

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

Month	AUGUST	Year	2022
From	01.08.2022	To	31.08.2022

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 Aug-21	OPD Aug-22	Difference
a) New OPD	44,809	53,753	8,944
b) Old OPD	84,459	1,01,523	17,064
Total	1,29,268	1,55,276	26,008

3. No. of OPD Registration counter days	826
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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

	Aug-21	Aug-22	Difference
1. Total Admissions during the month	5,649	6,199	550

2. Average stay of patient (days) (*)	7.42
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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 (%) (**)	66%
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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	37
4A	58	31	573
8	60	31	263
9	50	31	590
11	50	31	495
12	54	31	320
14A	55	31	193
32	68	31	23

c) Operations carried out during the month

	Aug-21	Aug-22	Difference
Major Operations	2,719	2927	208
Minor Operations	2,630	2829	199

d) No. of deaths during the month

Total No(i + ii)	553
i) Natural	429
ii) Un Natural	124

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	277
b) From Hospital Blood Bank Indoor voluntary	159
c) From Hospital Blood Bank with voluntary repla	1,431
d) From outside	528
e) Stock at the end of the month	70

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)	3,953	0	235	115	3,603
2)Anti-Pyretic Tablets(Nos)	89,655	0	4,720	1,650	83,285
3)Anti-Pyretic Injections(Vials)	2,500	20,000	0	3,550	18,950
4)Anti-biotics Syrup(Bottles)	4,661	0	482	310	3,869
5)Anti-biotics Capsules(Nos)	1,175	0	154	130	891
6)Anti-biotics Injections(Vials)	3,515	60,000	0	22,500	14,015
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	4,800	5,000	0	100	9,700
9)IV Fluids Glucose Saline(500ml)	28,000	0	0	19,000	9,000
10)IV Fluids Ringer Lactate(Bottles)	4,000	12,500	0	7,000	9,500
11)Anaesthesia drugs Injections(Vials)	5,184	2,500	0	5,680	2,004
12)Vitamins Syrup(Bottles)	4,275	0	925	680	2,670
13)Vitamins Tablets(Nos)	30,790	0	9,230	5,430	16,130
14)Ointments Tubes(Nos)	4,011	0	705	415	2,891
15)Mixtures/Syrups (Bottles)	15,110	0	1,187	990	12,933
16)Anti Mameria Cap	0	3000	100	100	2800

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 1	Opening Balance at the beginning of the month 2	Received supply during the month 3	Issued material during the month 4	Balanced Material at the end of the month 5= (2)+(3)-(4)
i) Operation Linen	12,650	10,000	10,500	11,500
ii) Bed Linen	2,050	0	450	1,600
iii) Patient's Linen	7,150	0	250	6,900
iv) Surgeon's Linen	10,640	2,000	1,900	10,740

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 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	15	0				
Ventilators	215		0				
A.C.Plants	5	2	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
0	0	0	0	0	0

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 File under process/Ne w process
1	2	3	4	5=(1)+(2)- [(3)+(4)]	6
221	5	0	0	226	218/8

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.	12,723	7,560				
B. Honoraries	0	0				
C. Residents	29,915	29,512				
2. Nursing Staff	28,535	24,551				
3. Paramedical staff (Other than nursing)	8,360	8,167				
4. Engineers	260	258				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,644	1,597				
6. Class IV Employees	30,930	22,314				
7. Administrative Staff	5,873	5,623				

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	155	118	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff	963	232	142	0	25	0
3. Paramedical staff (Other than nursing)	376	140	109	84	109	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	2,186	3	797	2	718	2
7. Administrative Staff	378	11	100	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	1218441315	28.5	
Plant & Machinery	575000000	110118197.3	0.00		0.0	
Medicines & Diet	483500000	0	0.00	231705178	47.9	
Repairs & Maintenance	382860000	0	0.00	225718487	59.0	
Contingencies	208587000	0	0.00	40028715	19.2	
Stores	272850000	0	0.00	137649961	50.4	
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)			11,514
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			23,502
		i) For Incineration	9,196
		ii)For Autoclaving	14,306

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

Signature	Designation					

