



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

ANNUAL REPORT AND ACCOUNTS
2018

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

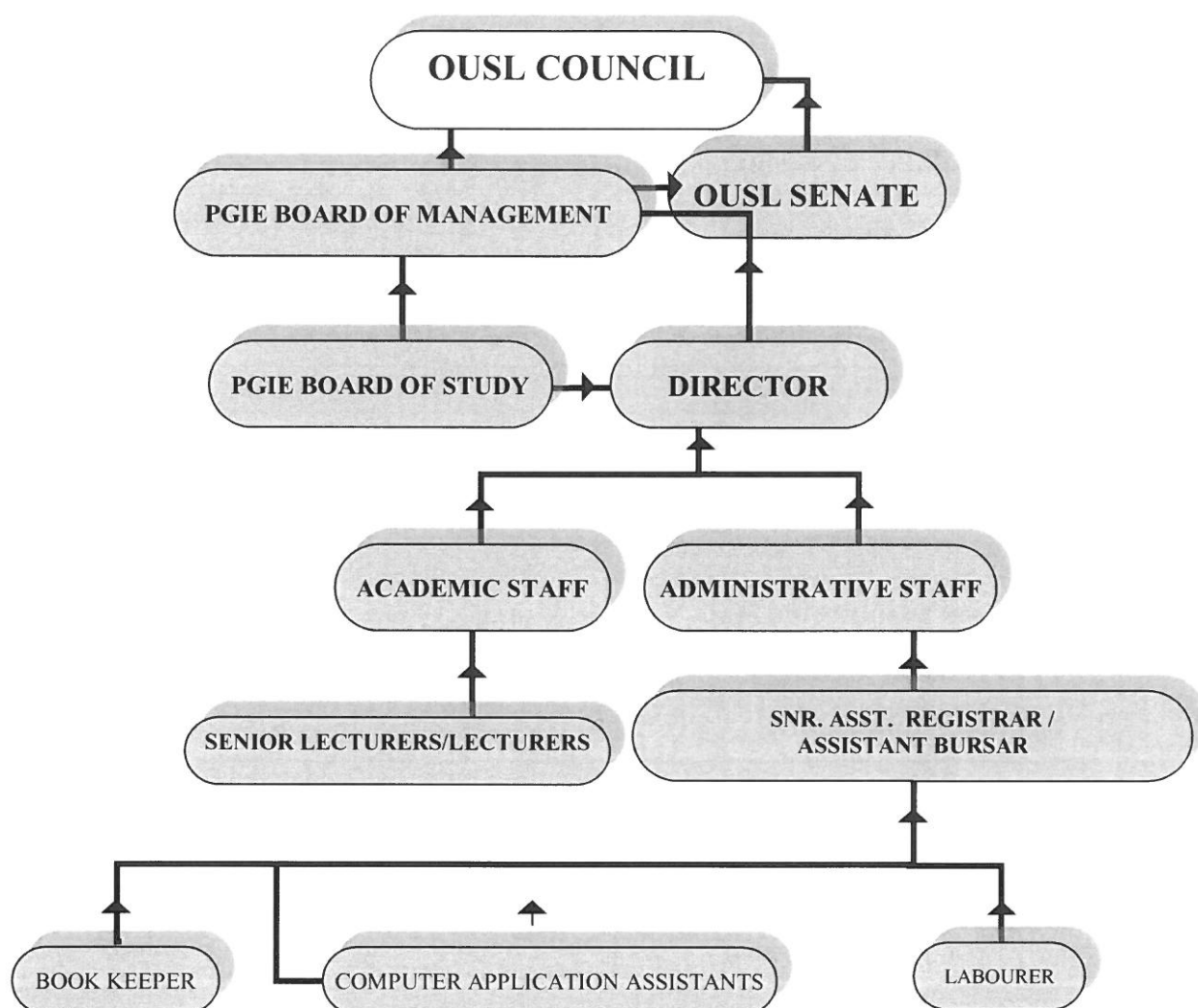
AMENDED ANNUAL REPORT & ACCOUNTS

2018

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1. Brief Profile of the Director and Senior Management



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

	NAME	DESIGNATION
1	Prof. H.S. Rambukwella	Chair, Director/PGIE
<i>9.1.(b) the Secretary to the Ministry of the Minister in charge of the subject of Higher Education or the Secretary to such other Ministry to which the subject of Higher Education may be assigned</i>		
2	Mrs. R.P.R Ranasinghe	Assistant Director (Scholarship), Ministry of Higher Education
	Mr. K.R. Uduwawala	Additional Secretary (NSHE), Ministry of City Planning, Water Supply and 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 (up to April/2018)
	Prof. Lalitha Mendis	Professor, University of Colombo
<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	Chair Professor of 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
9	Prof. Uma Coomaraswamy	Director, Center for Gender and Equity and Equality, University Grants Commissions
10	Mr. P. Ranepura	Former Secretary, Ministry of Skills Development and Vocational Training
<i>9.2. (c) member elected by the Senate of the University</i>		
11	Prof. J.C.N. Rajendra	Dean/ Natural Sciences , 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>		
12	Dr. H.V.M. Ratwatte	Senior Lecturer/Department of Language Studies /OUSL Member- BOS/ TLSC
13	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>		
14	Prof. W.I. Siriweera	Professor Emeritus, University of Peradeniya,
15	Prof. L.R. Jayasekera	Senior Professor, Dept. of Botany, University of Kelaniya (UGC Appointee) (up to 04/2018)
	Dr. Upali Sedere	Rector, Sri Lanka International Buddhist Academy
<i>9.2.(f) one nominee of the National Institute of Education to represent Teacher Education</i>		
16	Ms. V.D.C.P. Perera	Director/ External Resource Management Unit and Director English (Covering up duties), NIE
<i>Representative of the General Treasury</i>		
17	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	Prof. H.S. Rambukwella	Chair, Director/PGIE
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
2	Dr. W. Senaviratne	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>		
3	Dr. H.D. Wijsekera	Senior Lecturer/PGIE
4	Mrs. M.I. Jansz	Lecturer/PGIE
5	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>		
6	Ms. S.M. Neangoda	Student Representative
7	Ms. N.H.L. Abeysinghe	Student Representative
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
8	Ms. L. K. Cumaranatunge	Visiting Academic/MA in TESL, OUSL (Member) (Member)
9	Ms. P. Nagasundaram	Visiting Academic/MA in TESL, OUSL (Member)
10	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	Prof. H.S. Rambukwella	Chair, Director/PGIE
<i>12. (1) (a) The Director who shall be the Chairperson;</i>		
2	Dr. W. Senaviratne	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>		
3	Dr. H.D. Wijesekera	Senior Lecturer/PGIE
4	Mrs. M.I. Jansz	Lecturer/PGIE
5	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>		
6	Mrs. W.M.G.U. Wijesundara	Student Representative
7	Ms. J. Abeyagunawardana	Student Representative
<i>12. (1) (d) Two Student elected by the students of the Institute;</i>		
8	Dr. D. Devendra	Senior Lecturer/Dept. of Language Studies, OUSL
9	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>		
10	Prof. Maithree Wickremasinghe	Prof. in English/Dept. of English, University of Kelaniya
11	Dr. V.V. Medawattegedera	Senior Lecturer/Dept. of Language Studies, OUSL
12	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>		
13	Dr. S. Wijewardene	Senior Lecturer, Dept. of English, University of Colombo
14	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

PERMANENT STAFF MEMBERS

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

2. Director's Review

(a) Brief introduction

The Postgraduate Institute of English, established by the Universities Act No. 16 of 1978 and the Postgraduate Institute of English Ordinance No. 4 of 2005, is the only postgraduate institute dedicated to English education in Sri Lanka and has been a pioneer in providing high quality postgraduate level English language and literature education to a range of profession who require English, including teachers of English in a wide wide variety of contexts raining from the state to private sectors, secondary and tertiary education and formal and informal teaching contexts. English has been identified as a priority area for investment by successive Sri Lankan governments and is also a key component of the current government's vision for transitioning Sri Lanka to a service based knowledge economy. Within such a context the role that the PGIE has been playing and will continue to play in future will be vital at a number of broad levels: developing the theoretical and practical knowledge of professionals engaged in English language and literature education; enhancing the English language communication skills of a wide variety of professionals who require English in their work contexts; and developing a theoretical and practical knowledge base for English studies that can offer contextually appropriate solutions and adapting global trends in English language education to suit local needs and inform policymaking.

2018 was a year substantive growth and achievement for the institution despite a non-academic staff strike in February. The academic staff capacity of the institution returned to full capacity with the return of Dr. H.D. Wijesekara who completed her PhD studies at the Queensland University of Technology in Australia. In addition, a Management Assistant was recruited in early 2018. The stronger human resources base of the institution supported the growth of the institution in the year under review and enhanced its academic and research activities. 2018 also saw a rapid diversification of PGIE's education portfolio with the inauguration of the Postgraduate Diploma in Bilingual Education and the finalization of the Postgraduate Diploma in the Professional Practice of English which will be offered in early 2019. The PGIE also secured a competitive research grant from the British Council Sri Lanka, entered into a Memorandum of Understanding with the Ministry of Education and completed all the groundwork for the complete revamping of its existing MA in Teaching Literature in a Second Language context. A summary of the main highlights of 2018 are given below.

(b) Snapshot of 2018 highlights

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

- The PGIE won a competitive research grant from the British Council worth Rs 5,000,000 to conduct research into Arts and Reconciliation in Sri Lanka. This is the PGIE's first institutional research grant.
- The institution signed a Memorandum of Understanding in May with the Ministry of Education (MOE) under which the following areas are covered:
 - i. The MOE will sponsor the entire cohort for the PGIE's newly inaugurated Postgraduate Diploma in Bilingual Education
 - ii. The MOE will sponsor 10 students for the PGIE's MA TESL and MA TLSC programs
- The PGIE inaugurated its Postgraduate Diploma in Bilingual Education (PGDip BE) in November with 40 students drawn from state sector teaching cadre representing the entire island. All 40 students were fully sponsored by the MOE. The PGDip BE is the only program of its kind in Sri Lanka and serves a critical national need.
- A 30-hour short course on Building Teacher Competencies for the G.C.E. O/L Literature New Syllabus with 23 participants was inaugurated in February.
- In July a 30-hour short course on Qualitative Data Analysis was conducted with a cohort of 23 students. This course was unique and had a high demand due to the current trend in the use of qualitative data in the humanities and social sciences.
- Online collaboration between students of Baruch College, New York and students from the PGIE's MA TESL program. Under this collaboration undergraduate students from Baruch College and postgraduate students from the PGIE collaborated in carrying out and presenting an innovative assignment on linguistic landscapes.

- In October a 30-hour short course on the Advanced Level English Literature New Syllabus was conducted with the participation of 17 students. This course is conducted by the PGIE on a regular basis to provide guidance for teachers of the GCE AL Local syllabus.
- In November the PGIE hosted Prof. Clea Schmidt from the University of Manitoba who conducted a seminar on Critical and Participatory Approaches to Research and a public lecture on Culturally Responsive Pedagogy: Lessons from Canada and Nepal. Prof. Schmidt visited and provided her services to the PGIE on a voluntary basis.
- A new Master of Arts in Teaching English as a Second Language (MA TESL) batch of 52 students was registered in August.
- A new Master of Arts in Teaching Literature in a Second Language (MA TLSC) batch of 22 students was registered in November.
- The MA TESL Research Forum where students present their research proposal to be evaluated and receive feedback from an expert panel was held in January.
- The MA TLSC Research Forum where students present their research proposal to be evaluated and receive feedback from an expert panel was held in July.
- The PGIE held an international symposium on Arts and Reconciliation in partnership with the Senator George Mitchell Institute for Peace and Global Security, Queens University, Belfast, Ireland in June which featured a number of international and national artists, activists and intellectuals.
- The PGIE drafted, presented and obtained Board of Management approval for a new Strategic Management Plan in January. The new Strategic Management Plan covers the period from 2018 – 2021.
- The PGIE also completed all work required to restructure the MA TESL with three exit points: PGDip, MTESL and MA TESL and obtained all statutory approvals within the university. It is anticipated that the restructured proposal will be sent for UGC approval in early 2019.
- The PGIE restructured its MA TLSC program in-line with Sri Lanka Qualifications Framework guidelines and obtained approval from the Open

University Senate and Council and also drafted and finalized the new by-laws for the program.

