



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

ANNUAL REPORT AND ACCOUNTS
2017

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.

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.

POSTGRADUATE INSTITUTE OF ENGLISH

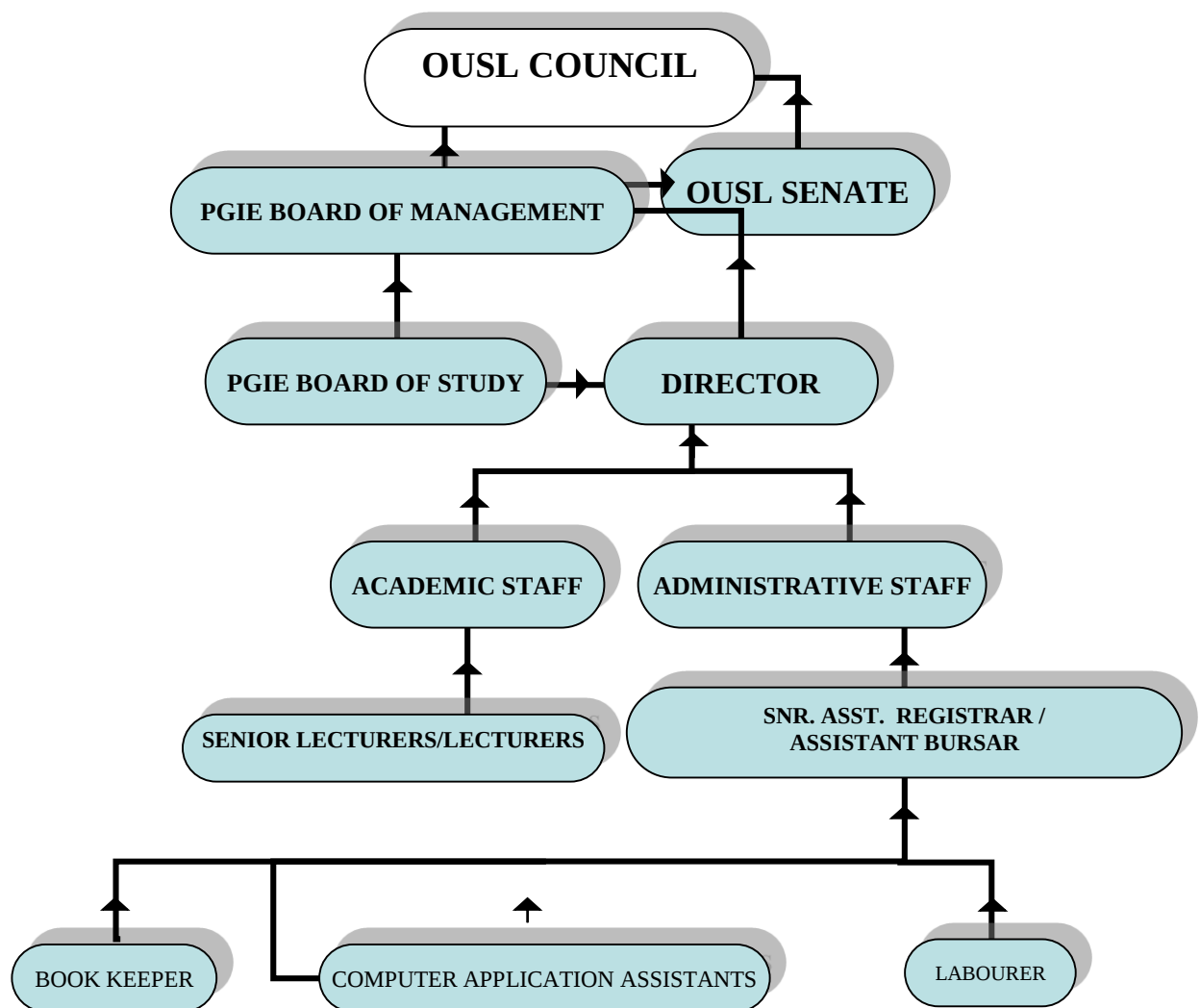
AMENDED ANNUAL REPORT & ACCOUNTS

2017

CONTENTS

	Page
1. Brief Profile of the Director and Senior Management	3
(a) Members of the PGIE	3
i) Board of Management	4
ii) Board of Study for Teaching English as a Second Language	5
iii) Board of Study for Teaching Literature in a Second Language Context	6
iv) Members of the PGIE Staff	7
2. Director's Review	8
(a) Brief Introduction	8
(b) Achievements	11
(c) Challenges	18
(d) Future Plans	19
3. Management and Administrative Progress	23
4. Amended Financial Statements	40
(According to the new format)	
5. Audit Committee Report	42
6. Audited Financial Statements	43
7. Report of the Auditor General	62
8. Reply to the Auditor General's Report	70

1. Brief Profile of the Director and Senior Management



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

	NAME	DESIGNATION
1	Dr. 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	Ms. R.P.R. Ranasinghe	Assistant Director (Scholarships) – Development Division Ministry of Higher Education & Highways
3	Mr. N.K.G.K. Nemmawatta	Additional Secretary, Ministry of Higher Education
<i>9.1.(d) the Head of the Department of English of the University ;</i>		
4	Dr. K.R.M. de Silva	Head/Department of Language Studies OUSL
<i>9.2.(a) representative of the Council</i>		
5	Prof. N.R. Arthenayake	Professor Emeritus, OUSL
<i>9.2. (b) five professors in English or the Heads of the Departments in charge of teaching the subjects of English, English Language Teaching and Linguistics (as may be applicable), nominated by the Commission</i>		
6	Prof. Neloufer de Mel	Senior Professor in English, University of Colombo
7	Prof. J. Manatunga	Dept. of Civil Engineering, University of Moratuwa
8	Prof. Neluka Silva	Professor Dept. of English, University of Colombo
<i>9.2. (c) member elected by the Senate of the University</i>		
9	Prof. J.C.N. Rajendra	Prof. in Physics, OUSL/ Director, International Relations Unit (OUSL Senate Nominee)
<i>9.2. (d) two members elected by the Boards of Study from amongst their members</i>		
10	Dr. H.V.M. Ratwatte	Senior Lecturer/Department of Language Studies /OUSL Member- BOS/ TLSC
11	Dr. S.M. Herath	Senior Lecturer/PGIE Member- BOS/ TESL
<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>		
12	Prof. W.I. Siriweera	Professor Emeritus, University of Peradeniya,
13	Prof. L.R. Jayasekera	Senior Professor, Dept. of Botany, University of Kelaniya (UGC Appointee)
<i>9.2.(f) one nominee of the National Institute of Education to represent Teacher Education</i>		
14	Ms. V.D.C.P. Perera	Director/ External Resource Management Unit and Director English (Covering up duties), NIE
15	Mr. M.F.S.P. Jayawardana	Deputy Director General, Science and Technology, NIE
<i>Representative of the General Treasury</i>		
16	Dr. M.K.C. Senanayake	Director, Dept. of Fiscal Policy, General Treasury,

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

	NAME	DESIGNATION
1	Dr. H.S. Rambukwella	Chair, Director/PGIE
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
2	Dr. W. Senaviratne	Librarian/OUSL
3	Mrs. R. Amarasekera	Acting Librarian/OUSL
<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>		
4	Mrs. H.D. Wijesekera	Senior Lecturer/PGIE
5	Mrs. M.I. Jansz	Lecturer/PGIE
6	Dr. S.M. Herath	Senior Lecturer/PGIE
<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>		
7	Ms. S.A.S.K. Perera	Student Representative
8	Ms. O.H. Rathnasiri	Student Representative
9	Ms. S.M. Neangoda	Student Representative
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
10	Ms. L. K. Cumaranatunge	Visiting Academic/MA in TESL, OUSL (Member) (Member)
11	Ms. P. Nagasundaram	Visiting Academic/MA in TESL, OUSL (Member)
12	Dr. R. Rasool	Senior Lecturer, English Language Teaching Unit (ELTU), University of Kelaniya
<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>		
11	Dr. D. Devendra	Senior Lecturer/Dept. of Language Studies, OUSL
12	Mrs. S.R. Ilangakoon	Senior Lecturer, Department of English Language Teaching (DELT), University of Colombo
13	Dr. K.R.M. de Silva	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>		

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

	NAME	DESIGNATION
1	Dr. H.S. Rambukwella	Chair, Director/PGIE
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
2	Dr. W. Senaviratne	Librarian/OUSL
3	Mrs. R. Amarasekera	Acting Librarian/OUSL
<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>		
4	Mrs. H.D. Wijesekera	Senior Lecturer/PGIE
5	Mrs. M.I. Jansz	Lecturer/PGIE
6	Dr. S.M. Herath	Senior Lecturer/PGIE
<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>		
7	Mrs. W.M.G.U. Wijesundara	Student Representative/PGIE
8	Ms. L.M.S. Wijetunga	Student Representative/PGIE
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
9	Dr. D. Devendra	Senior Lecturer/Dept. of Language Studies, OUSL
10	Dr. H.V.M. Ratwatte	Senior Lecturer/Dept. of Language Studies, OUSL
<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>		
11	Prof. Maithree Wickremasinghe	Prof. in English/Dept. of English, University of Kelaniya
12	Dr. V.V. Medawattegedera	Senior Lecturer/Dept. of Language Studies, OUSL
13	Dr. J. Kennedy	Head/English Language Teaching Unit , Eastern University of Sri Lanka
<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>		
14	Dr. Lakshmi de Silva	Former Senior Lecturer, Dept. of English, University of Colombo
15	Dr. S. Wijewardene	Senior Lecturer, Dept. of English, University of Colombo
16	Dr. K. Warnapala	Senior Lecturer/Dept. of English & Linguistics, University of Jayewardenepura
<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>		

(iv) Members of the PGIE Staff

NAMES OF THE PERMANENT STAFF MEMBERS

	NAME	DESIGNATION
1	Dr. H.S. Rambukwella <i>PhD (Hong Kong)</i>	Director
2	Ms. H.D. Wijesekera <i>MA in TESL (PGIE/OUSL)</i>	Senior Lecturer
3	Dr. S.M. Herath <i>PhD (Toronto, Canada)</i>	Senior Lecturer
4	Ms. M.I. Jansz <i>MA in TESL (PGIE/OUSL)</i>	Lecturer (Probationary)
5	Mr. W.D.T. Tilakaratne <i>BSc (OUSL)</i>	Senior Assistant Registrar
6	Ms. S.M.P.A. Subani <i>BSc in Business Administration</i> <i>(J'apura)</i>	Assistant Bursar
7	Ms. G.P.I.D. Sriwardhana	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

2. Director's Review

(a) Brief introduction

2017 was a year of substantial growth for the institution. The PGIE was able to recruit a highly qualified and experienced academic staff member as a Senior Lecturer, enhancing the human resources capacity of the institution. In addition, the PGIE was also able to recruit a Works Aide further strengthening the non-academic staff cadre of the institution. It is also anticipated that a Management Assistant will be recruited in early 2018. These positions were made available to the PGIE as part of the university-wide cadre review carried out in 2017.

The availability of a dedicated building for the PGIE has significantly strengthened the visibility of the institute and its ability to deliver high-quality services to its clientele. In 2017 the PGIE offered a very successful Short Course in Academic Writing and Research Methods in the Social Sciences and the Humanities in both March and October. This 30-hour comprehensive course covering quantitative and qualitative research approaches and research writing and presentation skills attracted a wide variety of students from the Central Bank, the Attorney General's Department, University Academic staff and staff of Non-Governmental Organizations and other research organizations. Further details of this course and testimonials from students are given later in this report.

In addition to the above short course the PGIE also conducted a 22-hour Short Course on GCE OL Literature and another 42-hour Short Course on GCE AL Literature. Both courses had significant demand and received positive feedback. The availability of the building also meant that the PGIE was able to host a number of innovative new events which have contributed to uplifting the institutional profile of the institute. In late 2016 and in 2017 PGIE hosted three international workshops, which have significantly contributed to building the PGIE's institutional network and has opened up avenues for potential future international collaborations and partnerships. In addition, two visiting international scholars conducted workshops and gave public presentations. This year also marked an important step in establishing international collaborations, through an online pedagogical collaboration with Baruch College, City University of New York, USA. Students from the PGIE were grouped with students from Baruch College through an asynchronous online learning space which created opportunities for students to learn from each other and benefit from each other's cultural and local knowledge.

