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2016

INSTITUTE OF HUMAN RESOURCE ADVANCEMENT
University of Colombo
SRI LANKA

ANNUAL REPORT AND ANNUAL ACCOUNTS
2016



INSTITUTE OF HUMAN RESOURCE ADVANCEMENT (IHRA) UNIVERSITY OF COLOMBO, SRI LANKA ANNUAL REPORT - 2016

01. Vision

To be an institute of excellence totally committed to advance the human resource as mature, intelligent “knowledge-users” equipped to face challenging global situations and fortify the human foundation of our national development.

02. Mission

Facilitate to obtain a comprehensive higher-level education through Total Quality Management process so that the capabilities of all “earn and learn” work-groups consisting employees, employers and entrepreneurs would be developed

Further facilitate the advancement of their analytical and critical thinking capabilities, ethical standards, entrepreneurship skills, leadership qualities, and the understanding that their responsibilities and rights are interdependent

Endeavour to produce knowledge-work groups as an advanced human resource entity set to make an effective contribution to the “knowledge-economy” of the country



03. Values

- *Innovative organization*
- *Commitment to achieve targets*
- *Diversity of subject discipline*
- *Research and development culture*
- *Reliability*
- *Responsibility and accountability*
- *Unity*
- *Equal opportunity*



04. Director's Review



"We believe that our society can and must progress. The progress that we are looking for is continuous and gradual. The progress that we aim is holistic embracing our own economic, social, cultural and political aspirations. We believe that the progressive society is the society that makes social, cultural and political aspirations of people of that society a reality."

It is with great pleasure that I present the Annual Report for the year 2016. During the said period, IHRA continued to serve the nation as a leading academic institute providing a wide range of programmes in all areas in education from the certificate level to postgraduate level. What is noteworthy in the said year is the initiative taken to restructure academic programmes with the direction of its Academic Syndicate.

In the year 2016, approximately 194 new students registered in the Bachelor of Labor Education (BLE) Programme - the flagship programme of IHRA totaling around 567 students in that programme. Furthermore, around 277 students who were at senior management level or professionals were reading for their respective postgraduate programmes, namely Master Degree in Business Management, Master Degree in Human Resource Management, Master Degree in Service Management, Master of Science in Geoinformatics and Master of Science in Disaster Analysis Management and Mitigation.

During the year 2016, there was a total number of 320 students enrolled for the Diploma Courses to enhance their subject-related knowledge and also a total number of 6,388 students were enrolled for the Certificate Courses during this academic year. During the said year IHRA conducted 18 workshops and a number of 1,422 students participated in these workshops to increase their knowledge in a professional discipline.

We, the Institute of Human Resource Advancement, University of Colombo who are longing for people to live in a progressive society has embarked on two noble goals; development of human talent in required quantity and quality and educating both worker and manager to make collective choices and a collective effort. We, IHRA-UoC, invite all of you whose dream is to live and let others live in a progressive society, to join with us to make that dream a reality.

Prof. JASK Jayakody
Director and the Chairman of the Academic Syndicate

Contents

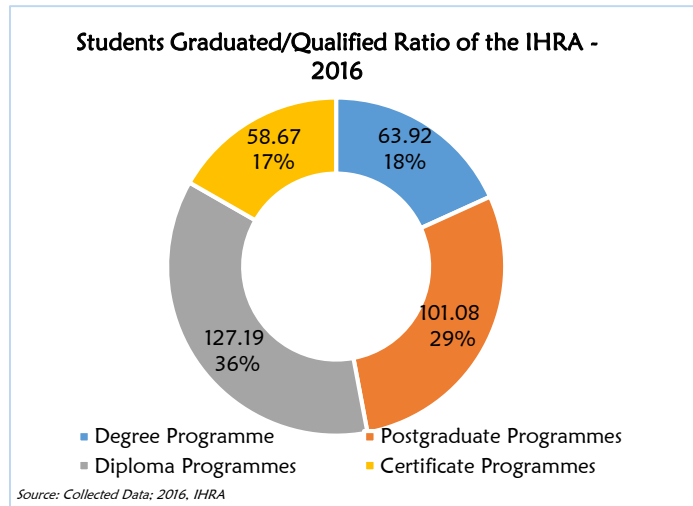
| No. | Description | Page Number |
|--------|---|-------------|
| 01. | Vision | } 101 |
| 02. | Mission | |
| 03. | Values | |
| 04. | Director's Review | 102 |
| | Contents | V - Vi |
| 05. | Development and Achievements by the Institute in 2016 | |
| 05.1 | Academic Achievements | } 103 - 106 |
| 05.2 | Achievement in Administration | |
| 05.3 | Achievement in Physical Facility | |
| 05.4 | Soft - Skills Development of Students | |
| 05.5 | Extra - Curricular Activities of Staff & Students | |
| 06. | Introduction of the IHRA | |
| 06.1 | Academic Programmes Conducted by the IHRA in 2016 | } 107 - 112 |
| 06.2 | Management of the IHRA | |
| 06.3 | Administrative Organizational Structure of the IHRA | |
| 06.4 | The Academic Syndicate of the Institute of Human Resource Advancement | |
| 07. | Performance of the IHRA during the year 2016 | |
| 07.1 | Academic Programmes | } 112 - 118 |
| 07.1.1 | Undergraduate Study Programme | |
| 07.1.2 | Postgraduate Study Programmes | |
| 07.1.3 | Executive Diploma Programmes | |
| 07.1.4 | Diploma Programmes | |
| 07.1.5 | Certificate Programmes | |
| 07.2 | Details of Training Workshops in 2016 | } 118 - 122 |
| 07.2.1 | Workshops Conducted by the Human Resource Management Unit | |
| 07.2.2 | Workshops Conducted by the Service Management Unit | |
| 07.2.3 | Workshops Conducted by the Extension Programme Unit | |
| 07.2.4 | Workshops Conducted by the Library | |
| 07.2.5 | Training for the IHRA Staff | |
| 07.3 | Details of Research, Innovation and Publications | |

| | | |
|------|---|-------------|
| 08. | Details of Academic Staff, Administrative and Non Administrative Staff | 123 |
| 09. | Library | 123 - 124 |
| 10. | Financial Activities | |
| 10.1 | Revised Cash Flow Statement for the year ended 31st December 2016 | } 124 - 148 |
| 10.2 | Revised Statement of Change In Equity/Net Assets for the year ended 31.12.2016 | |
| 10.3 | Revised Statement of Financial Position as at 31 st December, 2016 | |
| 10.4 | Revised Statement of Financial Performance for the Year Ended 31 st December, 2016 | |
| 10.5 | Auditor General's Report | |
| 10.6 | Comments of the IHRA on the Auditor General's Report in the Year 2016 | |

05. Development and Achievements by the Institute in 2016

05.1 Academic Achievements

- By the year 2016, IHRA produced nearly Four thousand five hundred and fifty-nine (4,559) qualified or graduated in 05 categories. It's consists with Two hundred and sixty-nine (269) Postgraduate Degree Holders, Eleven (11) Postgraduate Diploma Holders, Hundred and twenty-four (124) Degree holders, Two hundred and one (201) Executive Diploma holders, Two hundred and six (206) Diploma holders and Three thousand seven hundred and forty-eight (3748) Certificate holders. The highest output ratio represented by the Diploma Programme category and it's shown as the 37% of the total programme output. The lowest output ratio as the 17% of the total programmes was recorded on Certificate Programme category.
- The Annual Diploma Award Ceremony of the Institute of Human Resource Advancement (IHRA) held on the 16th of March 2016 at the Main Conference Hall of the BMICH under the patronage of the Professor Lakshman Dissanayake. The Keynote address was delivered by Mr. Mangala PB Yapa the Managing Director, Agency for Development, Ministry of Development Strategies. Four hundred and twenty-seven (427) Diploma holders have conferred diplomas at this convocation.



- IHRA conducted a Curriculum Development Programme for the Masters Programmes to revise the syllabus of each programme according to market requirements. The programme held on 22nd and 23rd March 2016. The finalized curriculum will be submitted to the Senate during March 2017.
- In the year 2016, IHRA introduced and implemented the Learning Management System for Executive Diploma and Postgraduate Programmes conducted by the Institute. This facility had been extended to Masters Programmes. This initiative has reduced the use of paper for teaching/ learning.



In the year 2016 IHRA successfully conducted the second National Conference on Geospatial Sciences & Disaster Management on 18th January 2016. Senior Prof. Lakshman Dissanayake, the Vice Chancellor of the University of Colombo was the Chief Guest and Professor Ranjith Premalal De Silva, Professor of

Agricultural Engineering, Faculty of Agriculture, University of Peradeniya delivered the Keynote Speech. 83 Abstracts were received and 48 research presentations were presented. The Conference was a resounding success.

- Teacher Evaluation System was introduced and student attendance policy was implemented to improve the quality of learning.
- In the year 2016, Mr. Udaranga Samarawickrama, a student who studied at the Master of Science in Geoinformatics has been won the 'Best Student Research in Asia' international award from the Asian Conference on Remote Sensing (ACRS - 2016)

05.2 Achievement in Administration

- Amend the IHRA Ordinance and is now has been submitted to the Council Approval.
- Obtained the University Grants Commission approval for its all Masters Programmes.
- Recruitment of all categories of employees were initiated and some appointments were made and others are being proceeded.
- With the guidance of Academic Syndicate and the University, a programme to streamline academic activities initiated.

05.3 Achievement in Physical Facility

- In 2016, the IHRA was able to achieve a number of improvements to its physical infrastructure. The construction work of New Lecture Hall and Lecturers Rooms were completed. The construction of the proposed new part of the building with a toilet complex will be started next mid-2017.
- Initiate the construction of proper sewerage system to the Institute.
- As a part-fulfillment of the Government Vision is to achieve sustainable economic growth ensuring good governance and transparency, it has been started to maintain an Organizational Results Framework for the Institute from the year 2016.

5.4 Soft - Skills Development of Students



- In 2016, IHRA successfully completed nearly 10 workshops for the students who are studying Managerial & Middle-Level Managerial Courses conducted by the Institute. These workshops are aimed to enhance

Soft skills of students that are expected in Sri Lanka Qualification Framework. A total number of one thousand two hundred and seventy (1,270) students participated in those workshops.

- In the year 2016, IHRA successfully completed two Out Bound Training Programmes for students who are studying at the Service Management Programme and a number of hundred and fifty-two (152) Postgraduate students actively participated in those programmes. And also, it has conducted an Academic Field Visit by the Institute for the students who are studying at the Diploma in Drug Abuse Management Programme.



05.5 Extra - Curricular Activities of Staff & Students

- In 2016, Mr. MSC Perera and Mr. KDP Kurugama, two of IHRA staff members participated in the National State Service Cricket Tournament - 2016 and won the Division B - Runners-up Trophy.



Students of the Service Management Programme organized the 'IHRA Cricket Fiesta - 2016' with the theme of "Let's Strengthening Our Unity". It was a great get together for all students and all Academic and Non-Academic Staff of the IHRA. The tournament was held on 06th March 2016 at the University Ground premises. Nearly 30 teams participated in the tournament. The Master Degree in Human Resource Management - Programme No. 06 students won the Final Match. There were six mini trophies awarded by the organizers. The Best Player of the Series has been won by Mr. IU Wijerathna from MHRM - 6th Batch.

Students of the Bachelor of Labour Education Programme organized the '**BLE Wasantha Udanaya 2016**'. It was a remarkable social event for all students who were following the degree at IHRA. The programme was held on 15th May 2016 and due to the extreme weather condition at that moment, the place was shifted to the University Gymnasium from the University Ground. Professor JASK Jayakody, Director of the Institute was the Chief Guest of the event. Nearly 500 students of the Programme participated and most of the students won prizes for various events conducted by the organizing committee.



In the year 2016, another Cricket Tournament was conducted by the BLE Students and It was named as the 'BLE Cricket Fiesta - 2016'. The tournament has been designed only for BLE Students, Academic and Non-Academic Staff of the BLE Programme. Nearly 20 teams participated in the tournament and the Champions Trophy was won by the IHRA Staff team.



Students of the BLE Part III successfully conducted a Blood Donation Programme on 08th September 2016 at the University Premises. Nearly 100 donators were contributing by donating blood for patients.