- The PGIE also finalized all course development work on its new Postgraduate Diploma in the Professional Practice of English and hopes to offer this program in early 2019.

As the overview above indicates the PGIE had many milestones during year under review. Building upon the momentum created over the past few years, the institute was able to successfully diversify its education portfolio and venture into new areas of national need such as Bilingual Education. The Memorandum of Understanding with the Ministry of Education represents the recognition the PGIE has earned in the education sector and its standing as a high quality provider of postgraduate education.

Another indicator of the diversification of the PGIE's work was its success in bidding for a competitive research grant from the British Council Sri Lanka to carry out research into Arts and Reconciliation. This grant represents a major stride forward in establishing an institutional research culture at the PGIE and also building the research profile of the institution, which is a critical need for a postgraduate institution. Two full time Research Assistants and a Project Manager were recruited under this grant and a Project Advisory Group was formulated to provide leadership and direction to the project. Through this grant the PGIE has been able to develop new networks with local and international partners. Under this grant the PGIE was able to organize an international symposium on Arts and Reconciliation with the collaboration of academics and experts from the Senator George Mitchell Institute for Global Peace, Security and Justice at Queen's University, Belfast, Ireland. It is anticipated that this collaboration will lead to further grant proposals and securing of larger more ambitious international grant funding for the institute.

In overall terms the PGIE has been able to grow significantly in a number of areas in 2018. In addition to a notable increase in the number of graduating students from its two existing masters' programs, the PGIE has also been able to offer innovative and contextually relevant new short courses on a variety of areas such as: GCE OL and AL Literature, Qualitative Data Analysis and Research Writing and Methodology. The increasing diversity and range of programs offered by the institution is important for the PGIE's institutional strength and long term stability

while serving a broader range of national educational needs in postgraduate education in English specifically and social sciences and humanities more broadly.

(c) Challenges

While the growth and diversification highlighted above represents a significant positive trend in the institution's overall trajectory it is important to be mindful of potential threats and challenges the institution might have to face as it grows. The anticipation of such challenges provides the opportunity to formulate contingency plans and strategies for mitigation of risks.

One area in which the PGIE faces a challenge is the growing profile of postgraduate courses relating to English studies offered by other state universities and non-state higher education providers. The PGIE's historical brand and identity has a distinct advantage here that other players in the field do not. However, it is important to position the PGIE in a way that it continues to offer innovative and new programming that will attract students. One area in which the PGIE has taken proactive action in this regard is the development of a restructured MA TESL degree. With this re-engineering, the program will include a strong education-related focus, a full teaching practicum and three exit options – postgraduate diploma, masters by coursework and masters by research. The restructured program entails the state-of-the-art in TESL theory and practice and it is hoped this program will have the same impact that the original MA TESL had back in 2005 when it was the first program of its kind in Sri Lanka.

Another area of continued challenge is limitations in human resources. While the PGIE was able to secure some permanent cadre positions in 2018, given the model under which postgraduate institutions have been established, the approval of new permanent cadre, especially academic cadre is very limited. Within this context the PGIE has to look at more contract recruitments utilizing generated income. As the institution is expanding rapidly and catering to a much larger student base and a much more diversified clientele the recruitment and retention of new and qualified cadre has become more urgent. The PGIE hopes to try different models of staff recruitment to meet this challenge. Another solution the institution is actively pursuing is automation of administrative functions using ICT. Expressions of Interest for a Student Information Management System has been called and at the moment the institute is evaluating potential proposals.

(d) Future plans

Based on the successes achieved in 2018, the PGIE looks to 2019 and beyond as a period of further growth and consolidation. As outlined in the Strategic Management Plan for 2018-2021, the PGIE plans to initiate its Postgraduate Diploma in Professional Practice of English (PGDip PPE) in 2019. This program will enable the PGIE to tap a student demographic that has traditionally not been the focus of the PGIE's work – people working in the private sector, state sector employees and the general public. There is a demand for high quality and sustained English language enhancement programs – a demand currently met by unregulated and ad-hoc programming offered in a disorganized manner and with little pedagogical value. The PGDip PPE, with over 250 face-to-face contact hours and a workshop style learning engagement, envisages to fill this gap. It is expected that there will be significant demand for this program. In addition to addressing an important national need, the program will also provide an important revenue stream for the institution.

In addition to the PPE the PGIE plans to incrementally develop the PGDip Bilingual Education into a Masters level qualification in the future. Since there is significant interest on the part of the Ministry of Education and there has been some interest from the general public, upgrading the diploma to master's status seems a viable option and will be explored actively by the institution.

Another area which the PGIE hopes to actively pursue is research grant funding. The securing of a research grant from the British Council in 2018 was a major achievement of the institution. It is hoped that the experience of handling a full research grant will enable the institution to bid for further grants and also partner with overseas universities and research institutions to bid for more ambitious and bigger grants.

In 2019 the PGIE does not plan to make any major capital or works investments other than the development of the already proposed Student Information Management System and rooftop rehabilitation work. Looking forward, however, the institute will plan more infrastructure development activities for 2020 and beyond to support the growing student base and the needs for better student support infrastructure. The institute will also look to secure and utilize more ICT in its day to day operations to streamline and enhance service delivery.

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

(e) Programs Conducted at PGIE and Details of Students

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

➤ Full time programs

a. Postgraduate Degrees by Research

1. Doctor of Philosophy
2. Master of Philosophy

a. Postgraduate Degrees with a Coursework and Research component

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

b. Postgraduate Diploma Programmes

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

➤ Student numbers registered for each program

Programme	Total Students
Doctor of Philosophy	01
Master of Arts in Teaching English as a Second Language (MA in TESL)	70
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL)	117
Master of Arts in Teaching Literature in a Second Language Context (MATLSC)	63
Postgraduate Diploma in Bilingual Education (PGDipBE)	40
Total	291

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

	Course	Intake 2018	1st Year Students (Part I)	2nd Year Students (Part II)	No. Graduated
	MA in TESL	-	-	70	12
	PG Dip./MA in TESL	52	62	03	02
	MA (in TLSC)	22	30	11	02
	PGDip in Bilingual Education	40	-	-	-
Total	04	114	92	84	16

➤ **Short Courses**

Course	Duration	No of students registered	No of students completed
Short Course on Building Teacher Competencies for the New G.C.E. Ordinary Level English Literature Syllabus	20 hours (07 Feb. – 22 May)	23	23
Short Course on Qualitative Data Analysis	20 hours (09 June – 04 August)	20	20
Short Course on New G.C.E. A/L English Literature Syllabus	42 hours (06 Oct- 27 Oct)	17	14
Total			57

➤ **Details of New Courses Initiated**

Course	Medium	Postgraduate Diploma
PG Dip in Bilingual Education	English	Postgraduate Diploma Inaugurated in November
PG Dip in Professional Practice in English		Postgraduate Diploma Approval from UGC received and course will commence in second quarter 2019

➤ **Student Performance – 2017/2018**

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

Table 1 – Student Performance at Final Evaluations 2017/2018
Postgraduate Diploma/Master of Arts in Teaching English as a Second Language – PGDip (TESL)

Course Code	Registered	Eligible	Sat	Passed	Completion Rate (d/b%)
ELP1301	61	35	25	24	68.6%
ELP1201	73	40	26	22	55.0%
ELP1202	60	38	24	23	60.5%
ELP1203	64	32	25	25	78.1%
ELP1101	64	37	31	25	67.6%
ELP1102	65	46	35	30	65.2%
ELP1103	32	15	11	11	73.3%
ELP1104	13	06	04	04	66.7%
ELP1105	13	08	06	06	75.0%
ELP2101	44	39	38	37	94.9%
ELP2102	45	41	39	39	95.1%
ELP2301	03	02	02	02	100%

Table 2 – Student Performance at Final Evaluations 2017/2018
Master of Arts (in Teaching Literature in a Second Language
Context) – MA (TLSC)

Course Code	Registered	Eligible	Sat	Passed	Completion Rate (d/b%)
LTP1201	23	17	14	13	76.5%
LTP1202	22	17	11	11	64.7%
LTP1101	22	21	14	14	66.7%
LTP1102	17	14	10	09	64.3%
LTP1103	23	16	12	12	75%
LTP1104	27	23	19	19	82.6%
LTP1105	28	21	18	18	85.7%
LTP1203	26	19	15	15	78.9%
LTP1204	19	16	13	13	81.3%
LTP1106	21	17	10	10	58.8%
LTP1107	19	18	14	14	77.8%
LTP2101	15	13	11	11	84.6%
LTP2102	16	13	10	10	76.9%
LTP2103	13	10	09	09	90.0%

➤ **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.

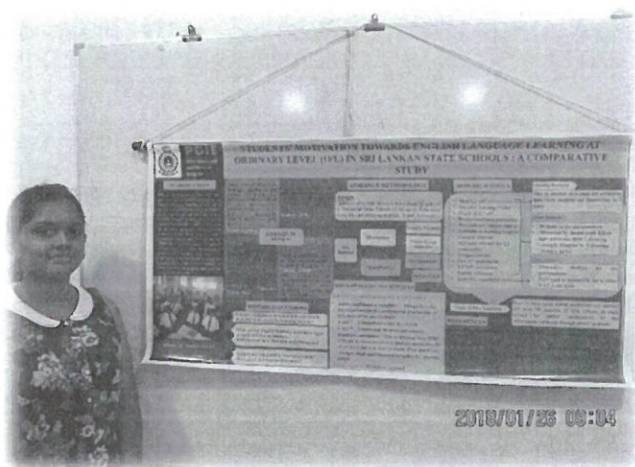
(f) Details of activities conducted during the year in review

Outlined below are academic activities conducted at the PGIE, excluding full time courses and short courses. A short description of the activity, participant statistics and photographs are included.

➤ Research Forums

Master of Arts in Teaching English as a Second Language (MA TESL)

The MA TESL Research Forum comprised of 24 presentations which reflected a range of themes which included proposed studies relating to areas such as the use of technology for language teaching, textbook analysis, identity and motivation. In addition, there was an emphasis on action research and exploratory studies to address grass-root level ELT challenges.



Students presenting at the MA TESL Research Forum, January 2019

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

The MA TLSC Research Forum was held in July where 12 students presented their research proposal for evaluation by an expert panel, comprising academics from a number of national universities. The topics ranged from the use of drama for pedagogical purposes, teaching English speech and drama, gender identity and literature, workspaces and teacher identity to ideological issues in teaching literature. This diverse range of topics reflected the diversity of the student group who came from state, non-state, tertiary and secondary educational contexts.

➤ **Signing of Memorandum of Understanding with the Ministry of Education, MAY 2018**

The signing of this MOU with the Ministry of Education represents a major new step in the PGIE's institutional history and the diversification of its education portfolio. Through this MOU, 10 students are annually sponsored for the PGIE's MA TESL and MA TLSC programs – an official endorsement of the quality and recognition of the PGIE's postgraduate education. In addition, the MOU covers the Postgraduate Diploma in Bilingual Education, the only program of its kind in Sri Lanka – the entire cohort of 40 students for this program is sponsored by the Ministry of Education, signifying the national importance of this innovative new program and the PGIE's ability to respond to areas of national pedagogical importance.

