

INSTITUTE OF INDIGENOUS MEDICINE, UNIVERSITY OF COLOMBO

ACTION PLAN-2018

GOAL -01:

• ***Improve Employability and Quality of Graduates.***

Objective	Strategies	Activities	Rs. '000	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible person
1.1 Produce competent graduates with academic, clinical and research capabilities to meet the increasing global demands.	1.1.1 To enhance the quality of academic programmes.	1.1.1.1 Arrangements to submit the Curriculum for the approval of Quality Assurance and Accreditation Agency (QAAA).	200-C/HC													HOD/ Ayu, HOD/ Unani
		1.1.1.2 Knowledge update programme for various subject expertise.	250-C/HC													Director, coordinator,CGU
		1.1.1.3 Two workshops for Curriculum Revision.	200-C/HC													HOD/ Ayu, HOD/ Unani
		1.1.1.4 Purchasing Books and periodicals.	6000-C/A													HOD/Ayu, HOD/Unani, Librarian
		1.1.1.5 Appoint curriculum revision committee.														HOD/Ayu, HOD/Unani
		1.1.1.6 To revise existing undergraduate curriculum.	100-C/HC													HOD/Ayu, HOD/Unani, CRC
		1.1.1.7 Handbook for practical guides for all subjects.	200-R													HOD/Ayu, HOD/Unani
		1.1.1.8 common skill laboratory.	2000-C-RE													HOD/Ayu, HOD/Unani
	1.1.2 To develop Strategic plan for Institute	1.1.2.1 Workshop for Strategic plan	700-C/HC												Director	
1.2 Enhance the employability of BUMS & BAMS graduates upto 100% by 2020.	1.2.1 Inco-opertion of traditional and modern technology to enhance students' skills.	1.2.1.1 Introduce LMS system for teaching.	200-R											HOD/Ayu, HOD/Unani		
		1.2.1.2 Restructuring Ola-leaf preservation & updating research study unit.	250-C/RD												HOD/Ayu, HOD/Unani	

	1.2.2 To produce graduates with competent in Ayurveda medicine manufacturing.	1.2.2.1 Establishing center for research and training of medicinal plants.	700-C/RD																	Director
		1.2.2.2 To sign MOUs with suitable & reputed private and public sector organizations in order to improve the practical knowledge through the training opportunities of the students.	250-C/HC																	Director, HOD/Ayu, HOD/Unani
		1.2.2.3 Field visits related to different subjects.	300-R																	HOD/Ayu, HOD/Unani

GOAL -02:

• Uplift the standard of IIM to the International University level																			
Objective	Strategies	Activities	Budgetary Allocation	Duration												Responsible person			
				Rs. '000	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		Dec		
2.1 Increase	2.1.1 To gain foreign	2.1.1.1 To enter into MOUs with foreign	50-R																Director, ICU
		2.1.1.2 Organize International seminars,	2000-C/RD																ICU, HOD/ Ayu, HOD/Unani
	2.1.2 To open access to	2.1.2.1 Conduct ayurveda awareness programme	1000-C/RD															ICU, HOD/ Ayu, HOD/Unani	
	2.1.3 To provide learning environment to study foreign languages.	2.1.3.1 Introduce courses for Tamil, Hindi, Chinese, Japanese, Korean.	100-R																Director, HOD/ Ayu, HOD/Unani

GOAL -03:

• Increase opportunities and access to Higher Education																			
Objective	Strategies	Activities	Budgetary Allocation	Duration												Responsible person			

			Rs. '000	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
3.1 Creating sound hopeful and demanding environment in the academic field with added recognition in par with the global demand.	3.1.1 To expand the postgraduate opportunities by introducing new postgraduate courses.	3.1.1.1 Conduct ongoing PG diploma & MD course.	-													HOD/ Ayu, HOD/Unani, Coordinator/ MD	
		3.1.1.2 Introduce Mphil, Phd courses related Ayu, Unani & Indigenous Medicine.	-														HOD/Ayu, HOD/Unani
	3.1.2 Introduce new shoort courses.	3.1.2.1 Conduct Certificate Course on Ayurveda Massage Therapy.	-														HOD/ Ayu, Course Co-ordinator
		3.1.2.2 Conduct Diploma and certificate course in	-														HOD/ Ayu, Course Co-ordinator
		3.1.2.3 Introduce certificate course in herbal beauty culture.	-														HOD/Unani, Course Co-ordinator
		3.1.2.4 Commencement of Certificate course in	-														HOD/ Unani, Course Co-ordinator
		3.1.2.5 Introduction to emergency medical	-														HOD/ Unani, Course Co-ordinator
		3.1.2.6 Introduce certificate course in	-														HOD/ Unani, Course Co-ordinator
		3.1.2.7 Introduce certificate course in nutrition.	-														HOD/ Unani, Course Co-ordinator
		3.1.2.8 Introduce certificate course in health	-														HOD/ Unani, Course Co-ordinator
3.1.2.9 Certificate course in Yoga.	-														HOD/ Ayu, Course Co-ordinator		
3.1.2.10 Conduct Certificate course on Hijamah.	-														HOD/ Unani, Course Co-ordinator		