06. Introduction of the IHRA

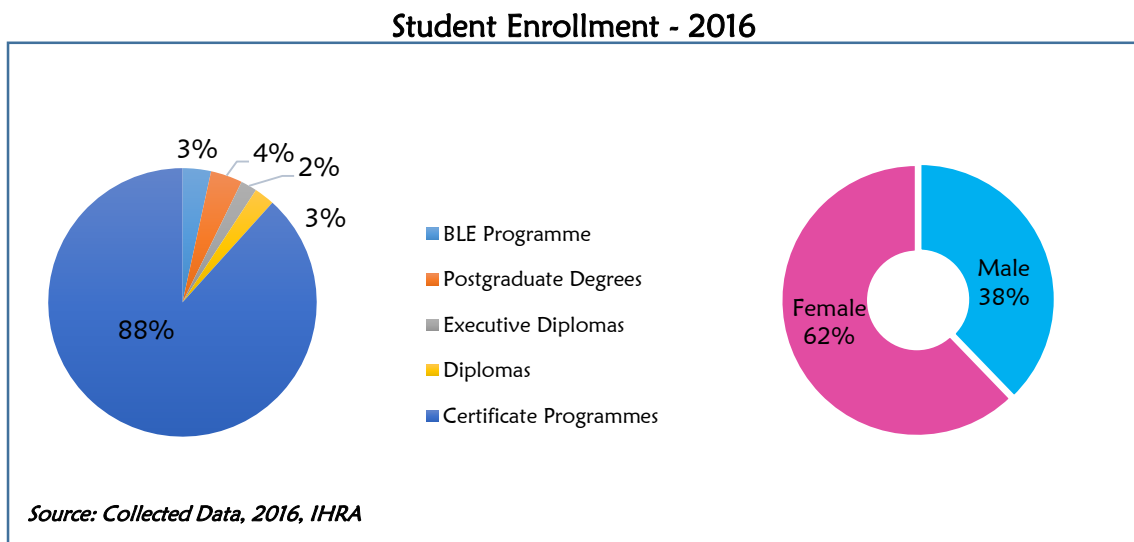
The history of Institute of Human Resource Advancement (IHRA) runs into nearly four decades when its predecessor; Institute of Workers Education (IWE) was established in 1975 under the Ordinance No.11 of 1979 which was amended by Ordinance No. 01 of 2006. In 2006 the Institute of Workers Education was renamed as IHRA. The IHRA is one of the institutes of University of Colombo, the oldest university in the country and which falls into top 1000 universities.

During its nearly four decades' history, IHRA has seen many changes and new developments within its environment to name few-growth of the private sector, emergence of knowledge economy and globalization of workforce are noteworthy. In its attempts to embrace these developments, IHRA has continuously evolved and its original purpose "educating work-groups" has gained a new meaning. As at present 'work-group' means 'managerial/professional workgroup', and, IHRA is committed to developing human talent of 'managerial/professional workgroup' as well.

Being an institute, its academic activities are subject to the close scrutiny of the University of Colombo, thus IHRA is bound to maintain high standards in its all-academic affairs and to continue good traditions that any higher learning institute has to preserve.

IHRA was initially started with the purpose of providing facilities for comprehensive higher- level education of accepted quality to all categories of workers enabling them to develop skills, leadership qualities and understand their responsibilities as a worker so that they can make an effective contribution in their work place and mainly offered Bachelor of Arts (BA) degree until 1983 however, in1986 IHRA started to offer degree programme namely Bachelor of Labour Education (BLE). During 2007 IHRA expanded its academic activities and also began to offer Masters degrees. In 2015-2016, IHRA revisited its academic programmes and decided to offer courses as Undergraduate Programme, Postgraduate Programmes, Executive Diplomas, Diplomas and Certificate Programmes under five Programme categories. The IHRA offered 01 Bachelor Degree programme, 05 Master Degree programmes, 12 Diploma programmes and 11 Certificate courses for the working community and school leavers in 2016. (Table 1.1 Academic Programmes conducted by the IHRA in 2016)

During the year 2016, the total student intake was 7,233. Gender distribution and the relative share of student intake among the course categories are presented in Figure 2.



IHRA is looking forward to becoming an institute of excellence totally committed to advance the human resource as mature, intelligent 'knowledge-users' equipped to face challenging global situations and fortify the human foundation of our national development. Towards this end, IHRA is going through a major transformation while consolidating rich academic tradition and high academic standards inherited from the University of Colombo. This transformation aims at obtaining local and global accreditations for its academic programmes, meeting standards of good governance, to become most after sought employee brand and a socially responsible public institute.

06.1 Academic Programmes Conducted by the IHRA in 2016

| No | Name of the Course |
|----|---|
| | Bachelor Degree Programme |
| 01 | Bachelor of Labour Education & Diploma in Labour Education |
| | Postgraduate Degree Programmes |
| 02 | Masters Degree in Business Management |
| 03 | Masters Degree in Human Resource Management |
| 04 | Master of Science in Service Management |
| 05 | Master of Science in Geoinformatics |
| 06 | Master of Science in Disaster Analysis, Management and Mitigation |
| | Executive Diploma Programmes |
| 07 | Executive Diploma in Human Resource Management |
| 08 | Executive Diploma in Service Management |
| 09 | Executive Diploma in Disaster Analysis Management |
| 10 | Executive Diploma in Project Management |
| 11 | Executive Diploma in Tourism Events & Hospitality Management |
| 12 | Higher Diploma in Audio Video Production & Media Technology |
| | Diploma Programmes |
| 13 | Diploma in Service Management |
| 14 | Diploma in Drug Abuse Management Studies |
| 15 | Diploma in Counseling Psychology |
| 16 | Diploma in Tamil as an Additional Language |
| 17 | Diploma in IT Management |
| 18 | Diploma in Management |
| | Certificate Courses |
| 19 | Certificate Course in English Language |
| 20 | Foundation Course in English |
| 21 | Certificate Course in English for Teachers |
| 22 | Certificate Course in Spoken English |
| 23 | Short Course in English for School Leavers |
| 24 | Certificate Course in Computer Applications |
| 25 | Certificate Course in Management |
| 26 | Certificate Course in Tamil Language - Basic |
| 27 | Certificate Course in Tamil Language – Intermediate |
| 28 | Certificate Course in Computer Applications in Business |
| 29 | CCNA Course |

06.2 Management of the IHRA

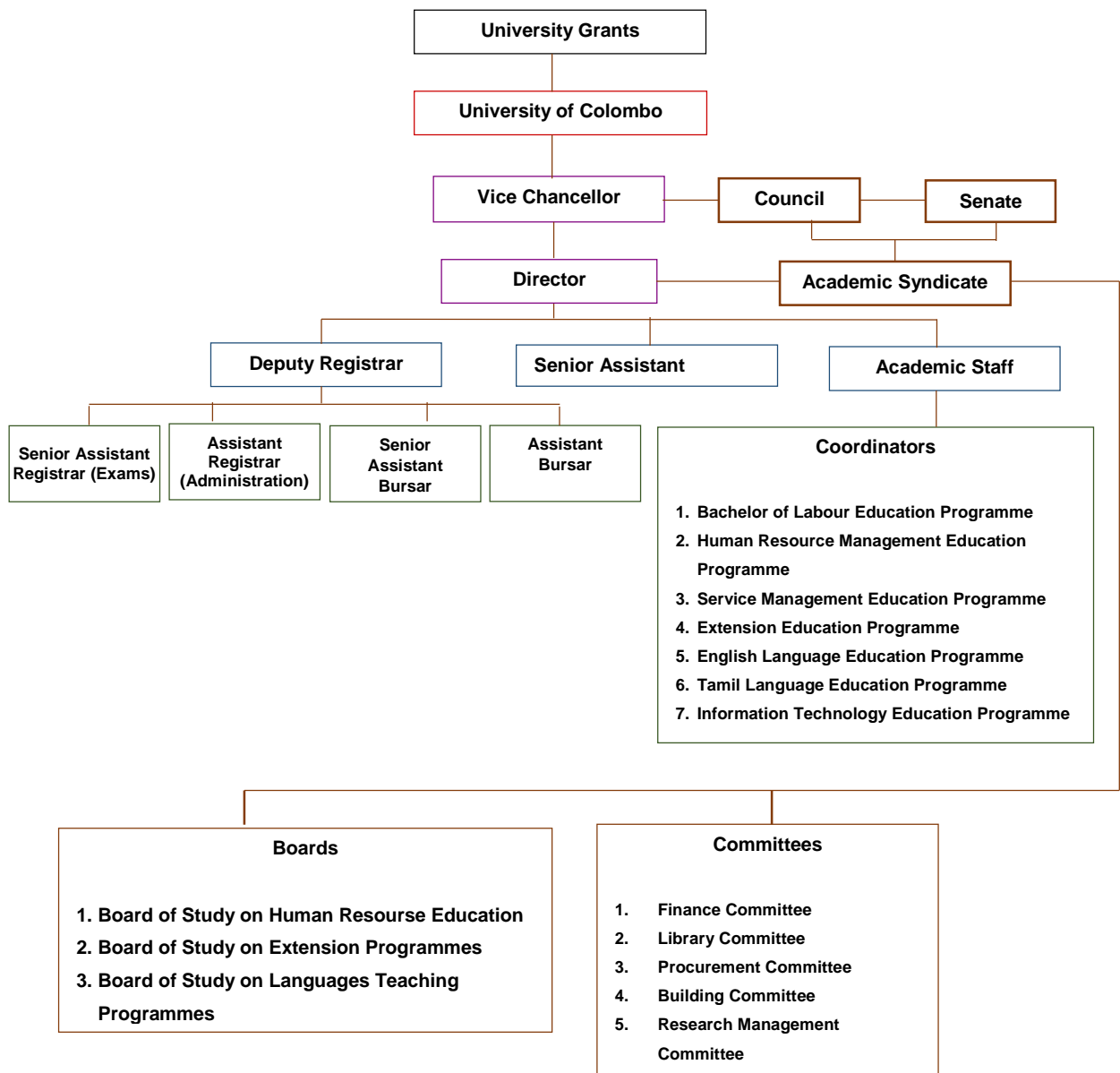
The Director of the Institute, its Administrative & Academic Head, who is a full time officer, shall be appointed by the Vice Chancellor with the concurrence of the Council of the University of Colombo on the recommendation of the Academic Syndicate of the Institute of Human Resource Advancement.

The Director is the Chairman of the Academic syndicate, an ex-officio member of the Boards of Studies. He is the Chief Accounting Officer of the institute and is responsible for the maintenance of discipline within the Institute.

Prof. JASK Jayakody who is an Associate Professor in the Department of Management and Organizing Studies, Faculty of Management and Finance, University of Colombo has been appointed as the permanent Director for a period of three years with effect from 25th August 2015.

The organization chart of the Institute is shown below.

06.3 Administrative Organizational Structure of the IHRA



The Academic Syndicate is the Statutory Body, that exercises administrative and supervisory control over the academic, administrative and management activities of the Institute. The details of the members are as follows. It has conducted 14 meetings during the year 2016.

06.4 The Academic Syndicate of the Institute of Human Resource Advancement

| | | |
|----|----------------------------|-------------------------------|
| 01 | Prof. JASK Jayakody | Chairman |
| 02 | Prof. Athula Ranasinghe | Ex-Officio Member |
| 03 | Prof. W Chandradasa | Ex-Officio Member |
| 04 | Prof. KRR Mahanama | Ex-Officio Member |
| 05 | Prof. K Gunawardhana | Appointed member, UGC |
| 06 | Prof. (Ms) Nayani Melagoda | Appointed member, UGC |
| 07 | Dr. (Ms) Dinuka Wijethunga | Appointed member, UGC |
| 08 | Mr. HMN Warakaulle | Appointed member, UGC |
| 09 | Mr. N Selvakumaran | Appointed member, UGC |
| 10 | Mr.DMS Dassanayaka | Appointed member, UGC |
| 11 | Mr. KA Vimalendrarajah | Treasury Representative |
| 12 | Mr. MGG Hemakumara | Board of Study Representative |
| 13 | Ms.KP Mathotaarachchi | Board of Study Representative |
| 14 | Ms. BKP Abeyasooriya | Board of Study Representative |

The Academic Syndicate consists with three (03) Boards of Studies. In 2016 it has been conducted 34 Boards of Studies meetings and the members are as follows;

- **Board of Study on Human Resource Education (13 meetings)**

| | | |
|----|------------------------|-------------------------|
| 01 | Mr. MGG Hemakumara | Chairman |
| 02 | Prof. JASK Jayakody | Member (Director/ IHRA) |
| 03 | Dr. NNJ Nawarathne | Member |
| 04 | Ms. KP Mathotaarachchi | Member |
| 05 | Dr. DAC Silva | Member |
| 06 | Dr. S Coperahewa | Member |

- **Board of Study on Extension Programme (11 meetings)**

| | | |
|----|------------------------|-------------------------|
| 01 | Ms. KP Mathotaarachchi | Chairwoman |
| 02 | Prof. JASK Jayakody | Member (Director/ IHRA) |
| 03 | Prof. SRD Rosa | Member |
| 04 | Dr. R Premasiri | Member |
| 05 | Mr. KDN Hewage | Member |
| 06 | Mr. K Gamage | Member |

- Board of Study on Language Teaching Programmes (10 meetings)

| | | |
|----|---------------------|-------------------------|
| 01 | Ms. BKP Abeysooriya | Chairwoman |
| 02 | Prof. JASK Jayakody | Member (Director/ IHRA) |
| 03 | Ms. PJC Silva | Member |
| 04 | Mr. WW De Silva | Member |
| 05 | Ms. W Jayawardena | Member |
| 06 | Mr. HD Dharmasekara | Member |
| 07 | Ms. T Surendran | Member |

