

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

MINUTES OF THE MEETING OF THE BOG MEMBERS OF AIMS CAMPUS HELD ON, MONDAY 2<sup>ND</sup> JANUARY 2023 AT 3.00 P.M. AT THE BOARD ROOM, AIMS CAMPUS, NO. 349/2, MAIN STREET, NEGOMBO.

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<b>Present:</b>	Dr. Kithsiri Manchanayakke	Chairman
	Prof. Udith Jayasinghe	BOG Member
	Prof. Sirimewan Waidyasekara	BOG Member
	Prof. Prathiba Mahanamahewa	BOG Member
	Prof. Jagath Edirisinghe	BOG Member
	Dr. Godwin Kodithuwakku	BOG Member
	Dr. Neil Bogahawaththa	BOG Member
	Mr. Upul Dasanayakke	BOG Member

**Online:** N/A

**Apologies:** N/A

**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 02<sup>ND</sup> OCTOBER 2022.**

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 02<sup>nd</sup> October 2022.

**04. MATTERS ARISING FROM THE PREVIOUS MEETING**

The Board noted the update as tabulated below:

<b>Meeting Date</b>	<b>Board Paper No</b>	<b>Matter</b>	<b>Responsible officer/s</b>	<b>Decision Taken</b>	<b>Special Note</b>
03/10/2022	001	<b>Appoint a new Marketing Consultant for the Campus.</b>	Chairman	Decided to Advertise	
03/10/2022	002	<b>Appoint a new business consultant to prepare a business strategy plan for the next 5 years.</b>	Chairman	Applications were shortlisted and the BOG appointed the Chairman and another 2 BOG members (Prof. Mahanamahewa and Prof. Waidyasekara) to conduct the interviews .	

03/10/2022	003	<b>Revamping of the campus website</b>	Prof. Waidyasekara	After evaluating all the proposals submitted by the various vendors, BOG appointed a subcommittee (Prof Widyasekara, Mr. Upul Dassanayke and Ernaga Mendis), who decided to appoint Transform International to revamp the AIMS Campus website	
03/10/2022	004	<b>Refurbishment of the Negombo branch</b>	CEO	Completed	
03/10/2022	005	<b>Recruitment of new academic staff &amp; counsellors</b>	AGM HR	Advertisement published	
03/10/2022	006	<b>Application for a non-state university status for AIMS Campus from Higher Education Ministry and University Grants Commission of Sri Lanka.</b>	Prof. Waidyasekara / Nilusha De Silva	Requested for an application to proceed further.	
03/10/2022	007	<b>NC - UK</b>	Nilanthi Wijayasinghe / Hasini Perera	Decided to collaborate as a study centre.	

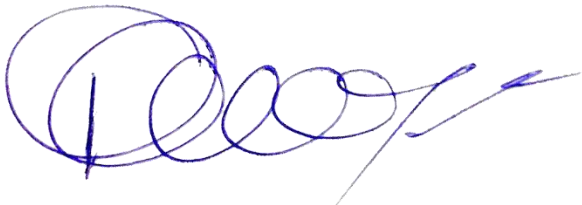
**05. NEW BUSINESS**

<b>Meeting Date</b>	<b>Board Paper No:</b>	<b>New Agenda Item</b>	<b>Presented by</b>
02/01/2023	008	<b>Propose to shift the Colombo Branch to a new premises with the following requirements – minimum of 10,000 SQF and a separate building with a road frontage. Within the areas of Colombo 2/3/4/5 or 7.</b>	Divinston David
02/01/2023	009	<b>Provide an update on the current status of UEL Collaboration and discuss how to facilitate the upcoming UEL Institutional Accreditation Event upon the visit of the UEL Delegation.</b>	Chairman
02/01/2023	010	<b>Proposed to revise the organizational structure to enhance the campus operations.</b>	Prof. Udith Jayasinghe
02/01/2023	011	<b>Proposing to link CRM, SMS and Accounting System via API.</b>	Prof. Waidyasekara

**06. NEXT BOG MEETING DATE:** April 10<sup>th</sup>, 2023

**07. ANY OTHER BUSINESS**

There being no other business the meeting concluded at 05:45 PM.



**Chairman**



**Company Secretary**

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 01

Board Meeting No.: 01/2023

Division: Marketing Division

Nature of Paper :  Approval  Information

1) Title of the Paper: Appoint a new Marketing Consultant for the Campus.

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

To seek approval and provide necessary instructions from the Board regarding the strategic decision to engage a new Marketing Consultant. The appointment is vital to enhance our campus's marketing strategies, elevate our brand presence, and effectively communicate our unique value proposition to our target audience.

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

4) Financial Implication

The financial cost of engaging a new marketing consultant is LKR 165,000.00 for 24 months.

