



ACTION PLAN - 2021

(Based on Strategic Plan 2020-2024)



**INSTITUTE OF INDIGENOUS MEDICINE
UNIVERSITY OF COLOMBO
RAJAGIRIYA**

Action Plan- 2021

Institute of Indigenous Medicine , University of Colombo

Goal 1 : Increasing the demand for higher education in Indigenous Medicine

Objective 1.1 : To strengthen the higher education in Indigenous medicine

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1.1.1 Uphold the enrolment capacity of the Institute	Orientation programme for new intake	350,000.00	-														AR/SA		4
	Student registration	20,000.00	-														AR/SA		4

Objective 1.2 : To increase the employability

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1.2.1 Design the curriculum to meet the global and national demand for Indigenous system of medicine	Reviewing the departmental Curriculum in every six months	200,000.00	-														HOD/Ayu, Unani		4.7 16.6
	Getting feedback from students at the end of each semester	-	-																4.7 16.6
	Mapping programs with SLQF	-	-														HODs, CDC, HOU		4.4
	Common CDC meetings	20,000.00	-														Secretary/ CDC		4.7 16.6

	Obtaining peer evaluation of study programme from Indian BUMS universities during curriculum revision	-	-															Head/ Unani	4.7 16.6
	Obtained feedback from stakeholders on study programme	10,000.00	-															HODs, Secretary/ CDC	16.6
	Preparing common format of feedback forms	-	-															CDC s, HOU s, IQAC, CGU	16.6
	Obtaining feedback from the students after each semester from each batch	-	-															HODs, HOU s	16.6
	Monitoring the implementation of feedbacks	-	-															Secretary/ CDC	16.6
	Preparation of Course specification for existing and Professional syllabus	-	-															All academic staff	16.6

Objective 1.3 : Increase demand for postgraduate diploma and certificate courses

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG			
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
1.3.1 Strengthen the mechanisms to increase the opportunities for the postgraduate diploma and certificate course	Introducing new postgraduate diploma courses	-	The course will be run on generated fund by the course itself															HOU/Ilmul Advia		4.a 9.5	
	Conduct the certificate course in ayurveda massage therapy	-																	HOU/SW		3
	Introduce certificate course in nutrition (Virtual flat form)	-																	HOU/ Kulliyth		4
	Introduce certificate course in Arabic language (Virtual flat form)	-																	HOU/ Kulliyth		4

Goal 2: Achieving excellence in academic programs

Objective 2.1 : To enhance the graduate attributes via use of appropriate technologies and pedagogies

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
2.1.1 Strengthen the effective methods of teaching, learning and assessments	Printing students' hand book	225,000.00	-														AR/SA		4
	Practical Guides for Bala roga and Streeroga Prasutitantra	5,000.00	-														HOU/PTKB		4
	Knowledge update programme for bala roga and Streeroga Prasutitantra level V	50,000.00	-														HOU/PTKB		4
	Student skills development programme (level V)	50,000.00	-														HOU/PTKB		4
	Printing students' Guide books and clinical attendance record books	20,000.00	-														HOU/TST		4
	Design practical guide for Level III (Swasthavritta, and Yoga	50,000.00	-														HOU/SW		4
	Maintenance of the Fundus camera	50,000.00	-														HOU/SS		3,4
	Detailed department syllabus book & student guide book for each subject	100,000.00	-														HOU/ Moalijat		4
	Practical record books	20,000.00	-																4
	Departmental hand book	75,000.00	-														HOU/NQA		4
	Clinical record book		-														HOU/NQA		4
	Booklet shloka collections with revisions	70,000.00	-														HOU/Basic Principles		4
Unit procedure books and detailed syllabus book	200,000.00	-														HOU/ Kulliyth		4	