The Academic Syndicate comprises five (05) Committees. The Members of Committees are given below;

- Audit Committee (An Independent Body)

| | | |
|----|------------------------|-------------------------|
| 01 | Prof. W. Chandradasa | Chairman |
| 02 | Prof. K. Gunawardhana | Member |
| 03 | Mr. HMN Warakulle | Member |
| 04 | Mr. KA Vimalendrarajah | Treasury Representative |

- Procurement Committee

| | | |
|----|---------------------|---------------------------|
| 01 | Prof. JASK Jayakody | Chairman (Director/ IHRA) |
| 02 | Mr. MGG Hemakumara | Member |
| 03 | Ms. JSVNT Soysa | Member |
| 04 | Ms. HGD Sriyani | Member |

- Finance Committee

| | | |
|----|----------------------------|---------------------------|
| 01 | Prof. JASK Jayakody | Chairman (Director/ IHRA) |
| 02 | Ms. JSVNT Soysa | Member (Secretary) |
| 03 | Dr. (Ms) Dinuka Wijethunga | Member |
| 04 | Mr. DMS Dassanayaka | Member |
| 05 | Mr. MGG Hemakumara | Member |
| 06 | Ms. KP Mathotaarachchi | Member |
| 07 | Ms. BKP Abeysooriya | Member |
| 08 | Ms. HGD Sriyani | Member |

- Research Management Committee

| | | |
|----|-------------------------|----------------------------|
| 01 | Prof. KRR Mahanama | Dean/ Faculty of Science |
| 02 | Prof. W Chandradasa | Dean/ Faculty of Education |
| 03 | Prof. Athula Ranasinghe | Dean/ Faculty of Arts |

- Building Committee

| | | |
|----|------------------------|---------------------------|
| 01 | Prof. JASK Jayakody | Chairman (Director/ IHRA) |
| 02 | Ms. HGD Sriyani | Member |
| 03 | Mr. HMN Warakulle | Member |
| 04 | Mr. KA Vimalendrarajah | Treasury Representative |

- **Library Committee**

| | | |
|-----------|----------------------------|----------------------------------|
| 01 | Prof. JASK Jayakody | Chairman (Director/ IHRA) |
| 02 | Ms. RMSN Ratnayake | Member (Secretary) |
| 03 | Mr. MGG Hemakumara | Member |
| 04 | Ms.KP Mathotaarachchi | Member |
| 05 | Mr. KDN Hewage | Member |
| 06 | Mr. S Sathiyaseelan | Member |
| 07 | Ms. JSVNT Soysa | Member |
| 08 | Ms. DC Perera | Member |
| 09 | Ms. HGD Sriyani | Member |
| 10 | Mr. PBPD De Silva | Member |
| 11 | Mr. ENC Perera | Member |
| 12 | Mr. VNP Liyanage | Member |

07. Performance of the IHRA during the year 2016

07.1 Academic Programmes

In 2016, the IHRA conducted 29 academic programmes as outlined in the section 1.1.

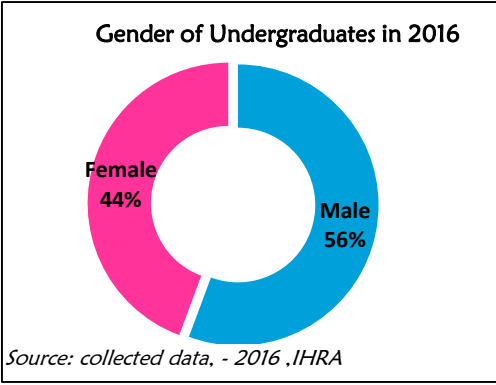
1. Undergraduate Study Programme
2. Postgraduate Study Programmes
3. Executive Diploma Programmes
4. Diploma Programmes
5. Certificate Programmes

07.1.1 Undergraduate Study Programme

The Bachelor of Labour Education (BLE) degree programme is the only programme supported by State funds conducted for over 37 years by the IHRA. This programme has two components Bachelor of Labour Education (BLE) and Diploma in Labour Education. The duration of Bachelor of Labour Education (BLE) Programme is 3 years including six (06) semesters. The duration of the Diploma Programme in Labour Education Programme (DLE) is one year. Candidates who are not eligible to enroll in the degree programme directly could be allowed to pursue the one-year diploma programme. Placement test and interview are applicable to both programmes as entry criteria.

In the year 2016, number of 467 candidates applied for the Selection Test and out of all applicants, only 42% of candidates were eligible to follow the Programme. Hundred and ninety-four (194) undergraduate applicants registered and it was approximately 23% increase in comparison to the year 2015.

As shown in figure 3, the proportion of male in undergraduate study programme was 55%.

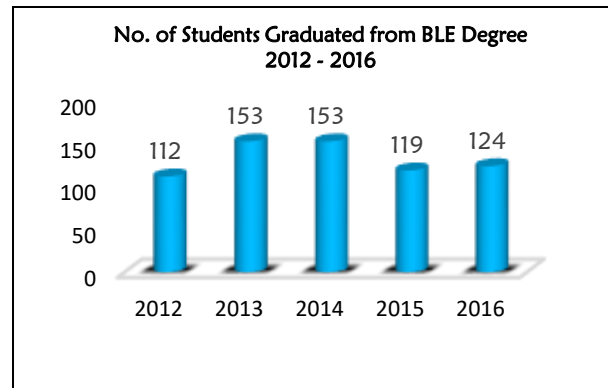
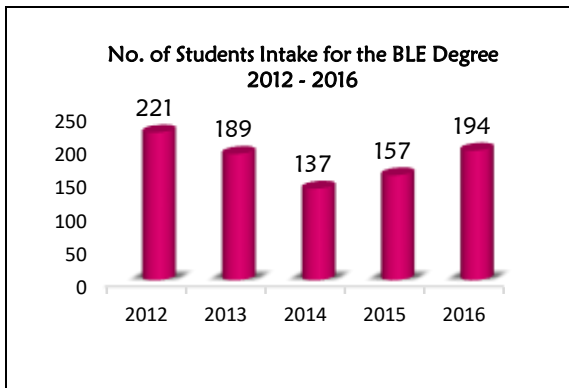


The Inauguration was held at the New Arts Theater, University of Colombo premises on 29th May 2016. There were a total number of 567 registered undergraduates at different levels of this academic programme during the year 2016. According to the analysis of last 5-year period starting from the year 2012, an overall average of the Graduated output shown as 76.6% in 2016.

Performance of the Bachelor of Labour Education Programme from 2012 – 2016

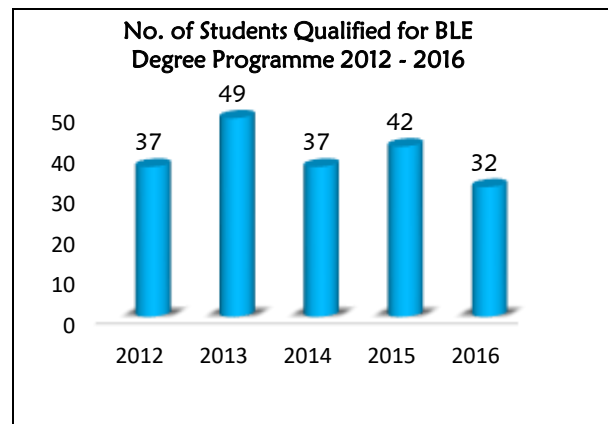
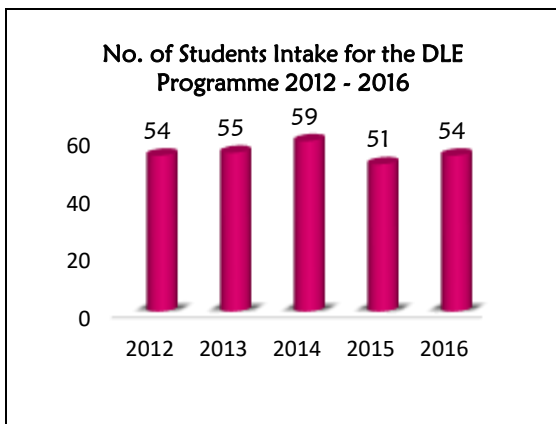
| Programme | No. of Students Intake | | | | | No. of Students Graduated/ Qualified ¹ | | | | |
|------------------------------|------------------------|------|------|------|------|---|------|------|------|------|
| | 2012 | 2013 | 2014 | 2015 | 2016 | 2012 | 2013 | 2014 | 2015 | 2016 |
| Bachelor of Labour Education | 221 | 189 | 137 | 157 | 194 | 112 | 153 | 153 | 119 | 124 |
| Diploma in Labour Education | 54 | 55 | 59 | 51 | 54 | 37 | 49 | 37 | 42 | 32 |

Performance of the Bachelor of Labour Education Programme: 2012 – 2016



Source: collected data, 2012 - 2016, IHRA

Performance of the Diploma in Labour Education Programme: 2012 – 2016



Source: collected data, 2012 - 2016, IHRA

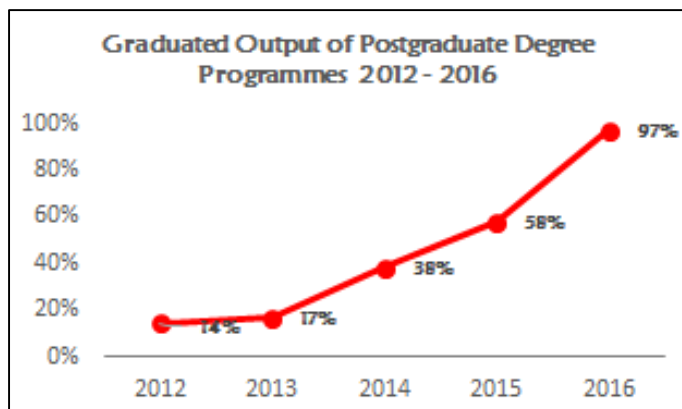
¹ The data shown in the table/chart indicates the number of students graduated or obtained relevant qualification during the year. This does not make reference to the annual intake of the respective year.

07.1.2 Postgraduate Study Programmes

The IHRA offered five Postgraduate programmes in different subject areas during the year 2016. The objective of these programmes is to improve knowledge, skills, and attitude of professionals in their relevant fields. IHRA is conducting three postgraduate study programmes which related to the Management Studies. Students who are involved in management professions can acquire knowledge and understanding of all the major management disciplines. And also, provide the conceptual and analytical tools necessary to tackle business problems and issues with greater confidence.

The Institute conducted two Masters of Science Programmes in subject areas of Geoinformatics and Disaster Management Analyzation. These programmes are designed for students who want to specialize in Geoinformatics and Disaster Management areas for assessing, monitoring, evaluating and managing the resources across the sector. As of a modern scientific subject, the demand for the Geoinformatics Program slightly increased. In 2016, there were hundred and forty-one (141) candidates applied for the programme and after a competitive interview, only eighty-three (83) candidates were eligible to follow the programme.

In March, IHRA conducted a Curriculum Development Programme for the Postgraduate Programmes for revised syllabus of each programme according to the market requirement with the participation of Academics and Expertise Persons in Public and Private Sector. As a result of the Curriculum Development Programme student registration for the Disaster Analysis, Management and Mitigation Programme has been temporally stopped in 2016.



A total number of 277 professionals were admitted to the four Postgraduate Programmes during the year. Master of Science in Geoinformatics has shown the highest intake. Graduated output has shown a gradual increment during the 2012 to 2016 period.

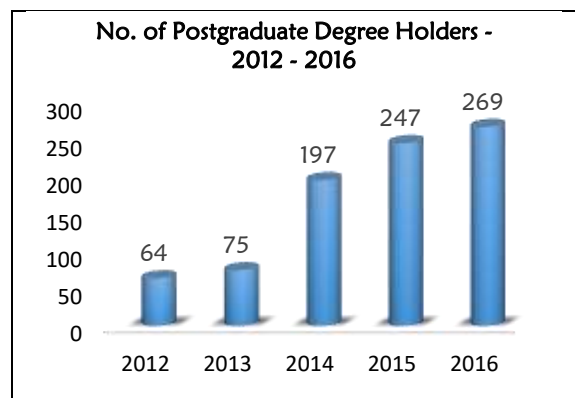
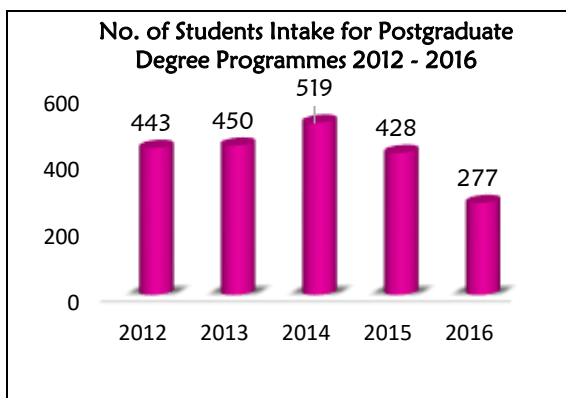
The proportion of males registered was much greater than of females. 61% were registered compared to only 39% for female.