Education Ministry, PGIE partner to improve, professionalise English teaching

Comments 0 82 Views / Friday, 11 May 2018 00:00



The Ministry of Education has signed a Memorandum of Understanding with the Postgraduate Institute of English (PGIE) of the Open University of Sri Lanka. Under the terms of the MoU, the Ministry of Education will sponsor teachers, In-service Advisors (ISAs), Assistant Directors and other relevant officials from the Ministry to improve their professional practice through higher education and training at the PGIE, the premier institute for postgraduate English education in the country.

Teachers selected through this MOU will receive high quality postgraduate education as well as professional development either through three programs offered by PGIE: Master of Arts in Teaching English as a Second Language (MA TESL), Master of Arts in Teaching Literature (MA TLSC) and the Postgraduate Diploma in Bilingual Education (PGDip BE). The two MA programs offer a unique blend of theory and practice and have contributed to the professional development of English educators from a wide range of backgrounds.

The Postgraduate Diploma in Bilingual Education is a new initiative of the PGIE that seeks to support the policy of promoting bilingual instruction in the country's education system. This program will help train a new generation of teachers capable of delivering subject content bilingually in the classroom, supporting the development of students' mother tongue and English competencies. Building on global research into bilingual education and its manifold benefits, bilingual education will support students to acquire English language competency in an authentic manner and also aims to develop student fluency, competency and confidence in the use of English.

Speaking at the signing Sunil Hettiaratchi, the Secretary to the Ministry of Education noted the importance of professionalising the teaching of English in Sri Lanka. He pointed out that for the first time, the OEL pass rate for English had exceeded 50% and that the only way to ensure that this success is sustained is through continued investment in English teachers from all areas of the country. B.M. Weerasinghe, Director of the English and Foreign Languages Branch of the Ministry of Education also highlighted the importance of partnerships and collaboration such as the MoU with the PGIE as a key facet of the ministry's strategy to improve English teaching in the country. Dr. Harshana Rambukwella, the Director of the PGIE, expressed his appreciation to Hettiaratchi, as well as the officials at the Ministry of Education in particular for their commitment in investing in English education and professionalising the teaching of English in the country.

The PGIE was established in 2005 and is the only tertiary level institution dedicated to improving and professionalising English teaching and pedagogy in Sri Lanka. Affiliated to the Open University of Sri Lanka, the PGIE offers its courses in a blended learning mode combining Open and Distance Learning methodologies, with traditional approaches to maximise its outreach and flexibility to cover working professionals, school leavers and those located in various parts of the country. For further details about the programmes conducted by the PGIE, please contact the Senior Assistant Registrar via email, sar@pgie.ac.lk or via phone 0112625805.

Signing of the MOU with the Ministry of Education, May 2018 (news item carried in the Daily FT newspaper)

➤ **Inauguration of the Postgraduate Diploma in Bilingual Education (PGDip BE)**

The PGDip BE was inaugurated in November 2018 with the participation of Mr. Sunil Hettiarachchi, Secretary to the Ministry of Education as the Chief Guest. The Vice Chancellor of the Open University of Sri Lanka, Prof. Anbhan Ariyadurai was the Guest of Honour and Deans of all faculties, past directors of the PGIE and other distinguished guests including PGIE Board of Management members participated in the event.



Some of the participants at the inauguration of the PGDip BE, November 2019

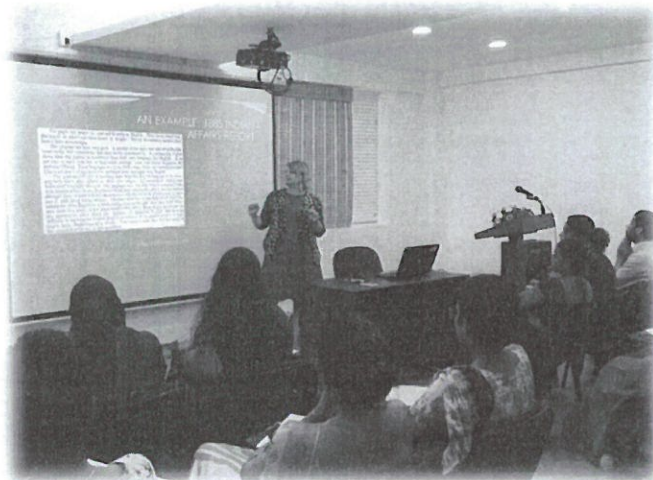
➤ Details of Workshops/ Seminars/ Guest Lectures Conducted in 2018

Prof. Clea Schmidt from the University of Manitoba, Canada gave a public lecture entitled “Culturally Responsive Pedagogy: Lessons from Canada and Nepal” where she explored how pedagogy needs to critically engage with the culture in which the teaching and learning takes places and adapt to those conditions. Prof Schmidt outlined in her talk how these challenges were met during curriculum designing in Nepal and Canada – two very diverse contexts. The talk was attended by nearly 40 audience members and the talk was followed by a stimulating question and answer session where the audience raised a series of questions about how this framework can be applied in the Sri Lankan context. The talk was conducted on November 07th.



Prof. Clea Schmidt conducting the public lecture on “Critical and Participatory Research Approaches”

In addition to the public talk Prof Schmidt also conducted a seminar on “Critical and Participatory Approaches to Research” with 25 participants. This seminar explored how critical and participatory approaches to research conducted in educational contexts can be a powerful tool to yield insights as well as empower the teaching and learning communities being researched. The seminar was conducted on 07th November from 9.30 ro 11.30 am at the PGIE premises.



Prof. Clea Schmidt conducting the seminar on "Critical and Participatory Research Approaches"

(g) Human Resources

Currently the following human resources are available to the institute.

➤ Details of Academic Staff

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

* Lecturer on contract basis

➤ Details of Non-Academic Staff

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

Total staff strength – 14

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

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

➤ Books/ Book Chapters/ Journal Articles/ PhD theses

01 Book	01 PhD thesis	06 Book Chapters	01 Journal Article
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- Gagné, A. Herath, S., & Valencia, M. (2018). Exploring privilege and marginalization in ELT: A trioethnography of three diverse educators. In Yazan, B. & Rudolph, N. (Eds.) *Criticality, teacher identity and (in)equality in English language teaching: Issues and implications* (pp. 237 – 256). Dordrecht, The Netherlands: Springer.
- Herath, S. (2018). Professional development (PD) of language teacher educators: The changing scope and role of action research. In S. Herath & I. Smith (Eds.). *Action research and its role in teacher educators' professional development* (pp. 10- 18). Colombo: British Council.
- Herath, S. & Smith, I. (Eds.) (2018). *Action research and its role in teacher educators' professional development*. Colombo: British Council.
- Rambukwella H.. 2018. *The Politics and Poetics of Authenticity: A Cultural Genealogy of Sinhala Nationalism*. London: University College London Press.
- Rambukwella, Harshana. 2018. "Standard Language, cricket, nationalism and the tyrannies of writing", in *Tyrannies of Writing: Ideologies of the Written Word.*" ed., Constanze Weth and Kasper Juffermans. London: Bloomsbury.
- Harshana Rambukwella. 2018. "Postcolonial nativism? Exploring the postsecularist critique of history on Sri Lanka." *boundary 2: an international journal of literature and culture* 45(4). Duke University Press.
- Wijesekera, H.D., Alford, J., & Mu, M.G., (2018). Forging inclusive practice in ethnically-segregated school systems: lessons from one multiethnic, bilingual education classroom in Sri Lanka, *International Journal of Inclusive Education*. doi.org/10.1080/13603116.2018.1514730
- Wijesekera, H.D. (2018). Students' ethnolinguistic identities in the multiethnic, Bilingual Education classrooms in Sri Lanka. Ph. D thesis. QUT - <https://eprints.qut.edu.au/119217/>

➤ Conference/ Seminar Presentations

- Herath, S. (2018). From linguistic inclusion towards linguistic reconciliation: Creating a space for inclusive understandings of identity. Sociolinguistic Symposium 22. Auckland: New Zealand.
- Herath, S. (2018). Evolution of language policy through times of colonization, independence, civil war and peace: is there space for new identities? Sociolinguistic Symposium 22. Auckland: New Zealand.
- Herath, S. & Wathuge, C. (2018). From cultural inclusion to cultural reconciliation: Towards creative approaches to identity research. Performative arts, reconciliation and education: Eight years of the Sri Lanka-Norway Music Corporation. Colombo: Sri Lanka.
- Herath, S. (2018). Doing Qualitative research. Faculty of Graduate Studies, Jaffna University.
- Herath, S (2018). Qualitative approaches to ELT research. Faculty of Arts, Jaffna University.
- Ranasuriya, D. & Herath, S. (2018). What does the industry really need?: A closer examination of Industry personnel's perceptions of English language skills of vocational graduates. International Open University Research Symposium (iOURS), Colombo: Sri Lanka.
- Jansz, M.I. 2018 Poster presentation: The problem of being a first language speaker of English in Sri Lanka presented at BAAL 2018, York St.John, UK
- Rambukwella, H.. 2018. Plenary Speaker. Sinhala Studies Conference, Department of Sinhala, University of Colombo.
- Wijesekera, H.D. 2018. Panelist/Presenter- LLTT SIG Symposium, AARE: Promoting equality in multiethnic BE classrooms by stimulating 'linguistic communism'. In LLTT SIG Symposium #2 - The place of teacher agency amid constraining education conditions. International Conference of Association for Australian Educational Research 2018 Dec 2-6 University of Sydney, Australia.

➤ **Awards and Grants**

- M.I. Jansz – Chris Brumfit student/early career scholarship to BAAL (British Association for Applied Linguistics) 2018
- M.I. Jansz – Best Poster prize at British Association for Applied Linguistics Conference 2018
- H.S. Rambukwella – Open University of Sri Lanka 2017 Research Award
- H.D. Wijeskara – Special commendation for outstanding thesis: Ph. D. thesis entitled “Students’ ethnolinguistic identities in the multiethnic, Bilingual Education classrooms in Sri Lanka” 2018, Faculty of Education, Queensland University of Technology, Australia.
- S.M. Herath and H.S. Rambukwella Principal Investigators of Rs 5,000,000.00 grant award from the British Council to study Arts and Reconciliation in Sri Lanka.
- S.M. Herath - Sri Lanka Norway Music Corporation research grant

In addition to the above publications, presentations and awards PGIE academic staff were involved in numerous other research related activities such as reviewing manuscripts for publication in journals, reviewing papers for presentation at research symposia, the organization and execution of research conferences at the Open University of Sri Lanka and many other national universities in the country.

➤ **Collaboration and Partnerships**

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

of the Ministry of Education also benefited from PGIE expertise. 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 number of workshops that were held at the PGIE.

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 2018, 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.

3. Management and Administrative Progress

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

a) Administrative staff members attended the following training programs

Mr. W.D.T. Tilakaratne, Senior Assistant Registrar of the PGIE

- International Program in Management in Thailand from 25th March to 1st April, 2018.

The Senior Assistant Registrar was funded by the institute to attend this program to enhance his skills and knowledge in modern management methodology and concepts. The program was conducted in collaboration with Postgraduate Institute of Management of the Sri Jayawardenapura University.

b) Annual planning for the year 2019 was carried out in two stages. An initial planning event was held as an away-day to facilitate team building and facilitating synergy within the institute on 27th December, 2018. The second part of the planning process was carried out at the PGIE subsequently.

c) Discussion meetings and TEC meetings were held to inspect the Expressions of Interest and to prepare the Bill of Quantities and designs for the following

- Management Information System – EOIs were called and were studied by the relevant TEC.
- Rehabilitation and improvement of capital assets – Roof top and vehicle park & utility area Bill of Quantities and relevant designs were developed to begin the bidding process.

d) New building related activities

- Several Building committee meetings and discussions were held with the contractor and the officials of the Ministry of Higher Education to discuss persistent delays by contractor in attending to the defects identified in the Defects List prepared by the PGIE. The lack of progress in this regard was officially recorded in communications to the UGC, MOHE and ICTAD.

e) Preparation of Annual report for year 2017

Preparation of the Annual Report for year 2017 was begun in January and completed in mid-March 2017 and presented to the 104th Board of Management on 22.06.2018. Discussion and acceptance of the Annual report 2016 by Ministry of Higher Education took place on 25.04.2018.

f) Preparation of the Strategic Management plan 2018-2021

Preparation of the Strategic Management Plan (SMP) 2018-2021 was completed on 25.01.2019. The SMP was formally presented to the 103rd Board of Management on 03.05.2018.