PGIE received approval from the University Grants Commission for two new programs, The Postgraduate Diploma in the Professional Practice of English and The Postgraduate Diploma in Bilingual Education in the latter half of 2017. Development

of both programs has been initiated and it is expected that both programs will be offered in 2018. The addition of these two programs will see a substantial increase in student numbers at the institution and further deepen and broaden the impact the PGIE has on uplifting English education in the country. Particularly through the Postgraduate Diploma in Bilingual Education the PGIE will be able to contribute to the uplifting of English standards in the country by training a new generation of teachers capable of delivering subject and English language knowledge simultaneously using the Content Language Integrated Learning (CLIL) approach.

During 2017 the PGIE was able to enhance its new building by equipping the seminar room with lecture hall chairs, air-conditioning, a sound system and multi-media facilities. The seminar room has a capacity of 75 and is ideal for public events, such as the Research Symposium held in December 2017. In addition, two other smaller rooms with a capacity of approximately 35 are also equipped with air-conditioning and multimedia and sound facilities and are able to host smaller events, and were utilized to hold the international seminars mentioned above. In addition an elevator was installed and commissioned providing much needed access to those with disability and a generator was also installed and commissioned, completing all major infrastructure requirements of the building.

Looking forward from 2017, PGIE expects 2018 to bring further growth and expansion. The number of full-time academic programs offered by the institute along with student numbers is projected to increase and the number and quality of short-term training programs is also likely to increase. The PGIE also has plans to obtain research grant funding from external sources to enhance the research profile of the institute. A new Strategic Plan will be drafted for the institute in 2018, charting a new and challenging pathway for the institute as it enters a different phase of its existence. The challenge for the PGIE from 2018 onwards is to further consolidate its position in higher education in Sri Lanka and to continue to grow by identifying new opportunities and by anticipating and successfully negotiating new challenges and threats.

Dr. H.S. Rambukwella

Director

Postgraduate Institute of English

Programs Conducted at PGIE and Details of Resources & Students

a. No. of Postgraduate Degree Programmes - conducted

1. Master of Arts in Teaching English as a Second Language
2. Master of Arts in Teaching Literature in a Second Language Context

b. No. of Postgraduate Diploma Programmes - conducted

1. Postgraduate Diploma in Teaching English as a Second Language
2. Postgraduate Diploma in Teaching Literature in a Second Language Context

Students

Programme	Total Students
Master of Arts in Teaching English as a Second Language (MA in TESL)	66
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL)	135
Master of Arts (in Teaching Literature in a Second Language Context)	58
	259

Resources

Total Academic Staff	Total non-Academic Staff
Director Senior Lecturers – 03* Lecturer – 01 _____ (* - One Senior Lecturer is on study leave w.e.f. Feb. 2015 and One Senior Lecturer released to the post of Director/PGIE)	Administrative Staff - 02 Non Administrative Staff - 07
05	09

(b) Achievements

With the availability of the building the PGIE held the following public events in 2017:

RESEARCH FORUM

- Master of Arts in Teaching Literature (In A Second Language Context)
– 16th January, 2017
- Master of Arts in Teaching English as a Second Language (TESL)
– 03rd February, 2017

RESEARCH SYMPOSIUM

Master of Arts in Teaching English as a Second Language (TESL) - 08th December, 2017 with the Secretary, Ministry of Education Mr. Sunil Hettarachchi, presiding as Chief Guest.



GUEST LECTURE

“In Defense of EFL” a public lecture by Dr Brooke Schreiber of Baruch College, City University of New York.



The PGIE registered 54 students for its Master of Arts in Teaching English as a Second Language program in August. 170 applied for entry of which 134 sat for the entry test and 54 were selected. With this batch the total number of students in the program is 181. In December the PGIE registered 23 students for its Master of Arts in Teaching Literature (in a Second Language Context) program. 64 students applied and 54 appeared for the entry test of which 23 were registered, bringing the total number of registered students in the program to 58.

The PGIE offered a series of short courses ranging from 20 hours to 40 hours duration which saw substantial demand. Details are given below.



Students participated for the Short Course on Enhancing Teacher Capacities in the Teaching of English Literature for G.C.E. Ordinary Level New Syllabus



Short Course on New G.C.E. A/L English Literature Syllabus

DETAILS OF SHORT COURSES CONDUCTED IN 2017

	Title of the Course	Duration	Medium	No of students
1	Short Course on Enhancing Teacher Capacities in the Teaching of English Literature for G.C.E. Ordinary Level New Syllabus	22 hours (22 Feb – 05 April)	English	40
2	Short Course in Academic Writing and Research Methods in the Social Sciences and the Humanities	32 hours (06 March – 24 May)	English	30
3	Capacity Building Seminar for Western Province Department of Education In-Service Advisors and Assistant Directors of English	03 days (26-28 April)	English	49
4	Short Course on New G.C.E. A/L English Literature Syllabus	45 hours 11 th September - 20 th November	English	26
5	Short Course in Academic Writing and Research Methods in the Social Sciences and the Humanities	32 hours (October – December)	English	28

Of these short courses the Short Course on Academic Writing and Research Methods in the Social Sciences and Humanities was an innovative course which sought to address a growing demand by a large number of students from various walks of life registering for postgraduate qualifications ranging from taught masters degrees to PhDs. Given below are a few student testimonials about the course.

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"I found the Short Course on Academic Writing and Research Methods as a thought provoking programme for both academics and professionals, who intends to perform research. In the Sri Lankan context, dearth of specialized courses on this area is seen as a problem. The Open University of Sri Lanka (OUSL), to address this issue, being the pioneer in starting a specialized course of this nature, provides an excellent opportunity for the future researchers. The lecturers are both knowledgeable and excellent in transforming their knowledge. All staff at OUSL are very friendly and available, physically and virtually, when I need a help. I am delighted by the organizing and the delivery of the course. I highly recommend this course for future researchers."

T. Udayaseelan

Senior Assistant Director, Central Bank of Sri Lanka

"The Short Course on Academic Writing and Research Methods is an excellent introductory course in research method for any serious researcher. It provides a grounding in both qualitative and quantitative methods in an interactive and practical manner that is invaluable to any student of the humanities. The excellent lecture panel and well organized logistics of this short course makes it an intensive but invaluable introduction to research methods that many undergraduate and even post graduate courses may not provide. I highly recommend this course to any researcher, particularly those inclined to undertake postgraduate research study."

Dinushika Dissanayake

Executive Director, Law & Society Trust

"Thank you for successfully concluding the short course in Academic writing and Research methods-2017. The course was conducted in a professional manner. This course consisted of experienced and capable lecturers proficient in their respective fields. The books and the handouts that were provided to us were invaluable. The program was well coordinated. It was exceptionally thoughtful to provide a cup of tea and snacks to the students at the end of all hard working day just before commencing the course. It would have also helped if there was extra 15 to 20 minutes more to do practical work on the handouts. I am glad that I followed it and learned tremendously."

Dilrukshi Dias Wickremasinghe

Deputy Solicitor General

Attorney General's Department of Sri Lanka

In addition to the short course the PGIE reached a significant milestone in its MA in Teaching English as a Second Language because 10 Masters students and 05 Postgraduate Diploma students received their degrees at the 2017 convocation. This is a historically high number of graduates for the institution and demonstrates that systems and processes put in place to improve the teaching and learning process over the past few years are working. In 2017 a further 09 students completed their MA degrees and 04 others received the Postgraduate Diplomas. As part of obtaining student feedback the PGIE requested a few past students to reflect on how the MA TESL contributed to their professional lives. Following are three testimonials given by students who graduate in 2016.

Testimonials – TESL 2016 Graduates

“MA in TESL course of PGIE covers almost all important aspects of teaching English such as teaching four skills, testing and evaluation, curriculum and material design, issues and developments in ELT. This course made me look at the teaching learning process from the learner's perspective which I think is the secret of effective teaching. Applied and psycho linguistics courses made me a language teacher with a scientific approach to teaching. When the teacher knows the learning process takes place in the learner's brain, each lesson becomes an interesting experiment which leads to better teaching each day. I gained the ability to design original tests instead of altering tests from the past papers. Socio Linguistics course broadened my knowledge on how the same language is used in different stratas of the society ,different regions and , in different contexts. It is vital for any teacher to raise learner awareness of how language behaves in the real life context. The assignments on each course gave me the opportunity to explore new trends in the field of ELT and it inculcated a life long love for ELT research in me. As a result I decided to base my research study in integrating global dimension into ELT textbooks which is considered a paradigm shift in designing ELT materials worldwide. 7 Through this course of study I developed my teaching skills immensely and I am able to adapt any lesson in a textbook to best suit the needs of my learners. Thank you PGIE for providing us the opportunity to become an accomplished English language teacher in Sri Lanka.”

Sudharma Gamage

English Subject Coordinator, Richmond College, Galle

“The Masters’ Degree programme in Teaching English as a Second Language (TESL) at the Postgraduate Institute of English (PGIE) Open University of Sri Lanka exposed me to the latest trends and developments in second language teaching through their up-to-date curriculum. It provided a strong theoretical base and analytical skills necessary for effective teaching, developing curriculum, preparing testing material, employing technology in the classroom and engaging in reflective practice making me a confident ESL practitioner. The variety of testing methods used for evaluation enhanced many learning skills I require to excel as an academic. I received excellent supervision and continuous guidance for my research study from the distinguished team of academics at PGIE who were accessible throughout the programme making it a possibility for me to complete the degree on time.”

Kethakie Nagahawatte

English Language Teaching Unit

University of Colombo

“The MA in TESL conducted by the PGIE, Open University of Sri Lanka is an excellent course for both the professional and academic development of anyone in the field of teaching English. The course is well structured, up to date and maintains high professional standards. The lectures conducted by leading experts in their field were interactive and so interesting that attending them was a privilege.

I personally have benefitted tremendously from this course. It has had a positive impact on all aspects of my approach to teaching. It has also given me the knowledge and confidence to share my ideas and to play a pivotal role in the curriculum revision at my workplace. The research methodology and academic writing component was also invaluable as it provided a thorough grounding in these areas. In addition, this course was a key qualification in furthering my professional development by joining the British Council as a teacher and examiner. This course is one of the best things I have done for it not only helped in my personal and professional development but has made me eager to go further. I would strongly recommend this course.”

Fathima Izzadeen
Teacher, British Council

In addition to the PGIEs Masters Courses and short course a number of other events such as Workshops and Public Lectures were hosted by the institution. Details of these events are given below.

DETAILS OF WORKSHOPS CONDUCTED IN 2017

	Title of the Course	Duration	Medium	No of students
1	Research Workshop, Imagination of the 'Rural' in Sri Lankan Social Sciences, Politics and Art	02 days (14 th July–15 th July)	English	30
2	Language Assessment Workshop, sponsored by American Institute for Lankan Studies	22 hours (25 th July)	English	30
3	Faculty Development Workshop for Writing Instructors	2 hour (04 th Aug)	English	17

DETAILS OF GUEST LECTURES / OTHER ACTIVITIES CONDUCTED IN 2017

	Title of the Course	Medium	No of Participants
1	"In Defense of EFL" : A Public Lecture by Dr. Brooke Schreiber	English	19
2	PGIE Research Symposium 08/12/2017	English	35

Title of Workshop	Duration	Medium	No of students
Research Workshop, Imagination of the 'Rural' in Sri Lankan Social Sciences, Politics and Art	02 days (14 th July–15 th July)	English	30
Language Assessment Workshop, sponsored by American Institute for Lankan Studies	22 hours (25 th July)	English	30
Faculty Development Workshop for Writing Instructors	2 hour (04 th Aug)	English	17

The generated income of the PGIE in year 2016 was Rs 7,605,444/- . It was increased from Rs 5,4247,485/= by 2017.

(c) Challenges

The PGIE has been able to successfully negotiate one of the major challenges that stifled its growth for much of its institutional history – the lack of a dedicated building and teaching and learning space to conduct its program. In 2016 the PGIE occupied its new four-story building and in 2017 all major requirements of the building including furniture, elevator and a generator were purchased and installed.