The Postgraduate Convocation for the year 2015 was held on 6th December 2016 at the Bandaranayake Memorial International Conference Hall. The University conferred 245 Postgraduate Degrees on post-graduands from 5 courses conducted by the IHRA.

Student Performance at the Postgraduate Degree Programmes Conducted by the IHRA: 2012 – 2016

| No | Programme | Annual Intake | | | | | No. of Students Graduated ² | | | | |
|--------------|---|---------------|------------|------------|------------|------------|--|-----------|------------|------------|------------|
| | | 2012 | 2013 | 2014 | 2015 | 2016 | 2012 | 2013 | 2014 | 2015 | 2016 |
| 01 | Master Degree in Business Management | 104 | 162 | 160 | 172 | 61 | - | - | 77 | 87 | - |
| 02 | Master Degree in Human Resource Management | 181 | 173 | 146 | 135 | 67 | 64 | 64 | 113 | 85 | 93 |
| 03 | Master Degree in Service Management | 114 | - | 112 | 121 | 66 | - | - | - | 43 | 88 |
| 04 | Master of Science in Geoinformatics | 44 | 50 | 51 | - | 83 | - | 11 | 07 | 07 | 62 |
| 05 | Master of Science in Disaster Analysis, Management and Mitigation | - | 65 | 50 | - | - | - | - | - | 25 | 26 |
| Total | | 443 | 450 | 519 | 428 | 277 | 64 | 75 | 197 | 247 | 269 |

Student Performance at Postgraduate Degree Programmes Conducted by the IHRA: 2012 – 2016



Source: collected data, 2012 - 2015, IHRA

07.1.3 Executive Diploma Programmes

An Executive Diploma is a unique qualification for a professional who engages in the relevant field of work. The main objective of the programme is providing opportunities to the managers to improve and update their knowledge in the sectors which they are assigned. These programmes have been designed for middle level executives who need to improve their knowledge.

And also, Executive Diploma Programmes are focused on personal development, rooted in the firm belief that it is vital for participants to have personal experience of challenging their own ingrained patterns of behavior as a basis for working effectively with their clients.

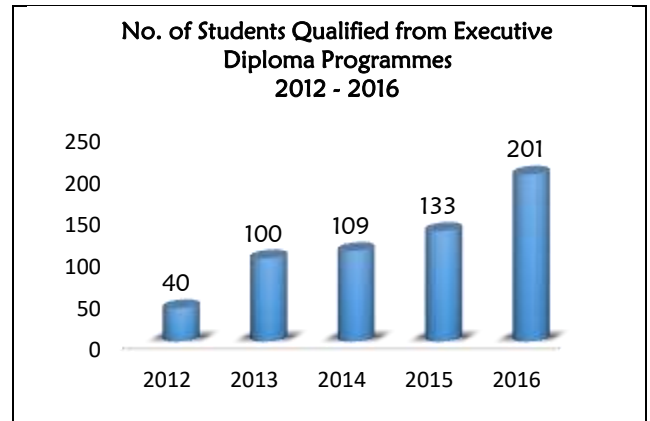
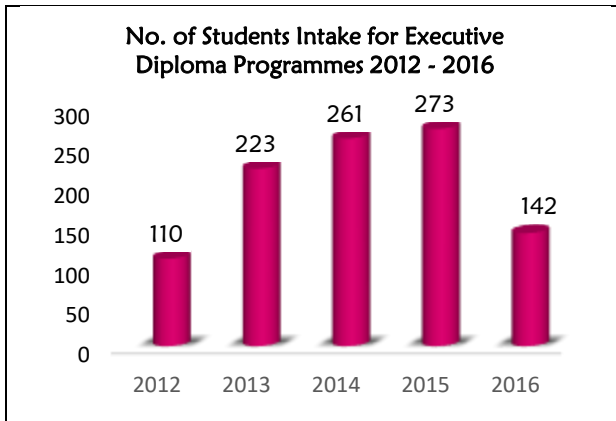
When compared to the year 2015 and 2016, the student registration for the year 2016 decreased nearly to 52%. However, in 2016 out of six programmes nearly 66% of Students qualified with the Executive Diplomas. Executive Diploma in Disaster Analysis Management and the Higher Diploma in Audio Video Production & Media Technology programmes were discontinued during the year with an aim of streamlining the programmes of IHRA.

² The data shown in the table/chart indicates the number of students graduated or obtained relevant qualification during the year. This does not make reference to the annual intake of the respective year.

Student Performance at the Executive Diploma Programmes Conducted by the IHRA: 2012 – 2016

| No. | Programme | Annual Intake | | | | | No. of Students Qualified ³ | | | | |
|-----|--|---------------|------------|------------|------------|------------|--|------------|------------|------------|------------|
| | | 2012 | 2013 | 2014 | 2015 | 2016 | 2012 | 2013 | 2014 | 2015 | 2016 |
| 01 | Executive Diploma in Human Resource Management | 75 | 68 | 97 | 113 | 35 | 40 | 38 | 34 | 61 | 81 |
| 02 | Executive Diploma in Project Management | - | 29 | - | 31 | - | - | - | - | 13 | - |
| 03 | Executive Diploma in Disaster Analysis Management | - | 45 | 43 | - | - | - | - | 25 | - | 23 |
| 04 | Executive Diploma in Service Management | 35 | 81 | 83 | 94 | 107 | - | 62 | 50 | 59 | 51 |
| 05 | Higher Diploma in Audio Video Production & Media Technology | - | - | 38 | - | - | - | - | - | - | 12 |
| 06 | Executive Diploma in Tourism Events & Hospitality Management | - | - | - | 35 | - | - | - | - | - | 34 |
| | Total | 110 | 223 | 261 | 273 | 142 | 40 | 100 | 109 | 133 | 201 |

Student Performance at Executive Diploma Programmes Conducted by the IHRA: 2012 – 2015



Source: collected data, 2012 - 2015, IHRA

07.1.4 Diploma Programmes

There are three kinds of diplomas offered by the IHRA. It consists of Management, Humanity and Language programmes. These programmes are designed to facilitate beginner level candidate to advance knowledge, analytical thinking, build up capabilities, ethical standards and enhance leadership and responsibilities in their respective fields. These diplomas advantages for different students to fulfil their various requirements. Sometimes it will serve as a bridge to fill the gap between different phases of the academic study, or to provide additional professional training and qualifications. A diploma program can provide valuable specialized skills, knowledge, and experiences.

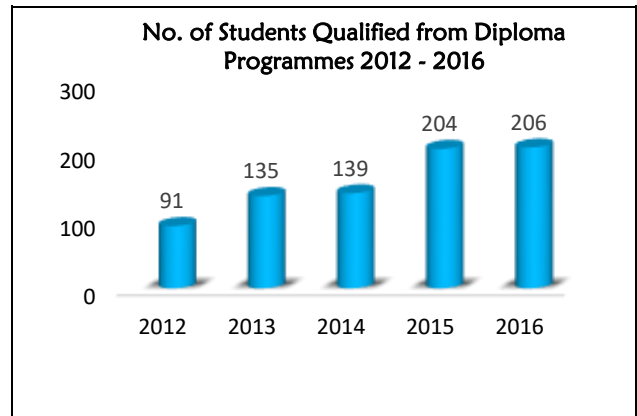
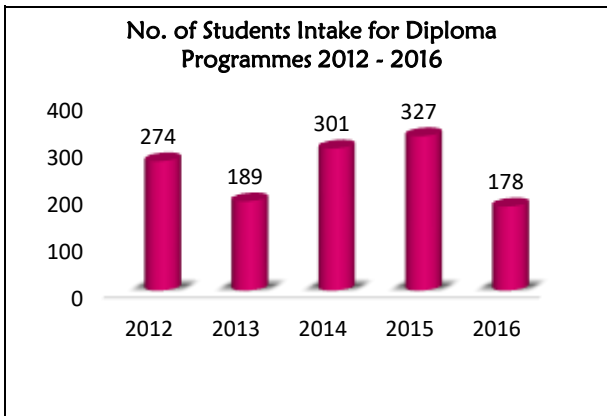
During the year some collaborative programmes with external parties were discontinued in order to streamline the academic programmes. Because of that, it has decreased to 54% of student intake during the year 2016. In 2016, the total student intake was 178. The female majority in diploma registration was nearly 84% of the total compared to 28 male registration during the year.

³ The data shown in the table/chart indicates the number of students graduated or obtained relevant qualification during the year. This does not make reference to the annual intake of the respective year.

Student Performance at the Diploma Programmes Conducted by the IHRA: 2012 – 2016

| No. | Programme | Annual Intake | | | | | No. of Students Qualified ⁴ | | | | |
|-----|--|---------------|------------|------------|------------|------------|--|------------|------------|------------|------------|
| | | 2012 | 2013 | 2014 | 2015 | 2016 | 2012 | 2013 | 2014 | 2015 | 2016 |
| 01 | Diploma in Service Management | 105 | - | 74 | 58 | 20 | - | - | 64 | 23 | 37 |
| 02 | Diploma in Drug Abuse Management | - | 44 | - | 50 | - | - | 11 | 25 | - | - |
| 03 | Diploma in Counseling Psychology | 30 | 25 | 50 | 34 | - | - | 28 | 25 | 36 | 23 |
| 04 | Diploma in Tamil as an Additional Language | 139 | 120 | 120 | 163 | 124 | 91 | 96 | - | 124 | 123 |
| 05 | Diploma in IT Management | - | - | 57 | - | - | - | - | 25 | 10 | 13 |
| 06 | Diploma in Management | - | - | - | 22 | 34 | - | - | - | 11 | 10 |
| | Total | 274 | 189 | 301 | 327 | 178 | 91 | 135 | 139 | 204 | 206 |

Student Performance at Diploma Programmes Conducted by the IHRA: 2012 – 2015



Source: collected data, 2012 - 2016, IHRA

07.1.5 Certificate Programmes

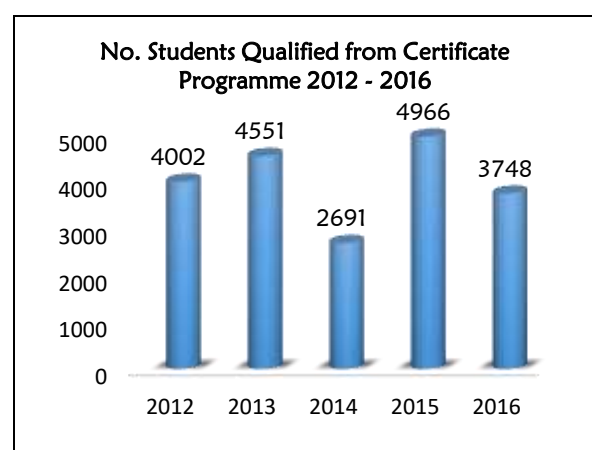
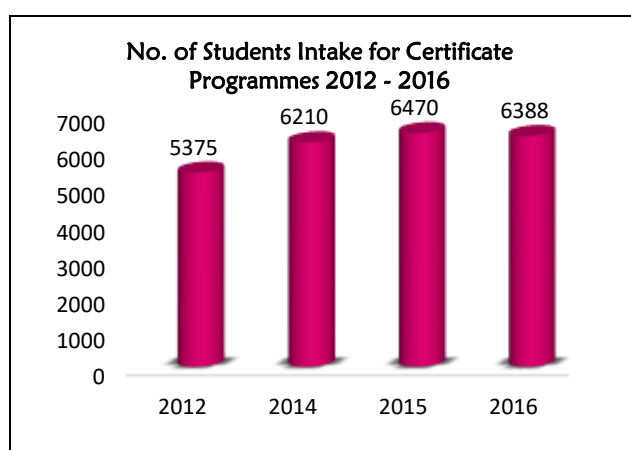
IHRA offers Certificate Programmes in various disciplines to nurture the learners of towards professional growth. In 2016, 11 certificate programmes were conducted. The Institute of Human Resource Advancement has offered certificate level courses in English for over 30 years. Five courses were in the English Language at different levels. Among the students of the certificate programme, the majority 84% students were enrolled in the English Language Courses. In addition to this, a course in the Tamil Language, a course in Management and two courses in Information Technology was conducted. During in 2016, the total intake was 6388 students and 64% of them were female students.

⁴ The data shown in the table/chart indicates the number of students graduated or obtained relevant qualification during the year. This does not make reference to the annual intake of the respective year.