➤ **Infrastructure Progress**

Acquisition of Furniture, Equipment and other assets

The elevator and the power generator for the new building were installed and commissioned in late 2017 and are now operational – adding better service quality to the PGIE building and its functionality. The elevator in particular is an essential item to ensure disabled access and for students and staff with mobility issues.

The PGIE did not carry out any major new infrastructure related procurements in the year under review. However, the following assets were acquired:

- Books for Library
- Teaching equipment and office furniture for staff use

➤ **Visiting staff who supported the PGIE during the year 2018**

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.

The following 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 English as a Second Language

Name	Affiliation
Prof. Emeritus Ryhana Raheem	Department of Language Studies The Open University of Sri Lanka
Prof. Maheswarakurukkal Saravanapava Iyer	ELTC University of Jaffna
Prof. Emeritus Chandra Gunawardena	Faculty of Education The Open University of Sri Lanka
Prof. Jayadeva Uyangoda	Professor of Emeritus University of Colombo
(late) Prof. Eemeritus Sirohmi Fernando	Department of English University of Colombo
Prof. Dilkushi Senaratne Wettewe	Department of English Language Teaching University of Kelaniya
Dr. H.V.M. Ratwatte	Department of Language Studies The Open University of Sri Lanka
Dr. Pradeep 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. Radhika de Silva	Department of Language Studies The Open University of Sri Lanka

Dr. Vivimarie Vanderpoorten Meddewattegedara	Department of Language Studies The Open University of Sri Lanka
Dr. Asha Abeyasekera	Faculty of Graduate Studies University of Colombo
Dr. Romola Rassool	Department of English Language Teaching University of Kelaniya
Dr. Chitra Jayatilleke	Department of English University of Sri Jayewardenepura
Dr. Vagisha Gunsekara	Executive Director ,American Institute for Sri Lankan Studies
Dr. Kaushalya Perera	Department of English University of Colombo
Mr. Sanath J. Gunawardena	Department of Languages University of Moratuwa
Mr. Thilina I. Wickramaarachchi	Department of English Language Teaching University of Kelaniya
Ms. Mahishi Ranaweera	Department of English Language Teaching University of Kelaniya
Ms. Nadine Vannaisinkam	International Centre for Ethnic Studies
Ms. Shivanee Ilangakoon	Department of English Language Teaching University of Colombo
Ms. Dilini Walisundera	Department of English University of Sri Jayewardenepura
Ms. Sumudu Embogama	University of Visual and Performing Arts
Ms. Kethakie Nagahawatte	Department of English Language Teaching University of Colombo

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

Name	Affiliation
Prof. Emeritus Ryhana Raheem	Department of Language Studies, OUSL
Prof. Jayadeva Uyangoda	Prof. of Emeritus, Department of Political Science & Public Policy, University of Colombo
Prof. Emeritus C. Gunawardena	Faculty of Education, OUSL
Prof. Neloufer de Mel	Department of English, University of Colombo
Dr. H.V.M. Ratwatte	Department of Language Studies, The Open University of Sri Lanka
Dr. S. Liyanage	Faculty of Graduate Studies, University of the Visual and Performing Arts
Dr. Prabha Manuratne	Department of English, University of Kelaniya
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, University of Colombo
Dr. Chitra Jayathilake	Department of English, University of Sri Jayawardenapura
Dr. Dinali Devendra	Department of Language Studies, The Open University of Sri Lanka
Dr. Shashikala Assella	Department of English, University of Kelaniya
Dr. Vivimarie Vanderpoorten	Department of Language Studies, OUSL
Ms. Sunila Galappatti	Author, former dramaturg at the Royal Shakespeare Company, London
Ms. Nadine Vanniasinkam	International Centre for Ethnic Studies
Ms. Dinali Fernando	Department of English, University of Kelaniya
Mr. Andi Schubert	Department of Language Studies, OUSL
Ms. Annemari De Silva	International Centre for Ethnic Studies
Mr. Ariyawansa Ranaweera	Novelist and translator and visiting academic at University of Kelaniya
Mr. Lal Medawattegedara	Department of Language Studies, OUSL
Ms. Madhubhashini Rathnayake	English Language Teaching Unit, University of Sri Jayawardenapura
Prof. Amarakeerthi Liyanage	Department of Sinhala, University of Peradeniya
Ms. Parvathi Nagasundaram	Formerly National Institute of Education
Ms. Ruhanie Perera	Department of English, University of Colombo

4. Report on Future expectations of Sustainable Development

The PGIE is committed to environmental protection and mitigation of climate change as articulated in Goal 13 of the Sustainable Development Goals endorsed by the United Nations and the Sri Lankan government. In line with this commitment the PGIE has taken a number of initiatives to minimize its carbon footprint. The PGIE has evaluated many of its administrative and education assessment related activities where paper, printing and copying is used and has taken action to minimize them. All internal communication takes place online through email and other cloud-based systems such as Google Calendar and memos etc are printed only for record purposes where possible. Double-sided printing is used in all occasions and students have been strictly instructed to submit their assignments and thesis as double-side printed documents. To further reduce the use of paper and printing a Management Information System is being developed and Expressions of Interest have been called for same to move most student management and other administrative functions online. The PGIE building is designed to maximize sunlight and therefore requires limited artificial lighting and the building is also well ventilated requiring minimal use of air conditioning. In addition the PGIE has also implemented a strict separation of waste at source to facilitate environmentally friendly waste disposal. PGIE also as a policy does not use plastic disposable cups or plates and only uses bio-degradable products or reusable glass and ceramic products. Water dispensers have been procured to minimize and eventually eliminate the use of disposable water bottles which pollute the environment.

5. Financial Statements (According to the new format)

(a) Details of Recurrent Expenditure

Subject	2017 Rs	2018 Rs.
a. Personal emoluments	15,416,958.00	20,571,071.58
b. Traveling	94,331.00	824,529.39
c. Supplies	974,909.00	706,220.54
d. Maintenance	260,348.00	652,923.81
e. Contractual Services	1,454,608.00	1,404,754.48
f. Other	4,880,962.00	5,461,528.17
Total	23,082,116.00	29,621,027.97

(b) Details of Capital Expenditure

Subject	2017 Rs	2018 Rs
a. Acquisition of Furniture & Office Equipment	4,565,245.00	134,900.01
b. Acquisition of Machinery	7,878,631.00	-
c. Acquisition of Library Books	211,280.00	213703.00
c. Acquisition of Building & Structures	1,190,330.00	-
d. Other	5,661,631.00	21,500.00
Total	19,507,117.00	370,103.01

(c) Details of Financial Progress (Expenditure)

Subject	Provision in 2018 Rs.	Exp in 2018 Rs.	Savings / Excess Rs.
a. Recurrent except Project	21,400,000.00	29,621,027.97	(8,221,027.97)
b. Capital except Project	0.00	370,103.01	(370,103.01)
c. Project – Locally funded	-	-	-
d. Project – Foreign funded	-	-	-
Total	21,400,000.00	29,991,130.98	(8,591,130.98)

(d) Details of Financial Progress (Generated Income)

Source of Revenue	Provision in 2018 Rs.	Collection in 2018	Deficit/Surplus Rs.
a. Undergraduate studies	-	-	-
b. Postgraduate Studies	8,645,000.00	12,717,969.00	4,072,969.00
c. Consultancies	-	-	-
d. Other	-	-	-
Total	8,645,000.00	12,717,969.00	4,072,969.00

(e) Financial Performance Analysis

Subject	Formula	Exp. Per Student Rs.
a. Recurrent Expenditure per Student (RE)	RE/No of Student strength	79,593.51
b. Capital Expenditure per Student (CE)	CE/No of Student strength	1,276.22
Total	-	80,869.73

6. Audit Committee Report

Audit Committee Report

Internal Audit Report

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

1. Pre- Audits

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

2. Audit Queries issued on findings

1. Audit of 3 phase Auto Diesel Generator- OUSL/IAD/AR/2018/PGIE/01
2. Audit of Journal entries posted to the Final Accounts 2017- OUSL/IAD/AR/2018/PGIE/02

3. The Audit Committee

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

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

4. The Staff

The Internal Audit Division comprises the following staff.

- A Senior Assistant Internal Auditor
 - An Assistant Internal Auditor
 - An Audit Assistant
 - A Clerk
 - A Computer Application Assistant
 - A Labourer
- } 01.10.2018 onward.

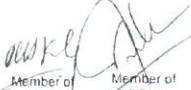
7. Audited Financial Statements

Postgraduate Institute of English Statement of Financial Position as at 31st December 2018

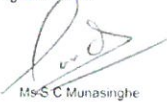
ASSETS		2018 (Rs.)	2017 (Rs.)
Current Assets	Note		
Cash at Bank	1	2,088,525.26	11,420,362.25
Loans & Advances to Staff	2	1,193,181.00	1,216,377.00
Receivables From Student	3	7,441,127.00	5,065,653.00
Short Term Investments	4	47,931,800.00	46,761,464.04
Inventories		701,099.45	313,295.85
Pre payments and Receivables	5	80,317.20	36,146.23
		59,436,049.91	64,813,298.37
Non-Current Assets	6		
Furniture & Fittings		3,420,856.55	3,134,435.69
Office Equipments		1,763,329.83	2,294,614.72
Library books & Periodicals		606,382.08	593,703.93
Computer & Accessories		4,479,716.25	5,614,329.01
Foot Bicycle		3,000.00	4,000.00
Cloaks		1,312.00	5,512.00
Other assets		16,857.11	30,348.41
Plant & Machinery		6,192,542.23	7,740,677.79
Land			-
Building		80,225,382.19	84,804,933.37
Intangible Assets	7	364,991.78	482,991.78
		97,074,370.02	104,705,746.70
Total Assets		156,510,419.93	169,519,045.07
LIABILITIES			
Current Liabilities			
Accrued Expenses	8	1,601,942.52	1,532,305.79
Research Grant Accrued		233,338.39	
Sundry creditors	9	561,113.04	2,875,061.12
Student Fees In Advance	10	6,614,775.00	3,786,136.00
Retention on Constructions		2,011,358.70	2,011,358.70
Interest in Advance		129,887.78	288,403.81
		11,152,415.43	10,493,265.42
Non - Current Liabilities			
Provision for Gratuity	11	2,162,203.00	1,703,629.98
Total Liabilities		13,314,618.43	12,196,895.40
Net Assets		143,195,801.50	157,322,149.67
NET ASSETS / EQUITY			
Capital Grant - Spent	12	99,186,300.57	107,543,179.60
Capital Grant - Unspent	13	-	17,189,312.11
Land Valuation Reserve			-
PGIE Development Fund		3,967,500.10	3,967,500.10
PGIE General Reserve		36,695,745.95	28,622,157.86
Research Grant		3,346,254.88	
Total net Assets / Equity		143,195,801.50	157,322,149.67

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
FHD (HKU), BA Hons (Pdn, 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


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

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2018

		<u>2018</u> <u>(Rs.)</u>	<u>2017</u> <u>(Rs.)</u>
<u>Revenue</u>			
Government Recurrent Grant		21,400,000.00	18,727,098.00
Application Fees		210,500.00	233,000.00
Registration Fees		230,200.00	229,525.00
Tuition Fees		8,214,605.00	7,448,475.00
Examination Fees		1,553,520.00	365,790.00
Supplementary Fees		153,500.00	157,800.00
Dissertation Fees		1,542,644.00	1,376,039.00
Portfolio fee		11,000.00	72,000.00
Tuition Fees from Short Course		802,000.00	3,076,400.00
Interest Income	14	4,510,832.28	4,611,991.22
Miscellaneous Receipts		314,488.61	170,560.37
Amortization of Capital Grant		8,356,879.03	5,633,157.48
Revaluation Surplus		459,294.21	
Total Revenue		<u>47,759,463.13</u>	<u>42,101,836.07</u>
<u>Expenses</u>			
Personnel Emoluments	15	20,571,071.58	15,416,958.14
Traveling Expenses	16	824,529.39	94,331.00
Supplies and Consumables	17	706,220.54	974,908.69
Maintenance Expenditure	18	652,923.81	260,347.97
Contractual Services	19	1,404,754.48	1,454,608.31
Other Recurrent Expenses	20	5,461,528.17	4,880,962.39
Depreciation		8,356,879.03	5,658,457.48
Gratuity Expenses		458,573.02	546,516.98
Amortization Intangible Assets		118,000.00	107,008.22
Human Capital expenses		369,000.00	168,000.00
Revaluation Deficit			2,428,961.92
Total expenses		<u>38,923,480.02</u>	<u>31,991,061.10</u>
Surplus / (Deficit) for the period		<u>8,835,983.11</u>	<u>10,110,774.97</u>

Postgraduate Institute of English
Statement of changes in Net Assets / Equity for the Year Ended 31st December 2018

(Rs.)

