

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

MINUTES OF THE MEETING OF THE BOG MEMBERS OF AIMS CAMPUS HELD ON, MONDAY 08<sup>TH</sup> JANUARY 2024 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. Sirimewan Waidyasekara	BOG Member
	Prof. Jagath Edirisinghe	BOG Member
	Dr. Neil Bogahawaththa	BOG Member
	Mr. Upul Dasanayakke	BOG Member
<b>Online:</b>	Dr. Godwin Kodithuwakku	BOG Member
<i>(VIA ZOOM)</i>	Prof. Udith Jayasinghe	BOG Member
<b>Apologies:</b>	Prof. Prathiba Mahanamahewa	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 09<sup>TH</sup> OCTOBER 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 09<sup>th</sup> October, 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
09/10/2023	002	<b>Appoint a new business consultant to prepare a business strategy plan for the next 5 years.</b>	Chairman	The board has resolved to hire Mr. Dinusha Rajarathnam for the position.	
09/10/2023	003	<b>Revamping of the campus website</b>	Prof. Waidyasekara	80% of the information on the website has been completed, and the remaining 20% needs to be updated.	
09/10/2023	005	<b>Recruitment of new academic staff &amp; counsellors</b>	AGM HR	In progress	
09/10/2023	006	<b>Application for a non-state university status for AIMS</b>	Prof. Waidyasekara	In progress with the guidance of Mr. Dinusha	

		<b>Campus from Higher Education Ministry and University Grants Commission of Sri Lanka.</b>	/ Nilusha De Silva	Rajarithnam.	
09/10/2023	008	<b>Shifting the Colombo Branch to a new premises.</b>	Nilusha De Silva	In progress.	
09/10/2023	009	<b>An update on the current status of UEL Collaboration and the visit of the UEL Delegation.</b>	Chairman	To be discussed further.	
09/10/2023	011	<b>Proposing to link CRM, SMS and Accounting System via API.</b>	Prof. Waidyasekara	In progress.	
09/10/2023	012	<b>TVEC registration renewal for the next 2 years</b>	Hasini Perera	The TVEC registration renewal has been received.	
09/10/2023	013	<b>Registration renewal of University of Colombo for the BIT program</b>	Nilusha De Silva	The decision was made by the board not to renew with the university as Moratuwa University was selected instead.	
09/10/2023	014	<b>Registration renewal of the University of Moratuwa for the BIT program</b>	Nilusha De Silva	The registration renewal has been received.	
09/10/2023	016	<b>Seeking instruction from the board to clear outstanding</b>	Sanduni Dilrukshika	A decision has been made by the board to assign a committee for outstanding collection.	

09/10/2023	017	<b>Seeking approval to conduct another staff development program for the year 2024</b>	Mariza Karandawala	The board decided to have another staff development programme in the first quarter in 2024.	
09/10/2023	018	<b>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)</b>	Nilusha De Silva	Open days are scheduled on 24 <sup>th</sup> of February and 24 <sup>th</sup> of March,2024.	
09/10/2023	019	<b>Proposed the new fee plan for the Cambridge programs for the year 2024 - seeking approval from the board.</b>	Nilusha De Silva	Approved.	
09/10/2023	020	<b>Seeking approval for the conduction of NILET programs for a further 2 years.</b>	Hasini Perera	The decision was made by the board not to pursue new franchise programs due to the launch of a new modern business initiative.	
09/10/2023	021	<b>Seeking approval to purchase Cambridge textbooks for the year 2024.</b>	Nilusha De Silva	Approved by the board.	
09/10/2023	022	<b>Giving an update on the construction of the new study concept - Hamlet</b>	Chairman	The Approval was granted.	
09/10/2023	023	<b>Seeking approval to conduct 2+1 programs with UEL and start the promotions once we</b>	Chairman	In progress.	

		<b>receive the relevant agreement from UEL.</b>			
09/10/2023	026	<b>Seeking approval to initiate the process of obtaining the CIMA qualification.</b>	Chairman	The first batch will be started in March.	
09/10/2023	027	<b>Seeking approval to initiate the process of obtaining the ACCA qualification.</b>	Nilusha De Silva	To be discussed further.	
09/10/2023	028	<b>Seeking approval to initiate the process of obtaining the CIPM qualification.</b>	Nilusha De Silva	The first batch will be started in March.	
09/10/2023	029	<b>Seeking approval to initiate the process of obtaining the collaboration of IAU.</b>	Nilusha De Silva	Approval is granted.	
09/10/2023	030	<b>Seeking approval to initiate Diploma Program to Students how are studying IT For Advanced Level.</b>	Nilusha De Silva	The new batch will be started in January.	

