

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALSHospital **K.E.M.**

Month	MAY	Year	2022
From	01.05.2022	To	31.05.2022

1. General Information :

Telephone No.	24136051	Fax	24142503	e- mail Id	asmckemh@kem.edu
Name of Head of Hosp	Dr. SANGEETA	Surname	RAVAT	Designation	Dean
No of Beds	2,250			No of Wards	54
No of Operation Theatr	20				
Whether Hospital has Blood Bank		Yes			

2. Out Patients

1. No. of days OPD worked during the month	31
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2. No. of Out Patients registered during the month

	OPD May-21	OPD May-22	Difference
a) New OPD	23,064	47,391	24,327
b) Old OPD	46,862	94,914	48,052
Total	69,926	1,42,305	72,379

3. No. of OPD Registration counter days	849
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(to calculate the counter days add the actual number of registration counters opened for each working OPD day in the mon

3. Inpatients a) General

	May-21	May-22	Difference
1. Total Admissions during the month	3,539	5,505	1966

2. Average stay of patient (days) (*)	7.66
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(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)

3. Average bed occupancy (%) (**)	60%
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(to calculate the occupied bed day add the No. of occupied beds for each day in the month.

to calculate the total available bed days multiply the total bed strength by the No. of days in the month).

b) Details of Wards with bed occupancy greater than 100%**Use of Floor Beds for the full month**

Ward	Alloted Bed	No. of days occup-ancy was more than 100%	Total excess bed days
4	60	31	157
4A	58	31	640
8	60	31	242
9	50	31	496
11	50	31	650
12	54	31	180
14A	55	31	261
32	68	31	490

c) Operations carried out during the month

	May-21	May-22	Difference
Major Operations	1,728	2745	1017
Minor Operations	1,260	2582	1322

d) No. of deaths during the month

Total No(i +ii)	508
i) Natural	457
ii) Un Natural	51

4. No. of Blood Bottles Used :

(Please enter previous stock balance in a) from value in e) of last month)

a) Stock at the beginning of the month	253
b) From Hospital Blood Bank Indoor voluntary	248
c) From Hospital Blood Bank with voluntary repla	1,266
d) From outside	1,824
e) Stock at the end of the month	163

5 Complaints :**Please enter backlog in columns 2 from balance in column 5 of last month**

Complaints	Backlog at the beginning of the month	Received	Disposed	Balance at the end of month
1	2	3	4	5 $5=(2)+(3)-(4)$
a) Regarding Food	0	0	0	0
b) Regarding Linen	0	0	0	0
c) Regarding Drugs	0	0	0	0
d) Regarding Staff	0	0	0	0
e) Miscellaneous	0	0	0	0

6 Drugs**1) Stock****Please enter backlog in columns 2 from balance in column 6 of last month**

Drug	Stock at the beginning of the month	Quantity received during the month	Quantity supplied to the OPD	Quantity supplied to Inpatients (Wards, OTs, etc.)	Stock at the end of the month
1	2	3	4	5	$6=(2)+(3)-[(4)+(5)]$
			$4 \leq (2)+(3)$	$5 \leq (2)+(3)$	$6 \geq 0$
1)Anti-Pyretic Syrup(Bottles)	4,964	0	245	105	4,614
2)Anti-Pyretic Tablets(Nos)	93,440	15,000	4,825	1,620	1,01,995
3)Anti-Pyretic Injections(Vials)	12,660	0	0	7,560	5,100
4)Anti-biotics Syrup(Bottles)	262	7,000	560	310	6,392
5)Anti-biotics Capsules(Nos)	2,090	0	210	120	1,760
6)Anti-biotics Injections(Vials)	9,415	5,000	0	12,500	1,915
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	5,512	0	0	200	5,312
9)IV Fluids Glucose Saline(500ml)	0	14,000	0	12,500	1,500
10)IV Fluids Ringer Lactate(Bottles)	0	14,000	0	10,000	4,000
11)Anaesthesia drugs Injections(Vials)	1,214	3,150	0	2,450	1,914
12)Vitamins Syrup(Bottles)	8,850	0	980	630	7,240
13)Vitamins Tablets(Nos)	37,520	20,000	15,310	10,245	31,965
14)Ointments Tubes(Nos)	4,286	3,000	715	325	6,246
15)Mixtures/Syrups (Bottles)	15,286	7,000	1,540	940	19,806
16)Anti Mameria Cap	0	0	0	0	0