5) Risk Analysis

Rapid changes in the market or industry may make the consultant's strategies ineffective and outdated.

6) Follow-Up- Board of Governance

7) Management Responsibility - Board of Governance

8) Recommendation/Board approval is sought.

9) The Board of Governance has formally approved the appointment of a new Marketing Consultant.

Prepared by:



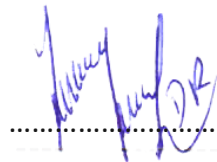
Mariza Karandawela  
Board Secretary

Approved by:



Sanduni Dilrukshika  
Senior Accountant  
Finance Division

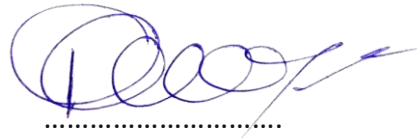
Approved by:



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.

Submitted by:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

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: 02

Board Meeting No.: 01/2023

Division: Business Division

Nature of Paper :

Approval

Information

- 1) Title of the Paper: Appoint a new Business consultant to prepare a business strategy plan for the next 5 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 appointment of a new Business consultant is vital to ensure the long-term success and sustainability of the organization. It brings in expertise, objectivity, and a structured approach to strategic planning, ultimately helping the organization navigate future challenges and capitalize on emerging opportunities.

- 4) Financial Implication

The financial cost of engaging a new business consultant is LKR 100,000.00 for 24 months.

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



5) Risk Analysis

Appropriate mitigation strategies such as Quality of Consultant, Alignment with Organizational Objectives, Dependency on External Expertise, Cost Overruns, and Loss of Confidentiality should be followed so that the organization can minimize the potential risks associated with appointing a new business consultant.

6) Follow-Up - Board of Governance

7) Management Responsibility - Board of Governance

8) Recommendation/Board approval is sought.

9) The Board of Governance has formally approved the appointment of a new Business Consultant.

Prepared by:

  
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Mariza Karandawela  
Board Secretary

Approved by:

  
.....  
Sanduni Dilrukshika  
Senior Accountant  
Finance Division

Approved by:

  
.....  
Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:

  
.....  
Prof. Sirimevan Waidyasekara  
BOG Member

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: 03

Board Meeting No.: 01/2023

Division: Digital Services Division

Nature of Paper:  Approval  Information

- 1) Title of the Paper: Revamping of the campus website
- 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

Revamping of the campus website is vital in enhancing communication, engagement, brand image, administrative efficiency, and overall effectiveness of the institution. It underscores the commitment to meeting the evolving needs of stakeholders and maintaining a competitive edge in the higher education landscape.

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

4) Risk Analysis

The campus website revamping project can mitigate potential risks such as Data Breaches, Cyber Attacks, Vulnerabilities in Third-Party Plugins, Technical Risks and Operational Risks by implementing appropriate mitigation strategies, the revamping of the campus website can proceed smoothly, delivering a secure, functional, and user-friendly online platform for the campus community.

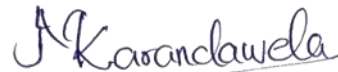
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

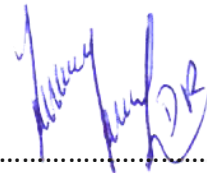
8) The Board of Governance has formally approved the proposal revamping the campus website.

Prepared by:



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Mariza Karandawela  
Board Secretary

Approved by:



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Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:



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Eranga Mendis  
Assistant Manager  
Digital Services Division

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: 04

Board Meeting No.: 01/2023

Division: Operations Division

Nature of Paper:  Approval  Information

1) Title of the Paper: Refurbishment of the Negombo Branch

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

Refurbishment of the Negombo Branch is to improve the overall customer experience, modernize operations, reinforce the organization's brand, optimize space utilization, ensure compliance and safety, boost employee morale and productivity, and enhance community engagement. By investing in the refurbishment of branches, organizations demonstrate their commitment to providing exceptional service and maintaining a competitive edge in the marketplace.

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

4) Risk Analysis

By proactively identifying and addressing risks such as Budget overruns, Supply chain disruptions, Health and safety hazards and technology, Infrastructure integration etc. the refurbishment of the Negombo branch can proceed smoothly, delivering the desired outcomes within budget and schedule while minimizing negative impacts on stakeholders and the surrounding community. Regular monitoring and adaptation throughout the project lifecycle are essential for effectively managing risks as they arise.

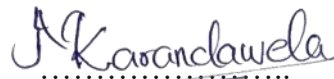
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the proposal for refurbishment of the Negombo Branch

Prepared by:



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Mariza Karandawela  
Board Secretary

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: 05

Board Meeting No.: 01/2023

Division: Human Resources Division

Nature of Paper :

Approval

Information

1) Title of the Paper: Recruitment of new academic staff & 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

Recruiting new academic staff and counselors is essential for maintaining academic excellence, meeting student needs, expanding program offerings, supporting research and innovation, enhancing student support services, addressing faculty turnover, and promoting diversity and inclusion. These efforts are critical for the long-term success and sustainability of educational institutions in today's dynamic and competitive landscape.

