

Action Plan - 2023

(Based on Strategic Plan 2023-2027)



Faculty of Indigenous Medicine
University of Colombo

VISION AND MISSION STATEMENTS

VISION

To be a nationally and internationally acclaimed Centre of Excellence in Ayurveda, Unani and Indigenous Systems of Medicine in Sri Lanka.

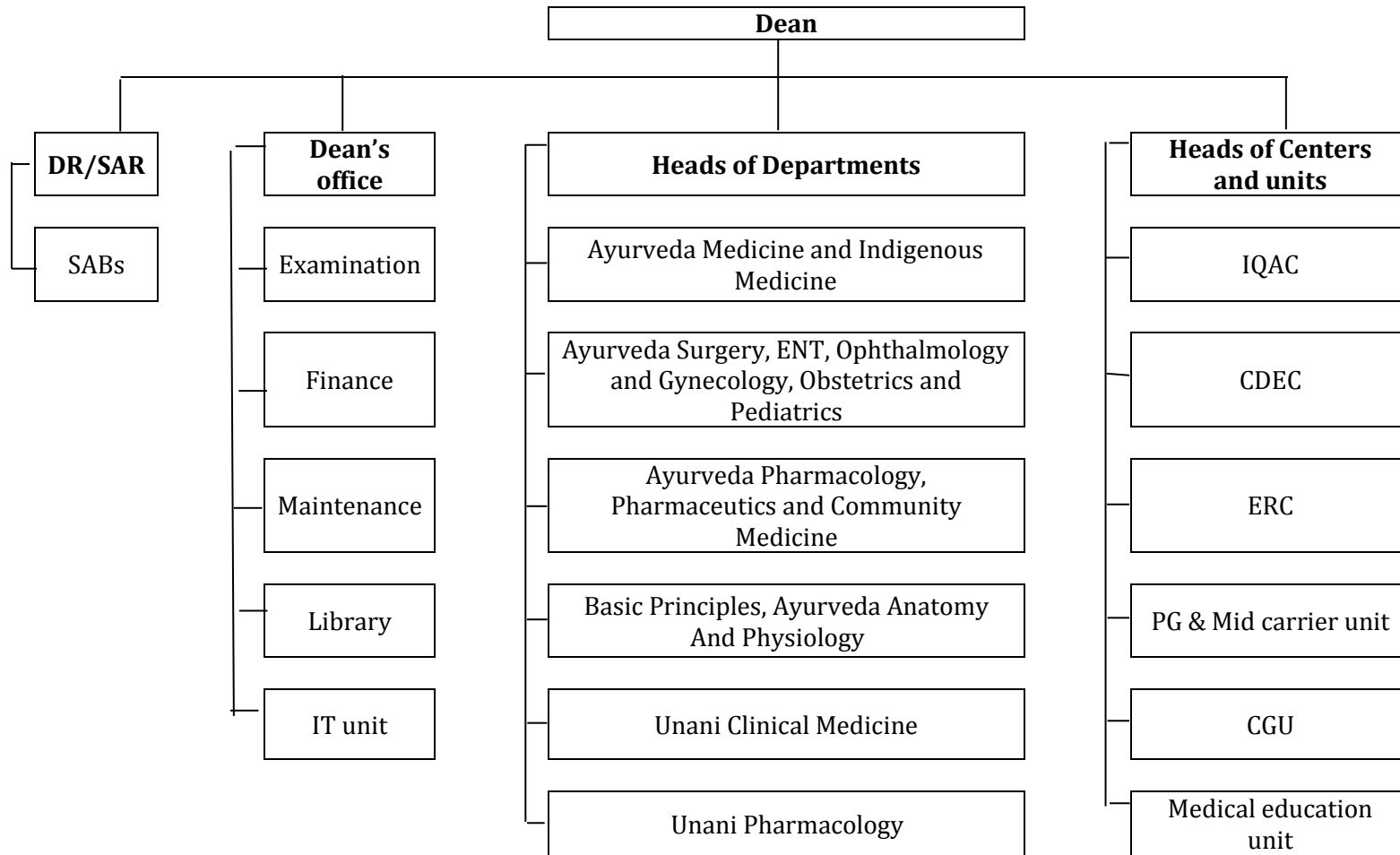
MISSION

To conduct teaching and research towards dissemination and promotion of knowledge in the enhancement of status of Ayurveda, Unani and Indigenous systems of Medicine in Sri Lanka.

