

POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

ANNUAL REPORT AND ACCOUNTS
2013

POSTGRADUATE INSTITUTE OF ENGLISH
AMENDED ANNUAL REPORT & ACCOUNTS
2013

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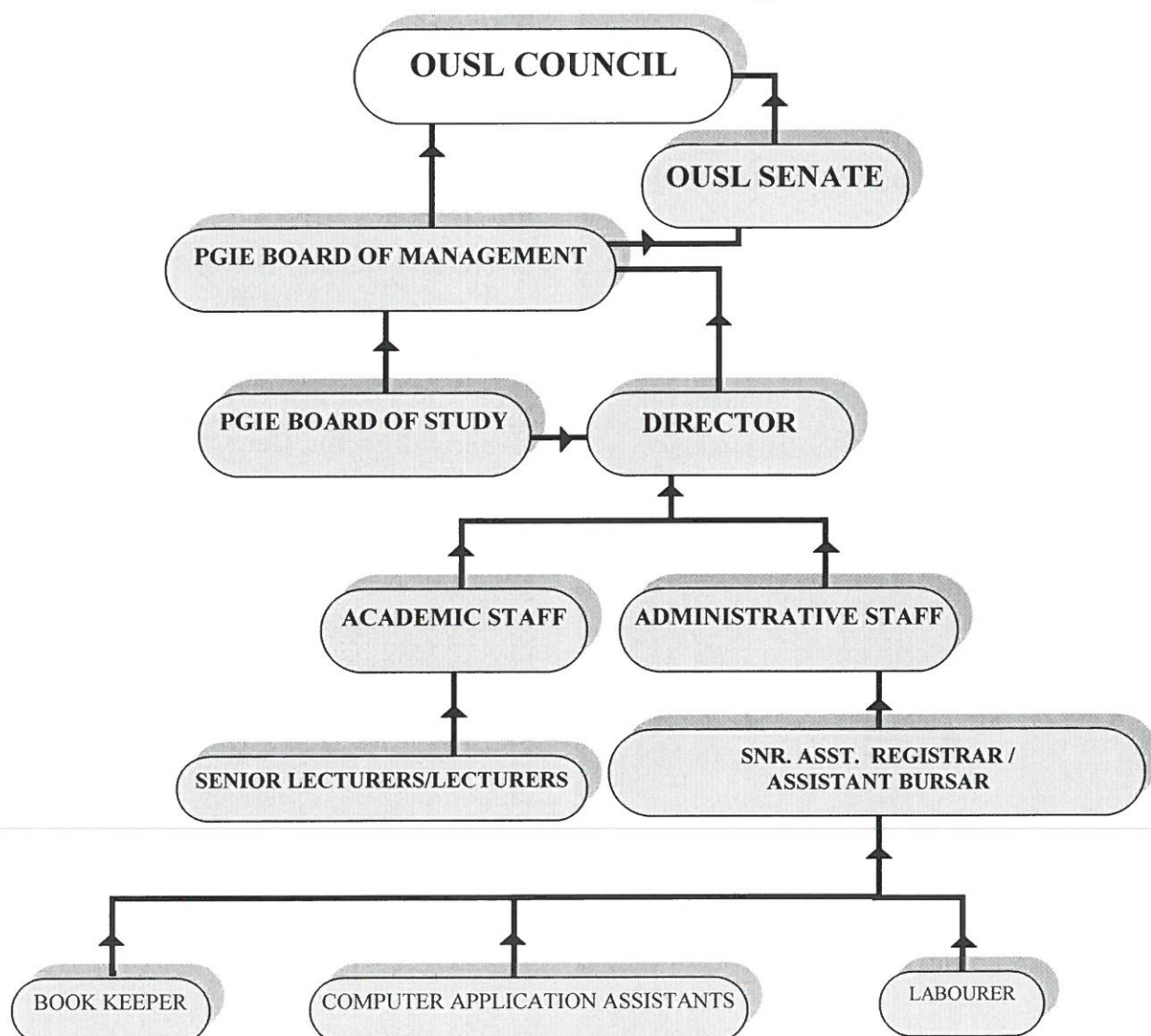
1. Vision

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

2. 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.

3. Brief Profile of the Director and Senior Management



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

	Name	Designation
1	Prof. M. Chandrasekera	Chairperson, Standing Committee on the Teaching of English (from 14/06/2011)
2	Dr. H.V.M. Ratwatte	Director, PGIE
3	Dr. J. Manatunga	Head/ELTC, University of Moratuwa (UGC Nominee)
4	Prof. G.D. Lekamge	Prof/Dept. of Secondary and Tertiary Education /Faculty of Education, OUSL (OUSL Senate Nominee)
5	Prof. S. Walter Perera	Professor/Dept. of English, University of Peradeniya (UGC Nominee)
6	Prof. Neluka Silva	Professor/Dept. of English, University of Colombo (UGC Nominee)
7	Mrs. H.M.N.S.Gunawardana	Director General, Dept. of Legal Affairs, General Treasury (Representative of the General Treasury)
8	Dr. D. Devendra Dr. V.V. Medawattegedera	Head/ Dept. of Language Studies, OUSL Head/Dept. of Language Studies, OUSL (from 10/10/2013)
9	Dr. S.J. Nawaratne Mrs. S.P.M.K. Siriwaedhana	Secretary, Ministry of Higher Education Chief Accountant, MOHE (Representative for Secretary/MOHE)
10	Prof. N.R. Arthenayake	Emeritus Professor, The OUSL Council Nominee
11	Dr. G.Kodotuwakku	Deputy Director General, Faculty of Research and Planning NIE (NIE Nominee)
12	Prof. W.I.Siriweera	Emeritus Professor, University of Peradeniya (UGC Appointee)
13	Dr. Upali Sedere	Former Director General, NIE (UGC Appointee)
14	Prof. Neloufer de Mel	Professor/Dept. of English, University of Colombo(UGC Nominee)
15	Dr. K.R.M.de Silva	Senior Lecturer/Dept. of Language Studies, OUSL (Representative of the BOS/PGIE)

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

	Name	Designation
1	Dr. H.V.M. Ratwatte	Chairperson, Director PGIE
2	Prof. M. Gunasekera	Professor of English, Dean, Faculty of Graduate Studies, University of Kelaniya
3	Dr. Radhika de Silva	Senior Lecturer, Dept. of Language Studies, OUSL
4	Dr. V.V. Medawattegedera	Senior Lecturer, Dept. of Language Studies, OUSL
5	Dr. W.M. Seneviratne	Librarian, OUSL (Ex-officio member)
6	Dr. H.S. Rambukwella	Senior Lecturer, PGIE
7	Ms. L. K. Cumarathunge	Visiting Academic, PGIE Former Director, NIE
8	Ms. P. Nagasundaram	Former Head, Dept. of English University of Sri Jayawardenapura (Visiting Academic – PGIE)
9	Mrs. H.D. Wijsekera	Senior Lecturer, PGIE
10	Mrs. M.I. Jansz	Lecturer, PGIE
11	Mrs. R.A.R.D. Ranatunga	Student Representative (from 12/02/2013)
12	Mr. S. Krishnamoorthy	Student Representative (from 26/05/2011)

(iii) Members of the PGIE Board of Study for Teaching English Literature

	Name	Designation
1	Dr. H.V.M. Ratwatte	Chairperson, Director/PGIE
2	Prof. Neloufer de Mel	Professor in English, Dept. of English, University of Colombo
3	Prof. Maithree Wickremasinghe	Prof. in English/Dept. of English, University of Kelaniya
4	Dr. Dinali Devendra Dr. V.V. Medawattegedera	Head/Dept. of Language Studies, OUSL Head/Dept. of Language Studies, OUSL (from 10/10/2013)
5	Dr. K. Warnapala	Senior Lecturer/Dept. of Language Studies, OUSL
6	Dr. Lakshmi de Silva	Former Senior Lecturer, Dept. of English, University of Colombo
7	Dr. W.M. Seneviratne	Librarian/OUSL (Ex -officio member)

4. Director's Review:

(a) Brief introduction

The Postgraduate Institute of English which is affiliated to the Open University of Sri Lanka comprises the Director, Senior Assistant Registrar, Assistant Bursar, three (03) academic staff members, three (03) Computer Application Assistants, One (01) Book Keeper and One (01) Labourer.

In the year 2013, the PGIE recruited academic staff members and administrative support staff. The proposal that the PGIE sent up for a building was approved by Cabinet in June, 2013. The PGIE initiated the preliminary procedures required for the construction of the building in the same year.

The proposal for the MA in Teaching Literature was also granted approval by the UGC in September and the PGIE commenced the course development process this year.

The recruitment of academic staff enabled the PGIE to plan for new academic programmes, revise course material, produce new course material, evaluate assessment mechanisms hitherto used, introduce on-line teaching, online assessment and new courses to the MA in TESL. It was also able to initiate the course development process for the new MA in Teaching Literature. In order to achieve its primary goal of providing English teaching practitioners with professional development, the PGIE was also able to develop and offer 02 short courses during the year. In retrospect, 2013 can be considered as a year in which a substantial quantum of academic work – in terms of new, consolidation and revision took place.

The academic work in the MA in TESL continued during the year with teaching, supervision and evaluation etc., The PGIE also introduced more student centred assessment mechanisms this year. The PGIE also began exploring the possibility of acquiring e-research resources this year.

Academic staff members of the PGIE also contributed to national development and culture.

(b) Achievements:

The PGIE interviewed and recruited two academic staff members to the positions of Senior Lecturer Grade II and Lecturer (probationary) to the PGIE in May and June respectively. The PGIE also interviewed and recruited a Book Keeper Gr. II Seg 'B' and a Computer Application Assistant Gr. III.