However, the high dependency of the PGIE on visiting staff remains a key concern. While this is a feature of all postgraduate institutes in the country, in the case of the PGIE it is of particular concern because the Humanities and Social Sciences Faculty at the Open University is relatively small compared to other national universities and therefore PGIE has to depend from many of the other national universities based in and around Colombo. At times, the availability of this visiting staff is limited. Though the PGIE requested two additional academic staff cadre positions in 2017 only one was approved by the Management Services Department of the Treasury. The PGIE plans to continue to request for further academic staff because there is a direct correlation between the number and quality of human resources available to the institution and the quality of its student output.

Another challenge that the PGIE needs to face is to improve its brand presence and visibility. At the moment, while the PGIE is known within a somewhat limited circle it needs to expand its presence to a wider audience. This broader visibility will be vital for the institutional growth of the PGIE. Another area that the PGIE also needs to be conscious of is increasing competition in English related postgraduate programs both within the state sector and from the private sector. The PGIE has a strong position given its history as pioneering postgraduate entity for English studies in the country. However, sustaining this position will mean creative thinking and being flexible to emerging changes in the postgraduate English education scenario in Sri Lanka.

(d) Future Plans

The PGIE has a number of future plans to both consolidate its current position and to diversify and expand the institution. The MA in Teaching English as a Second Language is being restructured to have three exit points: Postgraduate Diploma, Masters by Coursework, and Master of Arts with a research component. This new and flexible structure will make it easier for students to complete the program depending on their different needs. As many students registering for the program currently seek an MA qualification which does not involve a major research project the taught masters will provide them a great degree of flexibility. At the same time both the MA TESL and Master of Arts in Teaching Literature (in a Second Language Context) are being streamlined according to Sri Lanka Qualifications Guidelines. In 2018 the PGIE also plans to register students for two new Postgraduate Diploma programs, bringing the total full time programs offered by the institute to 4. The PGIE also plans to offer new short courses in 2018 including a short course on qualitative research methodology, which has become a growth area in postgraduate education in the social sciences and humanities.

In terms of administration the PGIE plans to evaluate Expressions of Interest for a Management Information System in 2018 and award the contract so that development work on the MIS can begin. There are also plans to send at least one administrative staff member for an overseas training program utilizing generated funds as part of continuous professional development activities.

Another major area that PGIE is actively pursuing is institutional research and the possibility of obtaining research funding from non-state sources. Since the PGIE has not secured a research grant previously this is an area that will be actively explored in 2018.

(e) Details of Local Students

Institute	Course	Medium	Intake 2017	1 st Year Students (Part I)	2 nd Year Students (Part II)	No. Graduated
PGIE	MA in TESL	English	New Intake – 14 (Re-registered – 39)	-	-	09
	PG Dip./ MA in TESL	English	New Intake – 55 (Re-registered – 80)	97	38	04
	MA (in TLSC)	English	New Intake – 23 (Re-registered – 35)	39	19	-
Total	03	-	246	136	57	13

(f) Details of Academic Staff

Institute	Subject	Medium	Senior Prof	Professor	Senior Lecturer	Lecturer	probationary Lecturer	Instructors
PGIE		English	-	01	03	-	01	01*
Total		-	-	01	03	-	01	01

* Lecturer on contract basis

(g) Details of Non-Academic Staff

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

(h) Details of Research, Innovation and Publications

Subject	Published	Commercialized	Presented
a. No. of Research	01	-	07
b. No. of Innovations	-	-	-
c. No. of Journals	-	-	-
d. No. of Books	01	-	-
e. No. of Articles	01	-	-
f. Other	-	-	-

(i) Details of Programmes, Seminars & Workshops

Subject	Attended	Completed	Conducted
a. No. of Postgraduate Degree Programmes	-	-	02
b. No. of Postgraduate Diploma Programmes	-	-	01
c. No. of Degree Programmes	-	-	-
d. No. of Diploma Programmes	-	-	-
e. No. of Certificate Programmes	-	-	05
f. Other	-	-	04
Total	-	-	12

(j) No. of Certificate Programmes - conducted

	Title of the Course	Duration	Medium	No of students
1	Short Course on Enhancing Teacher Capacities in the Teaching of English Literature for G.C.E. Ordinary Level New Syllabus	22 hours (22 Feb – 05 April)	English	40
2	Short Course in Academic Writing and Research Methods in the Social Sciences and the Humanities	32 hours (06 March – 24 May)	English	30
3	Capacity Building Seminar for Western Province Department of Education In-Service Advisors and Assistant Directors of English	03 days (26-28 April)	English	49
4	Short Course on New G.C.E. A/L English Literature Syllabus	45 hours 11 th September - 20 th November	English	26
5	Short Course in Academic Writing and Research Methods in the Social Sciences and the Humanities	32 hours (October – December)	English	28

(k) Other activities

DETAILS OF WORKSHOPS CONDUCTED IN 2017

	Title of the Course	Duration	Medium	No of students
1	Research Workshop, Imagination of the 'Rural' in Sri Lankan Social Sciences, Politics and Art	02 days (14 th July–15 th July)	English	30
2	Language Assessment Workshop, sponsored by American Institute for Lankan Studies	22 hours (25 th July)	English	30
3	Faculty Development Workshop for Writing Instructors	2 hour (04 th Aug)	English	17

DETAILS OF GUEST LECTURES CONDUCTED IN 2017

	Title of the Course	Medium	No of Participants
1	"In Defense of EFL" : A Public Lecture by Dr. Brooke Schreiber	English	19

(l) Details of New Courses Initiated

Institute	Course	Medium	Postgraduate Certificate	Postgraduate Diploma	Master	M Phil	PhD
PGIE	PG Dip in Bilingual Education (Awaiting approval by the UGC)	English	-	Postgraduate Diploma Approval from UGC received course to be offered in 2018	-	-	-
	PG Dip in Professional Practice in English (Awaiting approval by the UGC)		-	Postgraduate Diploma Approval from UGC received course to be offered in 2018	-	-	-

3. Management and Administrative Progress

a) Administrative staff members attended the following training programs

- Workshop on disciplinary procedures for University staff - 01 participant
- Stores Management & Purchasing Procedures -01 participant
- Workshop on new salary conversion and other financial matters - 03 participants
- Graduate Diploma in Purchasing and Supply Chain Management - 01 participant

b) Academic Staff – participated in a number of national and international seminars and workshops:

- Language and Development Conference, British Council, Dakar, Senegal, West Africa
- Representation of Terror in South Asian literature, Northeastern Hill University (NEHU) Shillong, Assam, India
- Bi-Annual International Conference of the Sri Lanka English Language Teachers Association
- Sri Lanka Association for the Improvement of Higher Education Efficiency (SLAIHEE) conference
- International Conference on Open and Innovative Education (ICOIE 2017), Open University of Hong Kong
- Australian Association for Research in Education (AARE) Conference, Australian Capital Territory
- Launch of “Action research in Sri Lanka: A route to inclusion and social cohesion.” British Council, Colombo
- Social Cohesion and Reconciliation Planning Workshop. Peace Education and Reconciliation Unit (PERU) Ministry of Education: BMICH, Colombo.
- World Education Research Association (WERA). Education University of Hong Kong: Hong Kong.

c) Annual planning work for 2018 was done in two stages. An initial planning event was held at the PGIE on 11th December, followed by the preparation of the year plan for the year 2018 at a full day workshop on 18th December conducted as an away-day to facilitate synergy and team building.

- d) Discussion meetings and preliminary TEC meetings were held to identify requirement details, prepare tender documents and specifications to acquire the following intangible/ tangible assets (to be acquired in 2018)
- Management Information System
 - Rehabilitation and improvement of capital assets – Roof top and vehicle park & utility area
- e) New building related activities
- Several Building committee meetings and discussions were held with the contractor and the officials in the Ministry of Higher Education to inform the defects in the new building and delaying in rectification of defects.
- f) Preparation of Annual report for year 2016
- Preparation of Annual report for year 2016 was begun in January and completed in mid-March 2016 and presented to the Board of Management on 17th March. Discussion and acceptance of Annual report 2016 by Ministry of Higher Education was on 2nd October, 2017.

INFRASTRUCTURE PROGRESS

Acquisition of Furniture, Equipment and other assets

With the inception of its new building, the institute started acquiring new furniture and equipment in the year 2017 with the capital grants provided during 2016 and 2017.

- Procurement process to Supply and Install a 125 kVA Generator began in January and commissioned in October, 2017.
- Procurement process to Supply and Install of the passenger lift began in January and commissioned in December, 2017.
- Purchased new Desktop computers for office purposes and Laptops for the use of academic staff.
- Purchased auditorium chairs for seminar room and tables/ chairs for board room, office cupboards for office and academic staff etc. during 2017.
- Purchased and installed projectors, sound systems for lecture halls.
- Procurement process initiated to supply essential books to be kept at the main Library for the purpose of PGIE students and others.

Student Performance – 2016/2017

Table 1 – Student Performance at Final Evaluation 2016/2017

Postgraduate Diploma/Master of Arts in Teaching English as a Second Language – PGDip (TESL)

	ELP											
	1301	1201	1202	1203	1101	1102	1103	1104	1105	2101	2102	2301
Registered	70	70	53	63	50	52	39	11	09	26	27	05
Eligible	51	52	37	42	35	39	23	08	08	25	24	05
Sat	41	39	35	39	29	33	20	07	06	18	19	04
Passed	41	38	35	34	29	33	20	07	06	18	19	04
Completion Rate (%)	80.4 %	73.1 %	94.6 %	80.9 %	82.8 %	75 %	86.9 %	87.5 %	75 %	72 %	79.2 %	80 %

Table 2 – Student Performance at Final Evaluation 2016/2017

Master of Arts (in Teaching Literature in a Second Language Context) – MA (TLSC)

	LTP													
	1201	1202	1101	1102	1103	1104	1105	1203	1204	1106	1107	2101	2102	2103
Registered	27	28	27	27	15	31	13	23	09	10	10	14	11	12
Eligible	17	19	21	16	08	17	06	12	08	08	09	12	09	10
Sat	16	18	17	15	08	12	06	10	08	08	09	10	09	09
Passed	16	18	17	13	08	11	06	10	08	06	09	10	09	09
Completion Rate (%)	94.1 %	94.7 %	80.9 %	81.2 %	100 %	64.7 %	100 %	83.3 %	100 %	75 %	100 %	83.3 %	100 %	90 %

Research

The PGIE held a number of student-research related events in 2017.

The PGIE held its Research Forum where Masters students who are ready to begin their dissertation research pitch their research ideas to a panel of eminent academics drawn from many national universities and receive feedback. Student from across the country conducting research into a diverse range of topics presented at the Forum.

- Teaching Literature (In A Second Language Context) – 24th July, 2017-10 students
- Teaching English as a Second Language (TESL) – 26th January, 2017-36 students

List of research topics

MA in Teaching Literature (in a Second Language Context)

- Investigating the extent of developing critical thinking through teaching English literature in the Grade 11 classroom
 - Impact of supplementary material in helping students interpret short stories in the A/L literature syllabus
 - The use of literature in the language classroom to overcome students' inhibitions in the EAP class
 - An exploration of the reception of Magic Realism concepts in relation to the familiarity with Sinhala *sandesha kavyas*, folklore and *jathaka* stories
 - Perspectives and attitudes of Sri Lankan teachers towards exploring taboo/controversial social issues prevalent in literary texts
 - Language teacher professional development: A descriptive study of Sri Lankan English literature teachers' existing practices and needs
 - Significance of literature in improving the vocabulary usage in writing first year undergraduates
 - The teachers' use of School Based Assessment (SBA) tools in English Literature assessments
 - Quest for an effective collaborative teaching platform: The use of Facebook to improve creative writing and critical thinking skills of students in Colombo and Anuradhapura
 - Teachers' beliefs and the usages of GCE O/L English Literature teachers' resource book
- MA in Teaching English as a Second Language

MA in Teaching English as a Second Language

The PGIE also held its first Research Symposium with the participation of the Secretary to the Ministry of Education, Mr. Sunil Hettiarachchi as the Chief Guest. This is the first time the PGIE has showcased the work of students who have completed the MA. The presentations covered a diverse range of topics and research approaches.