	PGIE General Reserve	Other Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2016	18,504,151.00	3,967,500.10	92,911,214.98	35,829,434	151,212,299.93
Previous year adjustment	7,231.89				7,231.89
Capital Grant Spent during the year			20,265,122.08	(20,265,122)	-
Funds Received During the year				1,625,000	1,625,000.00
Amortization of Capital grants			(5,633,157.48)		(5,633,157.48)
Surplus / (Deficit) for the period	10,110,774.97				10,110,774.97
Balance as at 31st December 2017	28,622,157.86	3,967,500.10	107,543,179.58	17,189,312	157,322,149.80
Previous year adjustment	(762,395.02)				
Capital Grant Spent during the year				(17,189,312)	
Funds Received During the year					
Amortization of Capital grants			(6,350,876.00)		
Surplus / (Deficit) for the period	8,835,983.11				
Balance as at 31st December 2018	36,695,745.95	3,967,500.10	99,186,300.55	0	139,849,546.75

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2018

	2018 (Rs.)	2017 (Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus / (Deficit) from ordinary activities	8,835,983.11	10,110,774.97
Interest Income from Short Term Investments	(4,510,832.28)	(4,611,991.22)
Non Cash Movements		
Depreciation	8,356,879.03	5,658,457.48
Depreciation Adjustment - prior year	10,179.14	-
Gratuity Expenses	458,573.02	546,516.98
Gratuity Adjustment - prior year	-	-
Amortization of Capital Grants	(8,356,879.03)	(5,633,157.48)
Amortization Intangible Assets	118,000.00	107,008.22
Prior year Adjustments	(762,395.02)	7,231.89
Revaluation Surplus	(459,294.21)	2,428,961.92
Prior year Adjustments - Depreciation	-	75,116.00
Net Surplus before working capital changes	3,690,213.75	8,688,918.76
(Increase) / Decrease in Working Capital		
(Increase) / Decrease in Inventories	(387,803.60)	(216,423.96)
Increase/(Decrease) in payables	659,150.01	4,389,979.72
(Increase)/Decrease in Receivable	(2,419,644.97)	(1,963,197.23)
(Increase)/Decrease in Loan & Advance to Staff	(23,196.00)	(243,049.00)
Gratuity payment	-	-
Net Cash Flows from operating Activities	1,518,719.19	10,656,228.29
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property, Plant & equipment	(134,900.01)	(19,295,841.95)
Purchase of Books and Periodicals	(213,703.00)	(211,279.88)
Purchase Intangible assets	-	(559,600.00)
PGIE Building project	-	-
Interest from Investments	3,989,210.21	4,611,991.22
Payment to Constructor	-	-
Fund received for specific purposes	5,522,800.00	-
Cash Outflow for specific purposes	(1,943,207.00)	-
Withdrawals of Short Term Investments	19,000,000.00	19,100,400.00
New Short Term Investments	(19,900,000.00)	(22,861,864.04)
Net Cash Flows from Investing Activities	6,338,756.20	(19,246,594.65)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grants from Treasury	(17,189,312.11)	1,625,000.00
Net Cash Flows from Financing Activities	(17,189,312.11)	1,625,000.00
Net Increase / (Decrease) in Cash & Cash Equivalents	(9,331,836.72)	(6,965,366.36)
Cash & Cash Equivalents at the beginning of period	11,420,361.98	18,385,728.34
Cash & Cash Equivalents at the end of period	2,088,525.26	11,420,361.98

Postgraduate Institute of English

Notes to the Financial Statement – 2018

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.21,400,000/=. The recurrent Grant of Rs.21,400,000/= 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 2018	Amount Unspent in
2018	<u>(Rs.)</u>	<u>(Rs.)</u>
Recurrent Grants	21,400,000	-
Capital Grants	-	-
	21,400,000	-

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 2018 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 revalued as at 2018.12.31 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. 24 of 2017

14. Cash Flow Statement

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

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 01

<u>Cash at Bank</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
People's Bank A/C No. 174100 156 838310	912,442.61	252,645.37
People's Bank A/C No. 174100 246 838310	(50,000.00)	(902,000.00)
People's Bank A/C No. 174100 336 838310	(67,535.00)	123,950.00
People's Bank A/C No. 174200 226 838310	826,405.52	9,941,808.58
People's Bank A/C No. 174200 136 838310	467,212.13	2,003,958.30
	<u>2,088,525.26</u>	<u>11,420,362.25</u>

Note - 02

<u>Loans and Advances to Staff</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Distress Loan	1,189,781.00	1,182,477.00
Vehicle Loan	2,900.00	30,900.00
Special Advance	500.00	500.00
Festival Advance	-	2,500.00
	<u>1,193,181.00</u>	<u>1,216,377.00</u>

Note- 03

<u>Receivables From Student</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Portfolio fees Receivable	72,000.00	72,000.00
Tuition Fees Receivable - TESL	3,586,425.00	3,558,275.00
Tuition Fees Receivable - TLSC	2,152,100.00	674,400.00
Dissertation Fees Receivable TESL	363,542.00	541,918.00
Dissertation Fees Receivable TLSC	288,600.00	70,200.00
Examination Fees Receivable TESL	508,950.00	120,000.00
Examination Fees Receivable TLSC	425,610.00	28,860.00
Supplimentray Fees Recievable TLSC	19,200.00	
Registration Fees Recievable TLSC	24,700.00	
	<u>7,441,127.00</u>	<u>5,065,653.00</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 04

Short Term Investments

	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Opening Balance	47,031,800.00	43,000,000.00
Withdraw during the year - FD		-
Withdraw during the year - TB	(19,000,000.00)	(19,100,400.00)
New Investments - TB	19,900,000.00	22,861,864.04
	<u>47,931,800.00</u>	<u>46,761,464.04</u>

Note - 05

Pre payment and Receivables

	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Pre-payment	-	36,146.23
Receivable OUSL	21,000.00	
Receivable Staff Insurance	32,237.20	
Sundry Debtors	27,080.00	
	<u>80,317.20</u>	<u>36,146.23</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 06

Non-current assets

	Furniture & Fittings	Office Equipment	Computers & Accessories	Library Books & Periodicals	Plant & Machinery	Foot Bicycle	Cloaks	Other Assets	Building	Land	Total
Cost											
Balance as at 01/01/2018	3,357,770.83	2,634,424.45	5,759,235.00	2,781,233.24	7,878,531.03	5,000.00	21,000.00	67,456.50	91,591,023.64	-	114,136,775.69
(+/-) Adjustments	(13,719.45)	-	-	-	-	-	-	-	-	-	(13,719.45)
(+) Purchases during the year	134,900.01	-	21,500.00	21,103.00	-	-	-	-	-	-	370,103.01
(-) Transfer to revaluation	(3,365,450.83)	-	-	-	-	-	-	-	-	-	(3,365,450.83)
(-) Disposal during the year	-	-	-	-	-	-	-	-	-	-	-
Balance as at 31/12/2018	113,500.56	2,634,424.45	5,820,735.00	2,991,336.24	7,878,531.03	5,000.00	21,000.00	67,456.50	91,591,023.64	-	111,127,768.42
Depreciation											
Balance as at 01/01/2018	223,335.71	339,605.73	184,906.59	2,181,329.31	137,963.24	1,000.00	15,486.00	37,106.09	6,786,090.27	-	9,914,021.34
(+/-) Adjustments	10,179.14	-	-	-	-	-	-	-	-	-	10,179.14
(+) Depreciation for the Year	321,878.48	531,184.80	1,156,112.76	201,024.85	1,548,135.56	1,000.00	4,200.00	13,491.30	4,579,551.18	-	8,356,879.03
(-) Transfer to revaluation	(403,888.49)	-	-	-	-	-	-	-	-	-	(403,888.49)
Balance as at 31/12/2018	151,504.85	871,094.62	1,341,019.75	2,381,354.16	1,686,098.80	2,000.00	19,686.00	50,599.39	11,365,641.45	-	17,877,191.02
Net Book Value as at 01/01/2018	3,134,435.12	2,294,814.72	5,574,325.01	591,703.93	7,740,577.79	4,000.00	5,512.00	30,348.41	84,804,933.37	-	104,222,754.35
Net Book Value as at 31/12/2018	(38,004.29)	1,763,329.83	4,479,716.25	609,382.08	6,192,542.23	3,000.00	1,312.00	16,857.11	80,225,382.19	-	93,250,517.40

	Furniture & Fittings	Office Equipment	Computers & Accessories	Foot Bicycle	Total
Revaluation					
Balance as at 01/01/2018	-	-	-	-	-
(+) During the year	3,420,856.55	-	-	-	3,420,856.55
Balance as at 31/12/2018	3,420,856.55	-	-	-	3,420,856.55
Depreciation					
Balance as at 01/01/2018	-	-	-	-	-
(+) Depreciation for the Year	-	-	-	-	-
(-) Disposal during the year	-	-	-	-	-
Balance as at 31/12/2018	-	-	-	-	-
Net Book Value as at 01/01/2018	-	-	-	-	-
Net Book Value as at 31/12/2018	3,420,856.55	-	-	-	3,420,856.55

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 07

<u>Intangible Assets</u>	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Computer Software	482,991.78	590,000.00
Amorization for the yer	(118,000.00)	107,008.22
	<u>364,991.78</u>	<u>482,991.78</u>

Note - 08

<u>Accrued Expenses</u>	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Audit Fees for the Year 2015	125,000.00	125,000.00
Audit Fees for the Year 2014	150,000.00	150,000.00
Audit Fees for the Year 2016	140,000.00	140,000.00
Audit Fees for the Year 2017	150,000.00	150,000.00
Audit Fees for the Year 2018	150,000.00	
Telecommunication expenses	12,336.38	18,219.89
Overtime	35,763.00	25,125.00
Visiting Lecture fees	140,000.00	15,000.00
Entertainment Expenses		9,491.00
Stamp Duty & PAYE	3,450.00	2,175.00
Gratuity Payable		383,670.00
Other payable	284,990.97	113,044.63
Security Services	68,310.00	44,562.50
PGIE Lecture Fees	128,000.00	290,000.00
Cleaning services	76,502.17	66,017.77
Examination	23,500.00	
Human Capital	81,000.00	
Maintainance	33,090.00	
	<u>1,601,942.52</u>	<u>1,532,305.79</u>