The recruitment of academic staff has enabled the PGIE to revise course material, evaluate assessment mechanisms, introduce on-line teaching and online assessment as well as introduce new courses to the MA in TESL. The PGIE was also able to plan and offer short courses and plan new academic programmes with the expanded administrative assistance. It was also able to offer a smooth service to its students when one of the experienced employees went on extended maternity leave.

The UGC granted approval for the MA in Teaching Literature in September. The PGIE set in motion the process of preparing the syllabi and course materials by contacting the relevant outside resource people who are academics from other universities, well known dramatists, novelists and short story writers. Since the programme has a significant distance education component, the course material has to adhere to the pedagogic principles of distance education. In order to familiarize the proposed syllabus designers and writers, the PGIE organized a one day workshop with resource persons from CETME (Centre for Educational Technology and Media) of the OUSL in December. Subsequently, the resource persons selected the courses they have the expertise in, to become course team members of. In addition to identifying course team members for 7 of the 9 courses, the PGIE also identified Content Editors and Distance Education Editors for most of the courses. The wider syllabus structure and courses content was also finalized in 2013 with the assistance of the external resource persons.

The PGIE also designed and offered two short courses in 2013 for continuous professional development of English teaching professionals. A short course in Teaching Literature at GCE Advanced Level - Sri Lankan Syllabus was offered in May, 2013 and a short course in Testing and Evaluation in English as a Second Language commenced in November, 2013. Students who followed the courses

gave very positive feed back and requested the PGIE to conduct more short courses on teaching and testing speaking skills in English.

A student feedback questionnaire to evaluate short courses and courses in the main programmes was also designed and administered in the last quarter of year 2013.

Since it has been repeatedly by noted (in past annual reports and other fora) that the academic language proficiency and critical thinking abilities of students enrolling for the MA in TESL is very weak and that it hampers their learning, in 2013, the PGIE introduced a new component, on an experimental basis, to the MA in TESL with a view to enhancing students' Academic Language proficiency and to provide them with guidance to meet the demands of postgraduate level study in terms of reading, writing and critical thinking, following the conventions of academia, avoiding plagiarism etc., The course was offered bi-modally; face-to-face and through the online platform Edu 2.0. Individual and group student support was provided via email. The course was offered to students in the first six weeks after enrolment. The PGIE hopes to evaluate the quality of the performance of students who followed this course against those who did not do so.

Syllabi was revised and new course content was developed for Research Methodology (ELP2101), Applied Linguistics (ELP1201), Issues and Developments in Methodology (ELP1202), Testing and Evaluation (ELP1203), Teaching Grammar and the Four Skills(ELP1101), The Psycho-Social Context of Teaching/Learning English in Sri Lanka (ELP1301), Testing and Evaluation (ELP1203), Curriculum and Materials Design (ELP1102), Management in ELT (ELP1104). Material was written for Developing a Reflective Portfolio (ELP3201) for the Postgraduate Diploma in TESL.

Modes of delivery and student assessment mechanisms were revised for ELP1301 (Psycho-social Context of Teaching/Learning English in Sri Lanka) incorporating peer assessment and mechanisms that foster independent learning and the creation of learning communities that are the cornerstones of student centred learning.

The PGIE conceptualized a proposal to offer a Master of Philosophy (MPhil) by research leading to Doctoral Degree (PhD) and obtained

the necessary approvals from the Board of Studies and the Board of Management.

The PGIE also took steps to identify IT resources required to provide access to on-line resources such as e-books and e-journals to future PGIE students. A subcommittee comprising PGIE staff and OUSL library staff was appointed to take this matter forward. The PGIE also held discussions with the Library on obtaining on-line resources (books and journals).

Five students completed their research this year. Two of these students were resident in Canada and completed their research via skype and on-line. Supervision was also provided on-line and via skype. Thus the PGIE was successful in achieving the goals of Distance Education by providing learners with opportunities to study at their own time, place and pace. Ten (10) students successfully presented their research at the research forum. Unfortunately two students who successfully presented at the research forum migrated subsequently.

Syllabi were drawn up and course material was prepared for two new courses for the MA in TESL. These are the two optional courses – Teacher Development and Supervision (ELP1105) and Technology in ELT (ELP1103). The Technology in ELT course was offered to students in September – December using on-line technologies.

For the first time the PGIE was able to conduct viva-voce examinations for two students resided in Canada. Through the use of new technologies and the required IT support the endeavor was accomplished successfully.

The PGIE advertised the PG Diploma in TESL in May. Hundred (100) of the available applications were sold and a total of Fifty two (52) qualified to enroll for the programme. As noted in the previous years too, the performance of a majority of candidates at the entry test was unsatisfactory due to the candidates' low competence in academic language, weak critical thinking skills and poor knowledge of subject matter. A total of 38 students registered for the programme. At the time the Diploma/ MA in TESL was advertised the Department of English of the University of Colombo too advertised for a Master's degree in English and Culture Studies. This resulted in a reduced enrollment since both degrees target the same cohort. Forty five (45)

students who had completed the first year courses registered for the Research courses in the MA in TESL.

The PGIE also initiated discussions with other national institutions - National Institute of Education and the Ministry of Education regarding policies on language of education, offering postgraduate programmes on bilingual education and collaborating on research in this area.

The PGIE was able to achieve its goal of disseminating education and research to a wider audience by organizing two seminars for the academic community. The guest speakers were to internationally renowned authors, researchers and educators. Prof. Suresh Canagarajah (USA) and Dr. George Braine (HongKong).

The public lecture entitled 'New definitions of English proficiency and changing pedagogical priorities' was delivered by Prof. Suresh Canagarajah, the Edwin Erle Sparks Professor, Director Migration Studies Project department of Applied Linguistics and English, Pennsylvania State University, USA. Over 150 persons from all universities and other educational institutes attended this event.

A seminar on Publishing in Applied Linguistics Journals : Advice from a Journal Editor' was conducted by Dr. George Braine, International English Language Teaching consultant and former Associate Professor of Applied Linguistics Chinese University of Hong Kong and Editor of the Asian Journal of English Language Teaching (AJELT) . He was also the founding Chair of the Caucus for Nonnative speaker English teachers in TESOL, USA. Many university academics from different universities in Sri Lanka attended this session.

The PGIE also interviewed and recruited a book keeper and computer application assistant during the year. Due to these timely appointments the PGIE was able to serve the students without disruption when other administrative support staff members obtained extended maternity leave. The PGIE was also able, for the first time, to schedule the planned activities for the entire year.

The PGIE had to initiate disciplinary action and conduct a formal inquiry into the conduct of its Laborer (Special grade). The PGIE had to conduct an informal inquiry followed by a formal inquiry into the

conduct of this minor employee during 2013. In order to carry out the work of the said employee and ensure the smooth functioning of the PGIE the Board of Management of the PGIE decided to obtain the services of a laborer on a daily pay basis using generated funds.

Student Status

Five research students completed their research during 2013. Two students migrated and two were unable to complete due to ill-health. A further two students were unable to complete due to the ill-health of immediate family members. Ten (10) students presented their proposals at the research forum and commenced their research.

Thirty Eight (38) new students registered for PG Diploma in TESL and forty five (45) who had completed Part I registered for Part II (MA in TESL). Forty six (46) students completed the Continuous Professional Development Courses. A total of 51 Students successfully completed courses offered by the PGIE in the year 2013.

(c) Failure & Justification:

The lack of adequate space for academic and administrative staff members to carryout their work to their optimum capacity hampered the activities of the PGIE. Furthermore, the lack of classrooms during the weekends, when more than one programme/course is being offered further affected the smooth functioning of the PGIE.

The lack of adequate working space for academic and administrative staff is also a draw back. Currently all three academic staff members share a very small room. Since there is no other space available, for discussion etc. this poses difficulties in providing supervision to research students and in engaging in course material writing and any other work that requires extended concentration. Similarly, the 7 administrative and support staff share a small space together with all the files etc., It is anticipated that when the new building comes up the problems with regard to work spaces will be resolved.

(d) Future Plan

- a) Commence the MPhil leading to PhD degree.
- b) Developing proposal to offer a Postgraduate Diploma in Professional Practice in English.
- c) Development of Rules and Regulations for the Masters Degree in Teaching Literature in a Second Language Context.
- d) Developing syllabi, Course material, readers, student guides for the MA in Teaching Literature
- e) Commencing the Masters in Teaching Literature in a Second Language Context
- f) Offering the Short Course in Testing and Evaluation in Second Language to selected personnel sent by the Ministry of Education
- g) Obtaining recognition from the Ministry of Education for promotion and recruitment of teachers who have completed the MA in TESL
- h) Obtaining official leave from the Ministry of Education for teachers to follow the Diploma/MA in TESL.
- i) Completing the necessary preparatory work to commence the PGIE building
- j) Developing and offering a needs based Short Course for the Professional Development of Teachers
- k) Contributing to policy development in language of education.
- l) Assisting in the formulation of policy on English language teaching at universities.