	Vimarsha magazine	200,000.00	-																HOU/Basic Principles		4
	Formation of a committee to develop the course contents and to get the approval	100,000.00	-																English and IT coordinators, IT Instructors and Web administrator		4
	Planning for the implementation of the online intensive programme for next intake	-	-																		4
	Organizing workshop and seminars on interactive teaching, leaning and assessments methods	10,000.00	-																Director, DR, Departmental Heads, Academic		4
	Introducing Blended learning/ Student centered learning	-	-																Academic staff, IT Unit		4
	Incorporating one tutorial for each 15 hours of lecture for each subject in new curriculum	-	-																HODs, HOU, CDCs, All academic staff		4
	Preparing blue print for teaching and assessment for each subject	-	-																HODs, HOU, CDCs, All academic		4
	Establishment of Scrutiny Board for question paper moderation for each subject	-	-																Director, HODs,		4
	Proposal for establish Professorial Unit at NATH	-	-																Director, HODs, HOU, DR, DB		4
2.1.2 Enhance students academic and other skills (IT, languages , soft skills) to enhance the quality of graduates	Field Visit: water treatment plants, Slaughter House, CMC, Dematagoda	55,000.00	-																HOU/TST		4
		400,000.00	-																HOU/SW		4
	Field Visit: National Zoological Garden, Dehiwala	40,000.00	-																HOU/TST		4
	Field Visit: Drug abuse rehabilitation and treatment centres	60,000.00	-																HOU/TST		4

Field visit to special clinics conducted by Specialized traditional practitioners	100,000.00	-																HOU/ DI	4.4, 4.7
Workshop for Level IV students	25,000.00	-																HOU/ DI	4.4, 4.7
Workshops for Shalya Tantra & Shalaky Tantra-Level V	50,000.00	-																HOU/SS	4
First Aid Training Programme	250,000.00	-																HOU/SS I. Jarahath	4
Field Visit 1 st Professional batches (2018/2019 & 2019/2020)	150,000.00	-																HOU/Basic Principles	3, 4
Field visit to Manchanthoduvai Hospital at Kaththankudy, Addalachenai (3 Days) (Level V)	300,000.00	-																HOU/NQA	3
To organize a workshop on Standardization of herbs and compound preparations	-	Organize via webinars																HOU/Ilmul Advia, DGV	4
Field visit on Agada tantra to national zoological garden for level IV students	100,000.00	-																HOU/DC	4
Workshop for BAMS Students on Deshiya Chikitsa (Two workshops in level IV)	250,000.00	-																HOU/DC	4
CME program for ayurveda doctors	-	Generated funds																HOU/DC	4
Training of students to read and interpretation of the results of audiogram	-	-																HOU/ I. Jarathath	4
Organize a Guest lecture on how to maintain your vision healthy	-	Organize via webinars																HOU/ I. Jarathath	4
To be established a new herbal garden at Wedagama	200,000.00	-																HOU/DC	4

Arranging field trips and industrial visits ●Nawinna & Ganewatta Herbal Garden ●Peradeniya Botanical Garden ●Haldumulla & Pattipola Herbal Gardens ●Ayurvedic Drug Cooperation ●Link Natural Product ●Gampaha Wickramarachchi Aushadalaya – Gampaha ●Nuwara osu ●Baraka Bio Extract ●Industrial Training Institute	350,000.00	-																HOU/ Ilmul Advia		4.4, 8.3
Workshop on conventional drugs usage and interactions with traditional medicines.	-	organize via webinars																HOU/DGV		4
Develop standardization parameters for raw materials & prepared drugs	100,000.00	-																HOU/DGV		4
Field Visit for BAMS Students (One annual field visit)	250,000.00																	HOU/DC		4
Field Visits: ●Ganewatta herbal garden ●Peradeniya botanical garden ●Haldummulla & Pattipola herbarium ●Drug cooperation Nawinna ●Link Natural Products company	234,000.00	-																HOU/DGV		4