Student Performance at the Certificate Programmes Conducted by the IHRA: 2012 – 2016

| No. | Programme | Annual Intake | | | | | No. of Students Qualified ⁵ | | | | |
|-----|---|---------------|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|-------------|
| | | 2012 | 2013 | 2014 | 2015 | 2016 | 2012 | 2013 | 2014 | 2015 | 2016 |
| 01 | Certificate Course in English Language | 2986 | 2737 | 2206 | 2149 | 1321 | 2737 | 2392 | 1665 | 1688 | - |
| 02 | Foundation Course in English | 340 | 141 | 259 | 187 | 217 | 225 | 229 | 132 | 120 | - |
| 03 | Certificate Course in English for Teachers | 112 | 74 | 99 | 99 | 67 | 105 | 71 | 67 | 62 | - |
| 04 | Certificate Course in Spoken English | 740 | 570 | 1707 | 1705 | 3637 | 325 | 540 | 544 | 1261 | 2706 |
| 05 | Short Course in English for School Leavers | - | 60 | 215 | 251 | 130 | - | - | 45 | 314 | - |
| 06 | Certificate Course in Computer Applications | 230 | 471 | 549 | 354 | 452 | - | 167 | 213 | 246 | 320 |
| 07 | Certificate Course in Management | 32 | 20 | 92 | 59 | - | 19 | 12 | 11 | 54 | 41 |
| 08 | Certificate Course in Tamil Language - Basic | 634 | 749 | 658 | 316 | 341 | 444 | 503 | - | 411 | 242 |
| 09 | Certificate Course in Tamil Language – Intermediate | 301 | 251 | 322 | 262 | 160 | 147 | 197 | - | 200 | 159 |
| 10 | Certificate Course in Computer Applications in Business | - | 452 | - | 1051 | - | - | 392 | - | 579 | 245 |
| 11 | CCNA Courses | - | 98 | 103 | 37 | 63 | - | 48 | 14 | 31 | 35 |
| | Total | 5375 | 5623 | 6210 | 6470 | 6388 | 4002 | 4551 | 2691 | 4966 | 3748 |

Student Performance at Certificate Programmes Conducted by the IHRA: 2012 – 2015



Source: collected data, 2012 - 2016, IHRA

07.2 Details of Training Workshops in 2016

In IHRA, Students of the Postgraduate, Undergraduate and Diploma Programmes have to participate in a workshop as a compulsory academic in their related study programme. The Purpose of these programmes is Professional Development of students.

⁵ The data shown in the table/chart indicates the number of students graduated or obtained relevant qualification during the year. This does not make reference to the annual intake of the respective year.

Unlike lectures, workshop allows for opening up the floor for discussion pertaining to the professional world and hearing about other ideas on the topic – in a setting that encourages conversation. Participants can share their insights and thoughts on how to resolve the problem, which can offer a fresh perspective when dealing with the problem. workshops to help to develop new skills that can help students get ahead. Students can improve their skills of presentation, leadership, communication and teamwork capability etc.

▪ **Workshops Conducted by the IHRA**

During the year 2016 IHRA has been conducted nearly 18 training workshops for students who are enrolled in Postgraduate, Undergraduate and Diploma programmes with the objective of enhancing knowledge, skills, attitudes of students, public/ private sector employees.

07.2.1 Workshops Conducted by the Human Resource Management Unit

In 2016, the Human Resource Management Programme Unit has been conducted 07 workshops for Master Degree in Business Management (MBM) and Master Degree in Human Resource Management (MHRM) Programmes. Due to insufficient space and lack of facilities available in IHRA all these workshops were held reputed hotels at Chillaw.



| Programme | Dates | Heading | No. of Participants |
|-------------------------------------|--|--------------------------------|---------------------|
| MBM | 06 th , 07 th , 13 th & 14 th February, 2016 | Principles of Management | 142 |
| MHRM | 13 th 14 th & 15 th May, 2016 | Managing Organization & People | 120 |
| MBM & MHRM | 17 th 18 th & 19 th July, 2016 | Human Resource Management | 240 |
| MBM | 28 th & 29 th August, 2016 | Human Resource Management | 72 |
| MBM | 04 th & 05 th September, 2016 | Human Resource Management | 65 |
| MHRM | 04 th , 05 th , 11 th & 12 th December, 2016 | Managing Organization & People | 63 |
| MBM | 04 th , 05 th , 11 th & 12 th December, 2016 | Principles of Management | 58 |
| BLE - Part I | 26 th & 27 th November, 2016 | Fundamentals of Management | 154 |
| Total Number of Participants | | | 914 |

Source: collected data, 2016, IHRA

07.2.2 Workshops Conducted by the Service Management Unit



The Service Management Programme Unit of the IHRA has been conducted two (02) Outbound Training Programmes for the students who are studying Master of Science in Service Management Programme. A total number of

hundred and fifty-two (152) students attended these programmes. The focus of the programme is to develop a wide variety of soft skills starting from communication, to working in different environments, developing emotional sensitivity, learning creative and critical decision making, developing awareness of how to work with and negotiate with people and to resolve stress and conflict in ourselves and others. The Programmes had been conducted at the Jinasena Training Centre, Kaluthara. The first Programme was held on 30th and 31st of January 2016 and 62 participants have participated. The second Outbound Training Programme was held on 27th and 28th February 2016 and 90 participants actively attended.

07.2.3 Workshops Conducted by the Extension Programme Unit

| Place | Course/ Workshop | Dates | Heading | No. of Participants |
|-------------------------------------|--|--|----------------------|---------------------|
| Kithulgala | Diploma in Drug Abuse Management Studies | 05 th & 06 th November, 2016 | Academic Study Visit | 33 |
| Polgolla | Diploma in Counseling Psychology | 03 rd , 04 th & 05 th March, 2016 | Academic Field Visit | 54 |
| Total Number of Participants | | | | 87 |

Source: collected data, 2016, IHRA

07.2.4 Workshops Conducted by the Library

The IHRA library has conducted 06 workshops for public and private sector employers and their employees. These workshops were conducted under the theme of Attitude & Skills Development. Attitude is an important key to success. According to the further demand of participants, it has been successfully conducted another Advanced Programme Series of Attitude & Skills Development.



Participants were re-energized to meet performance challenges in the short term and the sustainable skills for long term success and also, they got a chance to develop skills for success in their job and life skills that can be applied to every career, personal and family situation. A number of five programmes were conducted in university premises and one programme has been conducted at the Help Age Sri Lanka at Boralesgamuwa.

| Dates | Heading | No. of Participants |
|---|--|---------------------|
| 03 rd February, 2016 | Workshop on Attitudes & Skills Development | 35 |
| 29 th April, 2016 | Workshop on Attitudes & Skills Development | 51 |
| 24 th June, 2016 | Workshop on Attitudes & Skills Development | 31 |
| 12 th February, 2016 | Advanced Programme on Attitudes & Skills Development | 51 |
| 10 th June, 2016 | Advanced Programme on Attitudes & Skills Development | 51 |
| 23 rd & 24 th March, 2016 | Advanced Programme on Attitudes & Skills Development | 50 |
| Total Number of Participants | | 269 |

Source: collected data, 2012 - 2016, IHRA

07.2.5 Training for the IHRA Staff

| Program | Name/ Position of Participant | Duration | Provider |
|---|--|--|--|
| Preparation of Organizational Results Framework for State Owned Enterprises - Training Workshop | Ms. KP Mathotaarachchi Senior Lecturer - G II Ms JSVNT Soysa Senior Assistant Bursar Ms. WDN Asangika Scientific Assistant - G II | 03 rd June, 2016 | Ministry of National Polices and Economic Affairs, Colombo 01 |
| Workshop on Preparation of Fixed Assets Register (FAR) of HEIs | Mr. S Sathiyaseelan Deputy Registrar Ms. JSVNT Soysa Senior Assistant Bursar | 17 th June, 2016 | University Grants Commission, Colombo 07 |
| Establishing a Youth Movement against Corruption (Y-MaC) | Mr. PBPD De Silva Instructor in ICT Ms. WDN Asangika Scientific Assistant - G II | 19 th October, 2016 | Commission to Investigate Allegations of Bribery or Corruption, Colombo 07 |
| Certificate Course in English for Employment Purposes (CEEP) | Ms. JAD Geethika Computer Applications Assistant - G II | 17 th January, 2016 to 10 th April, 2016 | Sri Lanka Institute of Development Administration (SLIDA) |

Source: collected data, 2012 - 2016, IHRA

07.3 Details of Research, Innovation and Publications

| Name of the Researcher | Topic | Dates | Place/ Publication |
|--|--|--------------------------|--|
| Prof. JASK Jayakody | Charisma as a Follower-centric, Cognitive-affective Phenomenon: Initial Qualitative Evidence for the Cognitive Dimension | 2016 | NSBM Journal of Management |
| Prof. JASK Jayakody, Dr. P Kailasapathy, J Sutha | Integrated theoretical model for employees' intention to participate in non-mandatory trainings | 2016 | International Journal of Business and Management |
| Mr. WS Chandrasekara | Students' Attitudes towards seeking help for their mental health difficulties | 19th & 20th August, 2016 | International Conference on Managing Systems from source to sink: current theories and applications, Wayamba University of Sri Lanka |
| | Help seeking Attitudes towards Mental Health Problems and Actual Help Seeking Behavior | 2016 | Research Journal of Social Science & Management - RJSSM, VOL 5, No. 09p. 45-53 |
| | Help seeking Attitudes and willingness to seek psychological help: Application of the theory of planned behavior | 2016 | International Journal of Management, Accounting and Economics (IJMAE), VOL 3, No. 4, P. 233 - 245 |
| Mr. WS Chandrasekara & Chen, Zhi-xia | The Psychological Mechanism of Stigmatizing Attitudes toward Help seeking Behavior for Mental Health Problems | 2016 | International Journal of Management, Accounting and Economics (IJMAE), Vol 3, No. 11 |
| Mr. MGG Hemakumara | Study on the Knowledge Management of Indigenous Doctors in Sri Lanka | In progress | - |
| Mr. KDN Hewage | Mathematical modeling for forecasting and prediction for lightning | In progress | - |
| Ms. KP Mathotaarachchi | The Impact or Organization Politics on Ethical Leadership in the Service Organization | In progress | - |
| Ms. RMSN Rathnayake | සතුරාට මෙහි කිරීමට යෝජනා කරන අනාඞ් පුස්පය සහ සෞම්‍යලෝකය | 2016 | නිරීක්ෂණ: එම්.එම්.පී. මාර්සිංහ උපතාර සංග්‍රහය, P. 242 - 278 |
| | Impact of Electronic Media on Reading Habits of Teenagers in Sri Lanka | In progress | - |
| Ms. DC Perera | Disciplinary focus of Bachelor in Labour Education Programme and Career Progress of Bachelor of Labour Education | In progress | - |

Source: collected data, 2012 - 2016, IHRA

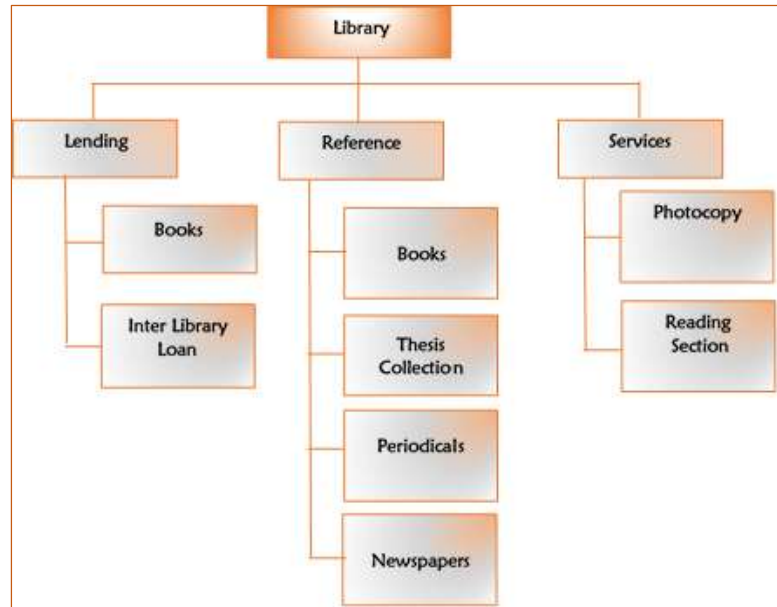
08. Details of Academic Staff, Administrative and Non Administrative Staff

| Service Category | Designation | Salary Scale | Service Base | Gender | |
|--------------------------|--|--------------|--------------|--------|--------|
| | | | | Male | Female |
| Academic | Director/ IHRA | U-AC5 (II) | Permanent | 1 | - |
| | Senior Lecturer- Grade I | U-AC3 (I) | | 1 | - |
| | Senior Lecturer- Grade II | U-AC3 (II) | | - | 1 |
| | Lecturer (Probationary) | U-AC3 (IV) | | 2 | 1 |
| Library | Senior Assistant Librarian | U-AC3 (I) | | - | 1 |
| Finance & Executive | Deputy Registrar | U-EX-2 (I) | | 1 | - |
| | Senior Assistant Bursar | U-EX-2 (II) | | - | 1 |
| | Senior Assistant Registrar | U-EX-2 (II) | | - | 1 |
| | Assistant Registrar | U-EX-1 (II) | | - | 1 |
| Academic Support | Scientific Assistant - Grade II | U-AS 2 (I) | | 1 | - |
| Clerical & Allied Grades | Instructor in Computer Technology - Grade II | U-AS 1 (I) | | - | 1 |
| | Snr. Staff Assistant (Stenography) | U-MN 4 (I) | | - | 1 |
| | Snr. Staff Assistant (Clerical) | U-MN 4 (I) | | 1 | 3 |
| | Staff Assistant (Clerical) | U-MN 4 (II) | | - | 2 |
| | Book Keeper, Grade I | U-MN 1 (I) | 1 | - | |
| | Com.App. Assistant, Grade. II | U-MN 1 (I) | - | 2 | |
| Primary | Labourer, Sp. Gr. | U-PL 1 (Sp) | 1 | - | |
| | Driver, Sp. Gr. | U-PL 3 (Sp) | 1 | - | |
| | Cycle Orderly (Higher Grade) | U-PL 3 (I) | 1 | - | |
| | Library Attendant, Grade II | U-PL 3 (I) | 1 | - | |
| | Labourer, Grade II | U-PL 1 (I) | 1 | - | |
| | Labourer, Grade III | U-PL 1 (II) | 2 | - | |
| | Driver , Grade III (Probation) | U-PL 3 (II) | 1 | - | |
| | Academic Coordinator | U-AC 3 (II) | Assignment | 1 | - |
| | Academic Coordinator | - | | - | 2 |
| | Coordinator | - | | 1 | - |
| | Instructor | - | | 1 | - |
| | Programme Assistant | - | | 9 | 24 |
| | Office Aid | - | | 2 | - |
| | Sanitary Labourer | - | | - | 1 |