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

4) Risk Analysis

Regular monitoring and evaluation of points such as Talent Acquisition Challenges, Mismatched Expectations, Legal and Compliance Risks etc. the recruitment of new academic staff and counselors can proceed more effectively, minimizing potential risks and enhancing the institution's ability to attract and retain top talent.

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 proposal for recruitment of new academic staff & counsellors

Prepared by:




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Mariza Karandawala  
Board Secretary

Approved by:



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Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:



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Mariza Karandawala  
HR Executive  
HR Division

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: 06

Board Meeting No.: 01/2023

Division: Operations Division

Nature of Paper :

Approval

Information

- 1) Title of the Paper: Application for a non-state University status for AIMS Campus from Higher Education Ministry and University Grants Commission of Sri Lanka.
- 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

Applying for non-state university status from the Higher Education Ministry and University Grants Commission of Sri Lanka reflects AIMS Campus's aspirations to enhance its academic offerings, quality assurance standards, international recognition, and contribution to national development. It represents a strategic move towards achieving academic excellence, innovation, and sustainability in the higher education sector.

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



4) Financial Implication

The financial cost of engaging a new business consultant is LKR 350,000.00 for 24 months.

5) Risk Analysis

Applying for non-state university status for AIMS Campus from the Higher Education Ministry and University Grants Commission of Sri Lanka involves various risks such as Regulatory Risks, Financial Risks, Operational Risks, Reputational Risks, and Strategic Risks. By conducting a thorough risk analysis and implementing appropriate mitigation measures, AIMS Campus can navigate the application process for non-state university status more effectively, minimizing potential setbacks and optimizing the likelihood of success.

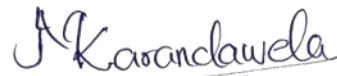
6) Follow-Up - Board of Governance

7) Management Responsibility - Board of Governance

8) Recommendation/Board approval is sought.

The Board of Governance has formally approved the proposal of application for a non-state University status for AIMS Campus from the Higher Education Ministry and University Grants Commission of Sri Lanka.

Prepared by:



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Mariza Karandawela  
Board Secretary

Approved by:



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Hasini Perera  
Head of Academics

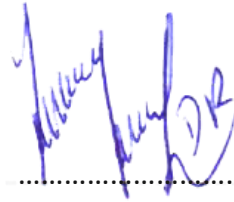
Approved by:



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Sanduni Dilrukshika  
Senior Accountant  
Finance Division

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

Submitted by:

A handwritten signature in blue ink, appearing to read 'Divinston David', written over a horizontal dotted line.

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: 07

Board Meeting No.: 01/2023

Division: Operations and Partnerships Division

Nature of Paper:  Approval  Information

1) Title of the Paper: New Collaboration NCUK.

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

To Collaborate as a study center can serve multiple purposes, ranging from expanding educational reach and accessing specialized expertise to enhancing academic reputation and promoting lifelong learning. By leveraging the strengths and resources of both partners, such collaborations contribute to enriching the educational experience and advancing knowledge and innovation in various fields.

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

4) Risk Analysis

When embarking on a new collaboration with a UK-based entity, it's crucial to conduct a comprehensive risk analysis to identify potential challenges and implement appropriate mitigation strategies. Compliance Issues, Contractual Disputes, Currency Fluctuations, Payment Delays or Defaults, Communication Challenges are some risks associated with the movement. By proactively identifying and addressing these risks through careful planning, robust contractual agreements, effective communication, and diligent oversight, organizations can enhance the success and resilience of their collaborations with UK-based partners.

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 of new Collaboration NCUK.

Prepared by:

  
.....  
Mariza Karandawela  
Board Secretary

Approved by:

  
.....  
Hasini Perera  
Head of Academics

Submitted by:

  
.....  
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: 08

Board Meeting No.: 01/2023

Division: Operations Division

Nature of Paper :  Approval  Information

1) Title of the Paper: Propose to shift the Colombo Branch to new premises.

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

Proposing to shift the Colombo Branch to new premises aligns with the organization's objectives of improving operational efficiency, enhancing customer experience, strengthening branding, and supporting growth and expansion initiatives. It reflects a proactive approach to optimizing branch operations and ensuring the long-term success and sustainability of the organization.

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

4) Risk Analysis

Shifting the Colombo Branch to new premises involves various risks that need to be carefully analyzed and mitigated such as Disruption to Operations, Logistical Challenges, Cost Overruns, Revenue Loss, Infrastructure Readiness, Technical Issues are some of the risk factors. By conducting a thorough risk analysis and implementing effective mitigation strategies, the relocation of the Colombo Branch to new premises can be executed smoothly, minimizing disruptions and maximizing the benefits of the move.