Objective 2.2 : Increase students satisfactions

Strategy	Activities	Budgetory Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
2.2.1 Increase quality of teaching, learning and assessment methods	Raw material for Herbal beauty culture practical	20,000.00	-													HOU/TST		4	
		30,000.00	-													HOU/SW		4	
	Purchase Panchakarma & Kshudrakarma Murthi	200,000.00	-													HOU/KC		4	
	Purchase Models / Simulators for oral Medicine	50,000.00	-													HOU/SS		4	
	Sphygmomanometer (Blood pressure meters) – 10	250,000.00	-													HOU/Allied Science		4.a, 9.1, 9.c	
	Microscope – 05	500,000.00	-																
	Accu. measure skin calipers – 05	50,000.00	-													HOU/Allied Science		4.a, 9.1, 9.c	
	ESR tube 05		-																
	WBC & RBC pipettes – 5 +5		-																
	Sahli Hemoglobin meters – 05		-																
	Stop watch – 04		-																
	FM mic – 02		-																
	Equipment and raw Materials for Students Skills Development:		-													HOU/ Ilmul Advia			
	· Raw material for Dawa sazi practical	200,000.00	-															4	
	· Raw material for Kushta sazi practical	200,000.00	-															4	
· Gas Cylinder	6,000.00	-															4		
· Grinder	18,000.00	-															4		
· Consumable Utensils and Chemical	150,000.00	-															4		

Objective 2.3 : To enhance the quality of degree programs in par with global standard

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
2.3.1 Enhance the industrial exposure and provide more opportunity to train in industry	Counseling programs	-	-														Senior Assistant Student Counselor		5, 16
	Sambhasha on Helavedakama	50,000.00	-														HOU/DC		4
2.3.2 Establish a systemic review of degree programs	Timely student feedback and recording related to teaching, learning and assessment as per CQA guidelines	50,000.00	-														IQAC coordinator		4
	Implementation of institutional programme review recommendations and progress monitoring	10,000.00	-																4
2.3.3 Develop professionalism	03 workshops for academic staff on Professionalism, work norms, ethics, time management	240,000.00	-														IQAC coordinator		4, 8
	Organizing and conducting capacity building training workshops with external resource persons at the IIM	250,000.00	-														Director, DR, DB, HODs, AR, Establishmen		4, 8
	Funding for the staff to participate in capacity building training workshops outside the institute	100,000.00	-														Director, DR, DB, HODs, AR, Establishmen t		4, 8

Goal 3: Achieving excellence in research, innovation and entrepreneurship

Objective 3.1 : To strengthen research culture, at IIM

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
3.1.1 Encourage the academic staff to get the research funds	Research and Publication	500,000.00	-														Departmental HODs, HOU's, All academic staff		4
	Ensuring extensive dissemination of research	-	-																4
	Revising and improving the research guidelines for students. • Conducting awareness program by experts from other faculties • Feedback from students on research	50,000.00	-														Director, HODs, HOU's, Research committee, RHDC		4
	Encouraging academics to enrolled in social networking site for scientists and researchers such as google scholar, research Gate, ORCID, etc	-	-														All Academic Staff		4
	Encourage to apply for the grants from external sources	-	-														Director, DR, DB, Librarian		4
	Organize workshop on writing research proposal	50,000.00	-														Director, Members of RHDC		4
3.1.2 Improve research infrastructure	Books & Leaflets for Knowledge decimation	50,000.00	-													HOU/PTKB		4	
	Preservation of Original Manuscripts. (according to the Tissue system, Scan & Obtain PDF	50,000.00	-															4	
	Aquisition of books and periodicals	2,000,000.00	-															4	
	Re- Organization & Digitization(scan) of ola leaf manuscripts	-	-													Senior Assistant Librarian		4	
	Replace the existing DVR and other Accessories	200,000.00	-															4	

Objective 3.2: To strengthen the research networks with local and foreign institutions

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
3.2.1 Research collaboration with national and international institutions	Participation of Workshops and Seminars	100,000.00	-														HOU/TST		9
	Participation in national and international conferences and workshops	300,000.00	-														All academic staff		9
	Fund allocation for (Continue the research works conducting on 2020, disseminating, fee for publication, participating for foreign research conferences)	200,000.00	-														HOU/AS		9.5
	ICAUST-2021	2,000,000.00	Sponsorship														HOD/Ayu, Unani		9

OBJECTIVE 3.3: To promote innovativeness and entrepreneurship

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
3.3.1 Facilitate knowledge and technology transfer	Conducting workshop for students on development of entrepreneurship skill	500,000.00	-														HOD/Ayu, Unani		9.5

Goal 4: Ensuring the Socio - Economic development of the country

Objective 4.1 : To contribute socio-economic development by identifying and addressing the needs of the society

