

AIMS College of Business IT (Pvt) Ltd – AIMS CAMPUS

MINUTES OF THE MEETING OF THE BOG MEMBERS OF AIMS CAMPUS HELD ON, MONDAY 10TH APRIL 2023 AT 3.00 P.M. AT THE BOARD ROOM, AIMS CAMPUS, NO. 349/2, MAIN STREET, NEGOMBO.

Present:	Dr. Kithsiri Manchanayakke	Chairman
	Prof. Udith Jayasinghe	BOG Member
	Prof. Sirimewan Waidyasekara	BOG Member
	Dr. Godwin Kodithuwakku	BOG Member
	Dr. Neil Bogahawaththa	BOG Member
	Mr. Upul Dasanayakke	BOG Member

Online: Prof. Prathiba Mahanamahewa
(VIA ZOOM) BOG Member

Apologies: Prof. Jagath Edirisinghe BOG Member

01. MEETING CALL TO ORDER:

By the Chairman

02. QUORUM

It was confirmed that the quorum was presented for the Board to transact business.

03. CONFIRMATION OF THE MINUTES OF THE BOG MEETING HELD ON 02ND JANUARY 2023.

Dr. Kodithuwakku proposed and Mr. Upul Dassanayake confirmed that the minutes be adopted as an accurate record of the proceedings of the meeting held on 02nd January, 2023.

04. MATTERS ARISING FROM THE PREVIOUS MEETING

The Board noted the update as tabulated below:

Meeting Date	Board Paper No.	Matter	Responsible officer/s	Decision Taken	Special Note
02/01/2023	001	Appoint a new Marketing Consultant for the Campus.	Chairman	Selected a marketing consultant (Dr. Sanjeewa Samarasinghe) He started working for AIMS Campus effective from 01 st March, 2023.	
02/01/2023	002	Appoint a new business consultant to prepare a business plan for the next 5 years.	Chairman	Appointed Mr. Dinusha Rajarathnamas a Business Consultant for AIMS effective from 01 st April, 2023.	

02/01/2023	003	Revamping of the campus website	Prof. Waidyasekara	Tranzform International started operations on the revamping of the website.	
02/01/2023	005	Recruitment of new academic staff & counsellors	AGM HR	Recruitment in progress	
02/01/2023	006	Application for a non-state university status for AIMS Campus from Higher Education Ministry and University Grants Commission of Sri Lanka.	Prof. Waidyasekara / Nilusha De Silva	Documentation inprogress	
02/01/2023	007	NC - UK	Nilanthi Wijayasinghe /Hasini Perera	Application work inprogress.	
02/01/2023	008	Shifting the Colombo Branch to a new premises.	Divinston David	A few places have been identified for the Board Members to visit. The Board appointed a few members to visit theplaces.	

02/01/2023	009	An update on the current status of UEL Collaboration and the visit of the UEL Delegation.	Chairman	Chairman expressed the progress of the affiliation and in anticipation of a date for the arrival of the delegation.	
02/01/2023	010	Revising the organizational structure to enhance the campus operations.	Prof. Udith Jayasinghe	Completed	
02/01/2023	011	Proposing to link CRM, SMS and Accounting System via API.	Prof. Waidyasekara	In progress	

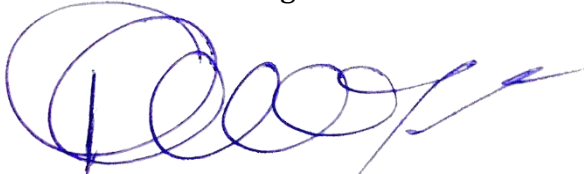
NEW BUSINESS

Meeting Date	Board Paper No.	New Agenda Item	Presented by
10/04/2023	012	TVEC registration renewal for the next 2 years	Hasini Perera
10/04/2023	013	Registration renewal of University of Colombo for the BIT program	Nilusha De Silva
10/04/2023	014	Registration renewal of University of Moratuwa for the BIT program	Lakshika Fernando
10/04/2023	015	Change of commission structure for the counsellors	Dr. Sanjeewa Samarasinghe
10/04/2023	016	Seeking instruction from the board to clear outstanding	Sanduni Dilrukshika
10/04/2023	017	Seeking approval to conduct another staff development program for the year 2023	Mariza Karandawala
10/04/2023	018	Seeking approval to conduct career guidance programs and open-day programs to attract new prospects (date, time and venue to be approved by the board)	Divinston David