CORPORATE GOALS

- 1. EXCELLENCE IN TEACHING AND LEARNING**
- 2. EXCELLENCE IN RESEARCH, INNOVATION, AND INDUSTRY/ SOCIETY COLLABORATIONS**
- 3. EXCELLENCE IN CAPITAL AND INFRASTRUCTURE FACILITIES**
- 4. EXCELLENCE IN RESPONSIBLE MANAGEMENT**

Organizational Structure of FIM



Aproved Cadre and Actual Cadre Details of the Faculty

Year	Admin		Academic		Non- Academic		Academic Support		Temporary demonstrators and instructors	
	Approved	Actual	Approved	Actual	Approved	Actual	Approved	Actual	Approved	Actual
2018	8	8	88	83	153	106	8	8	42	31
2019	7	6	88	80	153	106	7	6	42	31
2020	7	6	88	80	153	106	6	3	42	31
2021	6	6	92	77	153	121	6	5	37	36
2022 (2022-12-31)	7	7	93	88	154	119	6	5	37	35

*Aproved cadre and actual cadre details of the Faculty is not finelized yet.

Action Plan- 2023

Faculty of Indigenous Medicine , University of Colombo

Goal 1 - Excellence in teaching and learning

Objective 1.1 : To produce globally competitive graduates

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Phycical	Finacial		
1.1.1 : Strengthen graduate attributes through fostering independent learning, critical thinking and being a lifelong learner	Conduct the Postgraduate Diploma courses and certificate courses	-	The courses will be run on generated fund by the course itself														Dean, Coordinator/ PG and mid career unit, PGD course coordinators			3
1.1.2 : Facilitating the learner enhancement through personality development, mentoring and career guidance	Orientation programme for new intake	350,000.00	-														Dean, DR, AR			4
	Student registration	25,000.00	-														DR, AR			4
	LMS account create for the new intake	-	-														Coordinator /IT			4
	Email address create for new intake	-	-																	
	Functioning anti - ragging committee	-	-														anti - ragging committee			4

Objective 1.2 - To adopt modern andragogical approaches to enhance learning

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Phycical	Finacial		
1.2.1:Engagement in Continuous Professional Development (CDP) of staff	Organizing CME and professional development programs	-	-														HOD/KCDC			4

1.2.2:Strengthening quality assurance practices	Students' hand book (e books)	10,000.00	-														DR, AR			4
	Students' clinical record books , practical books, Lecturer's guide Books and department Detailed Syllabus Book (e books)	385,000.00															HODs			4
	Reviewing the program Curriculum in each academic year	-	-														Dean, HODs, Chair/CDEC			4, 16
	Getting feedback from students at the end of each semester	-	-																	4, 16
	Preparation of Curriculum Development Policy for FIM	-	-														Coordinator/IMEU			8
	Preparation of common Clinical evaluation rubrics	-	-														Coordinator/IMEU			4
1.2.3 :Promoting advanced learning approaches powered by the digital transformation	Keep up to date websites and LMS of FIM	-	-														HOU/IT			4
	Update website of FIM related to actions of SDGs	-	-														IQAC coordinator			4
	Keep up to date website in the IQAC-FIM	-	-																	

Objective 1.3 - To expand regional and global networks

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Finacial		
1.3.1 : Promoting international collaborations	Obtaining the approval for foreign student quota for IIM undergraduate courses	-	-														Dean, DR, AR, HODs			4
	MOU with foreign and local institutes																			4
	Promoting Indigenous Medicine through Youtube chanel , Facebook page and Web	-	-														HOU/IT			17