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
4.1.1 Strengthen the social responsibility towards public	Conducting community outreach programs and educational programs for school students and elders	200,000.00	-														HOU/TST		3, 4	
	Poson health camp	100,000.00	-														HOU/KC		3, 4	
	Medical camp for public	50,000.00	-														HOU/ I. Jarathath		3	
	Medical Camp	50,000.00	-																3	
	Awareness programs for public and school children	-	Conducting via webinars														HOU/DI		3.4 3.b	
	Awareness program relevant to unit of Allied sciences	-																HOU/AS		4.4
	Arranging school awareness on medicinal plants programs	-																HOU/Ilmul Advia		4.4 , 4.7
	Awareness programme and medical camp for community	-																HOU/SW		3
	Awareness programme for school children	-																HOU/SW		3
	Awareness Programme	-																Moalijat		3
	Awareness program on breast cancer	-																HOU/NQA		3
	Awareness program on Menopause	-																		3
	Awareness program on Atfal	-																		3
	Public Awareness programme	-																Kulliyat		4
Health awareness programmes for school children organize with Level V BUMS students	-																HOU/ I. Jarathath		3	

Goal 5 : Ensuring national and international recognition of IIM

Objective 5.1 : To ensure national and international visibility of IIM

Strategy	Activities	Budgetory Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
5.1.1 Promoting national and international collaborations	National & international collaborative researches/ conferences/ symposiums	-	Sponsorship														HOU/ Moalijat		3
	NIUM, BHU, JAPA	-	-														HOUs/Ayu, Unani AR/SW		17
	Developing MoUs with multidisciplinary research/Participation in National & International Conferences/Symposiums	-	Sponsorship																

Objective 5.2 : To achieve higher global ranking via strengthen the UOC ranking

Strategy	Activities	Budgetory Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
5.2.1 Upgrade the existing website to meet international standard	Update the academic profiles of the IIM (Research Profiles)	-	-														HOU/IT ☑		4
	Setup the Rules and Regulation for Online examinations	-	-														Director DR HOUs,HOU/IT E- Learning Coordinator		4
	Develop E- Repository for IIM – Research	-	-														HOU/IT Assistant Librarian		4
	Keep up to date website in the IQAC-IIM	-	-														IQAC coordinator and IT instructors		4

Goal 6: Improving physical and esthetic environment, and ensuring stake holders' satisfactions at IIM

Objective 6.1 :Improve facilities for teaching-learning and research

Strategy	Activities	Budgetory Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
6.1.1 Improve and expand the infrastructure facilities	Equipment for students' skills development (Laptop & Multimedia) for out reach programmes	200,000.00	-														HOU/TST		4
	Medical Equipment (glucometer, sphigmo manometer, stethoscopes)	25,000.00	-														HOU/TST		4
	Instruments for teaching and research development	800,000.00	-														HOU/PTKB		4
	Pathology specimen's laboratory	100,000.00	-														HOU/KC		4
	Functioning of Kshara Laboratory	200,000.00	-														HOU/SS		4
	Colour wash the unit	10,000.00	-														HOU/TST		9
	Renovation of roof of Physiology laboratory	1,500,000.00	-														HOU/Allied Science		4.a 9.c
	Plant Display Frames	200,000.00	-														HOU/Ilmul Advia		4.a
	Hard drive & Pendrive	15,000.00	-														HOU/Molijat		4
	Multimedia	150,000.00	-																4
Renovation of the roof of Unit of NQA	75,000.00	-														HOU/NQA		4	

Renovation of Anatomy	414,849.00	-																	Director, DR, DB, AR/GA, WS			9
Renovation of "ambagaha mula hall"	4,900,000.00	-																				9
Renovation of Directors office	391,541.00	-																				9
Supply and installation of solar power system	5,500,000.00	-																				9
Supply and installation of Elivater for Admin Building	6,000,000.00	-																				9
Lighting system for existing Girls hostel	3,000,000.00	-																				9
Lighting system for existing building of IIM	4,000,000.00	-																				9
Construction of facilities of wash room and changing rooms to the ground	3,500,000.00	-																				9
Open theater behind the admin building	1,000,000.00	-																				9
Construct of 8 storied building	-	1500 mn																				9
Construct of no: 12 boys hostels with multipurpose centers	-	155.6 mn																				9
Renovation of auditorium	3,000,000.00	-																				9
Squat machine for gymnasium	70,000.00	-																				9
Increase the size and number of the lecture hall	-	-																	Director, HODs,WS			9
Formulation of feedback form to measure the effectiveness of library facilities	-	-																	Librarian, IQAC			9
Obtaining feedback form students, academic and non-academic staff to measure the effectiveness of library facilities	-	-																	Librarian, IQAC			9

