



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

ANNUAL REPORT AND ACCOUNTS
2012

POSTGRADUATE INSTITUTE OF ENGLISH
AMENDED ANNUAL REPORT & ACCOUNTS
2012

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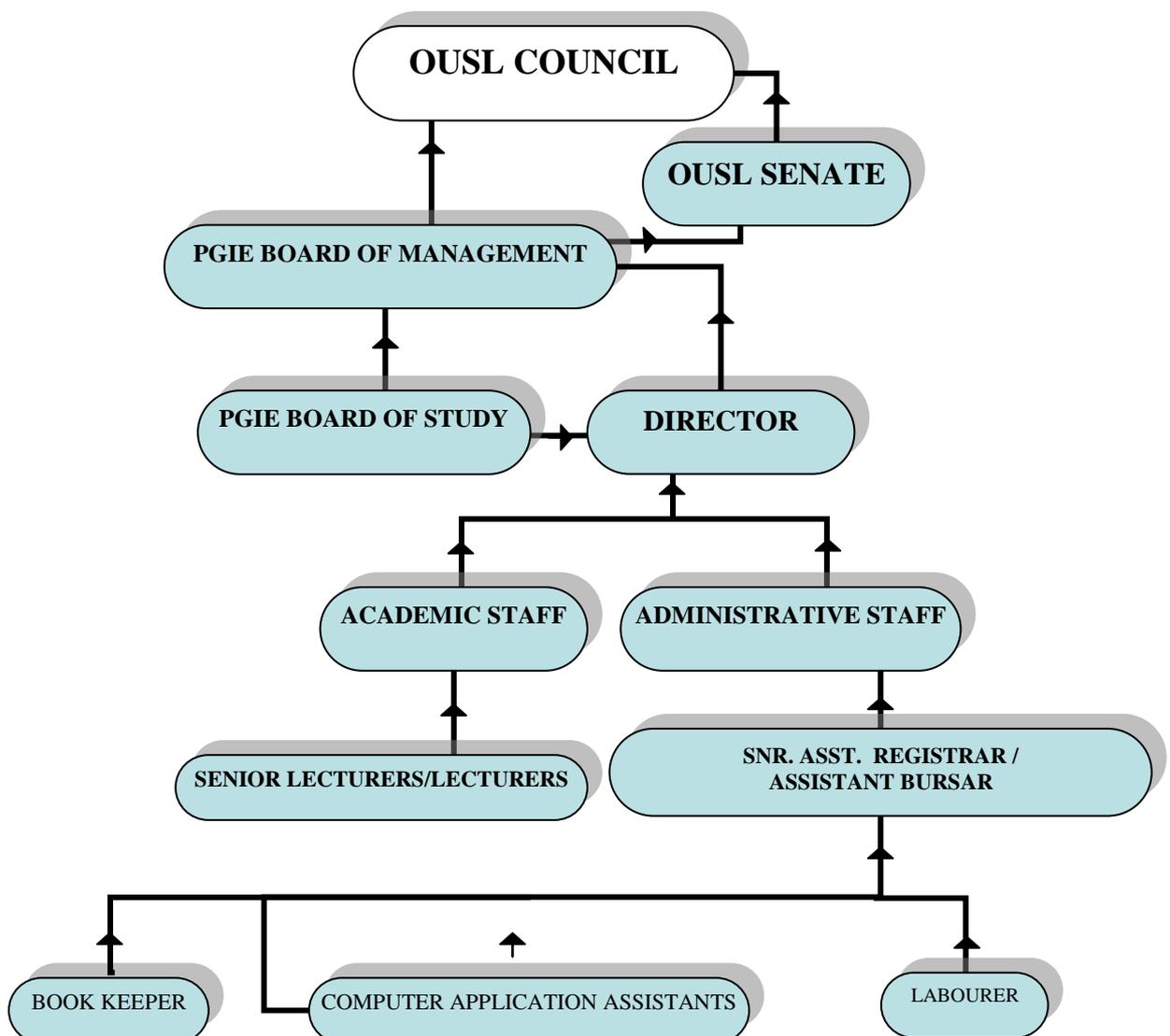
1. Vision

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

2. Mission

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

3. Brief Profile of the Director and Senior Management



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

	Name	Designation
1	Prof. M. Chandrasekera	Chairperson, Standing Committee on the Teaching of English (from 14/06/2011)
2	Dr. H.V.M. Ratwatte	Acting Director, PGIE - (1/1/2012 – 29/2/2012) Director, PGIE – from 01/03/2012
3	Dr. J. Manatunga	Head/ELTC, University of Moratuwa (UGC Nominee)
4	Prof. G.D. Lekamge	Prof/Dept. of Secondary and Tertiary Education /Faculty of Education, OUSL (OUSL Senate Nominee)
5	Prof. S. Walter Perera	Professor/Dept. of English, University of Peradeniya (UGC Nominee)
6	Prof. Neluka Silva	Professor/Dept. of English, University of Colombo (UGC Nominee)
7	Mrs. S. Sathkunarajah	Head/Dept. of Linguistics and English Literature, University of Jaffna (UGC Nominee)
8	Dr. D. Devendra	Head/Dept. of Language Studies, OUSL
9	Dr. S.J. Nawaratne	Secretary, Ministry of Higher Education (from 01/08/2010)
	Mrs. S.P.M.K. Siriwardene	Chief Accountant, MOHE (Representative for Secretary/MOHE) from 09/08/2011)
10	Prof. N.R. Arthenayake	Emeritus Professor, The OUSL Council Nominee (from 26/08/2011)

11	Dr. G. Kodithuwakku	Actg. Asst. Director General, Faculty of Languages, Humanities & Social Sciences, NIE (NIE Nominee) (from 26/07/2011)
12	Prof. W.I.Siriweera	Emeritus Professor, University of Peradeniya (UGC Appointee)
13	Dr. Upali Sedere	Former Director General, NIE (UGC Appointee)
14	Prof. Neloufer de Mel	Professor/Dept. of English, University of Colombo (UGC Nominee)
15	Mrs. H.M.N.S. Gunawardene	Director General, Dept. of Legal Affairs, General Treasury [Representative of the General Treasury]

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

	Name	Designation
1	Dr. H. Ratwatte	Chairperson, Acting Director/PGIE (Up to 29/02/2012) Director PGIE (from 01/03/2012)
2	Prof. M. Gunasekera	Professor of English, Dean, Faculty of Graduate Studies, University of Kelaniya
4	Dr. Radhika de Silva	Senior Lecturer, Dept. of Language Studies, OUSL
5	Dr. V.V. Medawattegedera	Senior Lecturer, Dept. of Language Studies, OUSL
6	Dr. W.M. Seneviratne	Librarian, OUSL (Ex-officio member)
7	Ms. L. K. Cumarathunge	Visiting Academic, PGIE Former Director, NIE
8	Ms. P. Nagasundaram	Former Head, Dept. of English University of Sri Jayawardenapura (Visiting Academic – PGIE)
9	Ms. H.D. Wijesekera	Student Representative (from 26/05/2011)
10	Mr. S. Krishnamoorthy	Student Representative (from 26/05/2011)

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

	Name	Designation
1	Dr. H. Ratwatte	Chairperson, Acting Director/PGIE (up to 28 /02/2012) Director (from 01/03/2013)
2	Prof. Neloufer de Mel	Professor in English, Dept. of English, University of Colombo
3	Prof. Neluka Silva	Head/Dept. of English University of Colombo
4	Prof. Maithree Wickremasinghe	Prof. in English/Dept. of English, University of Kelaniya
5	Dr. Dinali Devendra	Head/Dept. of Language Studies, OUSL
6	Dr. K. Warnapala	Senior Lecturer/Dept. of Language Studies, OUSL
7	Dr. Lakshmi de Silva	Former Senior Lecturer, Dept. of English, University of Colombo
8	Dr. W.M. Seneviratne	Librarian/OUSL (Ex -officio member)

4. Director's Review:

(a) Brief introduction

The PGIE which had been managed entirely by part-time acting staff from the Open University for a considerable period of time, had the full complement of permanent, full -time administrative staff from the second quarter of 2012 onwards. The filling of the administrative posts after a long lapse enabled the PGIE to make plans for its future development, by way of a new Corporate Plan (2013-2017), a Strategic Plan and a proposal for a building for the PGIE.

