at 31 December 2021 had not been utilized for the related purposes for a period of 06 years.</p> <p>(c) The Institute had recruited two Academic Officers and two Project Officers each on contract basis for posts not in the approved cadre without obtaining the approval of the Treasury, and had paid allowances of Rs.1,495,000 during the year under review. Further, two lecturers recruited on contract basis had been paid another Rs.1,452,005.</p> <p>(d) Although, it is required to identify the goals to be fulfilled by the Institute to achieve the sustainable development goals, the existing gaps to achieve those goals and appropriate indicators to measure the progress of the same. The Institute had not identified the progress so achieved and areas so achieved by identifying such indicators by the Institute.</p> <p>(e) The student fee income due on 31st December 2021 was Rs.1,412,250, of which Rs.577,750 were balances more than 03 years old.</p>

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

***The Sinhala Version is signed.**

9. Reply to the Auditor General's Report

09.08.2022

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 2021, in terms of section 12 of the National Audit Act No. 19 of 2008.

With reference to the Audit Report your No. HED/F/1/IGIE/2021/FA/13.

1. Financial Statements

1.2 Basis for the qualified opinion

- (a) As the accrued expenses involved in the relevant project will not have to be incurred, it is expected to obtain the approval of the Board of Management to use the aforesaid amount of money for the capital expenditure of the Institute.
- (b) This error has occurred since investment interest has been adjusted to the receivable interest income and investment account shown in part (c) below. This error will be corrected by correcting the error indicated in part (c).
- (c) This error has occurred due to adjustment of the investment interest income receivable in the next year to the interest income account receivable in the year 2021. Arrangements will be made to correct this error during the preparation of accounts for the year 2022.
- (d) When preparing accounts in future, action would be taken to write off the receivables from the accounts with the approval of the Board of Management in case of non-receipt of such income.
- (e) A revised cash flow statement has already been prepared by correcting the error pointed out.
- (f) A revised cash flow statement has already been prepared by correcting the error pointed out.
- (g) A revised cash flow statement has already been prepared by correcting the error pointed out.

- (h) Matters related to the change indicated under this have been presented in providing answers to the 07 audit queries and action have been taken to corrected the errors.

2 Report on other legal and regulatory requirements

- 2.2.2 (a) The Institute has invested student income earned by the institute and the approval of the Board of Management has been obtained for the investment of such income.
- (b) The Institute maintains a separate register for library books and arrangements would be made to maintain a fixed asset register for library books.

2.3 Other Matters

- (a) Since the Institute does not have facilities to maintain a library and the Library of the Open University has agreed to provide the facilities, the books owned by the Institute have been handed over to the Library of the Open University. But the Institute maintains a register containing details about all those books.
- (b) On the recommendation of the Audit Committee and the approval of the Board of Management, this amount is expected to be utilized for the Management Information System designed for the Institute.
- (c) Due to the increase in the number of students in certain courses conducted by the Institute as well as due to the complexity of the courses, the relevant appointments have been made for two Academic Coordinator positions as followed in the Open University of Sri Lanka as well with the approval of the Board of Management to provide additional support and coordination to the students.

According to the circular instructions issued by the University Grants Commission on the creation of new staff posts to the universities and higher education institutions, although the requests along with the justifications for the existing new recruitments were submitted to the Department of Management Services, 02 Lecturer posts and 02 Management Assistant posts have been approved by the University Grants Commission. Simultaneously, recruitments have been made to two Project Assistant on contract basis.

- (d) Actions will be taken on this matter after studying in the manner applying the same to this institution.
- (e) The registration period of students enrolled in this institute is 07 years. Accordingly, students who are more than 03 years old have the opportunity to

come and re-register and complete their courses on a required date. For this purpose, re-registration which is conducted every year is considered as a mandatory requirement and the students who do not come on the due date have the opportunity to register in the following year with a fine of the previous year. However, starting from this year, several reminders have been sent to students who delay their course fees.

It is noted to discuss with the Board of Management about the possibility of taking further action in the said matter.

Director,
Postgraduate Institute of English.

Copy

- | | |
|-------------------------------|--------------------------------|
| 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 Universities |