OBJECTIVE 6.2: To ensure stake holders' satisfactions

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
6.2.1 Provide welfare facilities for students and staff	Student Welfare Religion Activities (Pirith Pinkama)	100,000.00	-														AR/SA		3.4 9.1
	Kala Ulela	100,000.00	-														AR/SA		
	Programmes for Art Sub committee	100,000.00	-														AR/SA		
	Vollyball Compitition	7,000.00	-														AR/SA		3.4 9.1
	New Year Festival of Students	150,000.00	-														AR/SA		
	Ayurveda premier League	50,000.00	-														AR/SA		
	Sports meet	100,000.00	-														AR/SA		
	Battle of Ayurvedians (IIM vs GWAI)	40,000.00	-														AR/SA		
	Annual staff cricket tournament.	100,000.00	-														AR/GA		
	Staff New year festival	150,000.00	-														AR/GA		4.7
	Organize the cultural event with Level V Students to Celebrate "World Children's Day	15,000.00	-														HOU/ PTKB		3
		50,000.00	-														HOU/NQA		3
	Celebrate Vesak festival.	100,000.00	-														Director,DR,D B, Senior Student Counsellor, Staff welfare society		4.7
	To celebrate Sinhala and Tamil New Year festival.	100,000.00	-																4.7
	Celebrate Ramazan and Haj festivals.	50,000.00	-																4.7

6.2.2 Improving services to the stakeholders	Meeting with stakeholders.	60,000.00	-															HOU/ Moalijat	9
	Meeting of non academic staff once in 3 months.	-	-															Director, DR	9
	Workshops and webinar series for Entrepreneurship for undergraduates	200,000.00	-															CGU Coordinator	9
	Gender equity programmes for students and the staff	100,000.00	-															PG Diploma Coordinator	5
	Need assessment for Postgraduate courses and continuous professional development of Ayurveda doctors	-	Generated Funds															IQAC coordinator	9
	Employability survey	-																DR, Clinical coordinators	9
	Patient satisfaction survey in Ayurveda teaching Hospital	-	-															Section Heads and IQAC coordinators	9
	Drafting strategies for address needs	-	-																9
6.2.3 Management of COVID - 19 pandemic	Conduct the COVID - 19 Security Committee meeting monthly	-	-														Director, DR, DB, HOD/Ayu, Unani and COVID - 19 Security Committee members	3	
	Monitoring the COVID - 19 preventive measures at IIM by monitoring sub-committee	-	-															3	

Goal 7 : Ensuring good administration and Sustainability

Objective 7.1 : To create group of high caliber and competent staff

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
7.1.1 Recruiting staff to fulfill the required human resource	The existing cadres to be filled	-	-														Director, DR, AR/ Est		4
	Allocation of a works-aid to the IQACell	-	-														Director, DR, AR/ Est		4
	Filling the vacant carder positions at all level	-	-														Director, DR, AR/ Est		4
	Recruiting staff through rigorous selection process	-	-														Director, DR, AR/ Est		4
	Ensure Gender Equity and Equality in recruitment and promotion of the staff	-	-														Director, DR, AR/ Est		4
7.1.2 Train existing staff as competent and high caliber individuals in their relevant working areas	Foreign training & Local training/ workshops	-	Sponsorship														HOD/Ayu, Unani		4
	Foreign short-term training for an academic	-	Sponsorship														HOD/Ayu, Unani		4
	Organize awareness workshops for each subjects	100,000.00	-														AR/Est		8
	Conduct / provide opportunity to involve workshops for professional skill development	100,000.00	-														AR/Est		4, 8
	Provide opportunity to participate foreign training related to their field	-	Sponsorship														AR/Est		4, 8