In June of 2012, the PGIE was also granted cadre positions for a Book Keeper and a Computer Application Assistant.

The PGIE was required to be present at COPE on the 22nd of June, 2012. Academic work in the MA in Teaching English as a Second Language continued during the year. The work - i.e. teaching, supervision, marking and evaluation work continued to be carried out by visiting academics due to the PGIE not having the required staff.

The PGIE conceptualized and sent up a proposal to offer a Postgraduate Diploma Degree in Teaching Literature in a Second Language Context and Master's Degree in Teaching Literature in a Second Language Context during the year. The PGIE also, offered a Short Course on Critical Literary Reading Skills to graduate teachers who teach the G.C.E Advanced Level classes.

The planned academic work of the PGIE for the year 2012 however was delayed significantly due to three separate Trade Union Actions staff which took place during the year (the Non-academic, the Administrative and Academic) which resulted in the PGIE being unable to work to its full capacity for a total of 89 days.

The PGIE continued to strive towards achieving its primary goal - that of empowering of English Teaching practioners in the State universities and other key national and private institutes. Students who have graduated from the PGIE now serve in National Universities across the

country - Universities of Colombo, Jaffna, Jayawardenapura, Open University, Sabaragamuwa, Moratuwa, Peradeniya, Wayamba, the Kothalawala Defence University and, in private degree awarding institutes. Two of the students who commenced their research this year are Teacher Trainers from the National Colleges of Teacher Education.

Through the provision of short term training opportunities to graduate teachers, the PGIE is also facilitating the continuous professional development of practioners.

(b) Achievements:

- All three key administrative posts in the PGIE, that of Director, Senior Assistant Registrar and Assistant Bursar were filled. The post of Director, which was vacant for over a year was filled on the on 1st March 2012, the post of Senior Assistant Registrar, vacant since 03/01/2011 was filled on the 16th of April 2012 (after a lapse of 1 year 4 months) and the post of Assistant Bursar – vacant since 01/03/2011, was filled on the 1st of May, 2012 (after lapse of 1 year 2 months).
- In the year 2012, with the new full-time administrative staff in place, the PGIE was able to plan its future progress and develop strategies to achieve its goals.
 - The Corporate Plan for 2013 – 2017 and the Strategic Plan were prepared and presented to the UGC and the MOHE.
 - The PGIE also prepared a project proposal and drew up draft plans for a building, with facilities and spaces that would enable it to achieve the goals set out in the corporate plan. The building proposal was approved by the UGC and has been sent up to the MOHE.

- During the time of the non-academic staff Trade Union action, the PGIE was called to COPE and, despite facing immense difficulties by way of locating and copying documents and the lack of basic facilities such as water and electricity, the new full-time administrative staff, worked as a team and met the challenge effectively.
- The PGIE was also granted two new cadre positions; that of a Book Keeper and a Computer Application Assistant, in June 2012. The required steps were taken to fill these cadre positions during the year.
- In 2012, six (06) students completed their Master's Degree in TESL. As with previous students of the PGIE, the quality of the research conducted by students was commended by the external examiners. By the end of the year, nine (09) more students who successfully presented their research proposals, commenced work on their research. Two of these students, who had migrated while following the programme, are working on their research while overseas, with on-line and Skype supervision provided by the PGIE. Thus the PGIE has successfully fulfilled the goals of Open Distance Learning of enabling learners to 'study at their own pace, own time and at a distance'.
- The PGIE advertised the PG Diploma in TESL in May 2012. One hundred and twenty eight (128) of the available applications were sold, despite the sale of applications coinciding with the TU action by the non-academic staff. A total of 54 applicants qualified to enroll for the programme. As noted in the previous years too, the performance at the entry test was unsatisfactory due to candidates' poor knowledge of subject matter, critical thinking abilities and the lack of competence in English. A total of thirty eight (38) new students registered for the programme. Forty five (45) students who had completed the first year courses registered for the MA in TESL.

- The PGIE conceptualized a proposal to offer two new programmes ; a Postgraduate Diploma Teaching Literature in a Second Language Context and a Master’s Degree in Teaching Literature in a Second Language Context. This programme will be first of its kind in Sri Lanka with a specific focus on *teaching* literature as opposed to only studying literature and will fill a critical gap in providing English teachers with the skills necessary to teach literature in a second language context. Approvals for the proposal were obtained from the Board of Study and the Board of Management of the PGIE and was sent to the OUSL Senate in June. However the proposal was taken up by Senate only in October 2012 as Senate meetings were not held during the period of June to September due to Trade Union action by academic staff members.
- The PGIE conducted a needs analysis and offered a Short Course on Critical Literary Reading Skills to graduate teachers who teach the Advanced Level classes. Thirteen (13) students completed the course. The course was very well received and, based on the feed-back obtained this course will be modified and offered in the following year. The needs analysis and student feed-back also indicated other areas in which short term professional training was urgently required.
- With the entry of new students to the PG Diploma, the MA programmes and the Short Course, the revenue prospects of the institute improved.
- Work on revision of the syllabi, course content, material and methodology for three courses in the Postgraduate Diploma and the MA in TESL, (viz. Research Communication (ELP2102), Research Methods and Design (ELP2101), Curriculum and Materials Design (ELP1102), took place during the year (ELP1302).

- The Final Evaluation mechanism for the Postgraduate Diploma in TESL - The Teaching Portfolio (ELP 1302) was approved by the OUSL Senate in 2012 and the writing of course material for this course commenced.

Student Status

Six of the eight students who completed their research for the MA in TESL graduated in the year 2012. Two students, who were due to complete in 2012, differed due to ill-health and work commitments. Nine students who successfully completed the taught courses presented their proposals at the Research Forum and commenced their research. Two of these students are currently located in Canada.

38 new students registered for the Postgraduate Diploma in TESL and 45 students who had completed Part I, re-registered for the MA in TESL. 13 students completed the short course in Critical Literary Reading Skills.

(c) Failure & Justification:

The work of the Postgraduate Institute of English was seriously affected in different ways by three separate Trade Union actions in the year 2012. The OUSL and the PGIE could not carry out its activities from the 5th of June to the 27th of June due to TU action by Non-Academic staff. As a consequence of the resignation of Heads of Departments from their posts, the OUSL could not hold Senate Meetings from June to September which resulted in the PGIE not being able to obtain Senate approval for its academic Memos, for example, the Postgraduate Diploma and Masters Degree in Teaching Literature in a Second Language Context . Furthermore, the examination and evaluations (setting, conducting and marking), both final and continuous assessments in the PG Dip /MA in TESL programmes as well as Viva Voce examinations could not take place during the period specified in

the Action Plan for 2012, due to the Trade Union action by academic staff.

The issue of applications for the PG Diploma in TESL and the Short Course in Critical Reading Skills coincided with the Trade Union action of the non-academic staff of universities and thus was adversely affected. The commencement of the short course had to be postponed due the TU action by academic staff.

A further factor that affected the academic work of the PGIE in the year 2012 was the inability to fill the cadre vacancy for academic staff. The candidate, with considerable research and experience in supervising higher degrees, selected by the sub-committee appointed by the BOM, was rejected by the UGC on the grounds of qualifications. However, subsequently, the same candidate was recruited by the University of Kelaniya based on the same qualifications. Thus, the PGIE, lost the services of the Senior Lecturer who could have contributed much to the development of the Institute. The subsequent advertisement in May to fill the post did not receive applications from any suitably qualified candidates. The post was re-advertised for the 3rd time in July 2012.