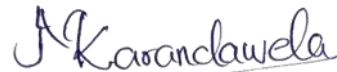
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

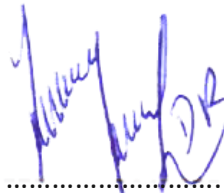
8) The Board of Governance has formally approved the proposal to shift the Colombo Branch to new premises.

Prepared by:



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Mariza Karandawela  
Board Secretary

Submitted by:



.....  
Divinston David  
Senior Manager in Operations  
and Partnerships

Board Paper No: 09

Board Meeting No.: 01/2023

Division: Operations and Partnership Division

Nature of Paper :  Approval  Information

- 1) Title of the Paper: Provide an update on the current status of UEL Collaboration.
- 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

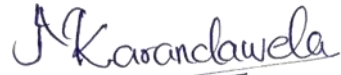
- 3) Purpose

Providing updates on the status of the UEL collaboration is essential for maintaining transparency, communication, and alignment among stakeholders. It supports the collaboration's success by ensuring that stakeholders are informed, engaged, and empowered to contribute to its achievement of shared goals and objectives.

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

- 4) Follow-Up - Board of Governance
- 5) Management Responsibility - Board of Governance
- 6) Recommendation/Board approval is sought.
- 7) The Board of Governance has formally analyzed the provided update on the current status of UEL Collaboration.

Prepared by:



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Mariza Karandawela  
Board Secretary

Approved by:



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Hasini Perera  
Head of Academics

Approved by:



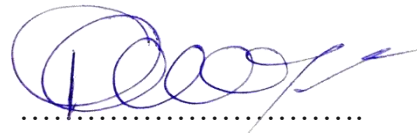
.....  
Sanduni Dilrukshika  
Senior Accountant  
Finance Division

Approved by:



.....  
Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:



.....  
Kithsiri Manchanyakke  
Chairman



BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 10

Board Meeting No.: 01/2023

Division: Operations Division

Nature of Paper :

Approval

Information

- 1) Title of the Paper: Proposed to revise the organizational structure to enhance the campus operations.
- 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

Proposing to revise the organizational structure to enhance campus operations is a strategic initiative aimed at improving efficiency, communication, alignment with strategic goals, accountability, adaptability, talent management, customer experience, and cost efficiency. By carefully considering the purposes outlined above, the campus can develop a revised structure that better positions it for success in a rapidly changing higher education landscape.

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

4) Risk Analysis

Revising the organizational structure to enhance campus operations involves various risks such as Disruption to Workflow, Resistance to Change, Resource Reallocation, Lack of Transparency, etc. By conducting a comprehensive risk analysis and implementing appropriate mitigation strategies, the proposed revision of the organizational structure can proceed more smoothly, minimizing disruptions and maximizing the potential for enhancing campus operations.

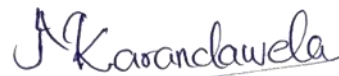
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.


8) The Board of Governance has formally approved the proposal to revise the organizational structure to enhance the campus operations.

Prepared by:



.....  
Mariza Karandawela  
Board Secretary

Approved by:



.....  
Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:



.....  
Prof. Udith Jayasinghe  
BOG member

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: 11

Board Meeting No.: 01/2023

Division: IT Division

Nature of Paper:

Approval

Information

1) Title of the Paper: Proposing to link CRM, SMS and Accounting System via API.

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

Proposing to link CRM, SMS, and Accounting System via API serves to optimize campus operations, improve efficiency, enhance the student experience, and empower administrators with actionable insights for informed decision-making. It represents a strategic investment in technology infrastructure to support the long-term success and sustainability of the institution.

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

4) Risk Analysis

Proposing to link Customer Relationship Management (CRM), Short Message Service (SMS), and Accounting System via Application Programming Interfaces (APIs) presents various risks such as Data Breaches, Data Integrity, System Downtime, Data Privacy Regulations, Financial Regulations and Technical Risks. By conducting a thorough risk analysis and implementing appropriate mitigation strategies, the proposed integration of CRM, SMS, and accounting systems via APIs can proceed more effectively, enabling seamless data exchange and improving operational efficiency while mitigating potential risks and challenges.

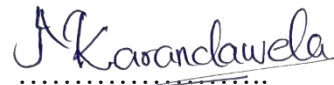
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the proposal to link CRM, SMS, and Accounting System via API.


Prepared by:

  
.....  
Mariza Karandawela  
Board Secretary

Approved by:

  
.....  
Divinston David  
Senior Manager in Operations  
and Partnerships

Submitted by:

  
.....  
Prof. Sirimewan Waidyasekara  
BOG Member

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