

Meeting Minutes

Centre of Excellence (COE) – Strategy & Operations Meeting

Table 1: Members & Contact Details

No.	Name	Contact Number
1	Prof. Prof Lasitha Devendra	0777 570 403
2	Dr. Ishantha Siribaddana	0777 570 403
3	Mr. Bhatiya Jayakody	0777 686 968
4	Prof. Nimal Rajapaksa	0773 342 929
5	Mr. Sahan Ranwala	0773 481 188
6	Dr Sankapala Gamwarige	0773 601 031
7	Mr. Ashoka Shanthakumara	0770 020 132
8	Mr. Malinda de Lanerolle	0763 342 345
9	Prof. Praneeth Abeyesundara	0773 718 045
10	Prof Udeni Nawagamuwa	0773 595 177
11	Mr. Pasindu Hatanachchige	0779 944 915
12	Mr. Channa Palansuriya	07772 23123
13	Mr. Sajith Wickramarachchi	0777 005 011
14	Prof. Athula Ginige	+61 468 677 504
15	Mr. Shiran Perera	0775 377 580

Meeting Minutes

Centre of Excellence (COE) – Strategy & Operations Meeting

Date: Sunday, 14 December 2025

Time: 3.00 PM – 6.00 PM

Venue: Colombo Club, Taj Samudra Hotel, Colombo

1. Meeting Details

- **Chair:** Prof. Prof Lasitha Devendra
 - **Meeting Type:** Committee Meeting
 - **Quorum:** Confirmed
 - **Agenda Changes:** None
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2. Members Present

(As per Table 1 above)

3. Agenda Discussions & Decisions

1. Academic Framework for 10 COE Centres

- The committee unanimously agreed **not to use the term “Curriculum”**.
- The term **“Project-based Framework”** was formally adopted.
- Mr. Bhatiya Jayakody and Mr. Shiran Perera presented empirical, practical project models.
- Prof Udeni Nawagamuwa’s conceptual inputs were accepted for integration.
- **Decision:**
A **single integrated project framework** will be developed combining practical and conceptual approaches.

Action: Develop integrated framework

Responsibility: Mr. Bhatiya Jayakody, Mr. Shiran Perera, Prof Udeni Nawagamuwa

Timeline: To be decided

2. COE Governance, Management & Operations

- The committee approved the **recruitment of a Chief Executive Officer (CEO)**.
 - Recruitment responsibilities assigned to:
 - Mr. Shiran Perera
 - Mr. Sajith Wickramarachchi
 - Dr. Ishantha Siribaddana
 - Prof. Lasitha Dewendra to prepare the **CEO role/profile draft by 15 December 2025**.
 - Recruitment process targeted for completion in Mid January **2026**.
 - A need for SOPs and a formal governance structure was acknowledged.
 - **Decision:**
A **separate dedicated meeting** will be convened to finalize governance documentation.
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3. College Roles, Responsibilities & Collaboration

- A meeting with the **Principal of Ananda College** was agreed.
 - Mr. Shiran Perera proposed:
 - Mapping all school societies
 - Identifying teachers in charge
 - Aligning these resources with the 10 COE Centres to build a student pipeline
 - No MOUs or additional internal approvals required at this stage.
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4. Digital Platforms (LMS & Systems)

- Google Classroom was discussed (proposed by Mr. Pasindu Hatanachchige).
- Mr. Pasindu Hattanachchige and Prof. Nimal Rajapaksha to explore the possibility of **Google Classroom free access** and get the facility if the facility can be negotiated free of charge
- Dr. Ishantha Siribaddana offered to **donate an LMS currently used by his institute**.
- **Decision:** LMS to be provided **FOC to host in a COE paid Server**.
- **System Ownership:** Google / COE
- **Target Go-Live:** Within **14 days**.

5. Internal Documents (Printed & Digital)

- SOPs, handbooks, and policy documents were discussed.
- No timelines or ownership assigned at this stage.
- **Decision:**
Responsibility to be assigned **after CEO recruitment**.
- Student alignment mechanism:
 - Prof Udeni Nawagamuwa proposed calling for projects soon after O/L results.
 - Dr. Ishantha Siribaddana proposed a student competition model.
 - **Decision:** Proceed initially with Prof Udeni Nawagamuwa's approach.

6. Office Equipment & Stationery

- **Decision:**
The committee agreed to focus **only on academic priorities** at this stage.
- Procurement and budgeting deferred.

7. Warranty & Maintenance of Equipment

- Mr. Shiran Perera proposed an **Asset Management System**.
- Dr. Ishantha Siribaddana agreed to provide the system **free of charge**.
- Warranty, AMC, and SLA structures to be defined later.

8. Service Centre & Maintenance Costs

- Mr. Channa Palansuriya undertook to explore **cost-effective maintenance models** without burdening the committee.
- Detailed proposals to be presented later.

9. Staffing (Administrative & Support Staff)

- Prof. Lasitha Dewendra accepted responsibility to **develop the staff structure**.
- Employment types, salary bands, and allowances to be included.
- Recruitment to be handled by the committee.

10. Lecturers (Internal & Visiting)

- Agreed to proceed with proposals by Mr. Bhatiya Jayakody and Mr. Shiran Perera.
- A meeting with the Principal to be held after society-resource mapping.
- Use of **allocated school timetable hours (2 hours/week)** discussed.

11. Annual Operating Budget (1–2 Years)

- Decision taken to **prepare an operational budget**.
- Responsibility and timelines to be finalized in a future meeting.

12. Revenue Models

- Not discussed.

13. Student Enrolment

- Project-based enrolment approach acknowledged.
- Intake size and communication strategy not finalized.

14. Launch & Inauguration

- **Target COE Launch Date: 15 May 2025**
- Event ownership and media coordination to be decided.

15. Commencement Dates

- Prof Udeni Nawagamuwa proposed commencing **pre-opening academic activities immediately**.
 - Formal commencement scheduling deferred.
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16. Any Other Matters

- Proposal to involve **award-winning O/L students of Ananda College** was discussed.
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4. Closure

The meeting concluded at **6.00 PM**.

A separate meeting will be scheduled to finalize governance, budgeting, and operational frameworks.

A handwritten signature in blue ink, reading "Dr. Ishantha Siribaddana", is written over a horizontal blue line.

Joint Secretary

Dr. Ishantha Siribaddana