The on-going problems of staff and space seriously constrain the development and expansion of the PGIE. It is envisaged that the problem of space will be exacerbated in the following year with the recruitment of additional staff members.

(d) Future Plan

1. Obtaining approval from the OUSL Council and the UGC for the Postgraduate Diploma in Teaching Literature in a Second Language Context.
2. Obtaining approval from the OUSL Council and the UGC for the Masters Degree in Teaching Literature in Second Language Context.

3. Preparing the rules and regulations for the above programmes and obtaining approvals from the relevant bodies.
4. Preparation of instructional materials (print / video / online) for the PG Diploma and Masters Degree in Teaching Literature in Second Language Context.
5. Conceptualizing and obtaining the necessary approvals from five (05) different bodies (Board of Study, Board of Management, Senate, Council and UGC) to offer a Master of Philosophy and Doctoral Degrees at the PGIE.
6. Reformulating and revising the Short Course on Critical Reading to suit market needs.
7. Conceptualizing and conducting needs analyses to develop other short term professional development courses for graduate teachers and graduates in other professions.
8. Completing the necessary work to obtain required approvals for the proposed PGIE building from the relevant national institutions and the Cabinet.
9. Commencing on the preparatory work to construct a building for the PGIE.
10. Appointment of Academic Staff.
11. Appointment of clerical and administrative support staff.

(e) Details of Resources & Students:

Institute	Programme	Total Students		Total Academic Staff		Total non Academic Staff	
		2011	2012	2011	2012	2011	2012
Postgraduate Institute of English (PGIE)	Master of Arts in Teaching English as a Second Language (MA in TESL)	37	30	01	01	03	03
	Postgraduate Diploma/Master of Arts in Teaching English as a Second Language (PG Dip./MA in TESL)	25	53 (38+15)				
Total	02	62	83	01	01	03	03

(f) Details of Local Students:

Institute	Course	Medium	Intake 2012 PG Dip	MA in TESL	1 st Year Students (Part I)	2 nd Year Students (Part II)	No. Graduated
PGIE	MA in TESL	English	-	30	11	19	06
	PG Dip./MA in TESL	English	38	-	52	01	-
Total			38	25	63	20	06

(g) Details of Academic Staff:

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

(h) Details of Non-Academic Staff:

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

(i) Details of Research, Innovation and Publications:

Subject	Published	Commercialized	Presented
a. No. of Research	-	-	07
b. No. of Innovations	-	-	-
c. No. of Journals	01	-	-
d. No. of Books	-	-	-
e. No. of Articles	04	-	-
f. Other	-	-	-

(j) Details of Programme, Seminars & Workshops:

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

(k) Details of New Courses Initiated:

Institute	Course	Medium	Postgraduate Certificate	Postgraduate Diploma	Master	M Phil	PhD
PGIE	PG Dip. in Teaching English as a Second Language	English	-	Postgraduate Diploma	-	-	-
	Short Course on Critical Literary Reading Skills	English	Postgraduate Certificate Level				

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

Students located overseas presented their proposals at the Annual Academic Research Forum through the use of Modern technologies. Since this enables learners who migrate or are overseas to continue with academic activities, facilities for such activities need to be developed and installed in the proposed PGIE new building.

The PGIE is awaiting the UGC approval on the amendments to the Ordinance it proposed in August, 2011.

The PGIE, cannot participate in the process where key administrative decisions are made by the OUSL and, the delays in the communication of such administrative decisions taken by the OUSL Management seriously hampers the activities of the PGIE. For example decisions taken by OUSL regarding the allocation of classrooms, exam halls, library membership etc., affected the smooth functioning of the PGIE, in the year 2012.

The entry test for PG. Dip/MA in TESL for the academic year 2011/12 was held on 27th July 2012 at the National Institute of Education since academic staff of universities were engaged in Trade Union action during this period.

5. Director's Report

The posts of Director, Senior Assistant Registrar and Assistant Bursar were filled by the beginning of the second quarter of 2012. The PGIE was able to accomplish the following activities during the year.

Academic progress

- a) Prepared the proposal for the Postgraduate Diploma in Teaching Literature in a Second Language Context and obtained approvals from the Board of Study and Board of Management of the PGIE and the Senate of the OUSL.
- b) Prepared the proposal for the Masters Degree in Teaching Literature in a Second Language Context and obtained approvals from the Board of Study and Board of Management of the PGIE and the Senate of the OUSL.
- c) Enrolled thirty eight (38) students for the PG Diploma in TESL. Although 96 applicants sat for the entry test, as with previous years, the performance of candidates was unsatisfactory due to their lack of subject knowledge, language competency and critical thinking abilities, despite holding first degrees from universities in Sri Lanka.
- d) Conducted the Annual Research Forum at which nine (09) students presented their research proposals. One of the students presented her proposal from Canada through the use of modern technologies. This experience highlighted the need for the PGIE to set up permanent infrastructure facilities that can enable this kind of exchange when it constructs the new building.
- e) Re-registered 45 Students who completed the taught courses in Part I for the MA in TESL.
- f) Commenced the process of updating and revising material and syllabi in the Diploma in TESL (Research Methods, Research Communication, Curriculum and Materials Design).

- g) Commenced writing material on 'How to Approach the Portfolio'.
- h) Supervised, examined and sent six (06) students for the convocation – Master's Degree in TESL.
- i) Supervised the research of 15 Other MA in TESL students. However, due to the lack of senior staff with expertise in Applied Linguistics, the burden of supervision of Master's level research is on the Director and three Senior Lecturers from the Department of Language Studies. These staff members have to devote a substantial quantum of time for supervision in addition to their duties of teaching in the respective departments, student evaluation, coordination and administration.

Management and Administrative Progress

- a) Preparation of the Corporate Plan for the PGIE from 2013 – 2017.
- b) Preparation of the Strategic Plan for the PGIE from 2013 – 2017.
- c) Preparation of the Master Plan for the PGIE from 2013 – 2017.
- d) Drew up plans and prepared the estimated budget for the proposed PGIE building. The completed proposal was sent up to the UGC and Ministry of Higher Education for approval.
- e) Translation of Annual Reports 2010 and 2011 into Sinhala and Tamil.
- f) Designed and printed visiting cards for senior staff of the PGIE.
- g) Designed and printed examination script paper for the PGIE.
- h) Purchase of equipment – (photocopy machine and UPS etc.,)

Student Performance – 2011/2012

Table 1 – Student Performance at Final Evaluation 2011/2012

	ELM 1301	ELM 1201	ELM 1202	ELM 1203	ELM 1101	ELM 1102	ELM 1104	ELM 2101	ELM 2102
Total	10	12	10	14	15	16	14	10	10
Sat									
Pass	10	12	10	14	15	16	14	08	10
Fail	0 (0%)	0 (20%)	0 (0%)						

Research

The Annual PGIE Research Forum was held in March 2012 where research students presented their research. One student presented her research from Canada through the use of modern technologies.

The PGIE undertook a needs analysis survey to find out the needs of teachers who teach literature in Sri Lankan schools. Based on the findings of the survey, a short course on Critical Literary Reading was conducted. The findings from the survey were used in developing the curriculum for the Postgraduate Diploma in Teaching Literature and the MA in teaching Literature.

During the year under review, the PGIE added to the body of research on English Language Teaching and Learning issues in Sri Lanka. The areas researched have hitherto been unexplored and in many of the cases, the external examiners have especially commented on the quality of the research and its significance to ELT practices in Sri Lanka. The PGIE envisages disseminating this research shortly.

New Programmes and Courses

A proposal was developed to offer a Postgraduate Diploma and a Master's Degree in Teaching Literature in a Second Language Context.

The syllabi, course content and material were developed for the short course in Critical Literary Reading.

The revision and updating of syllabi and course materials for the courses Research Methods and Research Communication commenced.

