

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

MINUTES OF THE MEETING OF THE BOG MEMBERS OF AIMS CAMPUS HELD ON, MONDAY 09TH OCTOBER 2023 AT 3.00 P.M. AT THE BOARD ROOM, AIMS CAMPUS, NO. 27, CHURCH ROAD, COLOMBO.

Present:	Dr. Kithsiri Manchanayakke	Chairman
	Prof. Sirimewan Waidyasekara	BOG Member
	Prof. Jagath Edirisinghe	BOG Member
	Mr. Upul Dasanayakke	BOG Member
	Prof. Prathiba Mahanamahewa	BOG Member
Online:	Dr. Godwin Kodithuwakku	BOG Member
<i>(VIA ZOOM)</i>	Prof. Udith Jayasinghe	BOG Member
Apologies:	Dr. Neil Bogahawaththa	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 JULY 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 July, 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
10/07/2023	002	Appoint a new business consultant to prepare a business strategy plan for the next 5 years.	Chairman	Upon reviewing the business strategy report submitted by Mr. Dinusha Rajarathnam, the chairman along with two Board of Governors members, Prof. Mahanamahewa and Prof. Waidyasekara, have analyzed it and requested minor amendments to be made.	
10/07/2023	003	Revamping of the campus website	Prof. Waidyasekara	BOG suggested that Tranzform International be instructed to refresh all professional courses available on the website.	

10/07/2023	005	Recruitment of new academic staff & counsellors	AGM HR	Recruitment in progress	
10/07/2023	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	
10/07/2023	007	NC - UK	Nilanthi Wijayasinghe / Hasini Perera	Finalized. It is cost-intensive to provide services tailored to the Sri Lankan community.	
10/07/2023	008	Shifting the Colombo Branch to a new premises.	Divinston David	The renovation project has commenced in the new building.	
10/07/2023	009	An update on the current status of UEL Collaboration and the visit of the UEL Delegation.	Chairman	In progress.	
10/07/2023	011	Proposing to link CRM, SMS and Accounting System via API.	Prof. Waidyasekara	In progress	
10/07/2023	012	TVEC registration renewal for the next 2 years	Hasini Perera	TVEC visited the premises for an inspection. Approval is in progress.	
10/07/2023	013	Registration renewal of University of Colombo for the BIT program	Nilusha De Silva	In progress	
10/07/2023	014	Registration renewal of University of Moratuwa for the BIT program	Lakshika Fernando	In progress	

10/07/2023	016	Seeking instruction from the board to clear outstanding	Sanduni Dilrukshika	In progress	
10/07/2023	017	Seeking approval to conduct another staff development program for the year 2023	Mariza Karandawala	A Staff Development Programme was conducted by Dr. Sanjeewa Amarasinghe on 23 rd of September.	
10/07/2023	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	The upcoming Open Day is scheduled to be held on the 4th of November. As part of the program, career guidance will be provided.	
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	The Board of Governors (BOG) has approved the new fee plan for Cambridge programs	
10/07/2023	020	Seeking approval for the conduction of NILET programs for a further 2 years.	Hasini Perera	It is imperative to obtain approval for MOU.	
10/07/2023	021	Seeking approval to purchase Cambridge textbooks for the year 2024.	Nilusha De Silva	In progress	
10/07/2023	022	Giving an update on the construction of the new study concept - Hamlet	Chairman	In progress. Approved by the board.	
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	In progress	

05.

Meeting Date	Board Paper No.	New Agenda Item	Presented by
09/10/2023	024	Seeking approval for participation in Infotel Educational exhibition in November 2023.	Nilusha de Silva
09/10/2023	025	Seeking approval to organize the Aims Graduation event in December.	Nilusha De Silva
09/10/2023	026	Seeking approval to initiate the process of obtaining the CIMA qualification.	Chairman
09/10/2023	027	Seeking approval to initiate the process of obtaining the ACCA qualification.	Chairman
09/10/2023	028	Seeking approval to initiate the process of obtaining the CIPM qualification.	Chairman
09/10/2023	029	Seeking approval to initiate the process of obtaining the collaboration of IAU.	Chairman
09/10/2023	030	Seeking approval to initiate Diploma Program to Students how are studying IT For Advanced Level.	Nilusha De Silva

06. NEXT BOG MEETING DATE: 08th of January, 2024.

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: 24

Board Meeting No.: 04/2023

Division: Marketing Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval for participation in Infotel Educational exhibition in November 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 approval to participate in the Infotel Educational exhibition in November 2023 serves several purposes such as Visibility and Brand Awareness, Networking Opportunities, Student Recruitment, Promotion of Educational Initiatives, Institutional Image Building etc. Overall, seeking approval to participate in the Infotel Educational exhibition in November 2023 aligns with your institution's goals of enhancing visibility, networking, recruitment, and staying abreast of industry trends and opportunities.