- The global dimension in English Language Teaching (ELT)
- Reluctance and resistance to a CALL based EFL writing program: A case study conducted at the University of Jaffna.
- Cooperation or collaboration?: The effectiveness of using cooperative language learning in a university ESL classroom
- Learning grammar through second language (L2) grammar videos: a Diversified experience
- The Impact of collaboration on individual writing: A study of secondary school students
- An exploration of learner subjectivity negotiation in English language learning

Learner Support

The PGIE provided intensive one-on-one consultations 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. The PGIE continues to use the NEO-LMS platform to support students currently engaged in research as a means of providing peer support and targeted mentor input.

In addition, the coordinators of both MA programs have initiated online platforms for students to share issues during assessments where all student queries can be collated and the teaching staff is able to provide feedback.

The PGIE also partnered with the American Institute for Sri Lankan Studies to offer a workshop on Testing and Evaluation through a visiting American Scholar. The workshop participants included PGIE academics and visiting academics who received instruction on the latest trends in testing and evaluation in language education.

Activities of Members of Staff

DR. H. S. RAMBUKWELLA, DIRECTOR

Publications

Harshana Rambukwella. 2017. “Locations of authenticity: S.W.R.D. Bandaranaike of Sri Lanka and the search for indigeneity.” *Journal of Asian Studies*. 76(2): 383-400
Cambridge University Press

Activity	Institution
English for Special Academic Purposes (ESAP) course.	University of Moratuwa
Senior Induction Training Program, “Research Skills – Presentation of Research Findings”	Staff, Development Centre, Open University of Sri Lanka
Research Communication, and Academic Writing for Masters students in Biomedical Engineering	Postgraduate Institute of Medicine, University of Colombo
Research Communication, Academic Writing and Research Methodology for MPhil and PhD students	Faculty of Graduate Studies, University of Colombo
Resource person for GCE AL English Literature revision lectures for the Novel and Short Story	British Council, Kandy
Resource person for GCE AL English Literature revision lectures for the Novel and Short Story	British Council, Colombo
Resource person for one-day workshop on Research Methodology	Staff Development Centre, University of Jaffna
Speaker at the BCIS thinkers series (on Edward Said and Critical Humanism)	Bandaranaike Centre for International Studies
Chairperson of committee appointed to study a national curriculum revision proposal	National Institute of Education

Activity	Institution
Post-war Growth and Economic Opportunities for Women in Sri Lanka (GrOW) funded by IDRC (Canadian International Development Research Centre) and implemented by the International Centre for Ethnic Studies.	International Centre for Ethnic Studies (ICES)
Trustee of the Gratiaen Trust which administers the Gratiaen Prize for creative writing in English	Gratiaen Trust
Final round judge for the Swarnapusthaka Awards for the Sinhala Novel	Book Publishers Association of Sri Lanka
Member of the National sub-Committee on Literature	Department of Culture, Ministry of Culture
Judge in the final round of the Inter-School Shakespeare competition	Rotary Club of Colombo North and the YMCA
Coordinator, National Development unit for the Open University Staff Development Program	Staff Development Centre, The Open University of Sri Lanka
Board Member, Faculty of Graduate Studies	Faculty of Graduate Studies, University of Colombo
Member, Standing Committee for Teaching English as a Second Language	University Grants Commission
Member, Standing Committee on Postgraduate Studies	University Grants Commission
Member Convocation and Awards Committee	The Open University of Sri Lanka
Board Member, International Relations Unit	The Open University of Sri Lanka
Plenary speaker at the 4 th National Conference on Language Assessment and the 19 th National RESC Conference	National Institute of Education

Activity	Institution
Terror affect and literary representation: Reflections on Sri Lankan writing in English in a South Asian frame.” Plenary paper presented at the International Seminar on Narrative of Violence and Terror in South Asia	North Eastern Hill University (NEHU), Shillong, Assam, India
“Language and Reconciliation: Rethinking the nexus through the Sri Lankan experience.” Paper presented at the Language and Sustainable Development Goals conference	by the British Council and School of Oriental and African Studies, University of London, Dakar, Senegal

MS. H.D. WIJESEKERA, SENIOR LECTURER

Date	Activity	Institution
2017	Writing the PhD thesis and submitting it to the internal examination of the Faculty of Education	Queensland University of Technology, Australia
2017	Committee Member - Higher Degree Research (HDR) Student Committee 2017	Queensland University of Technology
2017	Member - Organizing Committee of the Biennial HDR Conference 2017	Queensland University of Technology
2017	Member - Abstract Reviewing Committee HDR Biennial Conference 2017	Queensland University of Technology
June 2017	Session Chair, Annual Research & Publication Week 2017	Queensland University of Technology

Date	Activity	Institution
June 2017	Presentation on “Making the most of an academic conference: Processes, Practice and Tips” (Co-presenter) at the Annual Research & Publication (RAP) week 2017	Queensland University of Technology
November 2017	Presenting a research paper on “Students’ ethnolinguistic identities and the linguistic market in Bilingual Education classrooms in Sri Lanka” (AARE, 2017)	Australian Association for Research in Education (AARE) Conference, Australian Capital Territory, 26-30Nov 2017
3 rd & 4 th quarters of 2017	Committee member (on invitation) - Research and Innovation Committee (RIC) of the Faculty of Education	Queensland University of Technology

DR. SREEMALI HERATH, SENIOR LECTURER

Publications

Gagné, A. Herath, S., & Valencia, M. (2017). Autobiographical creation: A powerful professional development strategy for teachers. In J. Cummings & M. Blatherwick (eds.), *Creative Practices in Curriculum and Teaching in the 21st Century*. Alberta: Brush Publications.

Gagné, A. Herath, S., & Valencia, M. (2017). Strategies to engage and transform teacher learners in an online course. In J. Cummings & M. Blatherwick (eds.), *Creative Practices in Curriculum and Teaching in the 21st Century*. Alberta: Brush Publications.

Herath, S. (2017). Action research: A route to inclusion and social cohesion. In M. Froggett and S. Herath (Eds.), *Action research in Sri LankaL: A route to inclusion and social cohesion* (pp. 9 - 19). Colombo: British Council. Froggett, M. and Herath, S. (Eds.) (2017). *Action research in Sri Lanka: A route to inclusion and social cohesion*. Colombo: British Council.

Froggett, M. and Herath, S. (Eds.) (2017). *Action research in Sri Lanka: A route to inclusion and social cohesion*. Colombo: British Council.

Date	Activity	Institution
February	Speaker: Action research and its role in inclusion and social cohesion. At the launch of <i>Action research in Sri Lanka: A route to inclusion and social cohesion</i> .	British Council, Colombo
	Panelist: Herath, S., Froggette, M. Devapriya, A & Samaraweera, Y. (2017). Participatory action research: A route to inclusion and social cohesion? Bi-Annual International Conference Sri Lanka English Language Teachers' Association.	Sri Lanka English Language Teachers' Association, National International of Education: Colombo.
March	Invited Speaker Review of the Sri Lankan National Policy on Education for Social Cohesion and Peace (2008): Strategies for the new context towards sustainable peace. At the Social Cohesion and Reconciliation Planning Workshop. Peace Education and Reconciliation Unit (PERU) Ministry of Education: BMICH, Colombo.	Peace Education and Reconciliation Unit (PERU) Ministry of Education and ONUR
April (onwards)	Member: OUSL MOOC committee	The Open University of Sri Lanka
July	Reviewer: Kalyani Journal	University of Kelaniya
	Examiner: Thesis examiner for Master of Arts in English Studies Degree	University of Colombo
August	Reviewer of abstracts International Research Symposium on English Language Studies	Department of English Language Teaching, Colombo University
	Editorial Board OUSL Journal	The Open University of Sri Lanka
	Plenary Speaker: The widening scope of second language teacher education (SLTE). National Conference for ADEs/ DDEs (English)	Languages Department, Ministry of Education, Sri Lanka

Date	Activity	Institution
September	Panelist: Herath, S., Nagaswatta, K., Gamage, S., Kalinga, J., & Perera, K. (2017). Doing ESL research: Diverse perspectives from five contexts. International Research Symposium on English Language Studies. Colombo University: Colombo.	Department of English Language Teaching, Colombo University: Colombo.
October	Curriculum Evaluator: Mapping of Professional Plan - Certification Levels C1 and C2 with NVQ Qualifications 5 and 6	Tertiary and Vocational Education Commission
	Reviewer: OUSL Journal	The Open University of Sri Lanka
November	Research grant recipient: Sri Lanka Norway Music Corporation, Small Grants Scheme	Sri Lanka Norway Music Association/Seva Lanka
	Coordinator, Certificate in Teaching in Higher Education (CTHE): Teaching and learning: Enhancing Course Skills Curriculum and Course Development Personal Goal Setting	Staff Development Centre, The Open University of Sri Lanka
	Panelist: Gagné, A., Schmidt, C., Man Chu Lau, S., & Herath, S. (2017). Intersectionality in pre-service and graduate teacher education: Fostering critical lenses in transnational contexts. World Education Research Association (WERA). Education University of Hong Kong: Hong Kong.	World Education Research Association (WERA). Education University of Hong Kong: Hong Kong.

MS. M.I. JANSZ, LECTURER PROBATIONARY

Date	Activity	Institution
January 2017	Panel of Reviewers –Bi-Annual International Conference	Sri Lanka English Language Teachers' Association
February 2017	Paper Presentation “Grammar: A vehicle for Linguistic Imperialism?”	Bi-Annual International Conference Sri Lanka English Language Teachers' Association
February 2017	Moderator- Panel “Participatory Action Panel”	Bi-Annual International Conference Sri Lanka English Language Teachers' Association National International of Education (2017)
February 2017	Examiner – Undergraduate Dissertation	Department of English, University of Kelaniya
January – February 2017 (continuing from 2016)	As member on invitation to “Special Task Force for Strengthening English & IT Skill” Reviewer and editor of part of the “ English Online Course” for 2015/16 university entrants	University Grants Commission
April 2017	Guest Speaker – Perkumpulan “SLE Grammar in the classroom: what are the challenges and the opportunities?”	Department of English Language Teaching, University of Kelaniya
	Review Panelist- OUSL Journal	The Open University of Sri Lanka
September 2017	Reviewer - Kalyani: Journal of Humanities and Social Sciences	University of Kelaniya
2017	An author of The General English A/Level Textbook	Education Publications Department, Sri Lanka
June-August 2017	Reviewer of Abstracts International Research Symposium on English Language Studies	Department of English Language Teaching, University of Colombo

Date	Activity	Institution
June 2017	Paper Presentation: “Participant perspectives on the use of an online space to facilitate academic achievement among open and distance postgraduate students.” Annual National SLAIHEE conference	Sri Lanka Association for the Improvement of Higher Education Efficiency The Open University of Sri Lanka (2017)
July 2017	Co-Presenter (Lead author) Engaging “invisible” students: the power of local and international collaboration in distance learning (ICOIE 2017)	International Conference on Open and Innovative Education (ICOIE 2017), Open University of Hong Kong (July, 2017)
August 2017	Moderator - Session on Classroom pedagogies and practices: collaborative learning flipped classrooms, multimodality, blended instruction Workshop for National Level Conference of all ADEs/ DDEs (English)	Languages Department, Ministry of Education, Sri Lanka
September 2017	Moderator - Panel “ Doing ESL Research” IRELS 2017 Session Chair	Department of English Language Teaching, University of Colombo

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 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. In addition to these teaching related activities the PGIE also collaborated with the American Institute for Sri Lankan Studies on a number of activities, including a workshop by a visiting American academic and two international academic seminars.

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 2017, 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.

Visiting staff who supported the PGIE during the year 2017

(This list is also indicative of the national function played by the PGIE which is able to draw upon the expertise of academics from almost every national university in Sri Lanka.)