The process of writing material for the recently approved Portfolio commenced.

Staff

In the year 2012, the PGIE received permanent staff for all the key positions. Accordingly a permanent Director was appointed with effect from 1st March, 2012. The post of Senior Assistant Registrar and Assistant Bursar were filled with effect from 16th April 2012 and 30th April 2012 respectively. Prior to filling of the three posts, the work was carried out by part-time, acting staff from the Open University of Sri Lanka.

One factor highlighted in the report of the special committee appointed by the Council of the OUSL to look into the problems of the PGIE in 2011, was the shortage of staff. In the year 2012, PGIE was granted two additional cadre; one Computer Application Assistant cadre and one Book Keeper cadre. Action was taken to recruit persons for the new cadre positions. For the post of Book Keeper, applications were called from within the university system but since there were no qualified applicants from the internal category, the post was advertised. Accordingly, 204 applications were received and 64 of the applicants sat for the written test. However, the time

necessitated by the procedures to be followed for recruitment precluded the appointment of a Book Keeper within the year 2012.

In order to fill the post of Computer Applications Assistant, the PGIE had to call for two lists from the Ministry of Higher Education. Since the process took long the appointment could not be made within the year 2012.

In the academic staff cadre, there were two vacant cadre positions. The name of the candidate selected for the Post of Senior Lecturer Gr. II was sent to the UGC in December, 2001. The UGC informed the PGIE, in March 2012, that the candidate did not satisfy the requirement of the relevant scheme of recruitment. The Board of Management decided to re-advertise the post. The advertisement appeared in May, 2012. However since none of the applicants had suitable qualifications the post was re-advertised in July. The selection interview was held in November 2012 and Council approval was received in December to fill the two cadre positions.

Learner Support

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

Activities of Members of Staff

Dr. Hemamala Ratwatte, Director

- Executive Committee Member Board of Asia TEFL
- Editorial Advisory Board - The Journal of Asia TEFL
- Country Representative – Asia TEFL
- Member – Editorial Advisory Board – Asia TEFL Journal, Seoul, Korea Academic Reviewer – Journal of Multilingual Matters

- Editor - in-Chief – Vistas Journal, Faculty of Humanities and Social Sciences
- Member – Open University Quality Assurance Committee
- Resource Person (Former Chairperson) – SLELTA (Sri Lanka English Language Teachers’ Association)
- Reviewer - Academic Resource Material for Bilingual Teachers, National Institute of Education (NIE), Sri Lanka
- Evaluator - Resource Material on Pedagogy for Bilingual Teachers – NIE
- Resource Person – Development of conceptual frame work on Pirivena Bilingual Education – 2012
- Resource Person – Work shop for the preparation of Strategic Paper on Bilingual Education – Ministry of Education and NIE.
- Resource Person – OUSL Staff Development Center – Research Writing Skills.
- Reviewer - Research papers of Faculty of Graduate Studies, University of Kelaniya.
- Manuscript Reviewer – Lahore College Journal on English Studies. Pakistan
- Member – Advisory Committee to integrating the component of Spoken English in to the school system and National Examination system. Ministry of Education

Dr. H.S. Rambukwella, Senior Lecturer

- Plenary Speaker - conference on “Sri Lankan Writing in English” at the University of Gauhati, Guwahati, Assam, India
- Manuscript Reviewer for *Vistas: Journal of Humanities and Social Sciences* published by the Open University of Sri Lanka
- Copy editor for *Vistas: Journal of Humanities and Social Sciences* published by the Open University of Sri Lanka

- Judge in the final round of the 2012 State Literary Awards, English novel category
- Judge in the 2012 Gratian Prize for Sri Lankan writing in English – widely considered Sri Lanka’s pre-eminent prize for English writing
- Trustee to the Gratiaen Trust which oversees the management of the Gratiaen Prize
- Manuscript Reviewer for the *Sri Lanka Journal of Humanities* published by the University of Peradeniya
- Co-education Director for a charity English communication skills program organized by Candle Aid Sri Lanka, a registered charity
- Manuscript Reviewer for publications of the International Center for Ethnic Studies
- Visiting Research Fellow at the Department of English, Gauhati University, Guwahati, Assam, and India
- General Editor, The Hong Kong English Literature Database, hosted by the School of English, University of Hong Kong
- Honorary Assistant Professor at the School of English, University of Hong Kong (honorary appointment)

Collaboration and Partnerships

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

Academic staff of the Department of Language Studies and the OUSL continue to readily assist the PGIE in all aspects of its work. The supervision of research at Masters Degree level would not have been possible without this support as we do not have the required staff with the expertise in the relevant fields at the PGIE.

Throughout 2012, assistance for the PGIE was provided by many at OUSL including the Vice Chancellor, Members of the OUSL Council, the Deputy Vice-Chancellor, the Registrar, Deans of the Faculty of Humanities and Social Sciences and Education, the Bursar, the Librarian and staff of the Library, the Assistant Registrars of all four Faculties, Staff of the Educational Technology Division and the staff of the Vice-Chancellor's office. Assistance with translation of Annual reports and documents required for COPE were provided by Mr. Thanaraj, Senior Lecturer in the Faculty of Education, OUSL.

Prof. Nalani Rathnasiri, Emeritus Professor OUSL assisted the PGIE in preparing the Corporate Plan 2013 - 2017.

Support for individual courses in the MA programme was provided by Prof. R. Raheem – Professor Emeritus OUSL, Ms. B.K.P. Abeysooriya, Dr. Radhika de Silva, Dr. V.V. Medawattegedera, Dr. Dinali Devendra, and of the Dept of Language Studies/OUSL. Dr. Hemamala Ratwatte also served as the Acting Director of the PGIE during the first quarter of the year. Ms. L.K. Cumararatunge, Former Director/Higher Institute of English Education, National Institute of Education, Dr. M.K.S. Iyer, Senior Lecturer in ELT, ELTC, Faculty of Arts, University of Jaffna and Mr. L.D.I. Wijetunge/Dept. of Social Studies, OUSL, Ms. Dinali Fernando, Mr. Palitha Dissanayake – Lecturer, Gampaha Wickramarachchi Institution, Mr. Thanraj – Senior Lecturer, Faculty of Education, OUSL also supported the PGIE as Visiting Lecturers. This year, students who had completed the MA at the PGIE Ms. M.I Jansz (International Institute of Health Sciences) and Ms. S. Illangakoon (University of Colombo) also assisted with the teaching and evaluation.

Prof. Siromi Fernando – Emeritus Professor of English, University of Colombo, Ms. V Yatawatte, Former Director, NIE, Prof. Marie Perera –

Dean, Faculty of Education , University of Colombo, Dr. C.D.S Wettewe, University of Kelaniya, Dr. M.K.S.Iyer, Senior Lecturer in ELT, ELTC, Faculty of Arts , University of Jaffna Head/ELTU, Ms .D Fernando, Senior Lecture Gr II, Dept. of English, University of Kelaniya, supported the institute by serving as external theses examiners, Prof .R.Raheem (Professor Emeritus / OUSL and retired founder Director /PGIE) , Dr. V.V.Medawattegedera, Dr. D.Devendra and Dr. R. De Silva from the Department of Language Studies, OUSL supported the institute by serving as internal theses examiners.

Visiting Scholar

Ms. Sreemali Herath who is a doctoral candidate at the Ontario Institute of Studies in Education (OISE), University of Toronto, Canada, was an Honorary Visiting Scholar at the PGIE from November, 2012. Her doctoral research, was a study on pre-service English language teachers which was conducted in three National Colleges of Education in Sri Lanka. During her stay at the PGIE, she updated the syllabi, course material and taught on the Curriculum and Materials Design Course. She also functioned as a course team member for the Research Methods and Design course and introduced more recent research methods and practices in Applied Linguistics to this course. She also assisted in mentoring research students in their research proposals and presentations for the Research Forum.