2) Purchased from outside

Drug 1	Quantity 2	Cost(Rs) 3 3=(4)+(5)	Local Purchase(Cost Rs)	
			Poor Box Fund 4	From Imprest 5
1)Anti-Pyretic Syrup(Bottles)	0	0.00	0	0
2)Anti-Pyretic Tablets(Nos)	0	0.00	0	0
3)Anti-Pyretic Injections(Vials)	0	0.00	0	0
4)Anti-biotics Syrup(Bottles)	0	0.00	0	0
5)Anti-biotics Capsules(Nos)	0	0.00	0	0
6)Anti-biotics Injections(Vials)	0	0.00	0	0
7)Anti-Tuberculosis Tablets(Nos)	0	0.00	0	0
8)IV Fluids 5% Glucose(Bottles)	0	0.00	0	0
9)IV Fluids Glucose Saline(Bottles)	0	0.00	0	0
10)IV Fluids Ringer Lactate(Bottles)	0	0.00	0	0
11)Anaesthesia drugs Injections(Vials)	0	0.00	0	0
12)Vitamins Syrup(Bottles)	0	0.00	0	0
13)Vitamins Tablets(Nos)	0	0.00	0	0
14)Ointments Tubes(Nos)	0	0.00	0	0
15)Mixtures/Syrups (Bottles)	0	0.00	0	0

3) Drugs not utilised for more than 6 months :

Name of the Drug	Quantity	Unit	Cost	No.of months not used	Action suggested
Injection	0	0	0	0	0
I.V.Fluid	0	0	0	0	0
Chemical	0	0	0	0	0
Tablet	0	0	0	0	0
Non - Schedule	0	0	0	0	0

7 Linen(No of Pieces)

Please enter backlog in columns 2 from balance in column 5 of last month

Linen	Opening Balance at the beginning of the month	Received supply during the month	Issued material during the month	Balanced Material at the end of the month
1	2	3	4	5= (2)+(3)-(4)
i) Operation Linen	6,700	5,400	3,000	9,100
ii) Bed Linen	100	6,000	2,750	3,350
iii) Patient's Linen	4,200	0	250	3,950
iv) Surgeon's Linen	6,690	1,000	900	6,790

8. Equipment(in Use or not in Use)							
Equipment 1	Total Nos. of Units provided 2	No.of break downs during the month 3	Total Equip Days Not Used 4 4=(5)+(6)+ (7)+(8)	Break up of not used equip-days according to reason			
				Equipment out of Order(A) 5	Operator/s Absent(B) 6	Both A&B 7	Others 8
Yag Laser Machine	1		0				
CT Scan	2		0				
E.E.G.	3		0				
E.C.G. Machine	12		0				
Anaesthesia Machine	40		0				
Operation Tables	50		0				
X-Ray Machine	16		0				
Lifts	26		0				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6		0				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6		0				
ABG Machine	10		0				
C ARM	5		0				
Ultra Sonic Scanner	11		0				
M.R.I.	1		0				