1.3.2 :Encouraging the establishment of links with regional and global academic/ professional organizations	Guest lecture series	84,000.00	-															HOD/SSPK, DIA, DMJ			4
	Conducting community outreach programs and educational programs	50,000.00	-															HOD/DIA			3, 4
	Conducting awareness programs	380,000.00	-															HODs			3, 4
	Conducting health camps and medical camps	225,000.00	-															HODs			3, 4
1.3.3 :Encouraging the participation in international events and extra- curricular activities	Students' Welfare activities, Religion Activities, Sports activities, Cultural activities and Rotarac club activities	410,000.00	-															Student Counsellors, Student Rotaract Club			3.4, 9.1
	Staffs' Welfare activities Religion Activities, Sports activities and Cultural activities	475,000.00	-															Staff welfare society			3.4, 9.2
	Cultural event to improve the students staff relationship	100,000.00	-															IQAC coordinator			3.4, 9.1
	Organize a event with Level V Students to Celebrate "World Children's Day"	20,000.00	-															HOD/SSPK, HOD/DMJ			4

Objective 1.4 - Expansion of domains of learning

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Phycical	Finacial			
1.4.1 : Continued identification of new domains of learning developments	Workshops and webinar series for Entrepreneurship for undergraduates	-	-															Dean, Coordinator/ CGU			9.5
	Outbound training for selected undergraduates on Tourism and natural products	-	Generated funds																		9.5

Goal 2: Excellence in research, innovation, and industry/ society collaborations

Objective 2.1 - To increase the engagement in research activities

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Phycical	Finacial		
2.1.1 – Inculcating a strong research culture	Books/Leaflets for Knowledge Dissemination	75,000.00															HOD/DVSW			4
		50,000.00															HOD/DMJ			4
	Aqisition of periodicals	3,000,000.00	-														Senior Assistant Librarian			4
	Aqisition of books	2,000,000.00	-																	4
	Re- Organization & Digitization(scan) of ola leaf manuscripts (240) - 20/month	-	-																	4
	Create a collection of Medical Education related Journals and Publication in IMEU	-	-														Coordinator/ IMEU			4
2.1.2 – Ensuring the highest level of research ethics and integrity	Develop & maintain Research and Development of Natural Product Unit (RADNPU)	-	-														HOD/DVSW , Coordinator RADNPU			9.5
2.1.3 – Strengthening global visibility in research	ICAUST-2023	100,000.00	-														Dean, Coordinating			9
	International Webinar on World Unani Day	50,000.00	-														HODs/ Unani			9
	International Webinar on World Ayurveda Day	50,000.00	-														HODs/ Ayu			9
	Publishing the Magazines (e publication)	20,000.00	-														HOD/ DIA, HOD/MSSV			4

Objective 2.2 - To promote innovations and knowledge transfers from university to industry

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Financial		
2.2.1 : Optimizing the functionality of the University business linkage facility	Workshops, Training sessions, Seminars for undergraduate skill development	407,000.00	-														HOD/SSPK			4
	Educational Field visits	518,000.00	-														HODs			4
2.2.2 : Upgrading/ establishing state of the art laboratory facilities and related research support	Purchase Multimedia projector	50,000.00	-														HOD/DIA, SAB(Supply)			4
	Purchase Specimen cupboard	40,000.00	-																	
	Purchase Weighing scale	15,000.00	-																	
	Chemicals-physiology ¹ (for studies of Ayurveda and Unani Undergraduates and Research students)	30,000.00	-														HOD/MSSV, DB, SAB (Supply)			4
	Items for Physiology ² (for the studies of Ayurveda and Unani Undergraduates and Research students)	20,000.00	-																	
	Purchase of raw materials and other utensils for Bhaisajjya Kalpana and Rasa Shastra practical	800,000.00	-														HOD/DVSW,D B, SAB (Supply)			4
	Equipment and raw Materials for Students Skills Development:	-	-														HOD/ DIA DB, SAB (Supply)			4
	· Raw material for Dawa sazi practical	400,000.00	-																	
	· Raw material for Kushta sazi practical																			
	· Laboratory weighing scale	50,000.00	-																	
· Digital kitchen Scale	10,000.00	-																		
· Double stone grinder	20,000.00	-																		
· Motor and Pestle	50 000.00	-																4		