(e) Details of Resources & Students:

Institute	Programme	Total Students	Total Academic Staff	Total non Academic Staff
Postgraduate Institute of English (PGIE)	MA in Teaching English as a Second Language	23	04	07
	PG Dip. /MA in Teaching English as a Second Language	85		
Total	02	108	04	07

(f) Details of Students:

Institute	Course	Medium	Intake 2013	1 st Year Students (Part I)	2 nd Year Students (Part II)	No. Graduated
PGIE	MA in TESL	English	-	07	13	03
	PG Dip./ MA in TESL	English	35	48	02	-
Total	02		35	55	15	03

(g) Details of Academic Staff:

Institute	Subject	Medium	Senior Prof	Professor	Senior Lecturer	Lecturer	probationary Lecturer	Instructors
PGIE		English	-	-	02	-	01	-
Total		-	-	-	02	-	01	-

(h) Details of Non-Academic Staff:

Institute	Most Senior	Senior Staff	Junior Staff	Minor Employees
PGIE	-	-	04	01
Total	-	-	04	01

(i) Details of Research, Innovation and Publications:

Subject	Published	Commercialized	Presented
a. No. of Research	03	-	11
b. No. of Innovations	-	-	-
c. No. of Journals		-	-
d. No. of Books	-	-	-
e. No. of Articles	02	-	-
f. Other	-	-	01

(j) Details of Programme, Seminars & Workshops:

Subject	Attended	Completed	Conducted
a. No. of Postgraduate Degree Programmes	-	-	01
b. No. of Postgraduate Diploma Programmes	-	-	01
c. No. of Degree Programmes	-	-	-
d. No. of Diploma Programmes	-	-	-
e. No. of Certificate Programmes	-	-	02
f. Other	-	-	02
Total	-	-	06

(k) Details of Continuous Professional Development Courses:

Institute	Course	Medium	Postgraduate		Master	M Phil	PhD
			Certificate	Diploma			
PGIE	Short Course on Teaching Literature at GCE Advanced Level - Sri Lankan Syllabus	English	01	-	-	-	-
	Short Course on Testing and Evaluation in English as a Second Language		01	-	-	-	-

(l) Any Other Details/Performance Relevant to this Report:

On the basis of careful monitoring of student performance in the years 2011 and 2012, the PGIE changed the enrolment criteria for the Postgraduate diploma in English. The change was initiated based on changing global trends in higher education and the monitoring of PGIE students' performance. Increasingly, professional work experience that gives a person the required knowledge, skills and abilities are being recognized globally as being equivalent to formal education. This is especially a practice followed by internationally renowned postgraduate schools such as the Edinburgh University School of Management, UK and the Postgraduate Institute of Management in Sri Lanka. Therefore students who had scored well at the Entry Test and had over ten years of teaching experience after the initial English language teacher training at an NCOE (or equivalent), and had followed further short training courses were enrolled for the PG Diploma in TESL. Their performance in the courses completed upto end May 2014, indicates that they are on par with their

peers. These students are also motivated and committed. Thus the PGIE by providing opportunities for postgraduate level study to students who do not traverse the 'traditional' route, has been able to strive towards offering more inclusive postgraduate level education to Sri Lankans.

The PGIE also commenced on-line teaching through a new mechanisms – EDU2, an on-line platform which enabled students to form peer groups and participate in discussions with their teachers and colleagues in addition to the more traditional submission of on-line assignments and accessing on-line lesson materials. This mode was used in the new Academic Communications course. Although the majority of students found this medium attractive and effective, a few of the older students and two students from technologically less advantaged geographic locations had difficulties. Since this course was offered bi-modally, the PGIE was able to address the needs of these students. However, this also indicates that postgraduate courses cannot be offered exclusively online to teachers in Sri Lanka until wider access to technology is available.

Academic staff members of the PGIE also contributed to enhancing national development and culture. One Senior Lecturer served as a Board member of the Gratien Trust and as a reviewer for the Swarna Pusthaka awards. The Gratien Prize is awarded annually to the best work of literary writing in English by a resident Sri Lankan and is considered the most acclaimed Prize for creative writing in English in Sri Lanka.

5. Director's Report

The PGIE filled all cadre vacancies in the year 2013. Two academic staff members commenced work at the PGIE in the second quarter. The posts of Book Keeper Gr. II Computer Application Assistant Gr. III were also filled in the second quarter of the year. Given the increase in the staff the PGIE was able to accomplish the following activities during the year.

Academic progress

- a) Conducting a Workshop for Research students on Accessing on line Resources in collaboration with American Institute for Sri Lankan Studies.
- b) Conducting the annual post-graduate research forum with research students investigating a variety of topics ranging from Corpus Linguistics to Teacher Education.
- c) Obtaining UGC approval for the proposal to offer a new Master's Degree in Teaching Literature in a Second Language Context in September. (UGC meeting date 08/08/2013).
- d) Conducting Course writer training workshop and setting up the course teams for the development of syllabi for MA in Teaching Literature in a Second Language Context.
- e) Obtaining approval of the BOS and BOM for the MPhil leading to PhD
- f) Designing, Developing and offering two short courses for the Continuous Professional Development of Teachers (Teaching Literature at G.C.E. Advanced Level - Sri Lankan Syllabus and Testing and Evaluation in English as a Second Language)
- g) Introducing a course through the online Platform EDU2.
- h) Reviewing the existing modes of assessment and introducing new modes of assessment that are more student centred, foster independent learning and the creation of learning communities. These varying modes of assessment also evaluate different student capacities such as working in groups, critical evaluation of current practices, research skills and reflective abilities. These assessments were in addition to the traditional pen and paper assessments.
- i) The PGIE identified the IT resources and mechanisms required for providing access to on-line resources such as e-books and e-journals by working with the OUSL library.

- j) Conducting a Research Seminar for the General public with an internationally acclaimed researcher and author Prof. Suresh Canagarajah. Prof. Suresh Canagarajah, the Edwin Erle Sparks Professor, Director Migration Studies Project department of Applied Linguistics and English, Pennsylvania State University, USA delivered a lecture on 'New definitions of English proficiency and changing pedagogical priorities'.
- k) Conducting a Research Workshop for university academics in all universities with an international resource person on how to get published. The resource person Dr. George Braine is the Editor of the Asian Journal of English Language Teaching (AJELT). He is an International English Language Teaching consultant and former Associate Professor of Applied Linguistics Chinese University of Hong Kong.
- l) Facilitating research collaboration between the PGIE and other national organizations – the NIE the National Institute of Education and the Ministry of Higher Education in Language in Education (the bilingual medium of instruction). Discussions were held with regard to the PGIE offering teacher professional development courses at postgraduate level to teaching in the Bilingual Stream, and with conducting research in to the bilingual education programme currently carried out by the Ministry. Further discussions were planned where the PGIE will contribute to the formulation of policy on Medium of Instruction and Bilingual Education.
- m) The PGIE facilitated the formulation of policy for English Language Teaching Units of National Universities in Sri Lanka by spearheading several discussions with members of ELTU's from different universities. The discussions reviewed prevailing issues and lead to the preparation of the document submitted to the UGC which was subsequently used to develop the UGC policy for ELTU's.
- n) The course materials and syllabi were revised and new materials were introduced for the courses Research Methodology (ELP2101), Applied Linguistics (ELP1201), Issues and Developments in Methodology (ELP1202), Testing and Evaluation (ELP1203), Teaching Grammar and the Four Skills (ELP1101), The Psycho-Social Context of Teaching/Learning English in Sri Lanka (ELP1301), Testing and Evaluation (ELP1203), Curriculum and Materials Design (ELP1102), Management in ELT (ELP1104).

- o) Course material was written and edited for Development of a Reflective Portfolio, the Part II course for the Postgraduate Diploma in TESL (ELP3201).
- p) Up to 2012, the PGIE offered only one optional course – Management in ELT due to the lack of academic staff. In 2013, the PGIE drew up the syllabi and developed course material of the two optional courses – Teacher Development and Supervision (ELP1105) and Technology in ELT (ELP1103). The Technology in ELT course was offered to students in September – December using on-line technologies.
- q) The PGIE designed and administered a student feedback questionnaire to evaluate short courses and courses in the main programmes in the last quarter of year 2013.
- r) For the first time the PGIE was able to conduct viva-voce examinations for two students resident in Canada through the use of new technologies. The endeavor was accomplished successfully. It is envisaged that the new building with custom made facilities for technology facilitated learning will enable students to learn from international figures in applied linguistics and literature as well be examined by international academics. Such facilities will also enable students who are geographically separated to participate in academic activities at the PGIE.
- s) The Director, PGIE conducted a workshop on English Language Capacity Building of Education Officers at the BMICH under Tri-lingual Sri Lanka project.
- t) Director and academic staff PGIE also participated in the preparation of a strategic paper on Bilingual Education at NIE (National Institute of Education)
- u) Enrolled Thirty Five (35) students for the PG Diploma in TESL. Although Eighty Four (84) applicants sat for the test only Sixty Nine (69) were selected for, as with the previous years, the performance of candidates was unsatisfactory due to their lack of language competence, critical thinking abilities and lack of subject knowledge. It was as a means of addressing these problems that the PGIE commenced the Academic Communications Skills course which students follow prior to taking the other courses.
- v) Supervised and examined 05 students for the convocation – Master's Degree in TESL.

- w) Supervised the research Eleven (11) other MA in TESL students. However due to the lack of senior staff with expertise in Applied Linguistics the greater burden of supervision of Master's level research is on the Director and three Senior Lecturer's from the Department of Language Studies.
- x) By the end of 2013 sixteen (16) students have successfully completed the Master of Arts in Teaching English as a Second Language degree programme.

Management and Administrative Progress

- a) Conduct the Selection Test for the post of Book Keeper Gr. II Seg 'B'.
- b) Conduct the selection interviews for the post of Computer Application Assistant Gr. III
- c) Provide new academic staff members with training in pedagogy, educational technology and distance education techniques at the OUSL, SDC and ET Divisions.
- d) Training in the use of new IT resources for academic and non-academic staff.
- e) Prepared the year plan for the year 2014 for the PGIE for the first time at a full day workshop. Strategic planning and the action plan for the PGIE for the forthcoming year was discussed and finalized.
- f) Purchased items under Furniture and Fittings, Office equipment, Computers and Accessories, Foot Cycle, Library Books and Periodicals.

Infrastructure progress

Obtaining Cabinet approval for the PGIE building in June, 2013. The PGIE sent up plans for a four storey building that would host lecture and seminar rooms, spaces for discussions, online learning, learning through media such as skype and other technologies as well as space for administration and academic staff members. The Cabinet approved a sum of Rs. 93 million.

The following activities were carried out during the year 2013 in relation to the PGIE building.

