

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

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

Present:	Dr. Kithsiri Manchanayakke	Chairman
	Prof. Sirimewan Waidyasekara	BOG Member
	Prof. Jagath Edirisinghe	BOG Member
	Dr. Neil Bogahawaththa	BOG Member
	Dr. Godwin Kodithuwakku	BOG Member
Online:	Mr. Upul Dasanayakke	BOG Member
<i>(VIA ZOOM)</i>	Prof. Udith Jayasinghe	BOG Member
	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 10TH APRIL 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 10th April, 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
10/04/2023	002	Appoint a new business consultant to prepare a business strategy plan for the next 5 years.	Chairman	Mr. Dinusha Rajarathnam, the newly appointed Business Consultant submitted the Business Strategy report.	
10/04/2023	003	Revamping the campus website	Prof. Waidyasekara	In progress	
10/04/2023	005	Recruitment of new academic staff & counsellors	AGM HR	Recruitment in progress	

10/04/2023	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	In progress	
10/04/2023	007	NC - UK	Nilanthi Wijayasinghe / Hasini Perera	In progress.	
10/04/2023	008	Shifting the Colombo Branch to a new premises.	Divinston David	Visited the places chosen and one place was selected out of many. (No. 27, Church Road, Colombo 2)	
10/04/2023	009	An update on the current status of UEL Collaboration and the visit of the UEL Delegation.	Chairman	The delegation visited. Provisional approval given. Requested to submit further documents: policies, strategic direction, committees	
10/04/2023	011	Proposing to link CRM, SMS and Accounting System	Prof. Waidyasekara	In progress	

		via API.			
10/04/2023	012	TVEC registration renewal for the next 2 years	Hasini Perera	Applications submitted. TVEC would visit for inspection.	
10/04/2023	013	Registration renewal of University of Colombo for the BIT program	Nilusha De Silva	In progress	
10/04/2023	014	Registration renewal of University of Moratuwa for the BIT program	Lakshika Fernando	In progress	
10/04/2023	015	Change of commission structure for the counsellors	Dr. Sanjeewa Samarasinghe	Completed	
10/04/2023	016	Seeking instruction from the board to clear outstanding	Sanduni Dilrukshika	Board decided to appoint a 4-member team to clear the backlog within one month	
10/04/2023	017	Seeking approval to conduct another staff development program for the year 2023	Mariza Karandawala	Board approved	
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	Board decided to give permission to conduct the particular programs on the given dates and times.	


05. NEW BUSINESS

Meeting Date	Board Paper No.	New Agenda Item	Presented by
10/07/2023	019	Proposed the new fee plan for the Cambridge programs for the year 2024 – seeking approval from the board.	Nilusha De Silva
10/07/2023	020	Seeking approval for the conduction of NILET programs for further 2 years.	Hasini Perera
10/07/2023	021	Seeking approval to purchase Cambridge textbooks for the year 2024.	Nilusha De Silva
10/07/2023	022	Giving an update on the construction of the new study concept – Hamlet	Chairman
10/07/2023	023	Seeking approval to conduct 2+1 programs with UEL and start the promotions once we receive the relevant agreement from UEL.	Chairman

06. NEXT BOG MEETING DATE: October 09th, 2023

07. ANY OTHER BUSINESS

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



Chairman



Company Secretary

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 19

Board Meeting No.: 03/2023

Division: Operations Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Proposed the new fee plan for the Cambridge programs for the year 2024 – seeking approval from 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

Proposing a new fee plan for the Cambridge programs for the year 2024 and seeking approval from the board serves several important purposes Financial Sustainability, Cost Recovery, Program Enhancement, Long-Term Planning and Stakeholder Communication etc. Overall, proposing a new fee plan for the Cambridge programs for the year 2024 and seeking approval from the board is essential for ensuring the financial sustainability, resource allocation, program enhancement, competitive positioning, long-term planning, and stakeholder communication of the institute offering these programs. It reflects a commitment to delivering high-quality education and supporting the success of students enrolled in the Cambridge programs.

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

4) Risk Analysis

Proposing a new fee plan for the Cambridge programs for the year 2024 and seeking approval from the board involves several risks that should be carefully considered such as Financial Risk, Competitive Risk, Stakeholder Reaction, Operational Challenges, Reputation and Brand Risk etc. To mitigate these risks, the institute should conduct thorough financial analysis, market research, and stakeholder consultation to ensure that the proposed fee plan is reasonable, competitive, and aligned with the institute's strategic goals and financial sustainability objectives. Transparent communication, engagement with stakeholders, and proactive management of potential challenges are essential to successfully navigating the approval process for the new fee plan.

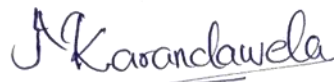
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

The Board of Governance has formally approved the request for the new fee plan for the Cambridge programs for the year 2024.