Goal 3: Excellence in capital and infrastructure facilities

Objective 3.1 - To upgrade human capital aligning with strategic requirements

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Financial			
3.1.1 - Enhancing the capacity of the staff	The existing cadres to be filled	100,000.00	-															AR/ Est			4, 8, 10
	Filling the vacant carder positions at all level	-	-																		
	Meeting of academic and non academic staff once in 3 months.	-	-																Dean		
3.1.2 - Enhancing the engagement of human capital	Workshops for staff skill development	270,000.00	-															AR/Est			4, 8, 11
	Human Library	20,000.00	-															Librarian			9

Objective 3.2 - To improve physical capital matching with global standards

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Financial			
3.2.1 :Reviewing and upgrading the physical facilities	Establish Clinical consulting unit in FIM	500,000.00																Dean, DR, DB, SABS, AR/GA, WS			9
	Establish PG and mid career unit	-	Generated Fund																		
	Established fully fledged pharmacy	500,000.00																			
	Expansion and Renovation of old semi permanent building	40,000,000.00	-																		

Objective 3.3 - To facilitate digital transformation and upgrade virtual capital

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Financial			
3.3.2:Promoting digital office practice	Develop MIS according to the requirement	-	-															AR/Est			8

Goal 4 - Excellence in responsible management

Objective 4.1 - To enhance sustainability practices

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress		SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Physical	Financial			
4.1.1: Aligning activities with sustainable development goals (SDGs)	Revision of proposal for AMPFIM	-	-	■	■												Coordinator/ AMPIIM			4, 8, 10	
	Prepare Policy Document for AMPFIM	-	-		■	■															
	Create the Web page for AMPFIM -	-	-	■																	
	Induction programme for mentees -UOC	-	-	■	■																
	Training programme for Mentees-	-	-		■			■													
	Conducting awareness programs on Gender Equity and Equality (GEE) for students and staff at all levels	-	-							■	■	■	■	■	■			Coordinator/G EE			5
4.1.4: Strengthening financial management system	Hold Six FC Meetings	-	-	■		■		■		■		■		■			DB SAB/P SAB/S			16	
	Hold required TEC, PC (Minor/Major) meetings monthly	-	-	■		■		■		■		■		■							16
	Submit FC Meeting reports to BOM approval	-	-	■		■		■		■		■		■							16
	All circular files are updated with new regulations	-	-			■		■		■		■		■							16
	Update the procurement guidelines file with new suplimenteries	-	-			■		■		■		■		■							16
	Prepare monthly cash forecast reports on or before 10th of each month	-	-	■		■		■		■		■		■							16
	Discuss with Treasury, UGC,Bank monthly to obtain funds on time	-	-	■		■		■		■		■		■							16
	Maintain the Salary Software System	75,000.00	-	■		■		■		■		■		■							16
	Prepare and submit Quartely Financial Progress Reports to Ministry	-	-	■		■		■		■		■		■							16

	Control monthly expenditure and income effectively with available cash balance	-	-																	DB SAB/P SAB/S			16
	Annual Stores verification	-	-																				16
	Monthly Stores advance reports	-	-																				16
	Request to purchase stores items on reorder levels	-	-																				16
	Issue relevant documents to make the payment on time	-	-																				16
	Annual assets verification	-	-																				16
	Revaluation the fixed assets in every 5 years	-	-																				16
	Maintain the FAR daily with new purchase, disposals, transfers	-	-																				16
	Control divisional inventories with Main FAR	-	-																				16
	Maintain the FAR Software	-	-																				16
	Prepare Annual budget in the forth quarter	-	-																				16
	Hold budget meetings to decide the allocation for 2024	-	-																				16
	Prepare revised budgets on the requirement	-	-																				16
	Prepare Monthly, Quarterly Expenditure Reports	-	-																				16
	Prepare monthly bank reconciliation reports	-	-																				16
	Issue internal circulars annually on final accounts	-	-																				16
	Prepare Financial Statements before end of February and Submit to FC	-	-																				16
	Reply for Audit Queries from GA/IA	-	-																				16
	Submit Audit Report to BOM	-	-																				16
	Hold four Audit Committee meetings	-	-																				16