Date	Action
13.02.2013	Clarification regarding the sqm per rate sent to Secretary MOHE through Chairperson/UGC
26.04.2013	UGC requested the PGIE to submit the Financial plan for the proposed building
07.05.2013	Cabinet Approval of the Building Project
03.07.2013	Received OUSL Council approval to transfer the ownership of the land given to the PGIE from OUSL to PGIE
17.07.2013	PGIE Nominees for the TEC sent to MOHE
18.07.2013	Request made to the Divisional Secretary Thimbirigasyaya to survey the land given to PGIE
29.07.2013	Received the letter from the MOHE regarding the appointment of the TEC and MPC
30.07.2013	Received the Survey Order from the Divisional Secretary- Thimbirigasyaya
07.08.2013	Fixed a date for the TEC meeting to prepare the Tender documents
13.08.2013	TEC meeting to prepare Tender documents
28.08.2013	Handing over of the finalized bidding documents to the MOHE
03.09.2013	Survey of land conducted by the Survey General Department
18.09.2013	MPC meeting to approve the bidding document
20.09.2013	Director/Procurement MOHE called for tenders from the given construction companies
08.10.2013	Pre bid meeting with the construction companies at the PGIE
15.11.2013	Deadline for submission of bids sent to the procurement division of Ministry of Higher Education
02.12.2013	MOHE handed over the bid documents for TEC evaluation

Student Performance – 2012/2013

Table 1 – Student Performance at Final Evaluation 2012/2013

	ELP 1301	ELP 1201	ELP 1202	ELP 1203	ELP 1101	ELP 1102	ELP 1104	ELP 2101	ELP 2102
Sat	11	23	20	25	32	15	32	13	13
Pass	11	23	20	25	32	15	32	12	13
Fail	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	01 (7.7%)	0 (0%)

Research

The Annul PGIE research Forum was held in March 2013 where research students presented their research. Senior academic staff members from different universities (universities of Colombo, Kelaniya, Sri Jayawardenepura and Jaffna) who participated at the forum commented on the quality of the presentations and the research projects.

The topics researched;

- A lexical analysis of language in chemistry: compilation of an academic corpus for Sri-Lankan science undergraduates
- Effectiveness of topic-based writing tasks in developing L2 reading 'text' comprehension
- The effectiveness of using cooperative learning as the sole method of teaching/learning in an adult, low-proficiency, L2 classroom
- Effectiveness of a CALLA based English language curriculum on development of academic language proficiency of second language learners
- An evaluation of collaborative writing on composition writing tasks in an ESL secondary level Sri Lankan context
- Promoting learner autonomy among the teacher trainees of Pasdunrata National College of Education

The Director and two academic staff members presented their research at the ASIA TEFL International conference in Manila, Philippines. The Director PGIE's presentation was a Featured Presentation.

One academic staff member presented at the ICSSR Sponsored International Seminar on Globalisation to Glocalisation in Kokrajhar, BTAD, Assam, India.

New Programmes and Courses

A proposal was developed to offer a Master of Philosophy Degree leading to PhD.

A proposal was developed, syllabi and course material prepared to offer a Continuous Professional Development Course for teachers of English on Testing and Evaluation in ELT.

A proposal was developed, syllabi and course material were prepared to offer a Continuous Professional Development Course for teachers of English Literature on Teaching Literature at the GCE Advanced level – Sri Lankan syllabus.

The syllabus and course material were developed for the new optional course Teacher Development and Supervision (ELP1105)

The syllabus and course material were developed for the new optional course Technology in ELT (ELP1103).

Staff

In the year 2013, the PGIE recruited academic staff members and administrative support staff. The PGIE interviewed and recruited two academic staff members to the positions of Senior Lecturer Grade II and Lecturer (probationary) to the PGIE in May and June respectively.

Mrs. H.D. Wijesekera assumed duties on 06th May, 2013 in the Post of Senior Lecturer Grade II and Mrs. M.I. Jansz assumed duties on 03rd June, 2013 in the Post of Lecturer (Probationary) at the PGIE.

The total member of academic staff accordingly increased up to three (03).

The PGIE also interviewed and recruited a Book Keeper Gr. II Seg 'B' and a Computer Application Assistant Gr. III. For the Post of Book Keeper, initially applications were called internally (from within the university system). Only one application was received. Accordingly a test was conducted and it was found that the applicant's performance was not up to the standard required to call for an interview. Therefore, applications were called for through an open advertisement (Newspaper advertisement on "Dinamina" on 16.11.2012). 201 applications were received and 124 were

eligible to sit the test. 64 candidates sat the test and 06 (six) were called for the interview.

Accordingly, the cadre was filled on 30.04.2013. Ms. A.R.S.K. Rajapaksha the selected candidate, assumed duties in the Post of Book Keeper on 30.04.2013.

PGIE office labourer Mr. M.H.P.H. Jayawardana was sent on compulsory leave with effect from 15.07.2013 as per the recommendation of the BOM. Since there is only one labourer cadre, the BOM decided to take a labourer on daily paid basis (using the generated funds of the institution) to attend to the day to day work of the PGIE.

Accordingly, a list was obtained from the MOHE and six (06) candidates were interviewed. Mr. W.M.D.R.B. Weerasinghe was taken as a casual labourer to the PGIE with effect from 01.08.2013.

Learner Support

The OUSL library continued to provide support to the Postgraduate Diploma and Masters Degree in TESL students and to function as the repository for the PGIE academic resources. The OUSL Librarian functions as a member of the Board of Study for TESL of the PGIE.

Developing a Student – from a candidate to a Master's Degree holder

All candidates who have the basic requirements to follow a Master's Degree have to sit a mandatory entry test which is designed to evaluate their a) ability to read and understand complex academic texts in English b) display critical thinking abilities required for Postgraduate study c) subject knowledge of basic concepts in Applied Linguistics and d) academic writing skills. Candidates who display adequate knowledge in the above areas are enrolled for the programme.

The Masters Degree which is of two year's minimum duration comprises two levels – Level 7 (taught courses) and Level 8 – the research course and the extended research. Students who complete all taught courses at Level 7 and a teaching/learning portfolio can exit the programme with a Postgraduate Diploma in TESL. Those who wish to proceed to the Master's

Degree are required to defend their research proposals and undertake a substantial research study culminating in an MA thesis.

Students who are enrolled are provided with an orientation to the programme which is designed to make them aware of what is entailed in distance education – i.e. the resources a student is provided with, how to use the study materials, how to use the library and internet resources, time management, assessment mechanisms etc.. This is followed by one week of face-to-face lectures in a short course entitled – Enhancing Academic Skills. The course seeks to introduce students to the genre of academic writing, its conventions, citation and plagiarism. The course also seeks to develop students' critical thinking skills and online learning skills. The course is mandatory and is evaluated by means of a final evaluation which requires them to read complex texts, synthesize and write an academic essay adhering to the conventions of academic writing. Through on-line and group work it also seeks to establish peer-support groups to the distance learner.

The Primary courses comprise, course material, study guides, day-school discussions, mentoring (email, skype, telephone & face-to-face), formative evaluation and final evaluation. Formative evaluation uses a variety of assessment mechanisms both conventional and student centred, testing theory, ability to apply theory, critical thinking, problem solving and evaluation skills and synthesizing abilities. Both individual and group assessments in the form of presentations, small research projects, classroom observations, Open book tests and take home assignments. Students are provided with guidance and mentoring through telephone, email and other means to prepare for the formative assessments. Once the CA is marked, they are given extensive feed back and mentoring where required. Students are required to successfully complete the CA components for each course to sit for the final evaluation which again takes form of either a pen and paper examination, presentation or a Research report.

Students who complete the courses then take the two Research courses – Research Methodolgy and Resarch Communication. This culminates with students defending their Research proposal at the Annual Academic Research Forum. Students are given extensive individual as well as group guidance to prepare their proposals in the pre-presentation classes where they get input from all the internal academic staff and some visiting staff as well. Once they successfully defend their research proposal (evaluated by

outside examiners), students are assigned supervisors and embark on their substantial research. A supervisor meets the student about 8-10 times at times chosen by the student. In addition to this, the PGIE also requires research students to make regular presentations when they complete the a) literature review and b) research design and methodology.

The completed thesis is evaluated by an internal and external examiner. Students have to defend their thesis at a viva voce examination, include changes recommended by examiners, if any and submit the final copy to the PGIE.

Students who go through this process and compete the Master's Degree at the PGIE are now giving leadership to ELT in this country and contributing significantly to the development of research, ELT policy and functioning as Heads of Departments in National and other universities as well as other institutions.

In order to enable this process and provide the required support, extensive mentoring and guidance to students at a distance Faculty Members must be 'available' at all times.

Activities of Members of Staff

Dr. Hemamala Ratwatte, Director

- Executive Committee Member Board of Asia TEFL
- Editorial Advisory Board - The Journal of Asia TEFL
- Country Representative – Asia TEFL
- Featured Presenter – Asia TEFL International Conference in Manila, Philippines
- Member – Editorial Advisory Board – Asia TEFL Journal, Seoul, Korea
Academic Reviewer – Journal of Multilingual Matters
- Member – Open University Quality Assurance Committee
- Reviewer - Academic Resource Material for Bilingual Teachers, National Institute of Education (NIE), Sri Lanka
- Evaluator - Resource Material on Pedagogy for Bilingual Teachers – NIE
- Resource Person – Work shop for the preparation of Strategic Paper on Bilingual Education – Ministry of Education and NIE.