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

4) Risk Analysis

While seeking approval for participation in the Infotel Educational exhibition can offer numerous benefits, it's also important to conduct a thorough risk analysis to anticipate potential challenges and mitigate them effectively Financial Risks, Logistical Risk, Operational Risk, etc. To mitigate these risks, it's crucial to develop a comprehensive risk management plan that includes proactive measures, contingency plans, and clear communication channels. Additionally, conducting pre-exhibition assessments, setting realistic objectives, and monitoring key performance indicators can help in evaluating and optimizing the exhibition's 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 participation in Infotel Educational exhibition in November 2023

Prepared by:


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Mariza Karandawala
Board Secretary

Approved by:


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Sanduni Dilrukshika
Senior Accountant
Finance 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: 25

Board Meeting No.: 04/2023

Division: Operations Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking approval to organize the AIMS Graduation event in December
- 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 organize the Aims Graduation event in December serves several important purposes such as Celebration of Achievement, Recognition of Faculty and Staff, Alumni Engagement, Showcasing Institutional Success etc. Overall, seeking approval to organize the Aims Graduation event in December aligns with the institution's goals of celebrating achievement, fostering community, promoting its values, and providing valuable opportunities for stakeholders.

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

4) Risk Analysis

When seeking approval to organize the Aims Graduation event in December, it's essential to conduct a thorough risk analysis to identify potential challenges such as Logistical Risks, Financial Risks, Attendance Risks, Compliance Risks etc. To mitigate these risks, it's important to develop a comprehensive risk management plan that addresses each identified risk with appropriate mitigation strategies, contingency plans, and communication protocols. Regular monitoring, flexibility, and adaptability are key to successfully navigating potential challenges and ensuring the smooth execution of the Aims Graduation event in December.

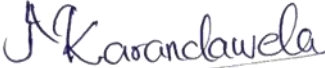
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request to organize the Aims Graduation event in December


Prepared by:


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Mariza Karandawala
Board Secretary

Approved by:


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Nilusha De Silva
Senior Manager in Operations
and Partnerships

Submitted by:


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Hasini Perera
Head of Academics

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

Board Paper No: 26

Board Meeting No.: 04/2023

Division: Operations and Partnership Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval to initiate the process of obtaining the CIMA 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 Chartered Institute of Management Accountants (CIMA) qualification serves several important purposes such as Professional Development, Industry Recognition, Value to the Organization, Professional Standards etc. In summary, seeking approval to initiate the process of obtaining the CIMA qualification demonstrates a commitment to professional development, career advancement, industry recognition, organizational value, adherence to professional standards, knowledge transfer, strategic alignment, and professional networking.

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

4) Risk Analysis

While seeking approval to initiate the process of obtaining the Chartered Institute of Management Accountants (CIMA) qualification offers numerous benefits, it's also important to consider potential risks. Financial Risk, Career Development Risk, Opportunity Cost, Credential Devaluation etc. To mitigate these risks, individuals and organizations should conduct thorough research and analysis, develop a realistic plan for pursuing the CIMA qualification, and consider factors such as financial preparedness, time management strategies, career goals, and the evolving landscape of the job market. Additionally, seeking support from employers, mentors, or professional networks can provide valuable guidance and resources throughout the qualification process.

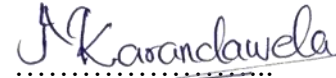
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance

7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request to initiate the process of obtaining the CIMA qualification

Prepared by:



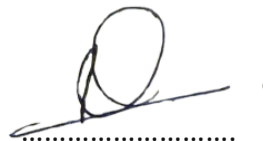
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Mariza Karandawala
Board Secretary

Approved by:



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Hasini Perera
Head of Academics

Submitted by:



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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 No: 27

Board Meeting No.: 04/2023

Division: Operations and Partnership Division

Nature of Paper:

Approval

Information

- 1) Title of the Paper: Seeking approval to initiate the process of obtaining the ACCA 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 Association of Chartered Certified Accountants (ACCA) qualification serves several important purposes such as Professional Development, Career Advancement, Professional Standards. In summary, seeking approval to initiate the process of obtaining the ACCA qualification is a proactive step towards personal and professional growth, global recognition, enhanced competence, career flexibility, and ethical practice. It signifies a commitment to excellence in the accounting profession and contributes to both individual and organizational success.