Note - 09

<u>Sundry creditors</u>	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Payable to OUSL	99,776.04	92,317.02
Softlogic Information Technologies	15,792.00	15,792.00
Hayleys Industrial		344,883.10
Metropolitan Engineering	442,980.00	2,412,700.00
Leema Creations	2,565.00	2,565.00
Expograpics (Pvt) Ltd		6,804.00
	<u>561,113.04</u>	<u>2,875,061.12</u>

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 10

<u>Student Fees In Advance</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Tuition Fees in Advance TESL	2,178,075.00	2,479,925.00
Tuition Fees in Advance TLSC	955,500.00	1,021,800.00
Dissertation Fees in Advance- TESL	27,750.00	4,111.00
Portfolio Fees in Advance- TESL	13,000.00	
Dissertation Fees in Advance- TLSC	-	
Registration Fees in Advance TESL	135,000.00	140,550.00
Registration Fees in Advance TLSC	24,700.00	28,300.00
Supplementary Fees in Advance TESL	87,150.00	90,450.00
Supplementary Fees in Advance TLSC	18,600.00	21,000.00
Short Course Fees in Advance	-	-
Tuition Fees in advance - BE	2,820,000.00	
Exam Fees in advance - BE	300,000.00	
Registration Fees in advance - BE	33,000.00	
Supplimentary Fees in Avance- BE	22,000.00	
	<u>6,614,775.00</u>	<u>3,786,136.00</u>

Note - 11

<u>Provision for Gratuity</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Opening Balance	1,703,629.98	1,157,113.00
Gratuity payment during the Year		-
Provision for the Year	458,573.02	546,516.98
	<u>2,162,203.00</u>	<u>1,703,629.98</u>

Note - 12

<u>Capital Grants Spent</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Opening Balance	107,543,179.60	92,911,215.00
Capital Expenses		20,265,122.08
Amortization for the year	(8,356,879.03)	(5,633,157.48)
	<u>99,186,300.57</u>	<u>107,543,179.60</u>

Note - 13

<u>Capital Grants Unspent</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Opening Balance	17,189,312.11	35,829,434.35
Grant from the Treasury	-	1,624,999.84
Capital Expenses	(17,189,312.11)	(20,265,122.08)
	<u>-</u>	<u>17,189,312.11</u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 14

<u>Interest Income</u>	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Interest from Savings Accounts	50,405.53	22,342.31
Interest from FD		-
Interest from TB	4,418,062.20	4,548,366.37
Interest from Loan & Advance to Staff	42,364.55	41,282.54
	<u>4,510,832.28</u>	<u>4,611,991.22</u>

Note - 15

<u>Personnel Emoluments</u>	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
<u>Academic</u>		
<u>Salaries and Wages</u>		
Salaries and Wages	3,037,141.88	2,542,143.66
University Provident Fund	556,384.55	404,009.70
University Pension	635,868.03	461,725.34
ETF 3%	238,450.47	173,146.95
Visiting Lectures Fees	889,400.00	841,250.00
PGIE Lecturers Fees	135,000.00	290,000.00
	<u>5,492,244.93</u>	<u>4,712,275.65</u>
<u>Other Allowances</u>		
Academic Allowance	4,128,992.99	2,624,383.90
Research Allowance	974,577.62	599,254.25
Cost of Living Allowance	374,400.00	343,200.00
Special Allowance		-
Additional Allowances	914,908.89	689,016.13
Entertainment Allowance	142,436.00	113,460.00
Adjustment Allowance	459,537.12	633,315.97
Interim Allowance		-
Other Allowances	810,600.00	600,000.00
	<u>7,805,452.62</u>	<u>5,602,630.25</u>
Personal Emolument - Academic	13,297,697.55	10,314,905.90

<u>Non - Academic</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
<u>Salaries and Wages</u>		
Salaries and Wages	3,544,880.37	2,432,719.04
University Provident Fund	406,096.82	316,753.44
University Pension	378,486.92	228,161.74
ETF 3%	156,916.81	109,224.29
Acting Pay	-	200,000.00
	<u>4,486,380.92</u>	<u>3,286,858.51</u>
<u>Other Allowances</u>		
Research Allowance	193,873.56	141,729.00
Cost of Living Allowance	812,774.98	667,940.00
Special Allowance	-	-
Additional Allowance	182,306.20	29,013.00
Interim Allowance	-	-
MCA	1,184,287.42	615,553.98
Adjustment allowance	47,006.00	45,835.00
	<u>2,420,248.16</u>	<u>1,500,070.98</u>
Personal Emolument - Non-Academic	6,906,629.08	4,786,929.49
Overtime and Holiday Payment		
Over Time	329,843.00	276,704.00
Holiday Payments	36,901.05	38,418.75
	<u>366,744.95</u>	<u>315,122.75</u>
Total Personal Emoluments	20,571,071.58	15,416,958.14

Note - 16

<u>Traveling Expenses</u>	<u>2018</u> <u>Rs.</u>	<u>2017</u> <u>Rs.</u>
Domestic	80,967.00	94,331.00
Foreign	743,562.39	
	<u>824,529.39</u>	<u>94,331.00</u>

Note - 17**Supplies and Consumables**

	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Stationery & Office Requisites	675,937.34	699,899.69
Fuel & Lubricant		229,600.00
Machanical &Electrical Goods	27,000.00	4,900.00
Uniforms	3,283.20	1,800.00
Other Supplies		38,709.00
	<u>706,220.54</u>	<u>974,908.69</u>

Note - 18**Maintenance Expenditure**

	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Plant, Machinery Equipment	477,466.31	238,931.47
Building & structures	69,457.50	19,576.50
Other Maintenance Expenditure	106,000.00	1,840.00
	<u>652,923.81</u>	<u>260,347.97</u>

Note - 19**Contractual Services**

	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Cleaning Services	193,486.38	294,349.86
Security Services	505,310.00	378,152.00
Postal Charges	68,515.00	78,910.00
Telecommunication	169,078.11	186,395.13
Electricity	18,550.84	10,153.22
Water	16,013.40	8,740.60
Printing Advertising	380,845.75	497,907.50
Transport	23,936.00	
Other	29,019.00	
	<u>1,404,754.48</u>	<u>1,454,608.31</u>

Note - 20

Other Recurrent Expenses

	<u>2018</u>	<u>2017</u>
	<u>Rs.</u>	<u>Rs.</u>
Stamp Duty	3,900.00	4,900.00
Special Services - Council & Committees	769,645.00	717,971.00
Workshops , Seminars	112,191.00	167,900.50
Staff Insurance	132,081.29	28,278.27
Staff Development	281,000.00	109,000.00
Holiday Warrants & Season Tickets	18,100.00	8,550.00
Entertainment Expenses	63,700.00	129,462.00
Bank Charges	2,964.26	25,539.21
Contributions & Membership Fees	15,000.00	35,500.00
Convocation Charges	45,500.00	
Examination Fees	313,600.00	272,400.00
Disposal loss	-14105.128	
Short Course expenses	434,168.00	1,352,435.00
Employee Welfare		-
Property loan Interest	101,580.35	93,910.10
Other	2,646,681.52	1,787,616.31
Temporary EPF/ETF	385,521.88	
Audit Fee	150,000.00	
	<u>5,461,528.17</u>	<u>4,880,962.39</u>

POSTGRADUATE INSTITUTE OF ENGLISH
DETAIL TRIAL BALANCE AS AT 31ST DECEMBER 2018

VOTE	ACCOUNT NAME	DEBIT	CREDIT
111001	CAPITAL GRANT SPENT		99,186,300.57
111009	UNSPENT CAPITAL GRANT-PLANT		
121005	PGIE GENERAL RESERVE		27,859,762.84
122001	PROVISION FOR GRATUITY		2,162,203.00
161004	RETENTION - CONSTRUCTIONS		2,011,358.70
161008	OUSL PAYABLE A/C		99,776.04
162001	ACCRUEL EXPENDITURE		1,601,942.52
162002	SUNDRY CREDITORS		461,337.00
162003	RESEARCH GRANT ACCRUEL		233,338.39
164001	RESEARCH GRANT-ART & RECONC		3,346,254.88
166011	PGIE DEVELOPMENT FUND		3,967,500.10
1681001	TUITION FEE IN ADVANCE-TESL		2,178,075.00
1681002	PORTFOLIO FEES IN ADVANCE-TESL		13,000.00
1681003	DISSERTATION FEES IN ADVANCE - TESL		27,750.00
1681005	SUPPLEMENTARY FEES IN ADVANCE - TESL		87,150.00
1681006	REGISTRATION FEES IN ADVANCE- TESL		135,000.00
1682001	TUITION FEES IN ADVANCE - TLSC		955,500.00
1682002	DISSERTATION FEES IN ADVANCE- TLSC		-
1682004	SUPPLYMENTARY FEES IN ADVANCE- TLSC		18,600.00
1682005	REGISTRATION FEE IN ADVANCE - TLSC		24,700.00
210102	BUILDING CAPITAL NATURE	91,591,023.64	
210201	OFFICE FURNITURE	2,714,257.05	
210202	OFFICE EQUIPMENT	2,041,293.96	
210207	CLOAKS,GARLEND	21,000.00	
210210	BOOKS & PERIODICALS	2,995,936.24	
210213	PLANT & FIXES	7,878,631.03	
210225	COMPUTER & ACCESSORIES	5,662,286.00	
210226	OTHER ASSETS	67,456.50	
210227	COMPUTER SOFTWARE	590,000.00	
210228	REVALUATION ASSESTS	1,590,400.00	
210229	REVALUATION GAIN / LOSS A/C		459,294.21
210306	HUMAN CAPITAL DEVELOPMENT	369,000.00	
221001	PRO.FOR.DEP.-BUILDING		11,365,641.45
221002	PRO .FOR.DEP. OFFICE EQUIPMENT		874,258.57
221003	PRO.FOR.DEP.FURNITURE & FITTING		138,161.19
221008	PRO.FOR.DEP.-PLANT& MECHINE		1,686,088.80
221010	PRO.FOR.DEP-BOOKS&PERIODICALS		2,389,554.16
221011	PRO.FOR.DEP-CLOCKS& GARLEND		19,688.00
221014	PRO.FOR.DEP-COUMPUTERS & ACCESSORIES		1,341,019.75
221015	PRO.FOR.DEP-OTHER ASSESTS		50,599.39
221016	PRO.FOR.DEP -FOOT BICYCLE		2,000.00
221017	PRO.FOR.DEP.COMPUTER SOFTWARE		225,008.22
2310002	PB NUGEGODA A/C 174100156838310	912,442.61	
2310003	PB NUGEGODA A/C 174100246838310		50,000.00
2310004	PB NUGEGODA A/C 174100336838310		67,535.00