- Resource Person – OUSL Staff Development Center – Research Writing Skills.
- Manuscript Reviewer – Lahore College Journal on English Studies. Pakistan
- Member – Advisory Committee to integrating the component of Spoken English in to the school system and National Examination system. Ministry of Education.
- Editor - in-Chief – Vistas Journal, Faculty of Humanities and Social Sciences
- Resource Person – Work shop to Develop National Bilingual Education (BE) Curricular Architecture, NIE
- Keynote speaker – Bodhimaga padanama , Kalutara – The role of English in individual development.
- Member – Standing Committee on English, UGC
- Preliminary Advisor – Committee on Higher Education
- Reviewer – Journal of the Faculty of Graduate Studies, Volume 2, University of Kelaniya.
- Member Editorial Board Member – Journal of Bilingual Education, NIE
- Dissertations Examiner - BA Special Degree in English University Kelaniya
- Thesis Examiner – Master of Philosophy, University of Colombo
- Thesis Examiner - Doctor of Philosophy, Anna University, India
- Chair-review Team – Trincomalee Campus Language Syllabi
- Resource Person – Workshop on English Language Capacity Building of Education Officers Sponsored by UNV-UNESCO, BCIS, MoE and PTFTSL

Dr. H.S. Rambukwella, Senior Lecturer

- Review team member – Trincomalee Campus Language Syllabi
- Trustee – The Gratiaen Trust
- Judging panel (final round) – Swarnapustaka Awards 2013, organized by the Book Publishers Association of Sri Lanka.
- Resource Person – British Council on AL Literature Workshop.
- Co-course Director – “Diversity and Exclusions” graduate seminar held at the International Centre for Ethnic Studies, Colombo.

- Country Representative – South Asia Higher Education Dialogues in Dubai, UAE organized by the British Council

Ms. H.D. Wijesekera, Senior Lecturer

- Review team member – Trincomalee Campus Language Syllabi
- Presenter – Asia TEFL International Conference in Manila, Philippines
- Chief Guest -Annual Prize Giving and Graduation Ceremony: Guidance International School
- Recourse person – National Institute of Business Management, Gateway Graduate School
- Preparation of Edexcel Level 4 Teacher Training course materials and assessment tools and verification of assessments -Independent Learning
- Preparation of a assessment tool to assess Grade 7 Students' English Language Achievement – All island baseline survey
- Designing the curriculum and conducting a Short Course on Testing & Evaluation
- Successfully completed Induction Course for Senior Lecturers

Ms. M.I. Jansz, Lecturer

- Chief Guest – English Day Ave Maria Convent, Negombo
- Presenter – Asia TEFL International Conference in Manila, Philippines
- Resource Person – HETC Project, University of Moratuwa
- Review team member – Trincomalee Campus Language Syllabi

Collaboration and Partnerships

The institute provided academic support for programmes conducted for OUSL staff by the Staff Development Centre of the Open University. The PGIE staff also provided assistance, by way of teaching and evaluation to the Department of Language Studies of the OUSL as well as the Faculty of Education, OUSL.

The academic staff members of the Department of Language Studies and the OUSL continue to readily assist the PGIE in all aspects of its work. The supervision of research at Masters Degree level would not have been

possible without this support as we do not have the required staff with the expertise in the relevant fields at the PGIE.

Throughout 2013, assistance for the PGIE was provided by many 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, Academic staff of the Educational Technology Division. Assistance with translation of Annual reports was provided by Prof. Thanaraj, Senior Lecturer in the Faculty of Education, OUSL.

Support for individual courses in the MA programme was provided by Prof. R. Raheem – Professor Emeritus OUSL, Ms. B.K.P. Abeysooriya, Dr. Radhika de Silva, Dr. V.V. Medawattegedera, Dr. Dinali Devendra. Ms. L.K. Cumaranatunge, Former Director/Higher Institute of English Education, National Institute of Education, Dr. M.K.S. Iyer, Senior Lecturer in ELT, ELTC, Faculty of Arts, University of Jaffna, Dr. Dilkushi Wettewe and Ms. Dinali Fernando from the University of Kelaniya, Mrs. Vijita Yatawatte retired Director of English/National Institute of Education and Mr. L.D.I. Wijetunge/Dept. of Social Studies, OUSL, Mr. Palitha Dissanayke – Senior Lecturer/Gampaha Wickramarachchi Ayurveda Institute, Prof. T. Thanaraj – Senior Lecturer, Faculty of Education, OUSL also supported the PGIE as Visiting Lecturers. This year, students who had completed the MA at the PGIE Mr. S.J. Gunawardena (University of Moratuwa) and Ms. S.R. Illangakoon (University of Colombo) also assisted with the teaching and evaluation.

Prof. Siromi Fernando – Emeritus Professor of English, University of Colombo, Ms. V. Yatawatte, Former Director/English, NIE, University of Kelaniya, Ms. Mahishi Ranaweera, Senior Lecturer Gr. I/Dept. of English, University of Kelaniya, Ms. D.I. Fernando, Senior Lecturer/Dept. of English, University of Kelaniya supported the Institute by serving as External theses examiners. Prof. R. Raheem (Professor Emeritus/OUSL and retired Director/PGIE), Dr. V.V. Medawattegedera, Dr. D. Devendra and Dr. R. De Silva from the Department of Language Studies, OUSL supported the Institute by serving as Internal theses examiners.

Dr. D. Devendra, Department of Language Studies OUSL and Dr. Gayathri Jayatillake (Head, Academic Unit) CETME/OUSL supported the PGIE by serving as resource persons for Writer Training workshop for Course team members. Dr. Devendra is also a course team member of the Masters in

Teaching Literature in a Second Language Context. Dr. Sumathy Sivamohan (Senior Lecturer/ University of Peradeniya), Dr. V.V. Medawattegedera, Dr. K. Warnapala (Dept. of Language Studies/OUSL), Ms. Dinali Fernando (Senior Lecturer/University of Kelaniya), Ms. Ruhanie Perera, Mr. R.A.A. Ranaweera, Ms. Kamala Wijeratne, Mr. L. Medawattegedera (Lecturer/The Open University of Sri Lanka), Ms. Sunila Galappatti, Ms. Tracy Hollsinger, Ms. Rukshan Ibrahim assisted the PGIE by participating in the workshop and by committing to function as Course Team members, Lesson writers and content editors.

Mrs. I. Unambuwe, supported by serving as a resource person at the workshop conducted for research students on accessing on-line resources.

The PGIE acknowledges with gratitude the support provided to the institute by academic and other staff from the OUSL and other national universities. The institute would not have been able to function if not for this assistance.

This support also ensures that national and international standards are maintained in post-graduate level studies.

6. Amended Financial Statements (According to the new format)

(c) Details of Recurrent Expenditure

Subject	2012 Rs	2013 Rs
a. Personal emoluments	4,668,633.49	7,854,551.23
b. Traveling	35,257.60	43,987.00
c. Supplies	474,141.08	638,047.34
d. Maintenance	25,984.00	47,550.00
e. Contractual Services	774,585.88	455,311.04
f. Other	1,009,393.59	1,604,017.52
Total	6,987,995.64	10,643,464.13

(b) Details of Capital Expenditure

Subject	2012 Rs.	2013 Rs.
a. Acquisition of Furniture & Office Equipment	1,051,982.00	177,429.40
b. Acquisition of Machineries		748,989.51
c. Acquisition of Building & Structures		204,250.00
d. Other	272,415.09	137,243.30
Total	1,324,397.09	1,267,912.21

(c) Details of Financial Progress (Expenditure):

Subject	Provision in 2013 Rs.	Exp in 2013 Rs.	Savings / Excess Rs.
a. Recurrent except Project	11,851,000.00	10,643,464.13	1,207,535.87
b. Capital except Project	4,401,000.00	1,267,912.21	3,133,087.79
c. Project – Local funded	-	-	-
d. Project – Foreign funded	-	-	-
Total	16,252,000.00	11,911,376.34	4,340,623.66

(d) Details of Financial Progress (Generated Income):

Source of Revenue	Provision in 2013 Rs.	Collection in 2013	Deficit / Surplus Rs.
a. Undergraduate studies	-	-	-
b. Postgraduate Studies	2,337,000.00	3,126,893.00	(789,893.00)
c. Consultancies	-	-	-
d. Other	297,000.00	1,730,504.56	(1,433,504.56)
Total	2,634,000.00	4,857,397.56	(2,223,397.56)

(e) Financial Performance Analysis – 2013:

Subject	Formula	Exp. Per Student Rs.
a. Recurrent Expenditure per Student (RE)	RE/ No of Student strength	98,550.59
b. Capital Expenditure per Student (CE)	CE/ No of Student strength	11,739.93
Total		100,149.03

7. Audit Committee Report

Audit Committee Report

Internal Audit Report

The Internal Audit Division carried out its auditing functions in purposeful areas of the OUSL and PGIE during the year under review, covering a significant area of engagement as follows.

1. Pre- Audits

- Releasing of UPF
- Payment of Gratuity
- Releasing of Pension Fund
- Final Payments on Contracts and release of retention.

2. Verifications

- Annual stock verification at main stores as at 31.12.2013.

3. Audit Queries issued on findings

- Verification of Attendance of the Non Academic Staff of the PGIE.
- Verification of Personal Files of Academic & Non Academic Staff of the PGIE.

4. The Audit Committee

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

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

5. The Staff

The Internal Audit Division comprises the following staff.