GOAL -04:

• **Improve Satisfaction of Stake Holders.**

Objective	Strategies	Activities	Budgetary allocation Rs. '000	Duration												Responsible person	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
4.1 Increase the percentage level of students' satisfaction.	4.1.1 To enhance the quality of academic programme.	4.1.1.1 Introduce computerized system to release the results.	1500-C/A	■	■	■	■	■	■	■							DR/Exam
		4.1.1.2 Appoint an exam committee.	-					■									Director, DR
	4.1.2 To enhance students' soft skills.	4.1.2.1 Student skills development programme.(Dr.Molligoda)	100-C/HC								■						SSC
		4.1.3 To enhance student support services.	4.1.3.1 Appoint suitable student councilors.	-							■						Director, SAR/Est, AR/AS
			4.1.3.2 Appoint sport advisory committee.(AR/SA)	-							■						Director, AR/AS
	4.1.3.3 Appoint a coordinator for sports activities		-					■								Director	
	4.1.4 To enhance the student welfare facilities.	4.1.4.1 Improvement Girls Hostel.	1000-C/RE								■						AR/GA, AR/AS
		4.1.4.2 Supply & Installation of lightening protection system for girls hostel.	1000-C/RE							■	■	■	■	■	■		AR/GA, AR/AS
		4.1.4.3 Improvement of reading room & Garage for No.330 hostel.	1000-C/RE								■	■	■	■	■		AR/GA, AR/AS
		4.1.4.4 Improvement of fence of the playground.	1000-C/RE									■	■	■	■		AR/GA, AR/AS
		4.1.4.5 Improvement of roof slab & color washing of academic buildings.	1000-C/RE										■	■	■		AR/GA, HOD/Ayu, HOD/Unani
		4.1.4.6 Improvement of Gymnasium.	1000-C/RE										■	■	■		AR/GA, Sports coordinator

		4.1.4.7 Regulize the student union activities.To Appoint Bld.Committee	-																Director, SSC, AR/AS
		4.1.4.7 Polishing of Library furnitures.	2000-C/RE																Librarian, AR/GA,
		4.1.4.8 Improvement of Canteen.	1000-C/RE																AR/GA, AR/AS
		4.1.4.9 Pirith Pinkam	125-R																
		4.1.4.10 New year festival of students.	100-R																AR/AS, Coordinator sports
		4.1.1.11 Students' Cricket & Vollyball tournements.	50-R																Coordinator sports
		4.1.4.12 Students' sportsmeet.	75-R																Coordinator sports
	4.1.5 Induction activities for new intake.	4.1.5.1 Enhance proper Counselling service.	-																Director, AR/AS, HOD/Ayu, HOD/Unani
		4.1.5.2 Mentoring system for students.	-																Director, AR/AS, HOD/Ayu, HOD/Unani
		4.1.5.3 Printing student's hand book.	300-R																AR/AS
		4.1.5.4 Orientation programme for new intake.	300-R																Director, AR/GA, Librarian
	4.1.6 To organize Extra Curricular Activities.	4.1.6.1 Cultural show.	100-C/HC																Senior student counsellor, Coordinator Cultural centre
4.2 Improve the percentage level of the satisfaction of the staff.	4.2.1 To provide sound and qualitative working environment for all staff.	4.2.1.1 Improvement of Dravyaguna Department & wash rooms in academic departments.	1000-C/RE																AR/GA
		4.2.1.2 Introduction of grievances committee.	-																Director
		4.2.1.3 Meeting of non academic staff once in 3 months.	-																Director, DR
		4.2.1.4 Facilitate common room for Administrative staff.	1000-C/RE																Director, AR/GA