POSTGRADUATE INSTITUTE OF ENGLISH
DETAIL TRIAL BALANCE AS AT 31ST DECEMBER 2018

2310005	PB NUGEGODA A/C 17420022683	826,405.52	
2310006	PB NUGEGODA A/C 17420013683	467,212.13	
231102	PETTY CASH IMPREST	-	
235004	PRE PAYMENT		
235005	RECEIVABLE OUSL	21,000.00	
235006	RECEIVABLE STAFF INSURANCE	32,237.20	
2351001	TUTION FEES RECEIVABLE-TESL	3,586,425.00	
2351002	PORTFOLIO FEES RECEIVABLE-TESL	72,000.00	
2351003	DISSERTATION FEES RECEIVABLE TESL	363,542.00	
2351004	EXAMINATION FEES RECEIVABLE TESL	508,950.00	
2352001	TUITION FEES RECEIVABLE-TLSC	2,152,100.00	
2352002	DISSERTATION FEES RECEIVABLE -TLSC	288,600.00	
2352003	EXAMINATION FEES RECEIVABLE -TLSC	425,610.00	
2352004	SUPPLYMENTARY FEES RECEIVABLE -TLSC	19,200.00	
2352005	REGISTRATION FEES RECEIVABLE -TLSC	24,700.00	
236001	DISTRESS LOAN	1,189,781.00	
236004	VEHICAL LOAN	2,900.00	
236006	SPECIAL ADVANCE	500.00	
236009	STAFF INSURANCE	132,081.29	
237001	MISCELLANEOUS ADVANCE	-	
2396	INVESTMENT-TB	47,931,800.00	
2398	INVENTORIES	701,099.45	
262003	SUNDRY DEBTOR	27,080.00	
3101	TREASURY GRANT FOR RECCURRENT		21,400,000.00
31010	INTEREST FROM SAVINGS		50,405.53
3107	INTEREST FROM INVESTMENT-TB		4,418,062.20
3108	INTEREST FROM LOAN		42,364.55
3113	MISCELLANEOUS INCOME		7,413.61
3116	CONVOCATION FEES		45,500.00
3136	OTHER INCOME		3,975.00
3137	HIRING INCOME		257,600.00
3138	INTEREST FEES INADVANCE		129,887.78
320101	TESL TUITION FEE		5,396,825.00
320102	TESL REGISTRATION		180,000.00
320103	TESL SUPPLEMENTARY FEE		116,700.00
320104	TESL EXAMINATION FEE		1,118,550.00
320105	TESL DISSERTATION FEE		1,131,584.00
320106	TESL PORTFOLIO FEE		11,000.00
320107	APPLICATION FEE-TESL		140,500.00
320201	TLSC TUITION FEE		2,597,780.00
320202	TLSC REGISTRATION FEE		47,200.00
320203	TLSC SUPPLYMENTARY FEE		34,800.00
320204	TLSC EXAMINATION FEE		434,970.00
320205	TLSC DISSERTATION FEE		411,060.00
320206	APPLICATION FEE-TLSC		70,000.00

POSTGRADUATE INSTITUTE OF ENGLISH
DETAIL TRIAL BALANCE AS AT 31ST DECEMBER 2018

320301	SHORT COURSE		802,000.00
4101041	PERSONAL EMOLUMENTS-ACADAMIC		
4101	SALARIES & WAGES	3,037,141.88	
4102	U.P.F	556,384.55	
4103	PENSION	635,868.03	
4104	E.T.F	238,450.47	
4107	RESEARCH ALLOWANCE	974,577.62	
4108	ACADAMIC ALLOWANCES	4,128,992.99	
4110	OTHER ALLOWANCES	810,600.00	
4111	VISITING LECTURE FEES	889,400.00	
4112	GRATUITY	458,573.02	
4120	COST OF LIVING ALLOWANCE	374,400.00	
4121	MCA ACADEMIC	-	
4122	ADDITIONAL ALLOWANCE	914,908.89	
4123	ADJUSTMENT ALLOWANCE	459,537.12	
4124	TEMP E.P.F	298,820.03	
4125	TEMP E.T.F	86,701.85	
4126	DIRECTOR ENTERTAINMENT ALLOWANCE	142,436.00	
4101042	PERSONAL EMOLUMENTS-NON ACADEMIC		
4201	SALARIES & WAGES	3,544,880.37	
4202	U.P.F	406,096.82	
4203	PENSION	378,486.92	
4204	E.T.F	156,916.81	
4206	SPECIAL ALLOWANCE	-	
4207	RESEARCH ALLOWANCE	193,873.56	
4208	OVER TIME	329,843.00	
4209	HOLIDAY PAYMENTS	36,901.05	
4210	OTHER ALLOWANCES		
4220	COST OF LIVIN ALLAOWANCE	812,774.98	
4221	MCA	1,184,287.42	
4222	ADDITIONAL ALLOWANCE	182,306.20	
4223	ADJUSTMENT ALLOWANCE	47,006.00	
410105	TRAVELLING & SUBSITANCE		
501	DOMESTIC	80,967.00	
502	FORIGN	743,562.39	
410106	SUPPLIES		
601	STATIONERY & OFFICE REGUISI	675,937.34	
603	UNIFORM & TALLORING CHAGES	3,283.20	
604	MECHENICAL & ELECTRICAL GOO	27,000.00	
410107	MAINTANANCE		
702	PLANT,MECHINARY & EQUIPMENT	477,466.31	
703	BUILDING & STRUCTURE	69,457.50	
705	OTHERS	106,000.00	
410108	CONTRACTUAL SERVICES		
801	TRANSPORT	23,936.00	
802	TELECOMMUNICATION	169,078.11	

POSTGRADUATE INSTITUTE OF ENGLISH
DETAIL TRIAL BALANCE AS AT 31ST DECEMBER 2018

803	POSTAL CHAGES	68,515.00	
803	ELECTRICITY	18,550.84	
805	SECURITY SERVICE	505,310.00	
806	WATER	16,013.40	
807	CLEANING SERVICE	193,486.38	
810	PRINTING,ADVERTISING ECT	380,845.75	
811	OTHERS	29,019.00	
410109	OTHER RECURRENT EXPENSES		
902	SPECIAL SERVICE-COUNCIL & C	769,645.00	
904	WORKSHOP,SEMINARS	112,191.00	
906	STAFF DEVOLOPMENT	281,000.00	
915	HOLLIDAY WARRENTS	18,100.00	
916	ENTERTAINMENT EXPENSES	63,700.00	
917	BANK CHARGES	2,964.26	
919	CONTRIBUTION & MEMBERSHIP FEES	15,000.00	
920	CONVOCAION EXPENSES	45,500.00	
921	EXAMINATION EXPENSES	313,600.00	
922	OTHERS-NEWS PAPERS,MAGAZINE	2,646,681.52	
925	PROPERTY LOAN INTEREST	101,580.35	
926	STAMP DUTY	3,900.00	
928	SHORT COURSE EXPENDITURE	293,723.00	
410118	DEPRICIATION OF FIXED ASSET	8,356,879.03	
490101	SHORT COURSE EXPENDITURE	140,445.00	
1683002	PGBE TUITION -INADVANCE		2,820,000.00
1683003	PGBE SUPPLEMENTARY -INADVANCE		22,000.00
1683004	PGBE EXAM -INADVANCE		300,000.00
1683001	PGBE REGESTRATION -INADVANCE		33,000.00
320502	PGBE REGISTRATION		3,000.00
520503	PGBE TUITION		220,000.00
520504	PGBE SUPPLEMENTARY		2,000.00
1814	AMOTIZATION COM SOFTWARE	118,000.00	
929	AUDIT FEE	150,000.00	
4114	PGIE LECTURE PAYMENT	135,000.00	
932	AMOTIZATION OF CAPITAL GRANT		8,356,879.03
		213,643,454.48	213,643,454.48

8. Report of the Auditor General

NATIONAL AUDIT OFFICE

My No.} HED/G/PGIE/FA/18 Your No.}

Date} 31st May, 2019

The Director

Postgraduate Institute of English

The Auditor General's Report on the Financial Statements and, other legal and regulatory requirements of the Postgraduate Institute of English, for the year ended as at 2018-12-31, in terms of Section 12 of the National Audit Act, No.19 of 2018 and Section 108 (1) of the Universities Act, No. 16 of 1978

1. **Financial Statements**

1.1 **Quantified opinion**

The Financial Statements of the Postgraduate Institute of English for the year ended as at 31st December, 2018 comprised with the Statements of Financial Position, Financial Performance, Change of Stock, Cash Flow and the Notes related to such Financial Statements as at the same above date, and the summary of important accounting policies, was audited within my supervision in terms of Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read with the National Audit Act, No.19 of 2018 and subsections 107(5) and 108 (1) of the the Universities Act, No.16 of 1978. My Report will be tabled in Parliament in accordance with Article 154(6) of the Constitution in due course.

My Report, except the effect incurred by the matters described in the Part basis for the quantified opinion, envisages my opinion that the financial position as at 31st December, 2018, financial operation for the year ended as at 31st December, 2018 and cash flows reflect a true and fair position in accordance with the Sri Lanka Public Sector Accounting Standards (SLPSAS).

1.2 **Basis for the quantified opinion**

(a) Sri Lanka Public Sector Accounting Standards (SLPSAS)

- (i) Even though action should have been taken to revalue the fair values of the assets which have been depreciated 100%, and to disclose them in the Financial

Statements in accordance with paragraph 42 of Standard 07, such action had not been taken to disclose the fair value of the books and periodicals still in use through the complete depreciation cost of Rs.1,821,381 of those books and periodicals by the Institute as at 01st January, 2018.

- (ii) Even though the annual depreciation ratios of all Fixed Assets need to be disclosed in terms of paragraph 86 of Standard 07, the depreciation ratio relating to Plant and Machinery of the Institute was not so disclosed.

(b) Disclosure of Accounting Policies

The Institute had not disclosed the policy for calculating the depreciation of Fixed Assets in the Financial Statements. Some assets were depreciated in the Straight Line method while the others in the Declining Balance method. Therefore, a unique accounting policy had not been adapted.

(c) Accounting Deficiencies

The following observations were made:

- (i) There were disparities between the ledger accounts generated from the computerized accounting system of the Institute and various schedules formulated through the system and it was observed that some accounting items have been prepared on the basis of those schedules and some on the balance of ledger accounts in preparing the Financial Statements.
- (ii) In calculating the revalued profit of the Furniture & Fittings as at 31st December, 2018, the same had been reflected as Rs.153,868 less due to the recognition of Rs.21,399 more in cost and Rs.132,469 less in accumulated depreciation. And, a difference of Rs.23,000 was observed between the value indicated in the Report submitted on revaluation of furniture purchased in 2017 and the values taken into account while calculating the revaluation profit. In addition, a further difference of Rs.843,904 was observed between the value indicated in the Financial Statements on Furniture & Fittings and that in the ledger.
- (iii) The Gross Value of Furniture & Fittings in the year under review at the cost of Rs. 134,900 purchased during the year 2018 had not been presented in the final Financial Statements.
- (iv) The depreciation value of computer and accessories and office equipment were

recorded as Rs.1,156,113 and Rs.531,485 respectively in the Financial Statements, and since the value ought to have been recorded as Rs.1,125,469 and Rs.526,885 respectively, a difference of Rs.30,644 and Rs.4,600 was observed.

(d) Uncompared control accounts

The following observations are made:

- (i) Despite the surplus recorded in the Financial Statements as at 01st January, 2018 had been Rs.36,695,746, a difference of Rs.8,835,983 was observed as the surplus generated out of the computerized accounting system had been Rs.27,859,763.
- (ii) There had been a difference of Rs.573,408 between the recorded investment interest income and the value in terms of the schedules as at 31st December, 2018.

The audit was carried out in accordance with the Sri Lanka Audit Standards. My responsibility under these Audit Standards has been further described in the part the responsibility of the auditor on auditing Financial Statements in this Report. It is my belief that the audit evidence perceived is sufficient and eligible to provide a basis for my opinion.

1.3 The responsibility of the Management and the parties in control

It is the responsibility of the Management for preparing and fair presentation of these Financial Statements in accordance with the Sri Lanka Public Sector Accounting Standards and to determine the internal control required for preparing the Financial Statements free of quantitative error statements which might occur due to frauds and defaults.

In preparing the Financial Statements, it is the responsibility of the Management to decide the sustainability of the Institute. And, unless the Management is of the view to liquidate the Institute or to terminate the operations in the absence of any other alternatives, it is also a responsibility of the Management to disclose the matters pertaining to book keeping and the sustainability of the Institute.

The parties in control are vested with the responsibility on the Financial Reporting process of the Institute.