09. Library

The library of the institute is a key resource provider to the students who follow the Bachelor of Labour Education Degree Course, Executive Diploma in Human Resource Management Course and Masters in Human Resource Management, Masters in Business Management, Certificate Course in Service Management, Diploma in Service Management, Executive Diploma in Service Management and M.Sc in Service Management (Sinhala & English) Courses. It consists of nearly 23,000 books. The Library facilities are also available to the staff of IHRA for their knowledge advancement.

The library has purchased 352 new books by spending Rs. 162,897. In 2016, 28 books were received as a donation. Moreover, the Institute has spent a sum amounting to Rs. 79,180/- for purchasing periodicals during the year 2016.



Monthly attendance of members was around 181 per month during the year and monthly circulation of books recorded as around 117. When compared with 2015, the attendance of the members has decreased by 49%, though the monthly circulation of books was decreased only by 10% in 2016. The library has been closed for two months for the board of survey purposes and it has directly affected the library usage.

The library has been closed for two months for the board of survey purposes and it has directly affected the library usage.

10. Financial Activities

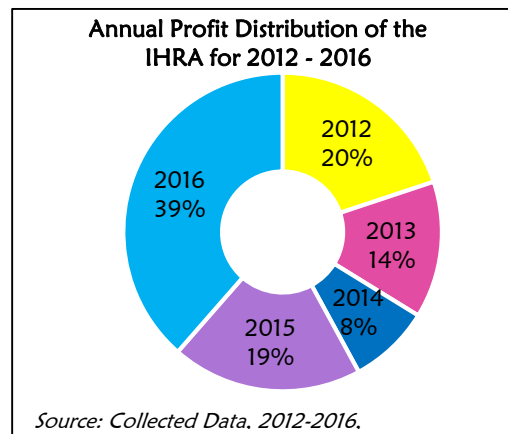
The total income in 2016 was around Rs. 240 million. Among the total income Rs. 34 million, received the government grant and Rs. 178 million was the generated income by the Institute. Rs. 30 million was received from other sources. The total expenditure in 2016 was Rs. 174 million.



Source: Collected Data, 2012-2016, IHRA

The figure shows the Financial Position of the IHRA for the period of 2012 to 2016. Total income and total expenditure of the IHRA have been gradually increased relatively same difference. In 2016, there was a significant gap between income and expenditure. It represented 39% and in 2015 the percentage is shown as 19%.



Therefore, with compared to 2015, in 2016 profit of the IHRA has been increased by 20%. As a result, the net surplus has been raised up.



Source: Collected Data, 2012-2016.

| INSTITUTE OF HUMAN RESOURCE ADVANCEMENT | |
|--|----------------------|
| REVISED CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2016 | |
| Description | 2016 (Rs) |
| Cash Flow From Operating Activities | 12,292,564 |
| Operating Surplus/(Deficit) | |
| Interest Income on Short Term Deposits | (18,306,798) |
| Prior Year adjustment | 1,055,466 |
| Depreciation | 6,752,731 |
| Gratuity Provision | 2,148,343 |
| Capital Grants Amortized | (2,135,978) |
| Operating Surplus/(Deficit) | 1,806,327 |
| Change in Working Capital | |
| (Increase)/Decrease in Inventories | (33,915) |
| (Increase)/Decrease in Deposit | 173,915 |
| (Increase)/Decrease in Prepayments | 547,376 |
| (Increase)/Decrease in Trade and other Receivables | 15,458,432 |
| Accrued Expenses-increased | 9,072,736 |
| Cash Generated from Operating Activities | 27,024,871 |
| Gratuity Paid | |
| Net Cash Flow From Operating Activities | 27,024,871 |
| Cash Flow From Financing Activities | |
| Capital Grants Received | 10,000,000 |
| (Increase)/Decrease in Loan and Advances to Staff | 49,000 |
| (Increase)/Decrease in payables | (5,466) |
| Capital Grants spent | |
| Generated Fund | |
| Increase in Payables-Non Current | 7,688,301 |
| Net Cash Flow From Financing Activities | 17,731,835 |
| Cash Flow From Investing Activities | |
| Acquisition of Property Plant & Equipment | (10,429,142) |
| Increase in Short Term Deposits | (40,000,000) |
| Interest on Short Term Deposits | 7,847,121 |
| Net Cash Flow From Investing Activities | (42,582,021) |
| Net Cash Flow | 2,174,685 |
| Cash as at 01-01-2016 | 72,204,336 |
| Cash as at 31-12-2016 | 74,379,021 |
| Note 1 | |
| People's Bank -A/Cno.086-1-001-3-1189652 | 7,379,319 |
| People's Bank -A/Cno.086-1-001-4-1189680 | 2,154,902 |
| People's Bank -A/Cno.086-1-001-2-1191306 | 31,403,263 |
| People's Bank-A/c No. 086-1-002-3-1189680 | 12,449,421 |
| People's Bank-A/c No. 086-1-001-4-0010037 | 4,000,431 |
| People's Bank-A/c No. 086-1-0022-1189652 | 16,991,685 |
| Total | 74,379,021 |

| INSTITUTE OF HUMAN RESOURCE ADVANCEMENT | | | | | | |
|--|----------------------|----------------------------|---------------------|-----------------------|------------------|-----------------------|
| REVISED STATEMENT OF CHANGE IN EQUITY/NET ASSETS FOR THE YEAR ENDED 31.12.2016 | | | | | | |
| Description | Accumulated Fund | Reserves & Restricted Fund | Capital Grant Spent | Capital Grant Unspent | Gift & Donations | Total |
| Balance as at 31st December 2014 | 61,782,398.08 | 59,498,516 | 51,372,649 | 24,152,861.00 | 6,742 | 196,813,166.08 |
| Adjustments in respect of previous Year | 1,055,466.00 | | | | | 1,055,466.00 |
| Restated Balance As at 31st December 2015 | 62,837,864.08 | 59,498,516 | 51,372,649 | 24,152,861.00 | 6,742 | 197,868,632.08 |
| | | | | | | - |
| Capital Grant Received | | | | 10,000,000.00 | | 10,000,000.00 |
| Treasury Grant Payments | | | 10,429,142 | (10,429,142.00) | | - |
| Contribution to Capital Outlay From Short Course Income | | | | | | - |
| Contribution to Capital Outlay From IHRA Development Fund | (49,283,860.00) | 49,283,860 | (237,243) | | | (237,242.79) |
| Revaluation Vehicle | | 1,655,060 | | | | 1,655,060.47 |
| Grant For Vehicle | | | | | | - |
| Increase in Specific Internal Funds (Other) | | | | | | - |
| Amortization | | | (2,135,978) | | | (2,135,978.00) |
| Surplus / Deficit for the period | 61,576,423.89 | 4,980,597 | | | | 66,557,020.69 |
| | | | | | | - |
| Balance as at 31st December 2016 | 75,130,427.97 | 115,418,033 | 59,428,570 | 23,723,719.00 | 6,742 | 273,707,492.45 |

| INSTITUTE OF HUMAN RESOURCE ADVANCEMENT | | | | |
|---|-------------|--------------------|---|--------------------|
| UNIVERSITY OF COLOMBO | | | | |
| REVISED STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2016 | | | | |
| | 2016(Rs) | 2016(Rs) | 2015(Rs) | 2015(Rs) |
| ASSETS | | | | |
| Current Assets | | | | |
| Cash & Cash Equivalents | 74,379,021 | | 72,204,336 | |
| Trade & Other Receivables | 8,632,046 | | 24,090,478 | |
| Prepayments | 65,858 | | 613,234 | |
| Inventories/Stocks | 1,167,444 | | 1,133,529 | |
| | | 84,244,369 | | 98,041,577 |
| Non-Current Assets | | | | |
| Loans & Advances to Staff | 3,621,340 | | 3,670,340 | |
| Short Term Deposit | 264,277,023 | | 217,018,297 | |
| Property Plant and Equipment | 52,995,480 | | 44,284,221 | |
| | | 320,893,843 | | 264,972,858 |
| Total Assets | | 405,138,212 | | 363,014,435 |
| LIABILITIES | | | | |
| Current Liabilities | | | | |
| Accrued Expenses | 14,818,592 | | 5,745,856 | |
| Deposit | 1,872,690 | | 1,698,775 | |
| | | 16,691,282 | | 7,444,631 |
| Non-Current Liabilities | | | | |
| Payable | 1,399,677 | | 1,405,143 | |
| Differed Income | 101,774,529 | | 147,935,205 | |
| Provision For Gratuity | 11,565,233 | | 9,416,890 | |
| | | 114,739,439 | | 158,757,238 |
| Total Liabilities | | 131,430,721 | | 166,201,869 |
| Total Net Assets | | 273,707,491 | | 196,812,566 |
| NET Assets/Equity | | | | |
| Capital Grant Spent | 59,428,570 | | 51,372,647 | |
| Capital Grant Unspent | 23,723,718 | | 24,152,861 | |
| Reserves - Donations | 6,742 | | 6,742 | |
| | | 83,159,030 | | 75,532,250 |
| Accumulated Fund | | | | |
| General Reserve | 62,837,864 | | 49,176,205 | |
| Income & Expenditure for the Year | 12,292,564 | 75,130,428 | 12,605,594 | |
| Revaluation Reserve | 4,655,060 | | 3,000,000 | |
| | | 79,785,488 | | 64,781,799 |
| Restricted Fund | | 162,944,518 | | |
| IHRA Development Fund | | 110,762,973 | 56,489,517 | |
| | | | - | |
| Endowment fund | | | 9,000 | |
| | | | | 56,498,517 |
| Total Net Assets / Equity | | 273,707,491 | | 196,812,566 |
| | | | | |
|  | | |  | |
| JSVNT Soysa Senior Assistant Bursar/ IHRA | | | Prof. JASK Jayakody Director/ IHRA | |

| INSTITUTE OF HUMAN RESOURCE ADVANCEMENT | | |
|--|--------------------|--------------------|
| UNIVERSITY OF COLOMBO | | |
| REVISED STATEMENT OF FINANCIAL, PERFORMANCE FOR THE YEAR ENDED 31st DECEMBER 2016 | | |
| Description | 2016 | 2015 |
| Operating Revenue | | |
| Recurrent Grant | 34,037,000 | 31,200,000 |
| Amortization of Government Grants | 2,135,978 | 3,963,826 |
| Other Income | 27,364,860 | 21,126,390 |
| Income from Extension Programme | 178,468,798 | 181,440,095 |
| Total Operating Revenue | 242,006,636 | 237,730,311 |
| Operating Expenses | | |
| Personnel Emoluments | 36,445,406 | 32,725,204 |
| Travelling | 35,776 | 225,167 |
| Supplies and Consumable | 1,743,098 | 2,119,349 |
| Maintenance | 2,342,638 | 1,238,292 |
| Contractual Service | 4,158,355 | 3,150,265 |
| Other Operating Expenses | 3,942,350 | 3,428,474 |
| Depreciation | 6,752,731 | 11,954,752 |
| Expenditure on Extension Programme | 125,009,858 | 158,447,477 |
| Write Off Ac | | 3,975 |
| Total Operating Expenses | 180,430,212 | 213,292,955 |
| Net Surplus / (Deficit) for the Period | 61,576,424 | 24,437,356 |



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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



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எனது இல. } HED/B/IHRA/6/16/05
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி } 14 November 2017
Date }

The Director
Institute of Human Resources Advancement

Report of the Auditor General on the Financial Statements of the Institute of Human Resources Advancement Affiliated to the University of Colombo for the year ended 31 December 2016 in terms of Section 23 of the Institute of Human Resources Advancement Ordinance, No.11 of 1979 and Section 108(1) of the Universities Act, No.16 of 1978

The audit of financial statements of the Institute of Human Resources Advancement Affiliated to the University of Colombo for the year ended 31 December 2016, comprising the statement of financial position as at 31 December 2016 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 108(1) of the Universities Act No. 16 of 1978 and Section 23 of the Institute of Human Resources Advancement Ordinance, No. 11 of 1979 enacted under Sub-section 107(5) and Section 18 of the Universities Act. My comments and observations which I consider should be published with the Annual Report of the Institute 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.