Master of Arts in Teaching Literature (in a Second Language Context)

Name	Affiliation
Ms. Ruhanie Perera	Department of English, University of Colombo
Ms. Sunila Galappatti	Award-winning author, former dramaturg at the Royal Shakespeare Company, London
Ms. Nadine Vanniasinkam	International Centre for Ethnic Studies
Ms. Manikya Kodithuwakku	Department of Language Studies, OUSL
Dr. Prabha Manuratne	Department of English, University of Kelaniya
Dr. Shashikala Assella	Department of English, University of Kelaniya
Mr. Andi Schubert	Social Scientists' Association
Ms. Annemari De Silva	International Centre for Ethnic Studies
Mr. Ariyawansa Ranaweera	Award-winning novelist and translator and visiting academic at University of Kelaniya
Mr. Lal Medawattegedara	Department of Language Studies, OUSL
Ms. Madhubashini Rathnayake	English Language Teaching Unit, University of Sri Jayawardenapura
Dr. Amarakeerthi Liyanage	Department of Sinhala, University of Peradeniya
Dr. Chitra Jayathilake	Department of English, University of Sri Jayawardenapura
Mr. Akhri Ameer	Dramatist and Speech and Drama teacher
Ms. Kaushalya Fernando	Award winning dramatist
Dr. Dinali Devendra	Department of Language Studies, OUSL
Ms. Dinali Fernando	Department of English, University of Kelaniya
Dr. Vivimarie Vanderpoorten	Department of Language Studies, OUSL
Ms. Parvathi Nagasundaram	Teacher Educator – formerly National Institute of Education
Prof. Ryhana Raheem	Department of Language Studies, OUSL
Dr. Hemamala Ratwatte	Department of Language Studies, OUSL
Prof. Neloufer de Mel	Department of English, University of Colombo
Dr. Pradeep Peiris	Department of Political Science & Public Policy, University of Colombo
Dr. Vagisha Gunasekera	American Institute for Lankan Studies
Dr. Kaushalya Perera	Department of English Language Teaching, University of Kelaniya

Master of Arts in Teaching English as a Second Language

Name	Affiliation
Ms. D. Fernando	Department of English, University of Kelaniya
Dr. H.V.M. Ratwatte	Department of Language Studies, The Open University of Sri Lanka
Dr. P. Pieris	Department of Political Science and Public Policy, University of Colombo
Dr. D.E. Devendra	Department of Language Studies, The Open University of Sri Lanka
Dr. W. Seneviratne	The Librarian The Open University of Sri Lanka
Dr. Radhika de Silva	Department of Language Studies, The Open University of Sri Lanka
Mr. S. Gunawardena	Department of Languages University of Moratuwa
Dr. A. Abeyasekera	Faculty of Graduate Studies University of Colombo
Dr. K. Perera	Department of English Language Teaching University of Kelaniya
Prof. C. Gunawardena	Faculty of Education The Open University of Sri Lanka
Mr. T.I. Wickramaarachchi	Department of English Language Teaching University of Kelaniya
Prof. Maheswarakurukkal Saravanapava Iyer	ELTC University of Jaffna
Prof. Ryhana Raheem	Department of Language Studies, The Open University of Sri Lanka
Dr. Palitha Dissanayake	University of Kelaniya
Ms. Mahishi Ranaweera	Department of English Language Teaching University of Kelaniya
Ms. Nadine Vannaisinkam	International Centre for Ethnic Studies
Ms. Shivane Ilankoon	Department of English Language Teaching University of Colombo

Prof. Dushyanthi Mendis	Department of English University of Colombo
Ms. Ethel Nanayakkara	Testing and Evaluation expert, Consultant NIE and Examinations Department
Dr. Romola Rassool	Department of English Language Teaching University of Kelaniya
Dr. Vivimarie Vanderpoorten	Department of Language Studies, The Open University of Sri Lanka
Mr. Ranjith Perera	Retired school principal
Prof. Sirohmi Fernando	Department of English, University of Colombo
Ms. Dilini Walisundera	Department of English, University of Sri Jayewardenepura
Dr. Chitra Jayatilleke	Department of English, University of Sri Jayewardenepura
Ms. Sumudu Embogama	University of Visual and Performing Arts
Prof. Dilkushi Senaratne	Department of English Language Teaching University of Kelaniya
Ms. Kasun Vindika	NIBM Kandy
Ms. Ketherkie Nagahawatte	Department of English Language Teaching, University of Colombo

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. This support also ensures that the PGIE is able to provide a high quality service to its diverse and expanding clientele.

4. Financial Statements (According to the new format)

(a) Details of Recurrent Expenditure

Subject	2016 Rs	2017 Rs
a. Personal emoluments	12,660,591.00	15,416,958.00
b. Traveling	70,314.00	94,331.00
c. Supplies	787,345.00	974,909.00
d. Maintenance	156,944.00	260,348.00
e. Contractual Services	854,828.00	1,454,608.00
f. Other	2,273,112.00	4,880,962.00
Total	16,803,134.00	23,082,116.00

(b) Details of Capital Expenditure

Subject	2016 Rs.	2017 Rs.
a. Acquisition of Furniture & Office Equipment	2,153,746.00	4,565,245.00
b. Acquisition of Machinery	-	7,878,631.00
c. Acquisition of Library Books	87,347.00	211,280.00
c. Acquisition of Building & Structures	46,346,778.00	1,190,330.00
d. Other	-	5,661,631.00
Total	48,587,871.00	19,507,117.00

(c) Details of Financial Progress (Expenditure)

Subject	Provision in 2017 Rs.	Exp in 2017 Rs.	Savings / Excess Rs.
a. Recurrent except Project	20,468,000.00	19,545,692.00	922,308.00
b. Capital except Project	5,700,000.00	5,625,000.00	75,000.00
c. Project – Locally funded			
d. Project – Foreign funded			
Total	26,168,000.00	25,170,692.00	(997,308)

(d) Details of Financial Progress (Generated Income)

Source of Revenue	Provision in 2017 Rs.	Collection in 2017	Deficit/Surplus Rs.
a. Undergraduate studies			
b. Postgraduate Studies	7,900,000.00	12,959,029.00	5,059,029.00
c. Consultancies			
d. Other			
Total	7,900,000.00	12,959,029.00	5,059,029.00

(e) Financial Performance Analysis

Subject	Formula	Exp. Per Student Rs.
a. Recurrent Expenditure per Student (RE)	RE/No of Student strength	89,120.14
b. Capital Expenditure per Student (CE)	CE/No of Student strength	75,317.05
Total	-	164,437.19

5. Audit Committee Report

Internal Audit Report - 2017

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

- OUSL/IA/AR/2017/PGIE/01- Audit Report for the Budgetary Control- PGIE
- OUSL/IA/AR/2017/PGIE/02- Audit of Board of Survey - 2016

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 (except the Audit Committee meetings of the OUSL) under review.

4. The Staff

The Internal Audit Division comprises the following staff.

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

6. Audited Financial Statements

Postgraduate Institute of English Statement of Financial Position as at 31st December 2017

ASSETS		2017 (Rs.)	2016 (Rs.)
Current Assets			
Cash at Bank	1	11,420,362	18,385,728
Loans & Advances to Staff	2	1,216,377	973,328
Receivables From Student	3	5,065,653	3,114,832
Short Term Investments	4	46,761,464	43,000,000
Inventories		313,296	96,872
Pre payments and Receivable	5	36,146	23,770
		64,813,298	65,594,531
Non-Current Assets	6		
Furniture & Fittings		3,134,436	2,028,688
Office Equipments		2,294,815	1,636,809
Library books & Periodicals		593,704	610,501
Computer & Accessories		5,614,329	426,753
Foot Bicycle		4,000	2,228
Cloaks		5,512	9,712
Other assets		30,348	20,762
Plant & Machinery		7,740,678	-
Land		-	22,581,550
Building		84,804,933	88,061,165
Intangible Assets	7	482,992	-
		104,705,747	115,378,168
Total Assets		169,519,045	180,972,699
LIABILITIES		104,222,755	
Current Liabilities			
Accrued Expenses	8	1,532,306	1,262,751
Sundry creditors	9	2,875,061	55,920
Student Fees In Advance	10	3,786,136	2,310,584
Retention on Constructions		2,011,359	2,011,358
Interest in Advance		288,404	462,672
		10,493,265	6,103,285
Non - Current Liabilities			
Provision for Gratuity	11	1,703,630	1,157,113
Total Liabilities		12,196,895	7,260,398
Net Assets		157,322,150	173,712,300
NET ASSETS / EQUITY			
Capital Grant - Spent	12	107,543,180	92,911,215
Capital Grant - Unspent	13	17,189,312	35,829,434
Land Valuation Reserve		-	22,500,000
PGIE Development Fund		3,967,500	3,967,500
PGIE General Reserve		28,622,158	18,504,151
Total net Assets / Equity		157,322,150	173,712,300

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

Dr. H. S. Rambukwella
PhD (Ed), B.A. (Hons) (Pon, SL)
Director
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

Member of BOM Member of BOM

Mr W D T Tilakaratne

Senior Assistant Registrar

W. D. T. Tilakaratne
Senior Assistant Registrar

Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

Mrs. S. M. P. A. Sudani

Assistant Bursar

Postgraduate Institute of English
The Open University of Sri Lanka
P. O. Box 21, Nawala, Nugegoda.

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2017

		<u>2017</u> <u>(Rs.)</u>	<u>2016</u> <u>(Rs.)</u>
<u>Revenue</u>			
	<u>Note</u>		
Government Recurrent Grant		18,727,098	12,186,000
Application Fees		233,000	213,500
Registration Fees		229,525	165,900
Tuition Fees		7,448,475	5,559,525
Examination Fees		365,790	134,810
Supplementary Fees		157,800	111,000
Dissertation Fees		1,376,039	812,288
Portfolio fee		72,000	120,000
Tuition Fees from Short Course		3,076,400	414,521
Interest Income	14	4,611,991	3,431,844
Miscellaneous Receipts		170,560	1,500
Amortization of Capital Grant		5,633,157	1,407,955
Total Revenue		<u><u>42,101,836</u></u>	<u><u>24,558,842</u></u>
<u>Expenses</u>			
Personnel Emoluments	15	15,416,958	12,660,591
Traveling Expenses	16	94,331	70,314
Supplies and Consumables	17	974,909	787,345
Maintenance Expenditure	18	260,348	156,944
Contractual Services	19	1,454,608	854,828
Other Recurrent Expenses	20	4,880,962	2,273,112
Depreciation		5,658,457	3,665,934
Gratuity Expenses		546,517	505,488
Amortization Intangible Assets		107,008	-
Human Capital expenses		168,000	-
Revaluation Deficit		2,428,962	-
Total expenses		<u><u>31,991,061</u></u>	<u><u>20,974,556</u></u>
Surplus / (Deficit) for the period		<u><u>10,110,775</u></u>	<u><u>3,584,286</u></u>

Postgraduate Institute of English
Statement of changes in Net Assets / Equity for the Year Ended 31st December 2017

(Rs.)