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 Association of Chartered Certified Accountants (ACCA) qualification involves several risks that individuals and organizations should consider they are Financial Risk, Market Saturation, Resource Allocation, Quality Assurance, Market Positioning etc. To mitigate these risks, the institute should conduct a thorough risk assessment, develop a comprehensive strategy for ACCA qualification training, allocate resources effectively, monitor program effectiveness, and continuously improve the training experience for participants. Collaboration with ACCA, ongoing professional development for faculty and staff, and soliciting feedback from students are essential components of successful ACCA qualification training initiatives.

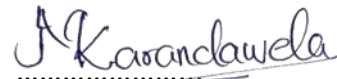
5) Follow-Up - Board of Governance

6) Management Responsibility - Board of Governance


7) Recommendation/Board approval is sought.

8) The Board of Governance has formally approved the request to initiate the process of obtaining the ACCA qualification

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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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 No: 28

Board Meeting No.: 04/2023

Division: Operations and Partnership Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval to initiate the process of obtaining the CIPM 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 CIPM qualification as an institute serves several important purposes such as Enhancing Institutional Credibility, Meeting Industry Demand, Professional Development Opportunities, Networking and Collaboration, Promoting Institutional Excellence etc. Overall, seeking approval to initiate the process of obtaining the CIPM qualification as an institute aligns with the institute's goals of enhancing institutional credibility, meeting industry demand, expanding program offerings, providing professional development opportunities, fostering networking and collaboration, contributing to industry standards, and promoting institutional excellence in finance education and professional 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 CIPM qualification as an institute involves several risks that should be carefully considered as risk such as Investment Costs, Resource Allocation, Market Demand. To mitigate these risks, the institute should conduct thorough risk assessments, develop a comprehensive business plan for offering CIPM qualification training, allocate resources effectively, ensure compliance with accreditation standards and regulatory requirements, monitor program effectiveness, and continuously improve program quality based on feedback and evaluation. Collaboration with industry partners, professional associations, and accreditation bodies can also provide valuable support and guidance in managing risks associated with offering CIPM qualification training

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 the CIPM qualification

Prepared by:



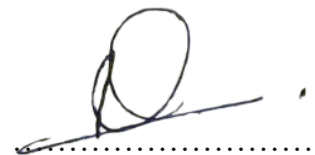
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Mariza Karandawala
Board Secretary

Approved by:



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Hasini Perera
Head of Academics

Submitted by:



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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: 29

Board Meeting No.: 04/2023

Division: Operations and Partnership Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval to initiate the process of obtaining the collaboration of IAU.
- 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

Competition and market risk are key factors when collaborating with IAU on business programs. The challenge lies in standing out in a saturated market and attracting students. Quality, faculty expertise, and industry partnerships are crucial. Monitoring market trends and adjusting program offerings are vital risk mitigation strategies.

- 4) Follow-Up - Board of Governance

- 5) Management Responsibility - Board of Governance


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

- 6) Recommendation/Board approval is sought.
- 7) The Board of Governance has formally approved the request initiate the process of obtaining IAU collaboration.

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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Nilusha De Silva
Senior Manager in Operations
and Partnerships

BOARD PAPER

AIMS CAMPUS NEGOMBO

Board Paper No: 30

Board Meeting No.: 04/2023

Division: Operations and Partnership Division

Nature of Paper: Approval Information

- 1) Title of the Paper: Seeking approval to initiate Diploma Program to Students how are studying IT For Advanced Level.
- 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 a diploma program for students studying IT for Advanced Level serves several important purposes such as Meeting Student Needs, Addressing Industry Demand, Providing Career Pathways, Enhancing Institutional Reputation, Fostering Innovation and Creativity etc. Overall, seeking approval to initiate a diploma program for students studying IT for Advanced Level aligns with the institution's goals of meeting student needs, addressing industry demand, providing career pathways, enhancing institutional reputation, expanding program offerings, fostering innovation, and promoting lifelong learning. It represents a strategic investment in the future of students and the institution, contributing to individual and societal advancement in the field of information technology.

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

4) Risk Analysis

Seeking approval to initiate a diploma program for students studying IT for Advanced Level entails several risks that warrant careful consideration such as Demand Uncertainty, Financial Risk, Curriculum Development, Faculty and Staffing, Regulatory and Accreditation etc. To mitigate these risks, thorough market research, feasibility studies, and risk assessments should be conducted before seeking approval for the diploma program. Flexibility in program design and implementation, collaboration with industry partners, careful financial planning, and continuous monitoring of enrollment trends and student outcomes are essential for program success and sustainability. Additionally, maintaining open communication with stakeholders and being responsive to feedback and changing market dynamics can help mitigate risks and ensure the program's long-term viability.

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 initiate Diploma Program to Students how are studying IT for Advanced Level

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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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.