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

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

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

(a) Details of Recurrent Expenditure

Subject	2011 Rs.	2012 Rs.
a. Personal emoluments	2,070,596.24	4,668,633.49
b. Traveling	41,511.00	35,257.60
c. Supplies	369,530.57	474,141.08
d. Maintenance	116,194.40	25,984.00
e. Contractual Services	535,419.90	774,585.88
f. Other	657,143.63	1,009,393.59
Total	3,790,395.74	6,987,995.64

(b) Details of Capital Expenditure

Subject	2011 Rs.	2012 Rs.
a. Acquisition of Furniture & Office Equipment	140,292.60	1,051,982.00
b. Acquisition of Machineries	-	-
c. Acquisition of Building & Structures	-	-
d. Other	828,016.75	272,415.09
Total	968,309.35	1,324,397.09

(c) Details of Financial Progress (Expenditure):

Subject	Provision in 2012 Rs.	Exp in 2012 Rs.	Savings / Excess Rs.
a. Recurrent except Project	10,442,000.00	6,987,995.64	3,454,004.36
b. Capital except Project	500,000.00	1,324,397.09	(824,397.09)
c. Project – Local funded	-	-	-
d. Project – Foreign funded	-	-	-
Total	10,942,000.00	8,312,392.73	2,629,607.27

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

Source of Revenue	Provision in 2012 Rs.	Collection in 2012	Deficit / Surplus Rs.
a. Undergraduate studies	-	-	-
b. Postgraduate Studies	1,077,000.00	2,127,140.00	1,050,140.00
c. Consultancies	-	-	-
d. Other	365,000.00	965,179.66	600,179.66
Total	1,442,000.00	3,092,319.66	1,650,319.66

(e) Financial Performance Analysis - 2012:

Subject	Formula	Exp. Per Student Rs.
a. Recurrent Expenditure per Student (RE)	RE/ No of Student strength	84,192.71
b. Capital Expenditure per Student (CE)	CE/ No of Student strength	15,956.59
Total		100,149.03

7. Audit Committee Report

Internal Audit Report

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

1. **Pre- Audits**

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

2. **Verifications**

- Annual stock verification at main stores as at 31.12.2012.

3. **Audit Queries issued on findings**

- Audit on Final Accounts and Performance 2011

4. **The Audit Committee**

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

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

5. **The Staff**

The Internal Audit Division comprises the following staff.

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

8. Audited Financial Statements



THE POSTGRADUATE INSTITUTE OF ENGLISH

THE OPEN UNIVERSITY OF SRI LANKA

FINANCIAL STATEMENTS

2012

Postgraduate Institute of English
Statement of Financial Position as at 31 st December 2012

		<u>2012</u> <u>(Rs.)</u>	<u>Restated</u> <u>2011</u> <u>(Rs.)</u>
ASSETS			
<u>Non Current Assets</u>			
Property, Plant & Equipment	1	3,146,412.94	2,526,860.26
<u>Current Assets</u>			
Inventories		118,164.99	94,960.23
Short Term Investments	2	8,027,257.55	5,826,360.32
Debtors and Receivables	3	119,080.52	71,276.40
Receivables From Student	4	289,977.00	135,250.00
Loans & Advances to Staff	5	380,965.00	173,915.00
Cash at Bank	6	<u>738,530.09</u>	<u>1,179,231.60</u>
		9,673,975.15	<u>7,480,993.55</u>
Total Assets		<u>12,820,388.09</u>	<u>10,007,853.81</u>
<u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Payable to Suppliers	7	15,792.00	16,776.65
Student Fees In Advance	8	1,565,526.00	969,896.00
Payable to OUSL		8,195.14	33,117.14
Accrued Expenditure	9	<u>661,401.39</u>	<u>477,059.04</u>
		2,250,914.53	<u>1,496,848.83</u>
<u>Non - Current Liabilities</u>			
Provision for Gratuity	10	428,810.00	256,600.50
Total Liabilities		<u>2,679,724.53</u>	<u>1,753,449.33</u>
Net Assets		<u>10,140,663.56</u>	<u>8,254,404.48</u>
NET ASSETS / EQUITY			
Capital Grant - Spent	11	2,566,252.94	2,526,860.26
Capital Grant - Unspent	12	77,504.93	321,742.02
<u>Reserves</u>			
PGIE General Reserve		3,537,620.26	1,446,516.77
<u>Specific Funds</u>			
PGIE Development Fund		3,959,285.43	3,959,285.43
Total net Assets / Equity		<u>10,140,663.56</u>	<u>8,254,404.48</u>



Dr.H.V.M.Ratwatte
Director

Dr.H.V.M.Ratwatte
Ph.D., M.A., M.Ed., M.L.S. (Edin), BA Hons (Pdn,SL)
Director
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.



Mr.L.M.C.Siriwardhana
Senior Assistant Registrar

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



Mr.K.J.M.Nandana
Assistant Bursar

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

Postgraduate Institute of English
Statement of Financial Performance
For the Year Ended 31st December 2012

		<u>2012</u> <u>(Rs.)</u>	<u>Restated</u> <u>2011</u> <u>(Rs.)</u>
<u>Revenue</u>			
	<u>Note</u>		
Government Recurrent Grant		6,590,000.00	3,187,000.00
Government Grant for Rehabilitation Recurrent		-	60,656.53
Contribution for rehabilitation expenditure		-	47,800.17
Application Fees		128,000.00	97,000.00
Registration Fees		46,583.00	11,015.00
Tuition Fees		1,323,158.00	729,650.00
Examination Fees		48,000.00	36,000.00
Supplementary Fees		19,743.00	3,990.00
Dissertation Fees		164,503.00	109,169.00
Application Fees from Short Course		5,000.00	-
Tuition Fees from Short Course		196,800.00	-
Interest Income	13	708,329.66	319,294.01
Miscellaneous Receipts		11,300.00	44,060.00
Amortization of Capital Grant		704,844.41	634,238.92
Total Revenue		9,946,261.07	5,279,873.63
<u>Expenses</u>			
Personnel Emoluments	14	4,668,633.49	2,070,596.24
Traveling Expenses	15	35,257.60	41,511.00
Supplies and Consumables	16	474,141.08	369,530.57
Maintenance Expenditure	17	25,984.00	116,194.40
Contractual Services	18	774,585.88	535,419.90
Other Recurrent Expenses	19	1,009,393.59	657,143.63
Expenses - Rehabilitation Recurrent		-	108,456.70
Depreciation		704,844.41	634,238.92
Gratuity Expenses		172,209.50	(497,402.50)
Total expenses		7,865,049.55	4,035,688.86
Surplus / (Deficit) for the period		2,081,211.52	1,244,184.77

Postgraduate Institute of English
Statement of changes in Net Assets / Equity for the Year Ended 31st December 2012

(Rs.)