	PGIE General Reserve	Other Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2015	14,957,684	3,967,500	47,972,391	44,676,212	111,573,788
Previous year adjustment	16,225	-	-	-	16,225
Capital Grant Spent during the year	-	-	46,346,778	(46,346,778)	-
Funds Received During the year	-	-	-	37,500,000	37,500,000
PGIE Land value	-	-	-	-	-
Amortization of Capital grants	-	-	(1,407,955)	-	(1,407,955)
Surplus / (Deficit) for the period	3,530,242	-	-	-	3,530,242
Balance as at 31st December 2016	18,504,151.00	3,967,500	92,911,215	35,829,434.34	151,212,300
Previous year adjustment	7,232	-	-	-	7,232
Capital Grant Spent during the year	-	-	20,265,122	(20,265,122)	-
Funds Received During the year	-	-	-	1,625,000	1,625,000
Amortization of Capital grants	-	-	(5,633,157)	-	(5,633,157)
Surplus / (Deficit) for the period	10,110,775	-	-	-	10,110,775
Balance as at 31st December 2017	28,622,158	3,967,500	107,543,180	17,189,312	157,322,150

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2017

	2017 (Rs.)	2016 (Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus / (Deficit) from ordinary activities	10,110,775	3,584,286
Interest Income from Short Term Investments	(4,611,991)	(3,400,257)
<u>Non Cash Movements</u>		
Depreciation	5,658,457	3,665,934
Gratuity Expenses	546,517	505,488
Amortization of Capital Grants	(5,633,157)	(1,407,955)
Amortization Intangible Assets	107,008	-
Prior year Adjustments	7,232	-
Revaluation Deficit	2,428,962	-
Prior year Adjustments - Depreciation	75116	-
Net Surplus before working capital changes	8,688,919	2,947,496
<u>(Increase) / Decrease in Working Capital</u>		
(Increase) / Decrease in Inventories	(216,424)	155,763
Increase/(Decrease) in payables	4,389,980	(875,042)
(Increase)/Decrease in Receivable	(1,963,197)	(929,027)
(Increase)/Decrease in Loan & Advance to Staff	(243,049)	(120,714)
Gratuity payment	-	-
Net Cash Flows from operating Activities	10,656,228	1,178,476
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property, Plant & equipment	(19,295,842)	(1,950,493)
Purchase of Books and Periodicals	(211,280)	(87,347)
Purchase Intangible assets	(590,000)	-
PGIE Building project	-	(46,346,778)
Interest from Investments	4,611,991	3,400,257
Withdrawals of Short Term Investments	19,100,400	18,494,422
New Short Term Investments	(22,861,864)	-
Net Cash Flows from Investing Activities	(19,246,595)	(26,489,939)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grants from Treasury	1,625,000	37,500,000
Net Cash Flows from Financing Activities	1,625,000	37,500,000
Net Increase / (Decrease) in Cash & Cash Equivalents	(6,965,366)	15,532,749
Cash & Cash Equivalents at the beginning of period	18,385,728	2,852,979
Cash & Cash Equivalents at the end of period	11,420,362	18,385,728

Postgraduate Institute of English Notes to the Financial Statement – 2017

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.20,352,098. The recurrent Grant of Rs.18,727,098 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 2016 (Rs.)	Amount Unspent (Rs.)
Recurrent Grants	18,727,098	-
<u>Capital Grants</u>		
Plant, Furniture, Office Equipment & Others	1,000,000	10,142,224
Books and Periodicals	-	2,917,767
PGIE Building Project	-	3,672,322
Human Capital	425,000	257,000
Rehabilitation	200,000	200,000
	<u>20,352,098</u>	<u>17,189,312</u>

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 %
❖ 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 22,500,00/=is recorded as an asset of the PGIE. In the year 2017 Financial Statements, it has been decided to disclose the value of the land as Rs.22,500,000.00 complying with the Public Sector Accounting Standard No.07.

(g) Furniture & Fittings, Office Equipment, Computer & Accessories and Foot bicycle revalued as at 2017.01.01 and revalued amounts have been taken in to the accounts.

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 174336838310. 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. 10 of 2006.

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>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
People's Bank A/C No. 174100 156 838310	252,645	418,679
People's Bank A/C No. 174100 246 838310	(902,000)	3,960,318
People's Bank A/C No. 174100 336 838310	123,950	14,006,732
People's Bank A/C No. 174200 226 838310	9,941,809	-
People's Bank A/C No. 174200 136 838310	2,003,958	-
	<u>11,420,362</u>	<u>18,385,728</u>

Note - 02

<u>Loans and Advances to Staff</u>	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Distress Loan	1,182,477	896,628
Vehicle Loan	30,900	70,900
Special Advance	500	500
Festival Advance	2,500	5,300
	<u>1,216,377</u>	<u>973,328</u>

Note- 03

<u>Receivables From Student</u>	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Portfolio fees Receivable	72,000	72,000
Tuition Fees Receivable - TESL	3,558,275	2,484,025
Tuition Fees Receivable - TLSC	674,400	286,500
Dissertation Fees Receivable TESL	541,918	259,827
Dissertation Fees Receivable TLSC	70,200	-
Examination Fees Receivable TESL	120,000	-
Examination Fees Receivable TLSC	28,860	12,480
	<u>5,065,653</u>	<u>3,114,832</u>

Note - 04

Short Term Investments

	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
Opening Balance	43,000,000	61,494,422
Withdraw during the year - FD	-	(7,718,522)
Withdraw during the year - TB	(19,100,400)	(10,775,900)
New Investments - TB	22,861,864	-
	<u>46,761,464</u>	<u>43,000,000</u>

Note - 05

Pre payment and Receivables

	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
Pre-payment	<u>36,146</u>	<u>23,770</u>
	<u>36,146</u>	<u>23,770</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	Land & Building	Total
Cost										
Balance as at 01/01/2017	2,500,288	3,721,463	2,113,051	2,570,953	-	10,700	21,000	46,607	90,400,694	101,384,755
(+) Purchases during the year	2,537,671	2,027,574	5,640,786	211,280	7,878,631	-	-	20,850	1,190,330	19,507,122
(-) Transfer to revaluation	(2,500,288)	(3,721,463)	(2,113,051)	-	-	(10,700)	-	-	-	-
(-) Disposal during the year	-	-	-	-	-	-	-	-	-	-
Balance as at 31/12/2017	2,537,671	2,027,574	5,640,786	2,782,233	7,878,631	-	21,000	67,457	91,591,024	112,546,376
Depreciation										
Balance as at 01/01/2017	471,600	2,084,653	1,686,299	1,960,453	-	8,472	11,288	25,845	2,257,979	8,506,587
(+) Adjustments	75,116	75,116	-	-	-	-	-	-	-	75,116
(+) Depreciation for the Year	141,326	218,240	153,217	228,077	137,953	-	4,200	11,263	4,528,112	5,422,387
(-) Transfer to revaluation	(471,600)	(2,159,769)	(1,686,299)	-	-	(8,472)	-	-	-	(4,326,140)
Balance as at 31/12/2017	141,325	218,240	153,217	2,188,529	137,953	-	15,488	37,108	6,786,090	9,677,951
Net Book Value as at 01/01/2016	2,028,688	1,636,809	426,753	610,501	-	2,228	9,712	20,762	88,142,715	92,878,168
Net Book Value as at 31/12/2016	2,396,346	1,809,335	5,487,569	593,704	7,740,678	-	5,512	30,348	84,804,933	102,868,425

	Furniture & Fittings	Office Equipment	Computers & Accessories	Foot Bicycle	Total
Revaluation					
Balance as at 01/01/2017	820,100	606,850	158,450	5,000	1,590,400
(+) Purchases during the year	-	-	-	-	-
Balance as at 31/12/2017	820,100	606,850	158,450	5,000	1,590,400
Depreciation					
Balance as at 01/01/2017	-	-	-	-	-
(+) Depreciation for the Year	82,010	121,370	31,690	1,000	236,070
(-) Disposal during the year	-	-	-	-	-
Balance as at 31/12/2017	82,010	121,370	31,690	1,000	236,070
Net Book Value as at 01/01/2017	820,100	606,850	158,450	5,000	1,590,400
Net Book Value as at 31/12/2017	738,090	485,480	126,760	4,000	1,354,330

Note - 07**Intangible Assets**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Computer Software	590,000	-
Amoratzation for the yer	107,008	-
	<u>482,992</u>	<u>-</u>

Note - 08**Accrued Expenses**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Audit Fees for the Year 2015	125,000	125,000
Audit Fees for the Year 2014	150,000	150,000
Audit Fees for the Year 2016	140,000	140,000
Audit Fees for the Year 2017	150,000	-
Telecommunication expenses	18,220	22,478
Overtime	25,125	20,957
Visiting Lecture fees	15,000	22,500
Entertainment Expenses	9,491	-
Stamp Duty & PAYE	2,175	1,775
Gratuity Payable	383,670	383,670
Other payable	113,045	50,000
Security Services	44,563	192,034
PGIE Lecture Fees	290,000	22,500
Cleaning services	66,018	131,837
	<u>1,532,306</u>	<u>1,262,751</u>

Note - 09**Sundry creditors**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Payable to OUSL	92,317	40,128
Softlogic Information Technologies	15,792	15,792
Hayleys Industrial	344,883	-
Metropolitan Engineering	2,412,700	-
Leema Creations	2,565	-
Expograpics (Pvt) Ltd	6,804	-
	<u>2,875,061</u>	<u>55,920</u>

Note - 10**Student Fees In Advance**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Tuition Fees in Advance TESL	2,479,925	1,930,200
Tuition Fees in Advance TLSC	1,021,800	-
Dissertation Fees in Advance	4,111	150,059
Registration Fees in Advance TESL	140,550	119,475
Registration Fees in Advance TLSC	28,300	6,400
Supplementary Fees in Advance TESL	90,450	79,650
Supplementary Fees in Advance TLSC	21,000	4,800
Short Course Fees in Advance	-	20,000
	<u>3,786,136</u>	<u>2,310,584</u>

Note - 11**Provision for Gratuity**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	1,157,113	651,625
Gratuity payment during the Year	-	-
Provision for the Year	<u>546,517</u>	<u>505,488</u>
	<u>1,703,630</u>	<u>1,157,113</u>

Note - 12**Capital Grants Spent**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	92,911,215	47,972,392
Capital Expenses	20,265,122	46,346,778
Amortization for the year	<u>(5,633,157)</u>	<u>(1,407,955)</u>
	<u>107,543,180</u>	<u>92,911,215</u>

Note - 13**Capital Grants Unspent**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	35,829,434	44,676,212
Grant from the Treasury	1,625,000	37,500,000
Capital Expenses	<u>(20,265,122)</u>	<u>(46,346,778)</u>
	<u>17,189,312</u>	<u>35,829,434</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 14

<u>Interest Income</u>	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
Interest from Savings Accounts	22,342	-
Interest from FD	-	16,798
Interest from TB	4,548,366	3,383,464
Interest from Loan & Advance to Staff	41,283	31,582
	<u>4,611,991</u>	<u>3,431,844</u>

Note - 15

<u>Personnel Emoluments</u>	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
<u>Academic</u>		
<u>Salaries and Wages</u>		
Salaries and Wages	2,542,144	1,613,294
University Provident Fund	404,010	307,862
University Pension	461,725	299,024
ETF 3%	173,147	122,422
Visiting Lectures Fees	841,250	855,650
PGIE Lecturers Fees	290,000	22,500
	<u>4,712,276</u>	<u>3,220,752</u>
<u>Other Allowances</u>		
Academic Allowance	2,624,384	2,135,963
Research Allowance	599,254	623,707
Cost of Living Allowance	343,200	296,400
Special Allowance	-	322,659
Additional Allowances	689,016	322,659
Entertainment Allowance	113,460	81,170
Adjustment Allowance	633,316	-
Interim Allowance	-	380,000
Other Allowances	600,000	360,000
	<u>5,602,630</u>	<u>4,522,558</u>
Personal Emolument - Academic	10,314,906	7,743,310

<u>Non - Academic</u>	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
<u>Salaries and Wages</u>		
Salaries and Wages	2,432,719	1,720,579
University Provident Fund	316,753	205,086
University Pension	228,162	150,298
ETF 3%	109,224	71,077
Acting Pay	200,000	-
	<u>3,286,859</u>	<u>2,147,040</u>
<u>Other Allowances</u>		
Research Allowance	141,729	80,389
Cost of Living Allowance	667,940	648,649
Special Allowance	-	344,116
Additional Allowance	29,013	344,116
Interim Allowance	-	831,602
MCA	615,554	344,116
Adjustment allowance	45,835	-
	<u>1,500,071</u>	<u>2,592,988</u>
Personal Emolument - Non-Academic	4,786,929	4,740,028
Overtime and Holiday Payment		
Over Time	276,704	167,129
Holiday Payments	38,419	10,124
	<u>315,123</u>	<u>177,253</u>
Total Personal Emoluments	15,416,958	12,660,591

Note - 16

Traveling Expenses

	<u>2017</u> <u>Rs.</u>	<u>2016</u> <u>Rs.</u>
Domestic	94,331	70,314
	<u>94,331</u>	<u>70,314</u>

Note - 17**Supplies and Consumables**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Stationery & Office Requisites	699,900	552,888
Fuel & Lubricant	229,600	210,600
Machanical &Electrical Goods	4,900	10,663
Uniforms	1,800	4,973
Other Supplies	38,709	8,221
	<u>974,909</u>	<u>787,345</u>