For Academic staff Participation for workshops & conferences	100,000.00	-																	HOU/DGV	4, 8
For Nonacademic staff Training programmes for Technical officers & Lab attendants	200,000.00	-																	HOU/DGV	4, 8
Seminars for academic and non-academic staff & students	100,000.00	-																	HOU/ Moalijath	4, 8
To participate workshops for lecturers	50,000.00	-																	HOU/I. Jarahath	4, 8
Conduct the workshop for strength the staff of IIM	50,000.00	-																	Medical officer / IIM	4, 8
03 workshops for management Assistants regarding good practices related to office management	240,000.00	-																	IQAC coordinator	4, 8
Conducting awareness programs on GEE for administration staff at all levels	50,000.00	-																	Director, DR, DB, HODs, AR, Establishmen t	4, 8
Writing a good proposal to establish a Medical Education Unit (MEU) in the institute	-	-																	Director, DR, DB	4, 8
Allocation of work norms for staff	-	-																	HODs	4, 8

OBJECTIVE 7.2: To provide effective and unbiased administration at all level

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG	
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
7.2.1 Improve existing administrative procedures and practices	Develop MIS according to the requirement	-	-														AR/Est		8
	Organize outbound training programme for all staff	100,000.00	-														AR/Est		4, 8
	Take necessary expert advises for Policy development procedures	100,000.00	-														Policy development Committee - Chairperson		8
	Provide training to administrative and academic staff regarding policy development and implementation	150,000.00	-																8
	Adopt a mechanism to monitoring the adherence to policies across the institute	-	-														Policy development Committee - Chairperson		8
	Setting Gender Equity and Equality (GEE) policies at the all levels	-	-																8
	Establish a committee to look into the matters on Gender Equity and Equality	-	-														Director, DR, HODs, Student Counsellors, Anti ragging Committee, CDC		8
	Setting a policy for course design and approval	-	-																8
	Preparing the study programme prospectus	-	-														Director, HoODs		8
	Establish an internal monitoring system for feedback under IQAC	-	-														Director/ IIM		8
Developing a stress - free environment	50,000.00	-														Director, DR, AR/ Est		8	

	Establishing Scrutiny Board for examination procedures in the Departments <ul style="list-style-type: none"> • Regular monitoring of examination procedures • Requesting academic staff to prepare answer key with marking scheme and second examiner's report • Collecting at the end of the result board by relevant authority 	-	-															Director, HODs, HOU, Examination Sub Committee		8
	Releasing the examination results of the students is to be done in a timely manner <ul style="list-style-type: none"> • Strictly adhering to the annual academic calendar • Conducting supplementary exams within the stipulated period 	-	-															Director, DR, HODs, HOU, all academic staff		8

OBJECTIVE 7.3: To ensure effective management of finance

Strategy	Activities	Budgetary Allocation		Duration												Responsible Person	Progress /Remark	SDG		
		Government Funds	Sponsorship and Others	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
7.3.1 Sustainable use of finance to deliver the financial services to IIM	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

Attending Workshops, Seminars to update the knowledge of university system	50,000.00	-																				16
Update the procurement guidelines file with new supplementaries	-	-																				16
Attending Workshops, Seminars to update the knowledge of procurement	50,000.00	-																				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
Prepare and submit Quartely Financial Progress Reports to Ministry	-	-																			DB	16
Control monthly expenditure and income effectively with available cash balance	-	-																			SAB/P	16
Maintain the Salary Software System	75,000.00	-																			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 five years	-	-																				16

Maintain the FAR daily with new purchase, disposals,transfers	-	-																			DB SAB/P SAB/S		16
Control divisional inventories with Main FAR	-	-																					16
Attending workshop/seminars to update the knowledge of maintain FAR	50,000.00	-																					16
Maintain the FAR Software	100,000.00	-																					16
Prepare Annual budget in the forth quarter	-	-																					16
Hold budget meetings to decide the allocation	-	-																					16
Prepare revised budgets on the requirment	-	-																					16
Prepare Monthly, Quartely 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, BOM, and AG	-	-																					16
Reply for Audit Queries from GA/IA	-	-																					16
Submit Audit Report to BOM	-	-																					16
Hold four Audit Committee meetings	-	-																					16
Participate COPE Meetings	-	-																				16	