05.NEXT BOG MEETING DATE: July 10th, 2023

06. ANY OTHER BUSINESS

There being no other business the meeting concluded at 05:30 PM.



Chairman



Company Secretary

Board Paper No: 12

Board Meeting No.: 02/2023

Division: Operations and Partnerships Division

Nature of Paper: Approval Information

- 1) Title of the Paper: TVEC registration renewal for the next 2 years
- 2) Reason as to why approval of Board of Directors is needed

- As per the Act - Reference Details
- Treasury Circular - Reference Details
- Manual Procedure - Reference Details
- Corporate Plan - Reference Details
- Any Other- Applicable Public Enterprise Circular

3) Purpose

The purpose of renewing TVEC registration for the next two years is to ensure legal compliance, maintain high standards of quality, enhance institutional credibility, and align educational programs with industry requirements. It reflects the institution's commitment to providing valuable education and training opportunities to students and contributes to its long-term success and sustainability.

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

Renewing TVEC for the next two years involves several risks that institutions must consider to ensure a smooth process. Documentation and Compliance Risks, Operational Risks, and Legal and Regulatory Risks are some of the risks that we might face. By conducting a comprehensive risk analysis and implementing appropriate mitigation strategies, institutions can minimize the risks associated with TVEC registration renewal and increase the likelihood of a successful outcome. Regular monitoring and review of renewal activities will help identify and address any emerging risks or challenges proactively.

5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance


7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the renewal of TVEC registration for the next 2 years.

Prepared by:


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Mariza Karandawela
Board Secretary

Approved by:


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Hasini Perera
Head of Academics

Submitted by:


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Divinston David
Senior Manager in Operations
and Partnerships

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 13

Board Meeting No.: 02/2023

Division: IT Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Registration renewal of the University of Colombo for the BIT program
- 2) Reason as to why approval of the Board of Directors is needed

As per the Act - Reference Details

Treasury Circular - Reference Details

Manual Procedure - Reference Details

Corporate Plan - Reference Details

Any Other- Applicable Public Enterprise Circular

- 3) Purpose

The purpose of registration renewal for the BIT program at the University of Colombo is to facilitate the seamless continuation of students' academic pursuits, ensure access to essential resources and support services, and uphold the standards and regulations of the university.

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When considering the risk analysis of registration renewal for the Bachelor of Information Technology (BIT) program at the University of Colombo, several factors should be considered such as Financial Risk, Administrative Errors, Deadline Compliance, Policy Changes etc. proactive measures such as maintaining open communication with university officials, adhering to deadlines, double-checking documentation, and staying informed about policy changes are essential.

5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the renewal of the University of Colombo for the BIT program.

Prepared by:



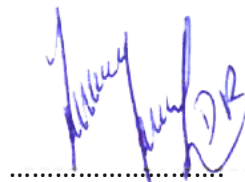
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Mariza Karandawela
Board Secretary

Approved by:



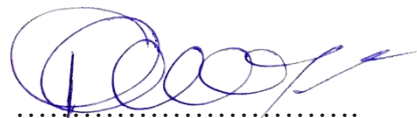
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Hasini Perera
Head of Academics

Approved by:



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Divinston David
Senior Manager in Operations
and Partnerships

Submitted by



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Kithsiri Manchanyakke
Chairman

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 14

Board Meeting No.: 02/2023

Division: IT Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Registration renewal of University of Moratuwa for the BIT program
- 2) Reason as to why approval of Board of Directors is needed

As per the Act - Reference Details

Treasury Circular - Reference Details

Manual Procedure - Reference Details

Corporate Plan - Reference Details

Any Other- Applicable Public Enterprise Circular

- 3) Purpose

The purpose of registration renewal for the BIT program at the University of Moratuwa is to facilitate the seamless continuation of students' academic pursuits, ensure access to essential resources and support services, and uphold the standards and regulations of the university.