Note - 18**Maintenance Expenditure**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Plant, Machinery Equipment	238,931	131,837
Building & structures	19,577	24,817
Other Maintenance Expenditure	1,840	290
	<u>260,348</u>	<u>156,944</u>

Note - 19**Contractual Services**

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Cleaning Services	294,350	131,837
Security Services	378,152	192,259
Postal Charges	78,910	80,055
Telecommunication	186,395	209,690
Electricity	10,153	89,217
Water	8,741	19,420
Printing Advertising	497,908	132,351
	<u>1,454,608</u>	<u>854,828</u>

Note - 20

Other Recurrent Expenses

	<u>2017</u>	<u>2016</u>
	<u>Rs.</u>	<u>Rs.</u>
Stamp Duty	4,900	3,025
Special Services - Council & Committees	717,971	670,777
- Professional & Other fees	10,000	140,000
Workshops ,Seminars	167,901	167,612
Staff Insurance	28,278	16,843
Staff Development	109,000	74,000
Travelling for University Teachers	137,500	-
Holiday Warrants & Season Tickets	8,550	-
Entertainment Expenses	129,462	36,566
Bank Charges	25,539	14,829
Contributions & Membership Fees	35,500	24,371
Examination Fees	272,400	179,985
Short Course expenses	1,352,435	54,401
Employee Welfare	-	5,000
Property loan Interest	93,910	-
Other	1,787,616	885,703
	<u>4,880,962</u>	<u>2,273,112</u>

TRIAL BALANCE AS AT
TRIAL BALANCE AS AT 31/12/17

=====	=====	=====	=====
ACC #.	ACCOUNT NAME	Debit	Credit
=====	=====	=====	=====
111001	CAPITAL GRANT SPENT		107,543,180
111007	UNSPENT CAPITAL GRANT-BUILDING		3,672,322
111008	UNSPENT CAPITAL GRANT-BOOKS		2,917,767
111009	UNSPENT CAPITAL GRANT-PLANT		10,142,224
111011	UNSPENT CAPITAL GRANT -HUMAN		257,000
111010	UNSPENT CAPITAL GRANT -Rehabilitation		200,000
	Amortization of Capital grants	-	5,633,157
121005	PGIE GENERAL RESERVE		18,511,383
122001	PROVISION FOR GRATUITY		1,703,630
161004	RETENTION - CONSTRUCTIONS		2,011,359
161008	OUSL PAYABLE A/C		92,317
162001	ACCRUEL EXPENDITURE		1,532,306
162002	SUNDRY CREDITORS		2,782,744
166011	PGIE DEVELOPMENT FUND		3,967,500
168100 1	TUITION FEE IN ADVANCE-TESL		2,479,925
168100 3	DISSERTATION FEES IN ADVANCE		4,111
168100 5	SUPPLEMENTARY FEES IN ADVANCE		90,450
168100 6	REGISTRATION FEES IN ADVANCE		140,550
168200 1	TUITION FEES IN ADVANCE -TL		1,021,800
168200 4	SUPPLEMENTARY FEES IN ADVANCE		21,000
168200 5	REGISTRATION FEE IN ADVANCE		28,300
210102	BUILDING CAPITAL NATURE	91,591,024	
210201	OFFICE FURNITURE	2,537,671	
210202	OFFICE EQUIPMENT	2,027,574	
210207	CLOAKS, GARLENDIS	21,000	
210210	BOOKS & PERIODICALS	2,782,233	
210213	PLANT & FIXES	7,878,631	
210225	COMPUTER & ACCESSORIES	5,640,786	
210226	OTHER ASSETS	67,457	
210227	COMPUTER SOFTWARE	482,992	
210228	REVALUATION ASSETS	1,590,400	
210229	REVALUATION Deficit A/C	2,428,962	
210306	HUMAN CAPITAL DEVELOPMENT	168,000	
221001	PRO.FOR.DEP.-BUILDING		6,786,090
221002	PRO.FOR.DEP. OFFICE EQUI		339,610
221003	PRO.FOR.DEP.FURNITURE &		223,335
221008	PRO.FOR.DEP.-PLANT& MECHIN		137,953
221010	PRO.FOR.DEP-BOOKS&PERIO		2,188,529
221011	PRO.FOR.DEP-CLOCKS& GAR		15,488
221014	PRO.FOR.DEP-COMPUTERS&ACCE		184,907
221015	PRO.FOR.DEP-OTHER ASSETS		37,108
221016	PRO.FOR.DEP-FOOT BICYCLE		1,000
231000 2	PB Nugegoda 174100156838310	252,645	
231000 3	PB Nugegoda 174100246838310		902,000
231000 4	PB Nugegoda 174100336838310	123,950	
231000 5	PB NUGEGODA A/C 17420022683	9,941,809	
231000 6	PB NUGEGODA A/C 17420013683	2,003,958	
235004	PRE PAYMENT	36,146.23	
235100 1	TUTION FEES RECEIVABLE-TESL	3,558,275	
235100 2	PORTFOLIO FEES RECEIVABLE-T	72,000	
235100 3	DISSERTATION FEES RECEIVABL	541,918	
235100 4	EXAMINATION FEES RECEIVABLE	120,000	
235200 1	TUITION FEES RECEIVABLE-TLS	674,400	
235200 2	DISSERTATION FEES RECEIVABL	70,200	
235200 3	EXAMINATION FEES RECEIVABLE	28,860	
236001	DISTRESS LOAN	1,182,477	
236004	VEHICAL LOAN	30,900	
236006	SPECIAL ADVANCE	500	

236007	FESTIVAL ADVANCE	2,500	
2396	INVESTMENT-TB	46,761,464	
2398	INVENTORIES	313,296	
3101	TREASURY GRANT FOR RECCURRE		18,727,098
31010	INTEREST FROM SAVINGS		22,342
3107	INTEREST FROM INVESTMENT-TB		4,548,366
3108	INTEREST FROM LOAN		41,283
3113	MISCELLANEOUS INCOME		65,560
3118	TENDER FEES		36,000
3138	INTEREST FEES INADVANCE		288,404
320101	TESL TUITION FEE		4,892,025
320102	TESL REGISTRATION		165,525
320103	TESL SUPPLYMENTARY FEE		109,800
320104	TESL EXAMINATION FEE		269,850
320105	TESL DISSERATATION FEE		1,259,039
320106	TESL PORTFOLIO FEE		72,000
320107	Application Fees- TESL		167,000
320201	TLSC TUITION FEE		2,556,450
320202	TLSC REGISTRATION FEE		64,000
320203	TLSC SUPPLYMENTARY FEE		48,000
320204	TLSC EXAMINATION FEE		95,940
320205	TLSC DISSERATATION FEE		117,000
320206	Application Fees-TLSC		66,000
320301	SHORT COURSE		3,076,400
320401	MPIL APPLICATION & PROPOSSA		69,000
410104	PERSONAL EMOLUMENTS-ACADAMI		
4101	SALARIES & WAGES	2,542,144	
4102	U.P.F	404,010	
4103	PENSION	461,725	
4104	E.T.F	173,147	
4105	ACTING PAY	200,000	
4107	RESEARCH ALLOWANCE	599,254	
4108	ACADAMIC ALLOWANCES	2,624,384	
4110	OTHER ALLOWANCES	600,000	
4111	VISITIG LECTURE FEES (INCLU	841,250	
4112	GRATUITY	546,517	
4114	PGIE LECTURE FEES	290,000	
4120	COST OF LIVING ALLOWANCE	343,200	
4122	ADDITIONAL ALLOWANCE	689,016	
4123	ADJUSTMENT ALLOWANCE	633,316	
410104	PERSONAL EMOLUMENTS-NON ACA		
4201	SALARIES & WAGES	2,432,719	
4202	U.P.F	316,753	
4203	PENSION	228,162	
4204	E.T.F	109,224	
4207	RESEARCH ALLOWANCE	141,729	
4208	OVER TIME	276,704	
4209	HOLIDAY PAYMENTS	38,419	
4210	OTHER ALLOWANCES	-	
4220	COST OF LIVIN ALLAOWANCE	667,940	
4221	MCA	615,554	
4222	ADDITIONAL ALLOWANCE	29,013	
4223	ADJUSTMENT ALLOWANCE	45,835	
410105	TRAVELLING & SUBSITANCE	-	
501	DOMESTIC	94,331	
410106	SUPPLIES		
601	STATIONERY & OFFICE REGUISI	699,900	
602	FUEL & LUBRICANS	229,600	
603	UNIFORM & TAILORING CHAGES	1,800	
604	MECHENICAL & ELECTRICAL GOO	4,900	
607	OTHER SUPPLIES	38,709	

410107	MAINTANANCE		
701	VEHICLES	1,840	
702	PLANT,MECHINARY & EQUIPMENT	238,931	
703	BUILDING & STRUCTURE	19,577	
410108	CONTRACTUAL SERVICES		
802	TELECOMMUNICATION	176,005	
803	POSTED CHAGES	89,300	
804	ELECTRICITY	10,153	
805	SECURITY SERVICE	378,152	
806	WATER	8,741	
807	CLEANING SERVICE	294,350	
810	PRINTING,ADVERTISING ECT	497,908	
410109	OTHER RECURRENT EXPENSES	-	
901	TRAVEL GRANTS TO UNIVERSITY	137,500	
902	SPECIAL SERVICE-COUNCIL & C	717,971	
903	SPECIAL SERVICE-PROFESSIONA	10,000	
904	WORKSHOP, SEMINARS	167,901	
906	STAFF DEVOLOPMENT	109,000	
907	POSTGRADUATE RESEARCH	30,785	
915	HOLLIDAY WARRENTS	8,550	
916	ENTERTAINMENT EXPENSES	242,922	
917	BANK CHARGES	25,539	
919	CONTRIBUTION & MEMBERFEES	35,500	
921	EXAMINATION EXPENSES	272,400	
922	OTHERS-NEWS PAPERS,MAGAZINE	1,606,832	
925	PROPERTY LOAN INTEREST	93,910	
926	STAMP DUTY	4,900	
927	STAFF INSURANCE	28,278	
929	AUDIT FEE	150,000	
930	REVALUATION Loss - P & L	-	
931	Amoratzation Intangible Assets	107,008	
410118	Depreciation Assets	5,658,457	
490101	SHORT COURSE EXPENDITURE	1,352,435	
		212,326,127	212,326,127

7. Report of the Auditor General



ජාතික විගණන කාර්යාලය தேசிய கணக்காய்வு அலுவலகம் NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No. }

HED/G/PGIE/1/17

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி
Date }

28 September 2018

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 2017 in terms of Sub Section 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 2017 comprising the statement of financial position as at 31 December 2017 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.

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.

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.

இல. 306/72, போல்துவ வீதி, பத்தரமுல்லை, இலங்கை.

No. 306/72, Polduwa Road, Battaramulla, Sri Lanka.



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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 Auditing 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 judgement, including the assessment of the risks of material misstatement 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. Section 111 of the Universities Act, No. 16 of 1978 gives 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.

2. Financial Statements

2.1 Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Postgraduate Institute of English as at 31 December 2017 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

The following observations are made.

Sri Lanka Public Sector Accounting Standard 07

- (a) Even though actions should be taken to revalue the fair value of 100 per cent depreciated assets and to disclose in the financial statements in terms of Paragraph 42 of the Standard, Institute had not taken actions to disclose the fair value of the books and periodicals further in use in the accounts, out of the books and periodicals fully depreciated as at 01 January 2017 and a cost of Rs.479,508 by the Institute.
- (b) Even though annual depreciation rates of all the fixed assets should be disclosed in terms of Paragraph 86 of the Standard, depreciation rate of the Plant and Machinery of the Institute had not been so revealed.

2.2.2 Unexplained Differences

As per the financial statements, investment value of the treasury bills amounted to Rs.46,761,464 as at the end of the year under review and that value amounted to Rs.47,031,800 as per the schedules and hence an unexplained difference amounted to Rs.270,336.

2.3 Non-compliance with Laws, Rules, Regulations and Management Decisions

Non-compliance with Laws, Rules and Regulations observed in audit are stated below.