	PGIE General Reserve	Other Fund	Capital Grant Spend	Capital Grant Unspent	Total
Balance as at 31st December 2010	571,142.00	4,007,085.43	2,192,790.26	100,708.00	6,871,725.69
Adjustment in respect of Previous year	(368,810.00)				
Capital Grant Spent during the year	(108,457.00)	-	968,309.00	(1,028,966.00)	(169,114.00)
Funds Received/(spend) During the year	-	(47,800.00)	-	1,250,000.00	1,202,200.00
Amortization of Capital grant	-	-	(634,239.00)	-	(634,239.00)
Rehabilitation recurrent expenditure	108,457.00				108,457.00
Surplus / (Deficit) for the period	1,244,184.77				1,244,184.77
Balance as at 31st December 2011	1,446,516.77	3,959,285.43	2,526,860.26	321,742.00	8,623,214.46
Adjustment in respect of Previous year	9,891.97	-	-	-	9,891.97
Capital Grant Spent during the year	-	-	744,237.09	(744,237.09)	-
Funds Received During the year	-	-	-	500,000.00	500,000.00
Amortization of Capital grant	-	-	(704,844.41)	-	(704,844.41)
Surplus / (Deficit) for the period	2,081,211.52	-	-	-	2,081,211.52
Balance as at 31st December 2012	3,537,620.26	3,959,285.43	2,566,252.94	77,504.91	10,140,663.54

Postgraduate Institute of English
Cash Flow Statement for the Year Ended 31st December 2012

	2012	2011
	(Rs.)	(Rs.)
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus / (Deficit) from ordinary activities	2,081,211.52	1,244,184.77
Interest Income from Short Term Investments	(697,077.59)	(312,961.09)
Non Cash Movements		
Depreciation	704,844.41	634,238.92
Gratuity Expenses	172,209.50	(497,402.50)
Amortization of Capital Grants	(704,844.41)	(634,238.92)
Correction of prior year Interest Receivable	17,604.43	-
Prior year Adjustments	9,891.97	(368,810.00)
	199,705.90	(368,810.00)
Net Surplus before working capital changes	1,583,839.83	65,011.18
(Increase) / Decrease in Working Capital		
(Increase) / Decrease in Inventories	(23,204.76)	45,674.19
Increase/(Decrease) in payables	755,050.35	843,059.85
(Increase)/Decrease in Receivable	(163,777.00)	(135,250.00)
(Increase)/Decrease in Loan & Advance to Staff	(207,050.00)	58,169.00
	361,018.59	58,169.00
Net Cash Flows from operating Activities	1,944,858.42	876,664.22
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property, Plant & equipment	(1,036,190.00)	(1,070,429.82)
Purchase of Books and Periodicals	(272,415.09)	-
Payment to Constructor	(16,776.65)	118,897.12
Fund received for specific purposes	-	(47,800.17)
Expenditure Rehabilitation Recurrent	-	(60,656.53)
Interest Received from Short Term Investments	2,541.35	-
Withdrawals of Short Term Investments	937,280.46	-
New Short Term Investments	(2,500,000.00)	(1,050,000.00)
	(2,885,559.93)	(2,109,989.40)
Net Cash Flows from Investing Activities	(2,885,559.93)	(2,109,989.40)
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital Grants from Treasury	500,000.00	1,250,000.00
	500,000.00	1,250,000.00
Net Cash Flows from Financing Activities	500,000.00	1,250,000.00
Net Increase / (Decrease) in Cash & Cash Equivalents	(440,701.51)	16,674.82
Cash & Cash Equivalents at the beginning of period	1,179,231.60	1,162,556.78
Cash & Cash Equivalents at the end of period	738,530.09	1,179,231.60

Postgraduate Institute of English Notes to the Financial Statement- 2012

Significant Accounting Policies

01. Reporting Entity

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

02. Statement of Compliance

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

03. Government Grants

The total government grants received for the year was Rs.7,090,000.00. The recurrent Grant of Rs.6,590,000.00 has been recognized as revenue in the Statement of Financial Performance. Capital Grants received has been accounted under Capital Grants unspent and amounts spent were transferred to the capital grant spent account.

	Amount Received In Year 2012 (Rs.)	Amount Unspent (Rs.)
Recurrent Grants	6,590,000.00	-
<u>Capital Grants</u>		
Plant, Furniture and Office Equipment	250,000.00	76,342.67
Books and Periodicals	250,000.00	1,162.26
	<u>7,090,000.00</u>	<u>77,504.93</u>

Amortization of Capital Grants

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

04. Property, Plant and Equipment

- a) Property, Plant and Equipment have to be depreciated on straight line basis as per UGC circular No.649 dated on 05/10/1995. The policy of depreciation is that depreciation is not charged in the year of purchase while a full year's depreciation is charged in the year of Disposal.
- b) The annual rates of depreciation are as follows.
- | | |
|----------------------------|------|
| ❖ Furniture and Fittings | 10 % |
| ❖ Office Equipment | 20 % |
| ❖ Computer and Accessories | 20 % |
| ❖ Books and Periodicals | 20 % |
- c) Depreciation is charged to the income statement on a straight line basis 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.

05. Short Term Investment

Monies not required for immediate requirement were invested in short term fixed deposits 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. 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.

09. Revenue Recognition

Revenue consists of Government Grant and income generated through internal sources. Total income has been accounted on accrual basis.

10. Expenditure Recognition

The expenditure has been analyzed and classified into expenditure headings based on guidelines given by the University Grants Commission and the Common Format Reporting System.

11. Taxation

The profits and income other than the profits and income from dividends or interest of the Postgraduate Institute of English are exempt from income tax under the island Revenue Act No. 10 of 2006.

12. Cash Flow Statement

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

Postgraduate Institute of English
Notes to the Statement of Financial Position

Note - 01

Property, Plant and Equipment

(Rs.)

	Furniture & Fittings	Office Equipment	Library Books & Periodicals	Computers & Accessories	Total
<u>Cost</u>					
Balance as at 01/01/2012	519,850.61	1,183,657.00	1,426,422.65	1,153,327.72	4,283,257.98
(+) Purchases during the year	8,530.00	580,160.00	272,415.09	463,292.00	1,324,397.09
(-) Disposal during the year	-	-	-	-	-
Balance as at 31/12/2012	528,380.61	1,763,817.00	1,698,837.74	1,616,619.72	5,607,655.07
<u>Depreciation</u>					
Balance as at 01/01/2012	122,463.00	552,843.20	561,724.90	519,366.62	1,756,397.72
(+) Depreciation for the Year	51,985.06	236,731.40	185,462.41	230,665.54	704,844.41
(-) Disposal during the year	-	-	-	-	-
Balance as at 31/12/2012	174,448.06	789,574.60	747,187.31	750,032.16	2,461,242.13
Net Book Value as at 01/01/2012	397,387.61	630,813.80	864,697.75	633,961.10	2,526,860.26
Net Book Value as at 31/12/2012	353,932.55	974,242.40	951,650.43	866,587.56	3,146,412.94

Note - 02

Short Term Investments

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Opening Balance	5,826,360.32	4,496,832.82
Re-investment of Interest of ST Investments	638,177.69	279,527.50
New Investments during the year	2,500,000.00	1,050,000.00
Withdrawals during the year	(937,280.46)	-
	<u>8,027,257.55</u>	<u>5,826,360.32</u>

Note - 03

<u>Debtors and Receivables</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Interest Receivable	110,080.52	71,326.40
Sundry debtors	9,000.00	(50.00)
	<u>119,080.52</u>	<u>71,276.40</u>

Note - 04

<u>Receivables From Student</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Tuition Fees Receivable	261,559.00	132,650.00
Dissertation Fees Receivable	28,418.00	-
Examination Fees Receivable	-	2,600.00
	<u>289,977.00</u>	<u>135,250.00</u>

Note - 05

<u>Loans and Advances to Staff</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Distress Loan	368,505.00	163,505.00
Staff Loan	1,360.00	3,060.00
Vehicle Loan	4,100.00	5,100.00
Festival Advance	4,500.00	2,000.00
Special Advance	2,500.00	250.00
	<u>380,965.00</u>	<u>173,915.00</u>

Note - 06

<u>Cash at Bank</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
People's Bank A/C No. 174100 156 838310	386,956.81	286,500.14
People's Bank A/C No. 174100 246 838310	275,053.00	323,451.19
People's Bank A/C No. 174100 336 838310	76,520.28	569,280.27
	<u>738,530.09</u>	<u>1,179,231.60</u>

Note - 07

<u>Sundry creditors</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Linus Electricals	-	16,776.65
Softlogic Information Technologies	15,792.00	-
	<u>15,792.00</u>	<u>16,776.65</u>