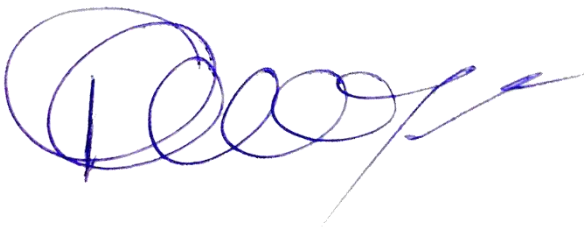
**05. NEW BUSINESS**

<b>Meeting Date</b>	<b>Board Paper No.</b>	<b>New Agenda Item</b>	<b>Presented by</b>
08/01/2024	031	<b>Seeking approval for participation in Edura Educational exhibition in February 2024.</b>	Shanthanee Rathnayake
08/01/2024	032	<b>Seeking approval to initiate the process of obtaining the OTHM qualification.</b>	Nilusha De Silva
08/01/2024	033	<b>Annual Budget for 2024</b>	Nilusha De Silva

**06. Next BOG MEETING DATE: 08<sup>th</sup> of April,2024.**

**07. ANY OTHER BUSINESS**

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



Chairmen



Company Secretary

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 31

Board Meeting No.: 01/2024

Division: Marketing Division

Nature of Paper:  Approval  Information

- 1) Title of the Paper: Seeking approval for participation in Edura Educational exhibition in February 2024.
- 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

Participation in the Edura Educational exhibition in February 2024 serves several important purposes such as Promotion and Marketing, Brand Visibility, Student Recruitment, Networking Opportunities, Community Engagement etc. Overall, seeking approval for participation in the Edura Educational exhibition in February 2024 as an education center demonstrates a commitment to marketing and promotion, brand visibility, student recruitment, networking, market research, professional development, community engagement, and strategic growth.

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

4) Risk Analysis

Seeking approval for participation in the Edura Educational exhibition in February 2024 as an education center involves several risks that should be carefully considered such as Financial Risk, Reputation Risk, Logistical Challenges, ROI Uncertainty, to mitigate these risks, the education center should conduct thorough risk assessments, develop a comprehensive plan for participation, set clear objectives and performance metrics, allocate resources effectively, ensure professional presentation and representation, and closely monitor progress and outcomes.

5) Follow-Up - Board of Governance

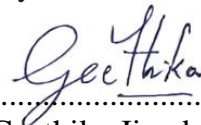
6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request for seeking approval for participation in Edura Educational exhibition in February 2024.


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Prepared by:



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Geethika Jinadasa  
Board Secretary

Approved by:



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Shanthanee Rathnayake  
Marketing and Sales Executive  
Marketing Division

Submitted by:



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Nilusha De Silva  
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: 32

Board Meeting No.: 01/2024

Division: Operations and Partnership Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking approval to initiate the process of obtaining the OTHM qualification.
- 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 initiate the process of obtaining the OTHM qualification serves several important purposes such as Enhanced Accreditation, Career Development Opportunities, International Recognition, Student Demand, Revenue Generation etc. In summary, seeking approval to initiate the process of obtaining the OTHM qualification aligns with the institution's goals of diversifying offerings, enhancing accreditation, providing career development opportunities, gaining international recognition, engaging with the industry, meeting student demand, generating revenue, and contributing to economic development.

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

4) Risk Analysis

Seeking approval to initiate the process of obtaining the OTHM qualification involves several risks that should be carefully analyzed such as Financial Risk, Accreditation and Compliance Risk, Operational Risk, Reputation and Brand Risk. To mitigate these risks, the institution should conduct thorough market research, financial analysis, and risk assessments before seeking approval to initiate the process of obtaining the OTHM qualification. It should develop a comprehensive implementation plan, establish clear objectives and performance metrics, allocate resources effectively, ensure compliance with accreditation standards and regulations, and continuously monitor and evaluate the success of the qualification program.

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 initiate the process of obtaining OTHM qualification.

Prepared by:



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Geethika Jinadasa  
Board Secretary

Approved by:



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Hasini Perera  
Head of Academics

Submitted by:



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Nilusha De Silva  
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: 33

Board Meeting No.: 01/2024

Division: Accounts Division

Nature of Paper:  Approval  Information

- 1) Title of the Paper: Annual Budget for 2024.
- 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 making an annual budget for 2024 as an education center encompasses several key objectives such as Financial Planning, Resource Allocation, Goal Setting and Performance Measurement, Decision Making, Stakeholder Communication, Strategic Planning etc. Overall, making an annual budget for 2024 as an education center serves to facilitate financial planning, resource allocation, goal setting, risk management, decision-making, stakeholder communication, compliance, accountability, and strategic planning. It enables the center to achieve its mission of providing high-quality education and student support services while maintaining financial stability and organizational effectiveness.

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

4) Risk Analysis

Creating an annual budget for 2024 as an education center involves several risks that should be carefully analyzed such as Enrollment Fluctuations, Funding Cuts, Cost Overruns, Unbudgeted Expenses, Competitive Pressures, Demand Variability etc. To mitigate these risks, the education center should conduct comprehensive risk assessments, establish contingency plans, monitor financial performance regularly, implement robust financial controls and reporting mechanisms, engage stakeholders in budget planning and decision-making, and seek professional advice when necessary. Flexibility, adaptability, and proactive risk management are essential for navigating the uncertainties and challenges associated with budgeting as an education center in 2024.

5) Follow-Up - Board of Governance

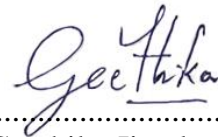
6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request to prepare the Annual Budget for 2024.

9)

Prepared by:



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Geethika Jinadasa  
Board Secretary

Approved by:



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Prasad Rangana  
Senior Accountant

Submitted by:



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Nilusha De Silva  
Senior Manager in Operations  
and Partnerships

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