- An Assistant Internal Auditor
- An Audit Assistant
- A Clerk
- A Computer Application Assistant
- A Labourer

8. Audited Financial Statements



THE POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

AUDITED FINANCIAL STATEMENTS

2013

Postgraduate Institute of English
Statement of Financial Position as at 31st December 2013

		<u>2013</u> <u>(Rs.)</u>	<u>2012</u> <u>(Rs.)</u>
ASSETS			
Current assets	Note		
Cash and cash equivalents	1	3,590,475.34	738,530.09
Loan & Advances to staff	2	504,965.00	380,965.00
Receivables from students	3	912,962.00	289,977.00
Short term Investments	4	11,041,856.05	8,027,257.55
Inventories		167,108.00	118,164.99
Prepayment & Receivables	5	156,643.45	119,080.52
		<u>16,374,009.84</u>	<u>9,673,975.15</u>
Non-current assets	6		
Furniture & Fittings		432,723.89	353,932.55
Office Equipments		667,234.20	974,242.40
Library Book & Periodicals		841,285.44	951,650.43
Computers & Accessories		1,292,253.13	866,587.56
Foot Bicycle		10,700.00	-
Land & Buildings - WIP		204,250.00	-
		<u>3,448,446.66</u>	<u>3,146,412.94</u>
Total assets		<u>19,822,456.50</u>	<u>12,820,388.09</u>
LIABILITIES			
Current liabilities			
Accrued Expenditure	7	664,070.60	661,401.39
Payable to OUSL		58,550.97	8,195.14
Payable to Suppliers	8	15,792.00	15,792.00
Student fees in advance	9	1,457,768.00	1,565,526.00
		<u>2,196,181.57</u>	<u>2,250,914.53</u>
Non-current liabilities			
Provision for Gratuity	10	513,215.00	428,810.00
Total liabilities		<u>2,709,396.57</u>	<u>2,679,724.53</u>
Net assets		<u>17,113,059.93</u>	<u>10,140,663.56</u>
NET ASSETS / EQUITY			
Capital Grant - Spent	11	2,970,719.14	2,566,252.94
Capital Grant - Unspent	12	3,225,092.23	77,504.93
PGIE Development Fund		3,973,784.95	3,959,285.43
PGIE General Reserve		6,943,463.61	3,537,620.26
Total net assets / equity		<u>17,113,059.93</u>	<u>10,140,663.56</u>



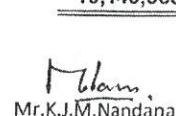
Dr. H.V.M. Ratwatte

Director,
PhD (Edin, UK), MSc (Edin), BA Hons (Pdn, SL)
Director,
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.



Mr. L.M.C. Siriwardhana

Senior Assistant Registrar
L.M.C. Siriwardhana
Senior Assistant Registrar,
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.



Mr. K.J.M. Nandana

Assistant Bursar
K.J.M. Mohan Nandana
Assistant Bursar
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2013

		<u>2013</u> <u>(Rs.)</u>	<u>2012</u> <u>(Rs.)</u>
<u>Revenue</u>	<u>Note</u>		
Government Recurrent Grant		9,400,000.00	6,590,000.00
Application Fees		102,000.00	128,000.00
Registration Fees		62,842.00	46,583.00
Tuition Fees		2,558,792.00	1,323,158.00
Examination Fees		134,400.00	48,000.00
Supplementary Fees		48,417.00	19,743.00
Dissertation Fees		220,442.00	164,503.00
Application Fees from Short Course		15,100.00	5,000.00
Tuition Fees from Short Course		596,000.00	196,800.00
Interest Income	13	1,063,161.56	708,329.66
Miscellaneous Receipts		56,243.00	11,300.00
Amortization of Capital Grant		848,946.50	704,844.41
Total Revenue		<u>15,106,344.06</u>	<u>9,946,261.07</u>
<u>Expenses</u>			
Personnel Emoluments	14	7,854,551.23	4,668,633.49
Traveling Expenses	15	43,987.00	35,257.60
Supplies and Consumables	16	638,047.34	474,141.08
Maintenance Expenditure	17	47,550.00	25,984.00
Contractual Services	18	455,311.04	774,585.88
Other Recurrent Expenses	19	1,604,017.52	1,009,393.59
Depreciation		964,978.50	704,844.41
Gratuity Expenses		84,405.00	172,209.50
Total expenses		<u>11,692,847.63</u>	<u>7,865,049.55</u>
Surplus / (Deficit) for the period		<u>3,413,496.43</u>	<u>2,081,211.52</u>

Postgraduate Institute of English
Statement of changes in Net Assets / Equity for the Year Ended 31st December 2013

(Rs.)

	PGIE General Reserve	Other Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2011	1,446,516.77	3,959,285.43	2,526,860.26	321,742.00	8,254,404.46
Adjustment in respect of Previous year	9,891.97	-	-	-	9,891.97
Capital Grant Spent during the year	-	-	744,237.09	(744,237.09)	-
Funds Received During the year	-	-	-	500,000.00	500,000.00
Amortization of Capital grant	-	-	(704,844.41)	-	(704,844.41)
Surplus / (Deficit) for the period	2,081,211.52	-	-	-	2,081,211.52
Balance as at 31st December 2012	3,537,620.26	3,959,285.43	2,566,252.94	77,504.91	10,140,663.54
Adjustment in respect of Previous year	(7,653.08)	-	-	-	(7,653.08)
Capital Grant Spent during the year	-	-	1,253,412.70	(1,253,412.70)	-
Funds Received During the year	-	-	-	4,401,000.00	4,401,000.00
Amortization of Capital grants	-	-	(848,946.50)	-	(848,946.50)
Donations		14,499.52			
Surplus / (Deficit) for the period	3,413,496.43	-	-	-	3,413,496.43
Balance as at 31st December 2013	6,943,463.61	3,973,784.95	2,970,719.14	3,225,092.21	17,113,059.91

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2013

	2013 (Rs.)	2012 (Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus / (Deficit) from ordinary activities	3,413,496.43	2,081,211.52
Interest Income from Short Term Investments	(1,041,091.45)	(697,077.59)
<u>Non Cash Movements</u>		
Depreciation	964,978.50	704,844.41
Gratuity Expenses	84,405.00	172,209.50
Amortization of Capital Grants	(848,946.50)	(704,844.41)
Correction of prior year Interest Receivable	-	17,604.43
Loss on assets disposal	900.00	-
Prior year Adjustments	(7,653.08)	9,891.97
Net Surplus before working capital changes	2,566,088.90	1,583,839.83
<u>(Increase) / Decrease in Working Capital</u>		
(Increase) / Decrease in Inventories	(48,943.01)	(23,204.76)
Increase/(Decrease) in payables	(54,732.96)	2,202,005.39
(Increase)/Decrease in Receivable	(634,054.98)	(298,977.00)
(Increase)/Decrease in Loan & Advance to Staff	(124,000.00)	(207,050.00)
Net Cash Flows from operating Activities	1,704,357.95	1,944,858.42
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property, Plant & equipment	(1,126,869.39)	(1,036,190.00)
Purchase of Books and Periodicals	(126,543.30)	(272,415.09)
Payment to Constructor	-	(16,776.65)
Interest Received from Short Term Investments	-	2,541.35
Withdrawals of Short Term Investments	-	937,280.46
New Short Term Investments	(2,000,000.00)	(2,500,000.00)
Net Cash Flows from Investing Activities	(3,253,412.69)	(2,885,559.93)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grants from Treasury	4,401,000.00	500,000.00
Net Cash Flows from Financing Activities	4,401,000.00	500,000.00
Net Increase / (Decrease) in Cash & Cash Equivalents	2,851,945.26	(440,701.51)
Cash & Cash Equivalents at the beginning of period	738,530.09	1,179,231.60
Cash & Cash Equivalents at the end of period	<u>3,590,475.35</u>	<u>738,530.09</u>

Postgraduate Institute of English Notes to the Financial Statement – 2013

Significant Accounting Policies

01. Reporting Entity

The Postgraduate Institute of English has been incorporated under the Postgraduate Institute of English 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.13,801,000.00. The recurrent Grant of Rs.9,400,000.00 has been recognized as revenue in the Statement of Financial Performance. Capital Grants received has been accounted under Capital Grants unspent and amounts spent were transferred to the capital grant spent account.

	Amount Received In Year 2013 (Rs.)	Amount Unspent
(Rs.)		
Recurrent Grants	9,400,000.00	-
<u>Capital Grants</u>		
Plant, Furniture and Office Equipment	2,401,000.00	1,350,473.60
Books and Periodicals	2,000,000.00	1,874,618.63
	<u>13,801,000.00</u>	<u>3,225,092.23</u>

Amortization of Capital Grants

The capital grants received was capitalized and amortized as revenue over the useful life of the related assets. The policy of the Institute is not to provide amortization in the year of purchase of the assets.

09. Revenue Recognition

Revenue consists of Government Grant and Income generated through internal sources. Interest on investment is accounted on an accrual basis.

10. 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.

11. 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. 10 of 2006.

12. 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>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
People's Bank A/C No. 174100 156 838310	264,414.76	386,956.81
People's Bank A/C No. 174100 246 838310	103,073.00	275,053.00
People's Bank A/C No. 174100 336 838310	3,222,987.58	76,520.28
	<u>3,590,475.34</u>	<u>738,530.09</u>

Note - 02

<u>Loans and Advances to Staff</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Distress Loan	495,865.00	368,505.00
Staff Loan	-	1,360.00
Vehicle Loan	3,100.00	4,100.00
Festival Advance	6,000.00	4,500.00
Special Advance	-	2,500.00
	<u>504,965.00</u>	<u>380,965.00</u>

Note- 03

<u>Receivables From Student</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Tuition Fees Receivable	823,450.00	261,559.00
Short Course Fees receivable	6,500.00	-
Dissertation Fees Receivable	72,612.00	28,418.00
Examination Fees Receivable	10,400.00	-
	<u>912,962.00</u>	<u>289,977.00</u>

Note - 04

<u>Short Term Investments</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Opening Balance	8,027,257.55	5,826,360.32
Re-investment of Interest of ST Investments	1,014,598.50	638,177.69
New Investments during the year	2,000,000.00	2,500,000.00
Withdrawals during the year	-	(937,280.46)
	<u>11,041,856.05</u>	<u>8,027,257.55</u>

Note - 05

<u>Pre payment and Receivables</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Interest Receivable	136,573.47	110,080.52
Pre-payment	20,069.98	9,000.00
	<u>156,643.45</u>	<u>119,080.52</u>

Note - 06

Non - current assaets

(Rs.)