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When considering the risk analysis of registration renewal for the Bachelor of Information Technology (BIT) program at the University of Moratuwa, several factors should be considered such as Financial Risk, Administrative Errors, Deadline Compliance, and Policy Changes etc. proactive measures such as maintaining open communication with university officials, adhering to deadlines, double-checking documentation, and staying informed about policy changes are essential.

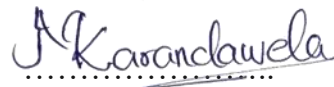
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request for the renewal of University of Moratuwa for the BIT program.

Prepared by:



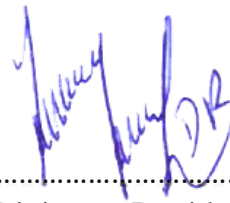
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Mariza Karandawela
Board Secretary

Approved by:



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Hasini Perera
Head of Academics

Submitted by:



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Divinston David
Senior Manager in Operations
and Partnerships

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

Board Paper No: 15

Board Meeting No.: 02/2023

Division: Human Resources Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Change of commission structure for the counsellors
- 2) Reason as to why approval of Board of Directors is needed

- As per the Act - Reference Details
- Treasury Circular - Reference Details
- Manual Procedure - Reference Details
- Corporate Plan - Reference Details
- Any Other- Applicable Public Enterprise Circular

3) Purpose

The purpose of changing the commission structure for counselors can vary based on the specific goals and objectives of the organization such as Alignment with Strategic Objectives, Improving Counselor Performance, Enhancing Fairness and Equity, Adapting to Market Conditions and Promoting Collaboration and Teamwork etc. Overall, the purpose of changing the commission structure for counselors is typically to drive desired behaviors, improve performance, optimize costs, and align compensation with organizational goals and market dynamics. It's important for organizations to communicate the rationale behind such changes clearly and involve stakeholders in the process to ensure successful implementation.

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When considering a change in commission structure for counselors, it's important to conduct a thorough risk analysis to anticipate potential challenges and mitigate associated risks—employee Morale and Retention, Performance Impact, Legal and Compliance Risks, Financial Impact, etc. By conducting a comprehensive risk analysis and implementing appropriate mitigation strategies, organizations can minimize potential challenges and increase the likelihood of successfully implementing a new commission structure for counselors.

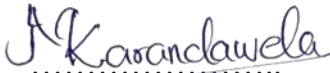
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the change of commission structure for the counsellors

Prepared by:


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Mariza Karandawela
Board Secretary

Submitted by:


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Divinston David
Senior Manager in Operations
and Partnerships

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 16

Board Meeting No.: 02/2023

Division: Accounts Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking instruction from the board to clear outstanding.
- 2) Reason as to why approval of the Board of Directors is needed

As per the Act - Reference Details

Treasury Circular - Reference Details

Manual Procedure - Reference Details

Corporate Plan - Reference Details

Any Other- Applicable Public Enterprise Circular

- 3) Purpose

Seeking instruction from the board to clear outstanding issues or obligations serves several purposes, primarily aimed at ensuring transparency, accountability, and alignment with organizational goals. Overall, seeking instruction from the board to clear outstanding issues or obligations serves to align management actions with organizational goals, ensure compliance with legal and regulatory requirements, mitigate risks, and foster transparency and accountability to stakeholders

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When seeking instruction from the board to clear outstanding issues, several risks should be considered and addressed. Decision-Making Delay, Conflicting Priorities, Risk of Inaction and Reputational Risk etc. By conducting a comprehensive risk analysis and implementing appropriate mitigation strategies, organizations can navigate the process of seeking instruction from the board to clear outstanding issues effectively and minimize potential risks.