In terms of subsection 16(1) of the National Audit Act, No.19 of 2018, the books and reports on income, expenditure, assets and liabilities must be duly maintained enabling to prepare the annual and periodical Financial Statements of the Institute.

1.4 The responsibility of the Auditor on auditing of Financial Statements

It is my target to provide a fair confirmation that the Financial Statements in whole, are free of quantitative erroneous statements which occur due to frauds and defaults, and to issue the auditor's report inclusive of my opinion. Even though fair confirmation amounts to that of high standard, it may not confirm that the same will always expose the quantitative misstatements when carrying out the audit in terms of the Sri Lanka Audit Standards. The quantitative misstatements may occur due to the individual or collective frauds and defaults and it is anticipated that the same may affect the economic decisions taken up by those who make reference of it based on these Financial Statements.

I carried out this audit with professional edict and doubt, in accordance with the Sri Lanka Audit Standards. Further,

- * In order to avoid the risks which occur due to frauds and defaults by scheduling appropriate audit criteria as and when required in recognition and valuation of the risks of quantitative erroneous statements which may occur in the Financial Statements due to frauds and defaults, the receipt of sufficient and suitable audit evidence provides a basis for my opinion. The impact of a fraud is more powerful than the same generated out of quantitative erroneous statements. Corrupt association, preparing forged documents, intentional ignorance or avoidance of internal controls cause fraud.
- * Even though an understanding on the internal control was perceived to schedule audit criteria as timely required, it is not expected to express a view on the productivity of internal control.
- * Assessment of the fairness in the accounting policies and estimates used and the appropriateness of the related revelations by the Management.
- * The relevance of the use of the basis of sustainability of the Institute for accounting purposes was decided on the audit evidence obtained as to whether there exists a quantitative inconsistency on the sustainability of the Institute due to incidents and circumstances. In case I assume that there exists a sufficient inconsistency, attention

should be paid to the disclosures on same in the Financial Statements, and if such disclosures are insufficient my opinion should be modified. However, the sustainability may terminate on incidents and circumstances in future.

* The presentation of Financial Statements inclusive of disclosures, structure and content were evaluated and the evaluation to the effect that the transactions and incidents affecting the same in an appropriate and fair manner.

The parties in control were apprised of the important audit findings, major internal control weaknesses and other matters recognized during my audit.

2. The Report on other legal and regulatory requirements

Special provisions have been incorporated in the National Audit Act, No.19 of 2018 and the Universities Act, No.16 of 1978 on the following requirements:

- In terms of the requirements provided in the Universities Act, No.16 of 1978 and section 12(a) the National Audit Act, No.19 of 2018, all information and explanations for the audit, except the impact caused by the matters described in the part basis for the quantified opinion in my Report, were obtained by me, and in view of my investigation, the Institute had maintained proper financial records.
- In accordance with the requirement provided in section 6(1) (d) (iii) of the National Audit Act, No.19 of 2018, the Financial Statements of the Institute are consistent with the preceding year.
- In accordance with the requirement provided in section 6(1) (d) (iv) of the National Audit Act, No.19 of 2018, the recommendations made by me in the previous year have been incorporated in the Financial Statements presented.

No matter was encountered to declare the following, based on the action taken and evidence obtained, and within the limitations of quantitative matters.

2.1 As per the requirement in section 12 (d) of the National Audit Act, No.19 of 2018, that any member of the governing body of the Institute has any direct or indirect interest in any contract pertaining to the Institute outside general business circumstances;

- 2.2 As per the requirement in section 12 (e) of the National Audit Act, No.19 of 2018, that except the following observations, action has been taken not in compliance with any applicable written laws or other general or special provisions issued by the governing body of the Institute.**

Reference to the laws, rules and regulations	non-compliance
Code of Financial Regulations of the Democratic Socialist Republic of Sri Lanka - FR 756 and 757	Even though an annual inventory must be carried out and copies of those reports be forwarded to the Auditor General, no such action had been taken on library books at the cost of Rs.2,995,936 for a period of more than 15 years.
Code of Establishments for the Universities and Higher Education Institutes - section 3.1 of Chapter XX	A sum of Rs.12,273,298 had been paid as salaries and allowances in the year 2018 without any confirmation of arrival and departure of the academic staff of the Institute.

- 2.3 As per the requirement in section 12 (g) of the National Audit Act, No.19 of 2018, that action has been taken not in compliance with the powers, functions and duties of the Institute.**

- 2.4 As per the requirement in section 12 (h) of the National Audit Act, No.19 of 2018, that the resources of the Institute have not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws.**

3. Other observations

- (a) It was observed that in the assessment of the progress of achieving the initial objectives of the Institute within the period of 12 years of the establishment of the entity, it has not reached the anticipated goals. The number of applications marketed for these courses from the year 2006 to the year 2014 was 1,485 and the number of students who had passed the entrance exam was 638. And also, by the end of year 2018, the total number of students who got registered at the Institute was 461. Yet, the number of students who had completed the Postgraduate Diploma and Diploma until the end of the year 2018 was at a lower level of 50 and 11 respectively.

- (b) It was observed that the balance of funds amounting to Rs. 3,967,500 in the PGIE Development Fund had been disfunctional for a period of 04 years.
- (c) An office building had been constructed to the value of Rs. 91,591,024 in the land of the Open University without claiming its lawful rights.
- (d) The approved and the actual staff of the Institute as at 31st December 2018 comprised of 15 and the annual labour cost per capita in the year under review had developed by 16%.
- (e) The Internal Audit Division of the Open University conducts audit activities and an adequate staff had not been recruited for the purpose. Moreover, since the Institute has not taken action to rectify the deficiencies pointed out in the Internal Audit Reports, it was observed that the deficiencies pointed out in those Audit Reports further in existence.
- (f) Since it was shown a quantitative variation from 60% to 426% between the budgeted income and expenditure and actual income and expenditure, it was observed that the Budget has not been utilized as an effective tool of management.

W. P. C. Wickramaratne
The Auditor General

9. Reply to the Auditor General's Report

29th September 2019

Your ref: HED/G/PGIE/FA/18

The Auditor General
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 31st December 2018 as per section 108 (1) of the Universities Act, No. 16 of 1978

In response to your report dated 31st May 2019.

1.2 Basis for the quantified opinion

(a) Sri Lanka Public Sector Accounting Standards (SLPSAS) no.07

- (i) A committee has been appointed for revaluation of the books and periodicals of the institute and it has been planned to complete the respective activities in the year 2019.
- (ii) 20% of the machinery and installation cost of the institute has been depreciated from the depreciation rate and the depreciation rate of 20% could not be recorded in the accounts. Action will be taken to rectify it in future.

(b) Disclosure of the accounting policies

The straight-line method is adapted for the calculation of the depreciation of fixed assets and action will be taken to rectify it as pointed out by the audit.

(c) Accounting deficiencies

- (i) Only the schedules in the computerized accounting system are used to prepare the financial statements after having rectified the deficiencies in the system.
- (ii) The adjustments will be rectified in future as pointed out in the audit.
- (iii) Action is taken to record the cost of Rs.134,900 (furniture and installation) in the accounts in the following year.
- (iii) Action is taken to rectify this difference in future.

(d) **Uncompared control account**

(i) Despite the operating surplus mentioned hereunder has been recorded accurately in the accounts, it was not able to copy the same to the ledger due to an inconvenience. Action is taken to rectify it.

(ii) In accordance with the schedule pointed out in the audit hereunder, the values are inaccurate. The balance referred to in the financial statements are accurate.

2. The report on the other legal and regulatory requirements

2.2

(a) A committee has been appointed for revaluation of the books and periodicals and it has been planned to complete the respective activities within the year 2019.

(b) No university in Sri Lanka records the arrival and departure of the academic staff because their tasks can not be limited to a time frame. The University Grants Commission and the Ministry of Higher Education are also aware of this matter.

2.3 It is our belief that the institute has performed within their powers, functions and tasks.

2.4 The resources of the institute have been procured and used in terms of the respective laws and regulations within the time frames in an economical, efficient and effective way.

03. Other observations

(a) Even though there had been a shortcoming in the performance due to lack of human and physical resources within the first few years in the history of the institute, it has achieved a rapid development and effective performance within the period of past five years.

Notwithstanding that views were presented in the audit replies in this regard during the past few years, it is observed that negative views are being mentioned in the audit on this matter continuously.

It is a pleasure to mention the following matters to prove the development in the performance of the institute.

Regardless of the least number of students completing the Postgraduate courses (Master of Teaching English as a Second Language – TESL and Master of Teaching Literature in Second Language Context – TLSC) in the first phase of the institute, there has been a rapid increase from the year 2015 to 2018.

Number of students who have passed the diploma from the beginning to 2014 (TESL)	Total number of students who have passed the diploma from 2014 to 2018 (TESL, TLSC)
20	39

In case the preceding period of five years is considered disregarding the complete history alone as indicated above, there seems a quantitative development and an increase of the number of students completing the short-term courses.

Number of students who completed the courses from 2011 to 2014	Number of students who completed the courses from 2015 to 2018
48	479

The Postgraduate Institute of English is a not-for-profit institution. It is an institution established to improve the English education in Sri Lanka and to develop the professional skills of the professionals engaged in providing English education. The institute has discharged this national responsibility satisfactorily within the past 12 years. This is proved with the number of full term and short-term courses conducted by the Postgraduate Institute of English and the number of students who have completed those courses as mentioned above.

However, the number of students alone is not a good criterion to measure the performance of such an institute. For this, some qualitative criteria need to be used without relying only on the numerical criteria. This is the international mechanism utilised to measure the performance of academic institutions. The Annual Report 2018 contains a performance report of the institute prepared on these criteria. In addition, taking into consideration the Memorandum of Understanding (MoU) entered into between the institute and the Ministry of Higher Education for the Postgraduate Diploma in Bilingual Education which was initiated in the year 2018 and the number of students (110) who have enrolled to the two courses of Postgraduate Diploma in Professional Practice in English which was planned in 2018 and was initiated in 2019, the view on the performance as pointed out by the audit does not represent the actual position of the institute.

Besides, it is proved that the institute has earned other recurrent expenses apart from the personal salaries in accordance with the data on income as mentioned

below. In that view, it is observed that the institute has maintained an operation surplus.

Year	Revenue of the institute (Rs.)	Other recurrent expenses except salaries (Rs.)
2007	704,135.00	612,132.00
2008	841,556.73	558,575.72
2009	529,322.96	961,824.57
2010	1,657,225.00	930,910.00
2011	1,350,178.01	1,828,256.20
2012	2,651,416.66	2,319,362.15
2013	4,857,398.00	2,788,912.00
2014	5,792,490.00	3,093,727.00
2015	8,951,748.00	3,213,301.00
2016	10,964,887.00	4,196,587.00
2017	17,741,581.00	7,833,159.00
2018	17,543,290.00	9,418,827.00

- (b) It is expected to utilise the Development Fund of the institute for the development activities of the institute's building and to purchase fixed assets.
- (c) The institute's building is constructed on the land provided by the Council of the Open University and such immovable property cannot be so maintained in accordance with the protocol of the institute. Therefore, there exists an issue regarding the possession of the land and discussions are being conducted with the relevant divisions on this matter. The relevant details have been presented through accounting notes in the financial statements.
- (d) The increase of employees' salaries has caused the increase of cost per employee of the institute.
- (e) The internal audit unit of the Open University of Sri Lanka itself conducts the internal auditing of the Postgraduate Institute of English. It is accepted that the number of approved staff for the internal audit unit is not sufficient and thus requests have been made to increase the number of staff.
Every internal audit report is taken up for discussion at the audit committee of the Postgraduate Institute of English and, the audit committee and the internal audit unit inspect the follow-up process frequently.
- (f) Action is taken to prepare the budget with minimal variations.

The 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 Superintendent - Open University branch
5. Assistant Internal Auditor - Open University