	Furniture & Fittings	Office Equipment	Library Books & Periodicals	Computers & Accessories	Land & Building-WIP	Foot Bicycle	Total
<u>Cost</u>							
Balance as at 01/01/2013	528,380.61	1,763,817.00	1,698,837.74	1,616,619.72	-	-	5,607,655.07
(+) Purchases during the year	131,629.40	45,800.00	126,543.30	748,989.51	204,250.00	10,700.00	1,267,912.21
(-) Disposal during the year	-	(4,500.00)	-	-	-	-	(4,500.00)
Balance as at 31/12/2013	660,010.01	1,805,117.00	1,825,381.04	2,365,609.23	204,250.00	10,700.00	6,871,067.28
<u>Depreciation</u>							
Balance as at 01/01/2013	174,448.06	789,574.60	747,187.31	750,032.16	-	-	2,461,242.13
(+) Depreciation for the Year	52,838.06	351,908.20	236,908.29	323,323.94	-	-	964,978.49
(-) Disposal during the year	-	(3,600.00)	-	-	-	-	(3,600.00)
Balance as at 31/12/2013	227,286.12	1,137,882.80	984,095.60	1,073,356.10	-	-	3,422,620.62
Net Book Value as at 01/01/2013	353,932.55	974,242.40	951,650.43	866,587.56	-	-	3,146,412.94
Net Book Value as at 31/12/2013	432,723.89	667,234.20	841,285.44	1,292,253.13	204,250.00	10,700.00	3,448,446.66

Note - 07**Accrued Expenses**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Audit Fees for the Year 2013	140,000.00	-
Audit Fees for the Year 2010	-	129,360.00
Audit Fees for the Year 2011	142,296.00	142,296.00
Audit Fees for the Year 2012	156,525.60	156,525.60
Telecommunication expenses	13,215.49	16,748.79
Overtime	7,137.00	12,972.00
Examination Fees	600.00	600.00
Visiting Lecture & Examination Fees	132,800.00	111,695.00
Membership Fees	-	9,575.00
Entertainment Expenses	5,650.00	5,650.00
Travelling Expenses	22,680.00	2,640.00
Stamp Duty & PAYE	875.00	1,675.00
Short Course Expenses	-	6,000.00
Corporate Plan Expenses	-	18,000.00
Short Course Expenses	-	23,664.00
Course Material Writing & Editing Expenses	-	24,000.00
Salary Payable	42,291.51	-
	<u>664,070.60</u>	<u>661,401.39</u>

Note - 08**Sundry creditors**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Softlogic Information Technologies	15,792.00	15,792.00
	<u>15,792.00</u>	<u>15,792.00</u>

Note - 09**Student fees In Advance**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Tuition Fees in Advance	1,246,600.00	1,310,501.00
Dissertation Fees in Advance	20,168.00	80,166.00
Examination Fees in Advance	61,600.00	50,600.00
Registration Fees in Advance	57,750.00	43,592.00
Supplymentary Fees in Avance	41,250.00	34,667.00
Short Course Fees in Advance	20,000.00	46,000.00
Library fees in advance	10,400.00	-
	<u>1,457,768.00</u>	<u>1,565,526.00</u>

Note - 10

Provision for Gratuity

	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Opening Balance	428,810.00	256,600.50
Gratuity payment during the Year	-	-
Provision for the Year	84,405.00	172,209.50
	<u>513,215.00</u>	<u>428,810.00</u>

Note - 11

Capital Grants Spent

	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Opening Balance	2,566,252.94	2,526,860.26
Acquisition of Assets	1,253,412.70	744,237.09
Amortization for the Year	(848,946.50)	(704,844.41)
	<u>2,970,719.14</u>	<u>2,566,252.94</u>

Note - 12

Capital Grants Unspent

	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Opening Balance	77,504.93	321,742.02
Grant from the Treasury	4,401,000.00	500,000.00
Acquisition of Assets	(1,253,412.70)	(744,237.09)
	<u>3,225,092.23</u>	<u>77,504.93</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 13

<u>Interest Income</u>	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Interest from Short Term Investment	1,041,091.45	697,077.59
Interest from Loan & Advance to Staff	22,070.11	11,252.07
	<u>1,063,161.56</u>	<u>708,329.66</u>

Note - 14

<u>Personnel Emoluments</u>	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
<u>Academic</u>		
<u>Salaries and Wages</u>		
Salaries and Wages	1,685,332.90	997,102.50
University Provident Fund	331,745.88	126,226.18
University Pension	151,971.19	42,644.20
ETF 3%	96,743.43	33,774.07
Visiting Lectures Fees	155,250.00	111,000.00
PGIE Lecturers Fees	50,000.00	
	<u>2,471,043.40</u>	<u>1,310,746.95</u>
<u>Other Allowances</u>		
Academic Allowance	1,283,112.05	648,830.60
Research Allowance	589,866.52	249,275.63
Cost of Living Allowance	256,335.48	128,700.00
Special Allowance	290,204.19	128,089.37
Acting Pay		24,000.00
	<u>2,419,518.24</u>	<u>1,178,895.60</u>
Personal Emolument - Academic	4,890,561.64	2,489,642.55

<u>Non - Academic</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
<u>Salaries and Wages</u>		
Salaries and Wages	1,668,285.01	1,291,924.65
University Provident Fund	177,561.16	151,051.55
University Pension	146,931.60	91,119.00
ETF 3%	64,898.56	48,434.12
Acting Pay	-	24,562.50
	<u>2,057,676.33</u>	<u>1,607,091.82</u>
<u>Other Allowances</u>		
Language Proficiency Allowance		2,940.00
Cost of Living Allowance	495,000.00	330,525.00
Special Allowance	286,572.26	171,043.43
	<u>781,572.26</u>	<u>504,508.43</u>
Personal Emolument - Non-Academic	2,839,248.59	2,111,600.25
Overtime and Holiday Payment		
Over Time	124,741.00	67,390.69
Holiday Payments	-	-
	<u>124,741.00</u>	<u>67,390.69</u>
Total Personal Emoluments	7,854,551.23	4,668,633.49

Note - 15

<u>Traveling Expenses</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Domestic	43,987.00	35,257.60
Foreign	-	-
	<u>43,987.00</u>	<u>35,257.60</u>

Note - 16

<u>Supplies and Consumables</u>	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Stationery & Office Requisites	354,783.37	259,780.94
Fuel & Lubricant	270,480.00	208,600.00
Other		
Uniforms	3,090.97	5,760.14
Others	9,693.00	-
	<u>638,047.34</u>	<u>474,141.08</u>

Note - 17**Maintenance Expenditure**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Plant, Machinery Equipment	43,050.00	25,984.00
Building & structures	4,500.00	-
	<u>47,550.00</u>	<u>25,984.00</u>

Note - 18**Contractual Services**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Postal Charges	55,460.00	35,409.00
Telecommunication	125,766.44	131,192.20
Electricity	152,943.60	152,943.60
Water	27,056.40	27,056.40
Printing Advertising	94,084.60	427,984.68
	<u>455,311.04</u>	<u>774,585.88</u>

Note - 19**Other Recurrent Expenses**

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Special Services - Council & Committees	437,700.00	399,089.00
- Professional & Other fees	140,000.00	156,525.60
Workshops ,Seminars	152,512.00	-
Academic Research & Publications	-	800.00
Staff Development (Training for Administrators)	-	9,000.00
Course Materials for students	-	24,000.00
Corporate Planning	-	18,000.00
Holiday Warrants & Season Tickets	-	7,080.00
Entertainment Expenses	151,423.00	95,915.79
Bank Charges	13,912.90	7,601.40
Contributions & Membership Fees	9,988.07	9,575.00
Examination Fees	162,839.75	103,635.00
Disposal loss	900.00	-
Short Course expenses	278,061.40	94,769.80
Other	256,680.40	83,402.00
	<u>1,604,017.52</u>	<u>1,009,393.59</u>