**B. Status of Equipment Purchase/Replacement Proposals sanctioned
(Costing more than Rs. 5 Lakhs)**

a) New Purchase Proposals

Please enter backlog in columns 2 from balance in column 5 of last month

Backlog at the beginning of the month	Sanctioned during the month	Completed (Equipment procure/replac ed)	Proposals Cancelled	Proposals Balance at the end of the month	Remarks File under process/New process
1	2	3	4	5=(1)+(2)- [(3)+(4)]	6
220	1	1	0	220	218/2

b) Equipment Replacement Proposals

Please enter backlog in columns 1 from balance in column 5 of last month

Backlog at the beginning of the month	Sanctioned during the month	Completed (Equipment procure/replac ed)	Proposals Cancelled	Proposals Balance at the end of the month	Remarks
1	2	3	4	5=(1)+(2)- [(3)+(4)]	6
0	0	0	0	0	0

C. Repairs of Equipment (costing more than 5 lakhs)

Please enter backlog in columns 1 from balance in column 4 of last month

Backlog	Break downs during the month	Repaired during the month	Balance	
			Total Nos.	Under repair > 3 months
1	2	3 3<=(1)+(2)	4 4=(1)+(2)-(3)	5 5<=(4)
0	0	0	0	0

9. Staff Details A-Attendance

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3 3<=(2)	4			
1. DNovors						
A. Full Time Dr.	12,427	7,402				
B. Honoraries	0	0				
C. Residents	29,915	29,202				
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	8,072	7,921				
4. Engineers	250	248				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,710	1,706				
6. Class IV Employees	34,387	23,647				
7. Administrative Staff	6,341	6,057				

Note :-

(*) To calculate total Man-days available, find the number of working days during the month for each category of staff and multiply by number of filled staff of that category.

(**) To calculate Man-days present add the number of days absent for all the employees of each category and subtract from total man-days available for that category.

9. Staff Details B-Vacant Posts

Category	Total No. of Posts		No. Vacant		Vacant for more than 6	
	Schd.	Non-Schd.	Schd.	Non-Schd.	Schd.	Non-Schd.
1	2	3	4	5	6	7
			4<=(2)	5<=(3)	6<=(4)	7<=(5)
1. DNovors						
A. Full Time Dr.	451	132	156	113	38	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	369	140	103	84	103	84
4. Engineers	10	0	0	0	0	0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	157	0	91	0	91	0
6. Class IV Employees	2,185	3	760	2	689	2
7. Administrative Staff	378	11	98	11	92	0

10. Budget :						
Figures in Rs progressive (cumulative) upto the end of the reporting month						
Budget Head	Allocation for Current Financial Year	Cumulative Booking end of the		Cumulative Expenditure upto		Remarks, if any
		Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	
Establishment	4272950000	0	0.00	4188452701	98.0	
Plant & Machinery	575000000	64043158.99	0.00		0.0	
Medicines & Diet	483500000	0	0.00	86292699	17.8	
Repairs & Maintenance	382860000	0	0.00	121557823	31.7	
Contingencies	208587000	0	0.00	15384770	7.4	
Stores	272850000	0	0.00	67566110	24.8	
Deputation		0	0.00	0	0.0	
Miscellaneous	0	0	0.00	0	0.0	

11. Services(Select Satisfactory/Needs Improvement/Poor for each service in Rating column)						
Rating of quality/ Service Areas	Name of the Agency	Rating	Suggestions/Remarks if any			
Repairs & Maintenance						
Civil	by Department	Satisfactory				
Electrical/Mechanical	by Department	Satisfactory				
	Voltas,Blue					
A/C & Refregeration	Star	Satisfactory				
Electro-Medico	E.E.Mech.	Satisfactory				
Other Services						
Laundry	Privately	Satisfactory				
Transport/Ambulance, Hearse, etc.	Ex.Engineer (Tr.Ambulance)	Satisfactory				
Security	by Department	Satisfactory				
Stores	by Department	Satisfactory				
Canteen	Privately	Satisfactory				

12 Collection & Disposal of Bio-Medical Waste			
Expected Bio Medical Waste Total Kgs.(0.25Kg per bed per day)			11
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			13,208
		i) For Incineration	5,046
		ii)For Autoclaving	8,162

13 Remarks of Dean/MS/Ch. M.O						
computerisation of records / Biometrix in progress						

Signature	Designation					