	4.2.1.5 Repairing washroom in administrative building.	1000-C/RE												AR/GA
	4.2.1.6 Development of IIM garden with landscaping.	1000-C/RE												AR/GA
4.2.2 Financial Assistance to professional, skill development and educational qualification development.	4.2.2.1 Nominatate 6 Academic members for forigen (South Asian)conferences with financial assistance. i.e conference registration fee, air ticket,subsistance	500-R												Director, HOD/Ayu, HOD/Unani, DR, SAR
	4.2.2.2 Nominatate 2 Administrative members for forigen conferences with financial assistance.	200-R												Director,DR, SAR/Est
	4.2.2.3 Soft skill development programme for academic staff (out- bound training).	100-C/HC												Director,DR,SAR/Est,HO D/Ayu, HOD/Unani
	4.2.2.4 Soft skill development programme for non academic staff.	100-C/HC												Director,DR,SAR/Est
	4.2.2.5 Soft skill development programme for Administrative staff.	50-C/HC												Director, DR, SAR/Est
	4.2.2.6 Relevant professional tranning for Administrative staff.	100-C/HC												Director, DR
	4.2.2.7 Relevant professional tranning for non academic staff.	100-C/HC												Director, Dr, SAR/Est
	4.2.2.8 CTHE for academic staff.	100-R												HOD/Ayu, HOD/Unani, SAR/Est
	4.2.2.9 Enhancement of educational qualifications of Administrative and Non-academic staff.	50-C/HC												Director, DR,Sar/Est
	4.2.2.10 Annual staff cricket tournament.	100-C/HC												SAR/Est
	4.2.2.11 Physical fitness programme.	100-C/HC												Director, DR, AR/GA, SAR/Est
	4.2.2.12 Annual get- together.	100-C/HC												SAR/Est
	4.2.2.13 Staff New year festival	100-C/HC												SAR/Estb.

GOAL - 05:

• **Excellence in Research, Publications and Commercialization.**

Objective	Strategies	Activities	Budgetary Allocation Rs.'000	Duration												Responsible person		
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
5.1 Increase number of Research projects and collaboration with National and International Universities and Institutions.	5.1.1 To develop Research culture.	5.1.1.1 Implement research and publication committee.	600-C/RD														Director, HOD/Ayu, HOD/Unani	
	5.1.2 Standardization and commercialization of ayurvedic products.	5.1.2.1 Ayurveda national products standardization and quality control.	250-C/RD															HOD/Ayu, Deshiya Chikitsa
		5.1.2.2 Guest lectures from national and international experts.	1000-C/RD															Director, Librarian
		5.1.2.3 Develop medicinal plants monography.	700-C/RD															Director, HOD/Ayu, HOD/Dravyaguna
		5.1.2.4 Preservation of original scripts of indigenous medical books.	1000-C/RD															Director, HOD/Ayu, HOD/Unani,
		5.1.2.5 Programme for preservation of Ola Leaf manuscripts.	250-C/RD															Director, Librarian
	5.1.3 Contribution of publications.	5.1.3.1 To publish a journal and newsletters.	300-C/RD															Director, HOD/Ayu, HOD/Unani, HOD/Dravyaguna HOD/Basic Principles
5.2 Increasing the number research output.	5.2.1 Collaboration with national and international research institute.	5.2.1.1 Collaboration with national institutes: BMARI or NITM or NSF or ITI or WHO etc. Collaboration with international institute : CCRUM- Delhi.	200-R															

GOAL -06:

• Convert Higher Education for attracting Investments & Foreign Exchanges

Objective	Strategies	Activities	Budgetary Allocation Rs.'000	Duration												Responsible person	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
6.1 Students exchange programme with Foreign Universities.	6.1.1 To find the opportunities for international exchange programmes.	6.1.1.1 To sign MOUs with foreign Universities for clinical and academic exchange programmes.	100-R														Director, ICU
6.2 Implement to accommodate foreign students.	6.2.1 Provide sound academic environment and attractive infrastructure facilities.	6.2.1.1 To provide facilities in order to accommodate foreign students for undergraduate and postgraduate courses.	500-C/RE														Director, ICU
		6.2.1.2 To provide facilities for foreign resource persons.	500-C/RE														Director, ICU
		6.2.1.3 Health tourism promoting Ilajbit Tabeer (Regeminal)	100-R														HOD/ Unani

GOAL -07:

• Improve Effectiveness and Efficiency of IIM

Objective	Strategies	Activities	Budgetary Allocation Rs.'000	Duration												Responsible person	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
7.1 Improve skills to work to get maximum efficiency in general administration of the institute.	7.1.1 To provide opportunities in relevant training for the staff.	7.1.1.1 IT training for clerical and administrative staff.	150-C/HC														DR, SAR/Estb., T
		7.1.1.2 English & Tamil training programmes for all staff.	100-C/HC														DR, SAR/Estb.,
		7.1.1.3 Workshop on "Financial matters for non financial officers".	50-C/HC														DR, DB, SAB
		7.1.1.4 Workshop on "Procurement Management" for all staff.	100-C/HC														DB,DR, SAB, AR/GA