Note - 08**Student Fees In Advance**

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Tuition Fees in Advance	1,310,501.00	725,350.00
Dissertation Fees in Advance	80,166.00	113,001.00
Examination Fees in Advance	50,600.00	98,200.00
Registration Fees in Advance	43,592.00	24,795.00
Supplymentary Fees in Avance	34,667.00	8,550.00
Short Course Fees in Advance	46,000.00	-
	1,565,526.00	969,896.00

Note - 09**Accrued Expenses**

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Audit Fees for the Year 2009	-	131,040.00
Audit Fees for the Year 2010	129,360.00	144,144.00
Audit Fees for the Year 2011	142,296.00	158,558.40
Audit Fees for the Year 2012	156,525.60	-
Examination payment for entry test - 2010	-	7,100.00
Examination payment for entry test - 2011	-	8,300.00
Telecommunication expenses	16,748.79	4,457.62
Overtime	12,972.00	3,271.52
Acting payment	-	20,187.50
Examination Fees	600.00	-
Visiting Lecture & Examination Fees	111,695.00	-
Membership Fees	9,575.00	-
Entertainment Expenses	5,650.00	-
Travelling Expenses	2,640.00	-
Stamp Duty & PAYE	1,675.00	-
Short Course Expenses	6,000.00	-
Corporate Plan Expenses	18,000.00	-
Short Course Expenses	23,664.00	-
Course Material Writing & Editing Expenses	24,000.00	-
	661,401.39	477,059.04

Note - 10

<u>Provision for Gratuity</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	256,600.50	754,003.00
Gratuity payment during the Year	-	-
Provision for the Year	<u>172,209.50</u>	<u>(497,402.50)</u>
	<u><u>428,810.00</u></u>	<u><u>256,600.50</u></u>

Note - 11

<u>Capital Grants Spent</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	2,526,860.26	2,192,790.26
Acquisition of Assets	744,237.09	968,309.00
Amortization for the Year	<u>(704,844.41)</u>	<u>(634,239.00)</u>
	<u><u>2,566,252.94</u></u>	<u><u>2,526,860.26</u></u>

Note - 12

<u>Capital Grants Unspent</u>	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Opening Balance	321,742.02	100,708.00
Grant from the Treasury	500,000.00	1,250,000.00
Acquisition of Assets	<u>(744,237.09)</u>	<u>(1,028,965.98)</u>
	<u><u>77,504.93</u></u>	<u><u>321,742.02</u></u>

Postgraduate Institute of English
Notes to the Statement of Financial Performance

Note - 13

Interest Income

	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Interest from Short Term Investment	697,077.59	312,961.09
Interest from Loan & Advance to Staff	11,252.07	6,332.92
	<u>708,329.66</u>	<u>319,294.01</u>

Note - 14

Personnel Emoluments

	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
<u>Academic</u>		
<u>Salaries and Wages</u>		
Salaries and Wages	997,102.50	197,510.00
University Provident Fund	126,226.18	29,004.38
University Pension	42,644.20	6,960.00
ETF 3%	33,774.07	7,192.88
Visiting Lectures Fees	111,000.00	87,000.00
	<u>1,310,746.95</u>	<u>327,667.26</u>
<u>Other Allowances</u>		
Academic Allowance	648,830.60	86,382.63
Research Allowance	249,275.63	18,825.00
Cost of Living Allowance	128,700.00	22,200.00
Special Allowance	128,089.37	9,875.50
Acting Pay	24,000.00	107,200.01
	<u>1,178,895.60</u>	<u>244,483.14</u>
Personal Emolument - Academic	2,489,642.55	572,150.40

Non - Academic

Salaries and Wages

Salaries and Wages	1,291,924.65	847,200.32
University Provident Fund	151,051.55	106,138.36
University Pension	91,119.00	44,634.19
ETF 3%	48,434.12	30,154.50
Acting Pay	24,562.50	98,919.01
	<u>1,607,091.82</u>	<u>1,127,046.38</u>

Other Allowances

Language Proficiency Allowance	2,940.00	7,326.29
Cost of Living Allowance	330,525.00	251,859.68
Special Allowance	171,043.43	42,346.11
	<u>504,508.43</u>	<u>301,532.08</u>

Personal Emolument - Non-Academic **2,111,600.25** **1,428,578.46**

Overtime and Holiday Payment

Over Time	67,390.69	69,867.38
Holiday Payments	-	-
	<u>67,390.69</u>	<u>69,867.38</u>

Total Personal Emoluments **4,668,633.49** **2,070,596.24**

Note - 15

Traveling Expenses

	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Domestic	35,257.60	41,511.00
Foreign	-	-
	<u>35,257.60</u>	<u>41,511.00</u>

Note - 16

Supplies and Consumables

	<u>2012</u>	<u>2011</u>
	<u>Rs.</u>	<u>Rs.</u>
Stationery & Office Requisites	259,780.94	345,385.45
Fuel & Lubricant	208,600.00	-
Other		
Uniforms	5,760.14	3,752.89
Others	-	20,392.23
	<u>474,141.08</u>	<u>369,530.57</u>

Note - 17**Maintenance Expenditure**

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Plant, Machinery Equipment	25,984.00	116,194.40
	<u>25,984.00</u>	<u>116,194.40</u>

Note - 18**Contractual Services**

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Postal Charges	35,409.00	51,143.00
Telecommunication	131,192.20	55,869.86
Electricity	152,943.60	152,943.60
Water	27,056.40	27,056.40
Printing Advertising	427,984.68	248,407.04
	<u>774,585.88</u>	<u>535,419.90</u>

Note - 19**Other Recurrent Expenses**

	<u>2012</u> <u>Rs.</u>	<u>2011</u> <u>Rs.</u>
Special Services - Council & Committees	399,089.00	247,400.00
- Professional & Other fees	156,525.60	166,354.63
Workshops , Seminars	-	14,237.00
Academic Research & Publications	800.00	-
Staff Development (Training for Administrators)	9,000.00	-
Course Materials for students	24,000.00	-
Corporate Planning	18,000.00	-
Holiday Warrants & Season Tickets	7,080.00	4,500.00
Entertainment Expenses	95,915.79	61,663.00
Bank Charges	7,601.40	8,088.92
Contributions & Membership Fees	9,575.00	-
Examination Fees	103,635.00	79,890.00
Other	83,402.00	75,010.08
	<u>914,623.79</u>	<u>657,143.63</u>

Short Course Expenses

Stationery Expenses	11,544.00	-
Advertisement	59,561.80	-
Cordination & Assistance Expenses	23,664.00	-
	<u>94,769.80</u>	<u>-</u>

Total Other Operating Expenses

1,009,393.59	657,143.63
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9. Report of the Auditor General



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கணக்காய்வாளர் துறைமை சிறியதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය }
எனது இல. } EC/H/PGIE/FA/12
My No }

ඔබේ අංකය }
உமது இல }
Your No. }

දිනය }
திகதி } 05 August 2013
Date }

Director,
Postgraduate Institute of English

Report of the Auditor General on the Financial Statements of the Postgraduate Institute of English for the year ended 31 December 2012 in terms of Section 108(1) Universities Act No. 16 of 1978.

The audit of financial statements of the Postgraduate Institute of English for the year ended 31 December 2012 comprising the balance sheet as at 31 December 2012 and the income statement, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the Sections 107(5) and III of the Universities Act, No. 16 of 1978 My comments and observations which I consider should be published with the Annual report of the University in terms of Section 108 (1) of the Universities Act appear in this report.

1.2 Management's Responsibility for the Financial Statements.

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

අංක 306/72 පොල්දූව පාර,
බත්තරමුල්ල, ශ්‍රී ලංකාව

දුරකථනය }
தொலைபேசி } 2887028 -34
Telephone }

இல. 306/72, பொல்துவ வீதி,
பத்தரமுல்லை இலங்கை

ෆැක්ස් අංකය }
பக்ஸ் இல } 2887223
Fax No. }

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

ඉලෙක්ට්‍රොනික් තැපෑල }
#- மெயில் } oaggov@slt.net.lk
E-mail. }

1.3 Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards. Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

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

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

2. Financial Statements

2.1 Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Postgraduate Institute of English as at 31 December 2012 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2.2 Comments on Financial Statements

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

Approval of the University Grants Commission had not been obtained for the short courses conducted during the year under review in terms of Sections 4 (C) and (E) of the Postgraduate Institute of English Ordinance No. 4 of 2005.