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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Nilusha De Silva
Head of Cambridge Department

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 20

Board Meeting No.: 03/2023

Division: Operations and Partnership Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval for the conduction of NILET programs for a further 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

Seeking approval for the conduction of NILET (National Institute of Language Education and Training) programs for a further two years serves several important purposes Continuity of Programs, Strategic Planning, Quality Assurance, Partnership and Collaboration, Long-term Impact and Sustainability etc. Overall, seeking approval for the continuation of NILET programs for a further two years demonstrates the institution's dedication to providing high-quality language education and training, ensuring program continuity and stability, and advancing its mission of promoting language proficiency and intercultural understanding.

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

4) Risk Analysis

seeking approval for the continuation of NILET programs for a further two years, it's important to conduct a comprehensive risk analysis to identify potential challenges and mitigate associated risks. Financial Risks, Quality Assurance, Market Demand, Operational Challenges, Reputational Risk etc. the institution should implement strategies such as financial planning and budgetary controls, continuous monitoring and evaluation of program quality, market research and adaptation to changing demands, contingency planning for operational challenges, stakeholder engagement and communication, and adherence to legal and regulatory requirements. Additionally, seeking input from relevant stakeholders and conducting periodic risk assessments can help identify and address emerging risks 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 request for the conduction of NILET programs for a further 2 years

Prepared by:


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Mariza Karandawala
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: 21

Board Meeting No.: 03/2023

Division: Cambridge Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking approval to purchase Cambridge textbooks for the year 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 seeking approval to purchase Cambridge textbooks for the year 2024 entails several key objectives such as Curriculum Enhancement, Quality Education Delivery, Alignment with Standards, Student Success and Achievement etc. Overall, seeking approval to purchase Cambridge textbooks for the year 2024 aligns with the institution's goals of delivering high-quality education, supporting student learning and achievement, maintaining pedagogical consistency, and ensuring effective resource management and stakeholder engagement.

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 1,100,000.00 for 12 months.

5) Risk Analysis

When seeking approval to purchase Cambridge textbooks for the year 2024, it's important to conduct a thorough risk analysis to identify potential challenges and mitigate associated risks such as Budget Overruns, Currency Fluctuations, Logistical Risks, Quality and Suitability and Compliance and Copyright. To mitigate these risks, institutions should engage in thorough vendor due diligence, conduct comprehensive contract negotiations, closely monitor budgetary allocations, implement robust inventory management systems, and solicit feedback from educators and students throughout the procurement process. Additionally, maintaining open communication channels with stakeholders and adhering to legal and compliance requirements are essential for successful textbook purchases.

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 request to purchase Cambridge textbooks for the year 2024.

Prepared by:


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Mariza Karandawala
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:



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Nilusha De Silva
Head of Cambridge Department

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: 22

Board Meeting No.: 03/2023

Division: New Project

Nature of Paper: Approval Information

- 1) Title of the Paper: Giving an update on the construction of the new study concept – Hamlet
- 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 giving an update on the construction of the new study concept – Hamlet covers Transparency and Communication, Accountability and Oversight, Stakeholder Engagement, Risk Management, Marketing and Promotion, Timeline Management etc. Overall, the purpose of giving updates on the construction of the new study concept - Hamlet - is to ensure transparency, accountability, and stakeholder engagement, while effectively managing risks, maintaining quality standards, and supporting marketing efforts.

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

4) Risk Analysis

There are several potential risks to consider such as Miscommunication, Project Delays, Budget Overruns, Quality Control Issues, and Environmental Impact. By conducting a thorough risk analysis and implementing appropriate mitigation strategies, institutions can effectively communicate updates on the construction of the new study concept "Hamlet" while minimizing potential risks and ensuring stakeholder satisfaction.

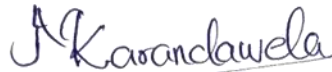
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

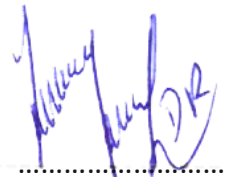
- 1) The Board of Governance has formally analyzed the update on the construction of the new study concept – Hamlet

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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Kithsiri Manchanyakke
Chairman

Board Paper No: 23

Board Meeting No.: 03/2023

Division: Operations and Partnerships Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval to conduct 2+1 programs with UEL and start the promotions once we receive the relevant agreement from UEL
- 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 seeking approval to conduct 2+1 programs with the University of East London (UEL) and initiating promotions once the relevant agreement is received from UEL encompasses several key objectives such as Academic Collaboration, Enhanced Educational Opportunities, Strategic Partnerships etc. Overall, seeking approval to conduct 2+1 programs with UEL and initiating promotions upon receiving the relevant agreement aligns with the institution's goals of enhancing academic quality, expanding educational opportunities, fostering global partnerships, and attracting diverse talent to the institution.

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.

The Board of Governance has formally approved the request to conduct 2+1 programs with UEL and start the promotions once we receive the relevant agreement from UEL

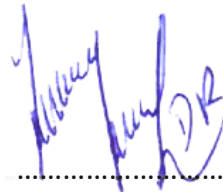
Prepared by:


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Mariza Karandawala
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