7.2 Improve working	7.2.1 To improve the infrastructure facilities of the institute.	7.2.1.1 Preparation of Master plan.	500-C/RE																	Director, DR,AR/GA	
		7.2.1.2 Purchase a generator.	3000-C/A																		Director, DB, DR,AR/GA
7.3 Use E-working environment.	7.3.1 To introduce Students' Information system.	7.3.1.1 Implementation software programme for Student registration .	200-C/A																	Director, DR,AR/SA	
		7.3.1.2 Develop examination software.	200-C/A																		DR
	7.3.2 To share the relevant information through the internet.	7.3.2.1 Develop institutional Website.	1100-C/A																		Director
		7.3.2.2 Provide official Email address.	100-R																		Director, DR, ANM
		7.3.2.3 Preparation of E-using policy.	100-R																		Director, DR, ANM
		7.3.2.4 Purchase computers laptops and other relevant electric items.	5000-C/A																		Director, SAB Supply, ANM
	7.3.3 To establish separate unit for IT assistance.	7.3.3.1 Establish Information technology and Media unit.	100-R																		Director,DR
		7.3.3.2 Recruit relevent staff for IT and Media unit.	-																		SAB Estb
		7.3.3.3 Purchase necessary equipments for ITM unit.	2000-C/A																		Director,DR
7.4 Develop financial strength of IIM.	7.4.1 To facilitate to improve the development funds.	7.4.1.1 Prepare criterias for institutional development fund.	-																	Director,DR,DB	
		7.4.1.2 Generating funds from renting the ground, auditorium and exam halls.	500-R/I																		Director, DR, AR/GA
		7.4.1.3 Generating funds from PG courses and several external courses.	2000-R/I																		HOD/Ayu, HOD/Unani
7.5 Utilize maximum budgetary allocation effectively.	7.5.1 To measure the progress once in three months.	7.5.1.1 Preparation and monitoring of procumemnt plan.	-																	DB, SAB /Supply	
		7.5.1.2 Proper monitoring michanism for action plan.	-																		DR
		7.5.1.3 Revise budget in August.	-																		DB

		7.5.1.4 Conduct Planning and Development Committee once in two months.	-															AR/GA	
7.6 streamlining administrative	7.6.1. review of progress.	7.6.1.1 Administrative meeting.	-															SAR/ Est	
		7.6.1.2 Installation of CCTV cameras.	1500-C/A																SAB/ Supply ,AR/ GA
		7.6.1.3 Formulation of Leave and Awards Committee.	-																Director, DR, SAB/Est

GOAL -08:

• Enhance contribution to the National Development Reconciliation and Peace

Objective	Strategies	Activities	Budgetary Allocation Rs.'000	Duration												Responsible person		
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
8.1 Increase number of consultancies provided by the academics to outsiders.	8.1.1 To establish a consultancy unit.	8.1.1.1 Establish Consultancy unit.	-															Director
8.2 To Initiate and conduct integrated academic programmes and other activities to improve interpersonal relationship among the students and staff aimed at ethnic cohesion.	8.2.1 Arranging medical camp and awareness programmes in universities	8.2.1.1 Organize medical camp and awareness programme in university of Colombo.	200-C/HC															Director, HOD/ Unani, HOD/ Ayu
8.3 Participate in National development programmes for ethnic cohesion.	8.3.1 To arrange cultural and religious programmes among the ethnic groups.	8.3.1.1 To celebrate Sinhala and Tamil New Year festival.	100-R															Director, Senior Student Counsellor, Staff welfare society
		8.3.1.2 Celebrate Ramazan and Haj festivals.	100-R															HOD/ Unani
		8.3.1.3 Celebrate Vesak festival.	50-R															AR/AS, Senior student councillor
	8.3.2 To contribute at the national religious festivals through mobile Ayurvedic Clinics.	8.3.2.1 Conduct seasonal mobile clinics in Anuradhapura, Katharagama and Devundara.	200-C/HC															HOD/Ayu,Nidana Chikitsa, Swasthawritta
8.4 To facilitate National Health Sector.	8.4.1 Health camp and community based project.	8.4.1.1 Poson Health Camp	-														HOD/Ayu, Nidana Chikitsa	

8.4.2 To provide facilities to improve the physical fitness of school children.	8.4.2.1 Medical camp for school children.	200C/HC																		HOD /Unani (Allied Science)
	8.4.2.2 Health awareness programme for school children.	200C/HC																		HOD/Unani, Tahaffuzi vo Samaji Tibb
8.4.3 To provide facilities to improve the physical fitness for Public.	8.4.3.1 Community based physical fitness programme.	200C/HC																		HOD/Ayu, Swasthawitha

Budgetary Allocation

- C - Capital Budget
- HC- Human Capital Development Project
- RD- Research and Development Projects
- RE- Rehabilitation and Improvement of Capital Assets
- A- Acquisition of Fixed Assets
- R- Recurrent Budget
- I- Income