Postgraduate Institute of English
TRIAL BALANCE AS AT 31st DECEMBER 2013

Code	A/C Name	Debit	Credit
0	Closing Cash Book Balance	3,590,475.34	-
1101	Government Grant For Recurrent Expenses	-	9,400,000.00
01-A	Capital Account	-	3,819,665.64
01-B1	Unspent Capital Grant - Rehabilitation Building & Structures	-	395,750.00
01-B3	Unspent Capital Grant - Rehabilitation Other Assets	-	801,000.00
01-C1	Unspent Capital Grant - Furniture & Office Equipment	-	153,723.27
01-C2	Unspent Capital Grant - Books & Periodicals	-	1,874,618.96
302	Registration Fees (Post Graduate)	-	62,842.00
0302B	Registration Fees in Advance (Post Graduate)	-	57,750.00
304	Tuition Fees (Post Graduate)	-	2,558,792.00
0304A	Tuition Fees Receivable (Post Graduate)	829,950.00	-
0304B	Tuition Fees in Advance (Post Graduate)	-	1,257,000.00
305	Examination Fees (Post Graduate)	-	134,400.00
0305B	Examination Fees in Advance (Postgraduate)	-	61,600.00
0305A	Examination Fees receivable	10,400.00	-
308	Interest from Loans & Advances	-	22,070.11
309	Interest Income	-	1,041,091.45
312	Sale of Application	-	102,000.00
318	Miscellaneous Receipts	-	56,243.00
319	Supplementary Fee	-	48,417.00
0319B	Supplementary Fees in Advance	-	41,250.00
320	Dissertation Fee	-	220,442.00
0320A	Dissertation Fee Receivable	72,612.00	-
0320B	Dissertation Fee in Advance	-	20,168.00
324	Tuition fee shot course	-	596,000.00
0324A	Tuition fee short course in Advance	-	20,000.00
325	Application Fees Short Course	-	15,100.00
05-0001	PGIE Development Fund	-	3,959,285.43
05-0003	Short Course Account	278,061.40	-
06-07-1.1.1	Salaries and Wages - Academic	1,685,332.90	-
06-07-1.1.2	Salaries and Wages - Non Academic	1,668,285.01	-
06-07-1.11	Visiting Lecturer Fees	155,250.00	-
06-07-1.12	Over Time	124,741.00	-
06-07-1.15.1	Special Allowance - Academic	290,204.19	-
06-07-1.15.2	Special Allowance - Non Academic	286,572.26	-
06-07-1.16	Research Allowance	589,866.52	-
06-07-1.17	PGIE Lecturer Fee	50,000.00	-
06-07-1.2.1	Universities Provident Fund - Academic	331,745.88	-
06-07-1.2.2	Universities Provident Fund - Non Academic	177,561.16	-
06-07-1.3.1	University Pension - Academic	151,971.19	-
06-07-1.3.2	University Pension - Non Academic	146,931.60	-
06-07-1.4.1	Employees Trust Fund 3% - Academic	96,743.43	-
06-07-1.4.2	Employees Trust Fund 3% - Non Academic	64,898.56	-
06-07-1.6	Academic Allowance	1,283,112.05	-
06-07-1.8.1	Cost of Living Allowance - Academic	256,335.48	-
06-07-1.8.2	Cost of Living Allowance - Non Academic	495,000.00	-
06-07-2.1	Traveling Domestic	43,987.00	-
06-07-3.1	Stationery & Office Requisites	354,783.37	-
06-07-3.2	Fuel & Lubricants	270,480.00	-
06-07-3.3	Uniforms	3,090.97	-
06-07-3.4	Mechanical & Electrical Goods	5,310.00	-
06-07-3.7	Other Supplies	4,383.00	-
06-07-4.2	Maintenance - Plant, Machinery & Equipment	43,050.00	-

06-07-4.5	Other Maintenance Expenditure	4,500.00	-
06-07-5.10	Printing Advertising etc.,	94,084.60	-
06-07-5.2	Telecommunication	125,766.44	-
06-07-5.3	Postal Charges	55,460.00	-
06-07-5.4	Electricity	152,943.60	-
06-07-5.6	Water	27,056.40	-
06-07-6.16	Entertainment Expenses	151,423.00	-
06-07-6.17	Bank Charges	13,912.90	-
06-07-6.19	Contributions & Membership Fees	9,988.07	-
06-07-6.2	Special Services-Council & Committees	437,700.00	-
06-07-6.21	Examination Fees	162,839.75	-
06-07-6.22	Other Recurrent Expenses	256,680.40	-
06-07-6.3	Special Services-Professional & Other Fees	140,000.00	-
06-07-6.4	Workshops & Seminars	152,512.00	-
06-A	PGIE Fund (General Reserve)	-	3,529,967.18
1-Aug	Provision for Gratuity	-	513,215.00
10-B	Donations	-	14,499.52
11-C	Furniture And Fittings	660,010.01	-
11-D	Library Books & Periodicals	1,825,381.04	-
11-E	Office Equipment	1,805,117.00	-
11-I	Other Assets	10,700.00	-
11-N	Computers and Accessories	2,365,609.24	-
12-C	Provision for Depreciation - Furniture & Fittings	-	227,286.13
12-D	Provision for Depreciation - Library Books	-	984,095.60
12-E	Provision for Depreciation - Office Equipment	-	1,137,882.80
12-N	Provision for Depreciation - Computer & Accessories	-	1,073,356.10
12-O	Disposa Account	900.00	-
13-A	Short term Investments	11,041,856.05	-
14-N	Interest Receivable A/C	136,573.47	-
15	Festival Advance	6,000.00	-
15-012	Distress Loan	495,865.00	-
15-015	Vehicle Loan	3,100.00	-
23	Pre - Payments	20,069.98	-
28-A	Sundry Creditors	-	15,792.00
28-B	Department of Inland Revenue (Stamp Duty)	-	875.00
28-C	Open University of Sri Lanka	-	58,550.97
29	Accrued Expenditure	-	663,195.60
35	Stores Advance	167,108.00	-
38-02	Depreciation A/C	964,978.50	-
38-1	Gratuity	84,405.00	-
40-F	Building WIP	204,250.00	-
		34,937,924.76	34,937,924.76

9. Report of the Auditor General



විගණකාධිපති දෙපාර්තමේන්තුව கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம் AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය } EC/H/PGIE/1/13
எனது இல. }
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 31 October 2014
திகதி }
Date }

The Director,
Postgraduate Institute of English

Report of the Auditor General on the Financial Statements of the Postgraduate Institute of English for the year ended 31 December 2013 in terms Sub-sections 108(1) of the Universities Act, No. 16 of 1978.

The audit of financial statements of the Postgraduate Institute of English for the year ended 31 December 2013 comprising the statement of financial position as at 31 December 2013 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, was carried out under my direction in pursuance of provisions in Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Sub-section 107(5) of the Universities Act, No. 16 of 1978. My comments and observations which I consider should be published with the Annual Report of the Institute in terms of Sub-section 108(1) of the Universities Act appear in this report. A detailed report in terms of Sub-section 108(2) of the Universities Act was furnished to the Director of the Institute on 03 April 2014.

1.2 Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Public Sector Accounting Standards and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.

1.3 Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Standards of Supreme Audit Institutions (ISSAI 1000 – 1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.



An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgments, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Sub-sections (3) and (4) of Section 13 of the Finance Act, No. 38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

1:4 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 2.2 of this report.

2. Financial Statements

2:1 Qualified Opinion

In my opinion, except for the effects of the matters described in paragraph 2.2 of this report, the financial statements give a true and fair view of the financial position of the Postgraduate Institute of English as at 31 December 2013 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.



2:2 Comments on Financial Statements

2:2:1 Sri Lanka Public Sector Accounting Standards

According to Sri Lanka Public Sector Accounting Standard No. 07 in depreciating the property, plant and equipment should be depreciated from the date they are made fit for use. Nevertheless, the Institution had adopted the policy of not depreciating in the year of purchase and depreciating for the full year in the year of disposal. In view of this reason, the provision for depreciation for the year under review had been understated by a sum of Rs.45,919 in respect of the assets purchased in the year.

2:3 Non-compliance with Laws, Rules, Regulations and Management Decisions

Instances of non-compliance with Laws, Rules, Regulations and management decisions are given below.

Reference to Laws, Rules, Regulations, etc.

Non-compliance

- | | |
|---|--|
| (a) Section 40(5) of the Universities Act, No.16 of 1978 | Whenever a number of the Board of Management absents himself continuously for 03 meetings, another member should be appointed. Nevertheless the appointment of another officer in place of an officer who had absented himself continuously for 08 meetings in the year under review had been delayed. |
| (b) Establishments Code for Universities and Institutes of Higher Education. Chapter XX Section 3.1 | Every employee, employed in the University Service should mark the times of arrival and departure in the Registers of Attendance. Even though the Postgraduate Institute of English had paid sum of Rs.4,735,312 as salaries and allowances of the academic staff in the year 2013, the Registers of Attendance in Support of that payment 2013 had not been furnished to audit. |
| (c) Section 4(c) and (e) of the Postgraduate Institute of English Ordinance No.4 of 2005 | The approval of the University Grants Commission had not been obtained for the short term courses conducted in the year under review |



3. Financial Review

3.1 Financial Results

According to the financial statements presented, the financial results for the year under review amounted to a surplus of Rs.3,413,496 as compared with the corresponding surplus of Rs.2,081,211 for the preceding year, thus indicating an improvement of Rs.1,332,285 in the financial results.

4. Operating Review

4.1 Performance

The following observations are made.

- (a) The income from applications of the Postgraduate Institute of English for the year under review as compared with the year 2012 had decreased by a sum of Rs.26,000. In addition, the number of students who had obtained the Postgraduate qualification from the year 2010 up to the year under review had been 18.
- (b) Even though the approval of the University Grants Commission for the Postgraduate Course on Teaching English Literature in the Second Language Context had been received in August of the year under review, the preparation of the Courses, preparation of learning aid and the formulation of laws, rules and regulations had not been completed up to the date of audit (03 April 2014).

4.2 Management inefficiencies

A Finance Committee had not been established for the discussion of financial affairs and obtaining approval. It was observed that the financial problems had been discussed at the management meetings which had only one officer who is proficient in the financial field.

4.3 Underutilization of Funds

Provision amounting to Rs.4,401,000 had been received in the year 2013 for the purchase of machinery, furniture and Office equipment, books and. Periodicals out of that only a sum of Rs.1,253,413 had been spent in the year under review. In view of obtaining approval for provision without identifying the requirements, a sum of Rs.3,225,092 out of the provision allocated for the year 2013 had not been spent.

05. Accountability and Good Governance

5.1 Internal Audit

Even though the Internal Audit Programme for the year under review indicated that 60 per cent of the activities of the Institute will be examined, only 02 audit queries had been issued for the year under review.

5.2 Budgetary Control

The actual income had exceeded the budgeted income by 244 per cent while the actual recurrent expenditure had decreased by 98 per cent of the budgeted recurrent expenditure. As such the budget had not been more use of as an effective instrument of financial and management control.

5:3 Tabling of Annual Reports

The Annual Report of the Institute for the year 2012 had not been tabled in audit even by 30 April 2014.

6. Systems and Controls

Deficiencies in Systems and Controls observed during the course of audit were brought to the notice of the Director from time to time. Special attention is needed in respect of the following areas of control.

- (a) Budgetary Control
- (b) Personnel Management
- (c) Management of Academic Activities

H.A.S Samaraweera
Auditor General