3 Financial Review

3.1 Financial Results

According to the financial statements presented, the working of the Institute during the year under review had resulted in a deficit of Rs.4,508,788 before taking into account the Government Grant, as compared with the corresponding deficit of Rs.1,942,815 for the preceding year. The deficit for the year under review had been converted into a surplus of Rs.2,081,211 after taking into account the Government Grant of Rs.6,590,000 received for recurrent expenditure and the deficit for the preceding year had been converted into a surplus of Rs.1,244,185 after taking into account the Government Grant of Rs.3,187,000 received for recurrent expenditure for that year, thus indicating an increase of Rs.837,026 in the financial results.

4. Operating Review

4.1 Performance

The Institute had conducted a short course on critical literary reading skill during the year under review. However, commencement of the course had been postponed in two times after the course was advertised. The budgeted income from the course was Rs.540,000. However, a sum of Rs.242,800 only had been collected as income from the course during the year under review.

5. Accountability and Good Governance

5.1 Corporate Plan

The Corporate Plan of the Institute for the period from 2009 to 2012 had not been reviewed and updated on timely basis.

5.2 Action Plan

- (a) The Action Plan for the year 2012 did not concur with the Corporate Plan. Activity relating to the Postgraduate Certificate Course in English Medium Instruction was scheduled to be commenced and implemented during the year 2012. However, as per the Institute, it was differed until 2014.
- (b) Activities such as final examination, evaluation and release of results were not conducted within scheduled period.

(c) The proposal for offering Postgraduate Diploma / Master of Arts Degree in Teaching in English Literature in a second language context had been approved by the Board of Study in March 2012 and the approval of the Council was granted on 21 December 2012 after delay in nine months. However, the course had not been commenced and implemented even up to end of March 2013.

5.3 Internal Audit

Even though the Internal Audit Programme indicated that 60 per cent of the activities of the Institute during the year under review would be examined, only one internal audit query had been issued for the year under review.

5.4 Budgetary Control

The actual income had exceeded 114 per cent of the budgeted income and actual recurrent expenditure had reduced 33 per cent of the budgeted recurrent expenditure. Thus, indicating that the budget had not been made use of as a tool for the financial management control.

5.5 Tabling Annual Reports in Parliament

The annual reports of the Institute for the years 2010 and 2011 had not been tabled in Parliament even up to 31 March 2013.

6. Systems and Controls

Special attention is needed in respect of the following areas of control.

- (a) Conducting of Courses and Releasing of Results.
- (b) Recruitment of Staff.
- (c) Budget.


H.A.S. Samaraweera
Auditor General

10. Reply to the Report of the Auditor General



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The Open University of Sri Lanka
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Nawala
Nugegoda

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Director: Ext.: 528 Assistant Registrar: Ext 527

17th February, 2014

Mr. H.A.S. Samaraweera,
Auditor General,
Auditor General's Department,
No. 306/72, Polduwa Road,
Battaramulla.

Dear Sir,

Report of the Auditor General on the Financial Statements of the Postgraduate Institute of English for the year ended 31st December, 2012 in terms of Section 108(1) Universities Act No. 16 of 1978

This is with reference to your letter dated 05th August, 2014 on the above subject.

1.2 Management's Responsibility for the Financial Statements

1.3 Auditor's Responsibility

2. Financial Statements

2.1 Opinion

2.2 Comments on Financial Statements

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

UGC approvals are required to be obtained for Programmes that are offered regularly, with a duration of at least 12 months, and where certificates are awarded at the university convocation, signed by the Vice-Chancellor.

Short courses, on the other hand, are usually less than 10 weeks long, comprise a single course, and are offered only when there is a need in the environment for the development of that particular pedagogical skill among graduate teachers. Short courses are not offered regularly, only when the need

arises. Such courses are conducted with the approval of the Board of Studies and the Board of Management of the PGIE.

3 Financial Review

3.1 Financial Results

Surplus for the year 2012 has increased by Rs. 837,026.00 in comparison with 2011. This financial performance will affect the PGIE positively.

4. Operating Review

4.1 Performance

The short course on Critical Literary Reading Skills was postponed twice – on 19.06.2012 and on 25.06.2012. The first time it was postponed due to Trade Union Action by non-academic staff which commenced on 06.06.2012. Classrooms and other facilities were not available during the period of the Trade Union action. The course was postponed a second time due to Trade Union Action by FUTA which commenced on 04.07.2012 due to the non-availability of lecturers to teach on the course. The course commenced no sooner the FUTA Trade Union action concluded. Furthermore, the course did not incur a loss to the Institute.

5. Accountability and Good Governance

5.1 Corporate Plan

Corporate Plan at the institute was prepared and updated for period 2013 to 2017. During the year 2012, three committee meetings were conducted to prepare and update the Corporate Plan. Finally in the year 2013 updated Corporate Plan was finalized. It consists of all the planned activities for the period 2013-2017.

5.2 Action Plan

- (a) The action plan in the updated Corporate Plan 2011 – 2012 does not state that a Postgraduate Certificate Course in English Medium Instruction will commence and be implemented in 2012. The Postgraduate Certificate Course in English Medium Instruction was differed until 2014 and is included in the new Corporate Plan for 2013 – 2017.

- (b) Final Examination, Evaluation and the release of results – The final evaluation was scheduled for the period in between June-September 2012. The University teachers Trade Union action took place from 04.07.2012 to 10.10.2012. Without teachers/examiners, the setting, marking and conducting of examinations and evaluations could not take place. However, examinations, evaluations and the subsequent release of marks took place when the Trade Union action concluded.
- (c) The proposal for the Postgraduate Diploma/Master of Arts in Teaching English Literature in a Second Language Context was approved by the BOS on 06.03.2012, by the BOM on 11.05.2012 and was sent for Senate approval by the PGIE on 29.06.2012. However, the June 2012 the Senate meeting was not held, neither were the Senate meetings in, July, August and September 2012 due to FUTA Trade Union action. The memo was taken up at the October 2012 Senate meeting and by Council in December. Council approval was granted on 21.12.2012 and the document was sent to the UGC for approval. Therefore, the statement that ‘further action in this regard had not been taken by the institute even up to the end of March 2013’ is incorrect.

5.3 Internal Audit

The Internal Auditing of the PGIE is conducted by the OUSL audit division.

5.4 Budgetary Control

The budget has been used to plan and manage the activities of the Institute. PGIE had taken action to increase the income and manage expenses during the year 2012. As a consequence, income and expenditure of the PGIE have **positively varied** during the year 2012 in comparison to the budget. The actual income of the year 2012 has increased and actual expenditure decreased. This is a positive outcome.

5.5 Tabling Annual Reports in Parliament

As per the letter dated 10.08.2012 sent by the Secretary, Ministry of Higher Education, Annual Reports should be submitted to the MOHE by 31st May every year. Normally every year, the Draft Annual Report is prepared just after the end of the year concerned. (after 31st December of the year concerned)

The Annual Report for the year 2010 had been handed over to the MOHE on 29.08.2012 and the Annual Report of the year 2011 has been prepared (in three languages) and is awaiting the Tamil version for submission. The Tamil translation of the final version is carried out by an outside person, which takes time.

6. Systems and Controls

- (a) Conducting of Courses and Releasing of Results
- (b) Recruitment of Staff
- (c) Budget

Action will be taken to pay special attention to conducting of courses and releasing of results, recruitment of staff and the Budget.



Dr. H.V.M. Ratwatte
Director/PGIE

Dr.H.V.M.Ratwatte
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