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Auditor General's Department

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 consist with International Auditing Standards of Supreme Audit Institutions (ISSAI 1000 – 1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgements, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Section 111 of the Universities Act, No. 16 of 1978 give discretionary power to the Auditor General to determine the scope and the extent of the audit.

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

1.4 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 2:2 of this report.



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 Auditor General's Department

2. Financial Statements

2.1 Qualified Opinion

In my opinion, except for the effects of the matters described in paragraph 2.2 of this report the financial statements give a true and fair view of the financial position of Institute of Human Resources Advancement Affiliated to the University of Colombo as at 31 December 2016 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 Accounting Deficiencies

The following observations are made.

- (a) Deposits amounting to Rs.3,996,475 unidentified on long- term in the Bank Account maintained for the short- term courses of the Institute had been brought to account as accrued expenditure without identifying the source of income.
- (b) The values of staff loans and Advances and Payables had been stated under non-current assets in the statement of financial position.

2.2.2 Lack of Evidence for Audit

The Register of Fixed Assets had not been furnished to audit for the confirmation of the value of fixed assets amounting to Rs.52,995,480 stated in the financial statements.

2.3 Accounts Receivable and Payable

Even though loan balances amounting to Rs.191,100 and Rs.84,944 given to a Senior Lecturer and to an Officer had been lapsed over 13 years and 06 years respectively, action had not been taken to recover them.



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 Auditor General's Department

2.4 Non-compliances with Laws, Rules, Regulations and Management Decisions

The following non-compliances were observed in the audit.

| Reference to Laws, Rules and Regulations | Non-compliance |
|---|---|
| <p>(a) Establishments Code of University Grants Commission and the Higher Educational Institutions</p> <p>(i) Section 2.2 of Chapter I</p> <p>(ii) Sections 3.1 and 3.2 of Chapter XX</p> | <p>It was observed at the audit test check that a sum of Rs.325,283 had been overpaid in the year under review due to providing a fixed allowance instead of making payments as stated in the Establishments Code in making payments for deploying in overtime service.</p> <p>Even though all officers of the academic staff and the non-academic staff of the Institute should notify the times of attendance and departure, salaries and allowances amounting to Rs.14,519,885 had been paid without confirming the attendance of 06 officers of the academic staff.</p> |
| <p>(b) Financial Regulation 756 of Financial Regulations of the Democratic Socialist Republic of Sri Lanka</p> | <p>A Board of Survey had not been carried out as at 31 December 2016.</p> |
| <p>(c) Public Finance Circular No.03/2015 of 14 June 2015</p> | <p>Even though advances should be settled as soon as the relevant function had been completed, time ranging from 60 days to 110 days had lapsed for the settlement of advances of which the total value being a sum of Rs.44,925 obtained in 05 instances and advances of which</p> |



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 Auditor General's Department

the total value being a sum of Rs.115,381 obtained in 08 instances had not been settled even by 24 January 2017.

(d) Public Enterprises Circular
 No.PED/25 of 29 July 2004

Even though the approval of the Treasury should be obtained relating to investing money belonging to Public Enterprises, it was observed in the audit that the approval of the Treasury had not been obtained relating to the investments valued at Rs.89.5 million in the year 2015 and Rs.40 million in the year 2016.

(e) University Grants Commission
 Circular No.636 of 14 July 1995

Even though examination results should be released within a period of 03 months from the date of commencement of the examination, the Institute had spent time ranging from 05 months to 07 months for issuing the results of 05 examinations held in the years 2015 and 2016 contrary to it. The results of an examination held in June 2016 had not been released even up to the date of audit of 20 June 2017.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the financial result of the Institute for the year under review had resulted in a surplus of Rs.61,576,424 as compared with the corresponding surplus of Rs.24,437,356 for the preceding year, thus indicating an improvement of Rs.37,139,068 in the financial result in the year under review as compared with the preceding year. The decrease of expenditure for elaborate courses by a sum of Rs.33,437,619 and the increase of other income by a sum of Rs.2,112,639 had been the main reason for the above improvement.



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 Auditor General's Department

Even though the surplus of the Institute amounting to Rs.19,061,471 in the year 2012 had been decreased to a sum of Rs.11,340,232 as at the end of the year 2014, thereafter it had continuously improved and had been a sum of Rs.576,424 in the year under review. However, even though the contribution amounting to Rs.49,124,600 in the year 2012 had been decreased to a sum of Rs.47,458,572 after making adjustments for employees remuneration and for depreciation on non- current assets to the financial result again, it had been improved to a sum of Rs.104,774,561 as at the end of the year under review.

4. Operating Review

4.1 Performance

Even though achieving excellence through awarding academic courses with high quality, achieving excellence through the management of academic courses, creating a research and development environment in the Institute, building strategic relationships with the private sector to contribute for the national development, achieving excellence through following excellent and effective administrative action and achieving excellence through attractive teaching, academic and administrative environment being the objectives of the Institute, it was observed in the audit that only 02 activities had been implemented in the year under review out of the 16 activities included in the Action Plan for the achievement of those functions.

The Performance Report had not been furnished in the year under review by the Institute to confirm the progress of the intended activities included in the Action Plan sufficiently.

4.2 Management Activities

The following observations are made.

- (a) Even though the Higher Diploma in Audio Video Production and Media Technology had been initiated in the year 2014 by the Institute, students had not been recruited for the course since the year 2014 on the Institute not being acquired with lecturers with specialized knowledge in the relevant field.



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 Auditor General's Department

- (b) A laptop computer valued at Rs.69,900 belonging to the Institute which had been used for the Diploma Awards Ceremony held in the New Arts Theatre of the University of Colombo on 01 June 2014 had been misplaced and action had not been taken to recover the loss incurred to the Institute by carrying out a proper inquiry in this connection.
- (c) The land 27.86 perches in extent in which the building constructed for the administrative and academic activities of the Institute is located belongs to the University of Colombo and action had not been taken to transfer the ownership of that land and bring to account its value.

4.3 Operating Activities

Even though a sum of Rs.10,000,000 had been invested in a seven- day term deposit on an interest rate of 4.5 per cent in March 2016, it had been maintained in the same manner up to June 2017. The Institute could have been earned an interest income of Rs.825,000 if this amount was invested in a fixed deposit under an annual interest rate of 8.25 per cent remained as at that date, for a period of one year and a loss of interest income amounting to Rs.375,000 had been incurred to the Institute due to deploying in short- term investment.

4.4 Idle and Underutilized Assets

The following observations are made.

- (a) A Media Laboratory had been initiated in the year 2011 and equipment valued at Rs.10,425,293 within the period from the year 2011 to the year 2013 and a writing table valued at Rs.14,378 in the year under review had been purchased for the laboratory. However, this laboratory had not been used from the year 2011 and remained idle from the date of purchase of those assets. The Director of the Institute had informed on 04 October 2017 that the Institute does not have the ability either to properly maintain the laboratory or to recruit a skillful permanent staff which could maintain it by introducing a course which enables the use of the laboratory.



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 Auditor General's Department

(b) The total of the money and short- term investment balances remained in the end of the year under review had been a sum of Rs.338,656,044 and unspent Capital Grants amounting to Rs.23,723,718 had been included in that balance. As such, it was observed that those funds had been continuously retained without deploying for the achievement of the objectives of the Institute.

4.5 Identified Losses

A sum of Rs.31,850 had been paid as surcharge due to not making payment of the provident funds approved for an employee.

4.6 Personnel Administration

The following observations are made.

- (a) The approved cadre for the Institute of Human Resources Advancement had been 97 and the number of vacancies had been 30 on the actual cadre being 67. Two posts out of the 09 posts of lecturership of the academic staff necessary for properly maintaining the activities of the Institute remained vacant.
- (b) Nineteen Programme Assistants and 21 employees as Office Assistants and as Labourer (Health Services) had been recruited on contract basis in the year 2016 without recruiting for the relevant vacancies of the Approved Cadre.

5. Accountability and Good Governance

5.1 Corporate Plan

In terms of the Public Enterprises Circular No.PED/12 of 02 June 2003, a Corporate Plan for a period not less than 03 years should be prepared, timely reviewed and updated for achieving the Vision and Mission of the Institute. However, even though the Corporate Plan of this Institute had been prepared for the period from the year 2013 to the year 2017, action had not been taken to update it.



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Auditor General's Department

5.2 Procurement Plan

Twelve Items not included in the Procurement Plan furnished for the year 2016 had been purchased by spending a sum of Rs.2,015,899 and it was observed in the audit that sufficient attention had not paid on the needs of the Institute in preparing the Procurement Plan accordingly.

6. Systems and Controls

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

Areas of Systems and Controls

Observations

| | |
|--------------------------------|---|
| (a) Management of Fixed Assets | Not preparing the Register of Fixed Assets and not carrying out the Annual Board of Survey. |
| (b) Management of Investments | Not obtaining the approval of the Treasury for the investments and not making investments by considering the requirement. |
| (c) Management of Income | Not accurately identifying and bringing to account the course income. |
| (d) Accounting | <ul style="list-style-type: none"> (i) Not revising the Approved Cadre according to the requirements of the staff. (ii) Not accurately classifying and bringing to account the course income. |
| (e) Control of Employee Loans | Not taking action to recover the employee loans. |