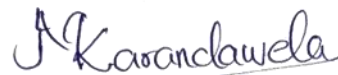
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request for seeking instruction from the board to clear outstanding.

Prepared by:



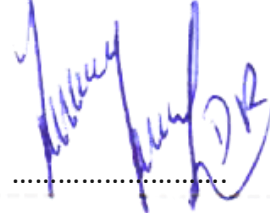
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Mariza Karandawela
Board Secretary

Approved by:



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Sanduni Dilrukshika
Senior Accountant
Finance Division

Submitted by:



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Divinston David
Senior Manager in Operations
and Partnerships

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 17

Board Meeting No.: 02/2023

Division: HR Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking approval to conduct another staff development program for the year 2023.
- 2) Reason as to why approval of Board of Directors is needed

As per the Act - Reference Details

Treasury Circular - Reference Details

Manual Procedure - Reference Details

Corporate Plan - Reference Details

Any Other- Applicable Public Enterprise Circular

- 3) Purpose

Seeking instruction from the board to clear outstanding issues or obligations serves several purposes, primarily aimed at ensuring transparency, accountability, and alignment with organizational goals. Overall, seeking instruction from the board to clear outstanding issues or obligations serves to align management actions with organizational goals, ensure compliance with legal and regulatory requirements, mitigate risks, and foster transparency and accountability to stakeholders

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When seeking instruction from the board to clear outstanding issues, several risks should be considered and addressed. Decision-Making Delay, Conflicting Priorities, Risk of Inaction and Reputational Risk etc. By conducting a comprehensive risk analysis and implementing appropriate mitigation strategies, organizations can navigate the process of seeking instruction from the board to clear outstanding issues effectively and minimize potential risks.

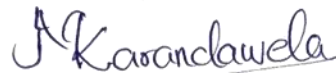
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

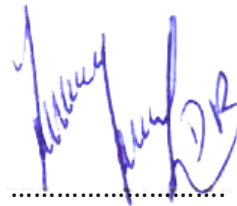
8) The Board of Governance has formally approved the request for seeking approval to conduct another staff development program for the year 2023.

Prepared by:



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Mariza Karandawala
Board Secretary

Submitted by:



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Divinston David
Senior Manager in Operations
and Partnerships

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 18

Board Meeting No.: 02/2023

Division: Marketing Division

Nature of Paper:

Approval

Information

1) Title of the Paper: Seeking approval to conduct career guidance programs and open-day programs to attract new prospects (date, time, and venue to be approved by the board).

2) Reason as to why approval of Board of Directors is needed

As per the Act - Reference Details

Treasury Circular - Reference Details

Manual Procedure - Reference Details

Corporate Plan - Reference Details

Any Other- Applicable Public Enterprise Circular

3) Purpose

Seeking approval to conduct career guidance programs and open-day programs with the requirement that the date, time, and venue be approved by the board serves several important purposes such as Attracting Prospective Students, Enhancing Reputation and Visibility, Engaging with Stakeholders and Showcasing Facilities and Resources.

Overall, seeking approval from the board for career guidance programs and open-day events demonstrates the institution's commitment to excellence, transparency, and stakeholder engagement. It ensures that these events are strategically planned and executed to achieve the institution's goals of attracting new prospects and supporting student success.

Inform and obtaining necessary instructions from Board of Directors regarding the letter sent to Secretary to Treasury.

4) Risk Analysis

When seeking approval to conduct career guidance programs and open-day events with the date, time, and venue to be approved by the board, several risks should be considered such as Scheduling Conflicts, Venue Availability, Weather and External Factors, and Budgetary Constraints, etc. by conducting a thorough risk analysis and implementing appropriate mitigation strategies, institutions can minimize potential challenges and maximize the success of career guidance programs and open-day events aimed at attracting new prospects.


5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

The Board of Governance has formally approved the request to conduct career guidance programs and open-day programs to attract new prospects.

Prepared by:


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Mariza Karandawela
Board Secretary

Submitted by


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Divinston David
Senior Manager in Operations
and Partnerships