Reference to Laws, Rules, Regulations	Non-compliance
(a) Section 3.1 of Chapter XX of the Establishments Code for Universities and Higher Education Institutions.	An attendance register had not been maintained to confirming the arrival and the departure of the academic staff of the Institute. Without confirming the arrival, sum paid as salaries and allowances in the year 2017 amounted to Rs.9,183,656 .
(b) Public Enterprises Circular No. PED 56 dated 27 January 2011.	If there are any surplus funds in a certain government institution, even though the balance other than working capital requirement for the next 06 months should be remitted to the treasury, action had not been taken accordingly.

3. Financial Review

3.1 Financial Result

According to the financial statements presented, the financial result of the Institute for the year ended 31 December 2017 had been a surplus of Rs.10,110,775 as compared with the corresponding surplus of Rs.3,584,286 for the preceding year, thus indicating an increase of Rs.6,526,489 in the financial result of the year under review as compared with the preceding year. Increase of Government Grants for recurrent expenditure by Rs.6,541,098 as compared with the preceding year had been the main reason for the above increase.

In analyzing the financial results of the year under review and 04 preceding years, the surplus of Rs.3,413,496 of the year 2013 had been decreased up to Rs.2,400,723 in the year 2014 and thenceforth it had been continuously increased and amounted to Rs.10,110,775 by the year under review. In readjusting the employees' remuneration, depreciation for the non-current assets to the above surplus, the contribution of Rs.8,819,530 of the Institute in the year 2013 had been continuously increased and amounted to Rs.21,075,415 as at the end of the year under review.

4. Operating Review

4.1 Performance

4.1.1 Operation and review

This Institute had been established in the year 2006 with the objective of creating an Institute with a financial capability which contributes to the development of the country aiming at improving of English Teaching Education. Number of students who completed Postgraduate courses and Diploma course amounted to 39 and 09 respectively during the period of the initiated year of 2006 of the institute to year 2017. Even though a certain progress was seemed during the period of past 03 years, it had been further unable to maintain the contribution made to achieve the initiated objectives of the Institute at an optimum level.

4.2 Management Activities

The office building of the Postgraduate Institute of English had been constructed expending Rs.91,591,024 without legally obtaining the ownership of a land belongs to the Open University.

4.3 Underutilization of Funds

The following observations are made.

- (a) Without considering the unutilized grants in the relevant years, out of the annually received funds from the Treasury for the Capital Expenditure, funds

had been obtained for the capital expenditure by requesting again and again. Due to that Rs. 44,676,212, Rs.35,829,434 and Rs.17,189,312 respectively had been remained out of the money so received from the treasury in the years of 2015, 2016 and 2017. Out of the money so remained, Rs.46,761,464 had been utilized in the short term investment by the end of the year under review.

- (b) Attention had not been paid towards utilizing surplus funds balances on the short term investments by forecasting the time period to be incurred capital and recurrent expenditure of the institute and accordingly identifying the working capital requirement. Due to that a balance of approximately Rs.03 million had been continuously remained in the bank current accounts and the saving accounts during the year under review.

4.4. Staff Administration

The following observations are made.

- (a) Rs.10,314,906 had been paid for the academic staff as salaries and allowances during the year under review. Nevertheless, more than 85 per cents of the lectures, workshops and seminars held by the Institute had been held at the weekend days. For that, it had been paid Rs.841,250 for the visiting lecturers, Rs.290,000 for the lecturers of the institute and Rs.276,704 as incentive for the non-academic staff.
- (b) From the initiation of the Institute to the year under review, conducting lectures had been done at the weekend days. Accordingly, it was observed that academic staff had not engaged in lectures in the weekday like other universities as well as a contribution of over 75 per cent out of the total lecturers had been received from the visiting lecturers.



5. Accountability and Good Governance

5.1 Internal Audit

Even though the audit of this Institute is done by the Internal Audit Unit of the Open University, the Internal Audit had not been planned for minimizing the deficiencies such as failure in taking action in terms of Financial Regulations and Circular instructions.

5.2 Budgetary Control

Due to a material variance of 60 per cent to 307 per cent was seemed between the budgeted income and expenditure and the actual income and expenditure, it was observed that the budget had not been use as an effective management controller.

6. Systems and Controls

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

Areas of Systems and Controls	Observations
(a) Financial Control	(i) Capital grants had not been properly utilized. (ii) Surplus Funds had not been utilized on short term investments.
(b) Internal Audit	Management had not taken action to utilize the internal audit for strengthening the internal control of the Institute.



(c) Budgetary Control

Estimates had not been prepared by reviewing the income and the expenditure of the previous years.

(d) Assets Control

Purchased date, the cost of the certain assets of the fixed asset register had not been mentioned and there had been incompatibilities between the Board of Survey reports.

Sgd./ H.M. GAMINI WIJESINGHE
Auditor General

H.M.Gamini Wijesinghe
Auditor General

8. Report to the Report of the Auditor General



Postgraduate Institute of English

The Open University of Sri Lanka

P.O. Box 21

Nawala

Nugegoda

Telephone: 011-2825805, 2825806, 2881027, 2881032, 2853777

Director: Ext. 528, SAR: Ext. 527 AB: Ext. 532

19th November 2018

Your ref : HED/G/PGIE/1/17

The Auditor General,

No. 306/72,

Polduwa Road,

Battaramulla.

Dear Sir,

The Auditor General's Report on the Financial Statements of the Postgraduate Institute of English for the year ended as at 2017-12- 31, in terms of Section 108 (1) of the Universities Act, No. 16 of 1978

This is in response to the Report dated 2018-09-28.

2.2 Views on Financial Statements

2.2.1 Sri Lanka Public Sector Accounting Standards (SLPSAS) No.07

- (a) A Committee has been appointed on 2017-11-17 for the purpose of revaluation of the books and periodicals of the Institute and it has been scheduled to finalise the relevant activities within the year 2018.
- (b) 20% of the machine and installation has been depreciated from the depreciation rate and it was not able to indicate the depreciation rate of 20% in the Accounting records. Action will be taken in future to rectify the same.

2.2.2 Unclarified changes

This change has been caused for not indicating the interest income received on investments in Treasury Bills separately in the accounts. Action has been taken to rectify the same.

2.3 Non compliance with Laws, Rules, Regulations and Management decisions

- (a) The service duration of the academic staff can not be limited to a time range between 8 a.m to 4 p.m. They are engaged in preparation for and arrangement of the relevant studies, in student issues and counselling and other affairs related to the courses, within immeasurable time duration. Accordingly, no information is available on arrival and departure of the members of the academic staff of any University within the control by the University Grants Commission.
- (b) Capital Grants were obtained in the years 2015 and 2016 for making payments to the relevant Contractor and purchasing of assets in respect of the new building. It was scheduled to finalise these Capital Grants within the year 2017.

Further, it was decided at the meeting of the Board of Management held on 22nd July as well as at the Audit Committee, to resend the un-spent Capital to the relevant Units. Action has been taken for this purpose.

03. Financial review

03.01 Financial Outcome

The operational surplus of last year is Rs.3,584,775 while the same was Rs.10,110,775 in the year 2017. As such, the operational surplus has increased to Rs.6,526,486 than the preceeding year which amounts to a growth of 182%.

Compared to last year, depreciation has increased by Rs.2,002,523. Further, the employees' remuneration and increase of depreciation exist beyond control of the Institute.

04. Operational review

04.1 Performance

4.1.1 Operation and review

It is observed that the overall views expressed on the performance are based only on the financial capabilities of the Institute. Yet, the Postgraduate Institute of English is one that was established to bring forward the English Education in Sri Lanka to an optimal level, on national need. Within this context, the performance of the Institute can not be assessed solely on financial criteria.

In addition, out of the Postgraduate Institutes affiliated to the Universities in Sri Lanka, this becomes the youngest (second in line). The Institute which has been in operation for a period of 12 years shows its productivity in different aspects on which details are mentioned below. Further, since Education means a long term investment it takes much time to show results of such an investment.

A precise time frame on the academic period was not imposed in respect of the students who had been registered at this Institute during 2005 – 2010 while a period of 7 years of academic period has been valid for the students since 2011 on account

of the operation of this Institute under the Distance and Open Learning process. Any student getting registered at the Open University under this procedure may spend a period of 07 years for completing his education. This is a flexible aspect of the Distance and Consecutive Learning process and the below mentioned is a comprehensive illustration in this regard. Some of the students who have obtained the old registration have completed their academics during this period as well. Therefore, in view of the structure of the academic activities, it is unable to declare the exact number of students who had abandoned the courses.

Accordingly, the present condition is not represented with the data indicated in the Audit Report.

04.2 Management activities

The building of the Institute has been constructed on the land given by the Council of the Open University and the immovable assets thereof can not be maintained in the name of the Institute. Hence there exists an issue on the possession of the land and discussions are being held with the relevant Units in respect of same. The relevant information has been presented through the accounting records.

4.3 Under utilization of the funds

- (a) Capital Grants were obtained in the years 2015 and 2016 for making payments to the relevant Contractor and purchasing of assets in respect of the new building. It was scheduled to finalise these Capital Grants within the year 2017.

Further, it was decided at the meeting of the Board of Management held on 22nd July as well as at the Audit Committee, to resend the un-spent Capital to the relevant Units. Necessary action has thus been taken for this purpose.

- (b) As proposed in the Audit in the year 2017, two savings accounts were initiated in respect of the Revenue Collection Account and Capital Account in November, 2017. Besides, the savings balance of the Institute was increased on converting the Treasury Bills of Rs.5.1 million and Rs.11 million in November and December 2017 respectively in value to money and an expenditure of Rs.10 million was incurred during the said two months. Further, the balance prevailed in the savings accounts by the last few days in December were retained without making investments with the objective of receiving an interest income in that month and at the beginning of the year 2018, the same was re-invested in the Treasury Bills.

04.4 Staff administration

- (a) (b) More than 90% of the students participating in the courses at the Postgraduate Institute of English are engaged in professions similar to the process implemented at the Open University under the Distance and Consecutive Learning Process. Most of these students have to arrive to the Institute from farway areas and since even those who live closer by are

engaged in employment in the Private and Government sectors, classes can not be conducted in daytime in the week days.

The Distance and Consecutive Learning process provides flexibility for those who are engaged in a profession and such other elders with family and social commitments to involve in academic activities in compliance with their needs. Accordingly, ordinary office hours can not be used for these courses. Therefore, weekend payments are made to the academic and non-academic staff of the Open University as well as the Postgraduate Institute of English in respect of the activities of the weekend schools.

In addition, the permanent academic staff is engaged in co-ordinating activities of the courses during week days as well as the frequent update activities on the theoretical and qualitative growth of the courses. The criteria and structures of all courses at the Institute have been revised by now and the Sri Lanka Qualification Framework has been updated. Besides, they are engaged in co-ordinating activities of the Bi-lingual Postgraduate Degree course and the Professional Postgraduate Course on English as well as preparation of the academic textbooks. All these activities are carried out in week days.

05. Accounting and Good Governance

05.1 Internal Audit

The same Internal Audit Unit of the Open University of Sri Lanka conducts the audit activities of the Postgraduate Institute of English. It is accepted that the approved cadre for the Internal Audit Unit is not sufficient and requests have been made to increase the number of the staff.

All Internal Audit reports are taken for deliberations at the Audit Committee of the Postgraduate Institute of English and the operational progress is under continuous supervision by the Audit Committee and the Internal Audit Unit.

05.2 Budgetary control

Even though some variations exist between certain budgetary revenue and expenditure on the prevailing practical conditions action is taken at maximum level in terms of the Budget.

06. Systems and control

- (a)** Necessary steps will be taken to pursue action on the relevant fields with due attention.
- (b)** Action will be taken to discuss with the Internal Audit Unit of the Open University and plan the Internal Audit activities.
- (c)** In case the inactive bank balances are used in short term investments, it is necessary to maintain such balances at least for a period of 03 months.

Therefore, action has been taken to initiate Savings Accounts instead and receive an interest income on savings.

- (d)** Action will be taken for non-occurrence of such deficiencies in future.

Director,

Postgraduate Institute of English (PGIE)

Copied to:

1. Chairman - University Grants Commission
2. Secretary - Ministry of Higher Education and Highways
3. Secretary - Ministry of Finance and Mass Media
4. Audit Officer - Open University branch
5. Senior Assistant Internal Auditor - Open University