Sgd./ H.M. GAMINI WIJESINGHE
Auditor General

H.M Gamini Wijesinghe
Auditor General

| Report of the Auditor General on the Financial Statements of the Institute of Human Resource Advancement Affiliated to the University of Colombo for the year ended 31 December 2016 in terms of section 23 of the Institute of Human Resource Advancement Ordinance No. 11 of 1979 and Section 108 (1) of the Universities Act, No. 16 of 1978 | | | | |
|--|---|--|---|--|
| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
| 2 2.1 | Financial Statements Qualified Opinion | In my opinion, except for the effects of the matters described in paragraph 2.2 of this report the financial statements give a true and fair view of the financial position of Institute of Human Resource Advancement Affiliated to the University of Colombo as at 31 December 2016 and its financial performance and cash flow for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards. | Agreed. | |
| 2.2 2.2.1 | Comments on Financial Statements Accounting Deficiencies | The following observations are made. | | |
| | (a) | Deposits amounting to Rs. 3,996,475 unidentified on long-term in the Bank Account maintained for the short-term courses of the Institute had been brought to account as accrued expenditure without identifying the source of income. | Action has been taken to identify the sources of income and further action will be taken to identify the further sources of income. | Sources of income have been identified and the same rectified in the accounts in 2017. |
| | (b) | The values of staff loans and Advances and Payables had been stated under non-current assets in the statement of financial position. | It is noted to take action correctly when preparing financial statements in future. | |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
|---|--|--|---|--|
| 2.2.2 | Lack of Evidence for Audit | The Registrar of Fixed Assets had not been furnished to audit for the confirmation of the value of fixed assets amounting to Rs. 52,995,480 stated in the financial statements. | A software package has been purchased for fixed assets and this will be used in forwarding future Fixed Assets Register. | The Fixed Assets have been revalued and included in 2017 Accounts. |
| 2.3 | Accounts Receivable and Payable | Even though loan balances amounting to Rs. 191,100 and Rs. 84,944 given to a Senior Lecturer and to an Officer had been lapsed over 13 years and 06 years respectively, action had not been taken to recover them. | <p>The relevant lecturer has been interdicted when there was an outstanding balance of Rs. 191,000 in his distress loan and subsequently he has been re-instated. By next year this amount will be recovered totally.</p> <p>This officer, when there was a balance of Rs. 84,944 outstanding in his distress loan, has retired from service and has joined another Institution (Electricity Board). However, at the time of settling his University ETF the outstanding loan amount of Rs. 84,944 and an amount of Rs. 70,861 as interest have been recovered.</p> | This amount has been recovered in the year 2018. |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
|---|---|--|---|---|
| 2.4 | Non-compliances with Laws, Rules, Regulations and Management Decisions | The following non-compliances were observed in the audit. | | |
| | Reference to Laws, Rules and Regulations | | | |
| (a) | Establishments Code of University Grants Commission and the Higher Educational Institutions | | | |
| (i) | Section 2.2 of Chapter I | It was observed at the audit test check that a sum of Rs. 325,283 had been overpaid in the year under review due to providing a fixed allowance instead of making payments as stated in the Establishment Code in making payments for deploying in overtime service. | <p>These payments have been made out of the funds received from courses conducted by the Institute, and payments will also be made from the funds received from these courses.</p> <p>As the Institute does not have lecture halls at present, there have to rented out from other faculties. As the employees working in these halls do not come under the control and administration of the Institute, they cannot be employed on overtime basis. As such a fixed payment have to be made to these employees.</p> | |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
|---|---|---|---|--|
| (ii) | Sections 3.1 and 3.2 of Chapter XX | Even though all officers of the academic staff and the non-academic staff of the Institute should notify the times of attendance and departure, salaries and allowances amounting to Rs. 14,519,885 had been paid without confirming the attendance of 06 officers of the academic staff. | The details of lectures conducted by lecturers are maintained in a register. | |
| (b) | Financial Regulation 756 of Financial Regulations of the Democratic Socialist Republic of Sri Lanka | A Board of Survey had not been carried out as at 31 December 2016. | Although an audit has not been conducted for several years, a board of survey has been conducted successfully with regard to the inventory items. | A board of survey for the Inventory items has been done for the year 2017. |
| (c) | Public Finance Circular No.03/2015 of 14 June 2015 | Even though advances should be settled as soon as the relevant function had been completed, time ranging from 60 days to 110 days had lapsed for the settlement of advances of which the total value being a sum of Rs. 44,925 obtained in 05 instances and advances of which the total value being a sum of Rs. 115,381 obtained in 08 instances had not been settled even by 24 January 2017. | Although the balance amounts of all advances obtained, have been settled properly, due to non-receipt by bills, short-comings in the bills submitted etc. There had been some delays in settling advances in a few instances. When compared to the previous year, there is a notable progress in this area, and action will be taken to improve the position in future. | |
| (d) | Public Enterprises Circular No. PED/25 of 29 July 2004 | Even though the approval of the Treasury should be obtained relating to investing money belonging to Public Enterprises, it was observed in the audit that the approval of the Treasury had not been obtained relating to the investments value at Rs. 89.5 million in the year 2015 and Rs. 40 million in the year 2016. | Already the Treasury has been informed to obtain this approval. | |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
|---|---|--|---|---|
| | (e) University Grants Commission Circular No. 636 of 14 July 1995 | Even though examination results should be released within a period of 03 months from the date of commencement of the examination, the Institute had spent time ranging from 05 months to 07 months for issuing the results of 05 examinations held in the years 2015 and 2016 contrary to it. The results of an examination held in June 2016 had not been released even up to the date of audit of 20 June 2017. | As most of lecturers teaching in the courses are attached many other faculties, and also they give first priority to those faculties, there had been some delay ranging from 5 - 7 months in releasing the results of some of the courses. To avoid such situations action has been taken to increase the no. of teachers, and this could be addressed in the future. | All vacancies for teacher recruitment has been completed in 2018. |
| 3 3.1 | Financial Review Financial Results | <p>According to the financial statements presented, the financial result of the Institute for the year under review had resulted in a surplus of Rs. 61,576,424 as compared with the corresponding surplus of Rs. 24,437,356 for the preceding year, thus indicating an improvement of Rs. 37,139,068 in the financial result in the year under review as compared with the preceding year. The decrease of expenditure for elaborate course by a sum of Rs. 33,437,619 and the increase of other income by a sum of Rs. 2,112,639 had been the main reason for the above improvement.</p> <p>Even though the surplus of the Institute amounting to Rs. 19,061,471 in the year 2012 had been decreased to a sum of Rs. 11,340,232 as at the end of the year 2014, thereafter it had continuously improved and had been a sum of Rs. 576,424 in the year under review. However, even though the contribution amounting to Rs. 49,124,600 in the year 2012 had been decreased to a sum of Rs. 47,458,572 after making adjustments for employees' remuneration and for depreciation on non-current assets to the financial result again, it had been improved to a sum of Rs. 104,774,561 as at the end of the year under review.</p> | Agreed. | |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
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| 4 | Operating Review | <p>Even though achieving excellence through awarding academic courses with high quality, achieving excellence through the management of academic courses, creating a research and development environment in the Institute, building strategic relationships with the private sector to contribute for the national development, achieving excellence through following excellent and effective administrative action and achieving excellence through attractive teaching, academic and administrative environment being the objectives of the Institute, it was observed in the audit that only 02 activities had been implemented in the year under review out of the 16 activities included in the Action Plan for the achievement of those functions.</p> <p>The Performance Report had not been furnished in the year under review by the Institute to confirm the progress of the intended activities included in the Action Plan sufficiently.</p> | <p>Under this item in the proposed Action Plan, the below mentioned activities related to the activities for the year 2016, and the other for the year 2017.</p> <ol style="list-style-type: none"> I. Create a Student Counseling Center. II. Continue the peer review system for evaluate the lecturers. III. Establish Quality Assurance Cell to evaluate the educational system (Continue from 2017) IV. Improve the LM System and use it for BLE and other Academic Programmes (Introduce). V. Online application procedure. <p>Among these items, II and IV were stated in 2016 and are being developed further.</p> | <p>Action Plan for the year 2017 has been prepared.</p> |
| 4.1 | Performance | | | |
| 4.2 | Management Activities | The following observations are made. | | |
| | (a) | <p>Even though the Higher Diploma in Audio Video Production and Media Technology had been initiated in the year 2014 by the Institute, students had not been recruited for the course since the year 2014 on the Institute not being acquired with lecturers with specialized knowledge in the relevant field.</p> | Agreed. | |

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| | (b) | A laptop computer valued at Rs. 69,000 belonging to the Institute which had been used for the Diploma Awards Ceremony held in the New Arts Theatre of the University of Colombo on 01 June 2014 had been misplaced and action had not been taken to recover the loss incurred to the Institute by carrying out a proper inquiry in this connection. | With regard to the missing of the computer, a one-member committee was appointed on 27.11.2015 to report, but however the report was not received even by 5.1.2017 by the Institute. As such a letter was issued to recover this amount on 5.1.2017, and a reply received on 10.01.2017, and action will be taken accordingly. | The investigation has been finalized by the committee. |
| | (c) | The land 27.86 perches in extent in which the building constructed for the administrative and academic activities of the Institute is located belongs to the University of Colombo and action had not been taken to transfer the ownership of that land and bring to account its value. | This land belongs to the University of Colombo and it has been noted to make an entry on this matter from the year 2017. | |
| 4.3 | Operating Activities | Even though a sum of Rs. 10,000,000 had been invested in a seven-day term deposit on an interest rate of 4.5 percent in March 2016, it had been maintained in the same manner up to June 2017. The Institute could have been earned an interest income of Rs. 825,000 if this amount was invested in a fixed deposit under an annual interest rate of 8.25 per cent remained as at that date, for a period of one year and a loss of interest income amounting to Rs. 375,000 had been incurred to the Institute due to deploying in short-term investment. | An amount of money has been invested in 7 day deposits in 7 day deposits in order to release money for construction work whenever it is needed. | At present, money has been invested only in the fixed deposits. |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
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| 4.4 | Idle and Underutilized Assets | The following observations are made. | | |
| | (a) | A Media Laboratory had been initiated in the year 2011 and equipment valued at Rs. 10,425,293 within the period from the year 2011 to the year 2013 and a writing table valued at Rs. 14,378 in the year under review had been purchased for the laboratory. However, this laboratory had not been used from the year 2011 and remained idle from the date of purchase of those assets. The Director of the Institute had informed on 04 October 2017 that the Institute does not have the ability either to properly maintain the laboratory or to recruit a skillful permanent staff which could maintain it by introducing a course which enables the use of the laboratory. | There is no possibility for the Institute either to maintain this Media laboratory or to continue it as a profitable study course by recruiting a skilled permanent staff further under the re-structuring programme of the institution it has been decided that the institute should continue only the study courses which can make use of the present human resources and resources that are readily available at this laboratory should be either invested properly or transfer to another section which can make use of them profitably. Discussions are continuing in this connections. | Subject to the approval of the Academic Syndicate, the items in this unit were entrusted to another section of the University of Colombo, and these items are used by this section at present. |
| | (b) | The total of the money and short-term investment balance remained in the end of the year under review had been a sum of Rs. 338,656,044 and unspent Capital Grants amounting to Rs. 23,723,718 had been included in that balance. As such, it was observed that those funds had been continuously retained without deploying for the achievement of the objectives of the Institute. | This has already spent during 2017. | |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
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| 4.5 | Identified Losses | A sum of Rs. 31,850 had been paid as surcharge due to not making payment of the provident funds approved for an employee. | Agreed. | |
| 4.6 | Personnel Administration | The following observations are made. | | |
| | (a) | The approved cadre for the Institute of Human Resource Advancement had been 97 and the number of vacancies had been 30 on the actual cadre being 67. Two posts out of the 09 posts of lectureship of the academic staff necessary for properly maintaining the activities of the Institute remained vacant. | Approved cadre of the Institute in 2016 is 59. It was 28 at the end of 2016. Action is underway to fill up the vacancies, and action taken to recruit 2 Library Assistants, 3 Work Assistants and 11 Management Assistants. Further lists have been called for from relevant sections to recruit 9 Management Assistants and 6 Technical Assistants. 2 Lecturers were recruited during the years 2016 and 2017. Action is being taken to recruit 2 more lecturers in the year 2018. In order to avoid issues (Such as all lecturers request sabbatical leave at same time etc..) relating to recruiting all lecturers on the same day, there should be a considerable time gap in filling these vacancies. | According to the notice dated 01/06/2018, sent by the Secretary of the Ministry of Higher Education and Cultural Affairs actions have been taken to cancel the selection tests/ interviews for the posts of Technical Assistant and posts of Management Assistant. Vacancies have been filled up for the posts of Bookkeeper and Driver. |
| | (b) | 19 Programme Assistants and 21 employees as Office Assistants and as Labourer (Health Services) had been recruited on contract basis in the year 2016 without recruiting for the relevant vacancies of the Approved Cadre. | On a request made by the Institute in the year 2016 to the Management Services Department to recruit 25 Assistants and several such other positions on contract basis depending on the urgent requirements of the Institute, approval has been granted in 2017. | Recruitment for the Contract basis posts is being filled according to the approved cadre procedures. |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development |
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| 5. | Accountability and Good Governance | | | |
| 5.1 | Corporate Plan | In terms of the Public Enterprises Circular No. PED/12 of 02 June 2003, a Corporate Plan for a period not less than 03 years should be prepared, timely reviewed and updated for achieving the Vision and Mission of the Institute. However, even though the Corporate Plan of this Institute had been prepared for the period from the year 2013 to the year 2017, action had not been taken to update it. | The Corporate Plan for the year 2016 was updated but approval of the Academic Council was not received. | Corporate Plan for the period 2018 - 2022 has already been prepared. |
| 5.2 | Procurement Plan | Twelve Items not included in the Procurement Plan furnished for the year 2016 had been purchased by spending a sum of Rs. 2,015,899 and it was observed in the audit that sufficient attention had not paid on the needs of the Institute in preparing the Procurement Plan accordingly. | It has been instructed to prevent for making any mistakes when preparing the Procurement Plan by the relevant section for the year 2017. | |
| 6. | System and Controls | Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Director of the Institute from time to time. Special attention is needed in respect of the following areas of control. | | |
| | Areas of Systems and Controls | Observations | | |
| | (a) Management of Fixed Assets | Not preparing the Register of Fixed Assets and not carrying out the Annual Board of Survey. | Fixed Assets Register is being prepared and the Annual Board of Survey successfully conducted. | Fixed Assets Register has been prepared. |

| Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | | Opinions already presented to the Auditor General | Steps taken by year 2018 present status and development | |
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| | (b) | Management of Investments | Not obtaining the approval of the Treasury for the investments and making investments by considering the requirement. | | The Treasury has been conducted to obtain the approval. | |
| | (c) | Management of Income | Not accurately identifying and bringing to account the course income | | Discussions are continuing with to prepare a system to identify Bank deposit directly, and action is being taken to develop a software to this effect. | The relevant software has been already purchased and action has been taken to sign an agreement with the relevant Bank in June 2018 for utilization of the software. |
| | (d) | Accounting | (i) | Not revising the Approved Cadre according to the requirements of the staff | Action has been taken to fill the approved cadre. | |
| | | | (ii) | Not Accurately classifying and bringing to account the course income. | | |
| | (e) | Control of Employee Loans | Not taking action to recover the employee loans. | | Outstanding loans, action has been taken to recover these monies before the end of 2017. | This amount has been fully recovered in the year 2018. |