

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

Month	JUNE	Year	2023
From	01.06.2023	To	30.06.2023

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	26
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2. No. of Out Patients registered during the month

	OPD Jun-22	OPD Jun-23	Difference in minus
a) New OPD	50,955	43,520	7,435
b) Old OPD	99,714	96,462	3,252
Total	1,50,669	1,39,982	10,687

3. No. of OPD Registration counter days	813
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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

	Jun-22	Jun-23	fference in minus
1. Total Admissions during the month	5,491	5,256	235

2. Average stay of patient (days) (*)	7.73
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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	70	30	1786
4A	70	30	1814
8	80	30	1051
9	70	30	53
11	70	30	1901
12	70	30	1767
14A	55	30	155
32	68	30	43

c) Operations carried out during the month

	Jun-22	Jun-23	difference
Major Operations	2,770	2534	236
Minor Operations	2,832	3088	256

d) No. of deaths during the month

Total No(i + ii)	432
i) Natural	366
ii) Un Natural	66

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	149
b) From Hospital Blood Bank Indoor voluntary	267
c) From Hospital Blood Bank with voluntary repla	875
d) From outside	989
e) Stock at the end of the month	175

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<= (2)+(3)	5<= (2)+(3)	6 >= 0
1)Anti-Pyretic Syrup(Bottles)	3,030	0	805	340	1,885
2)Anti-Pyretic Tablets(Nos)	42,615	20,000	9,310	4,560	48,745
3)Anti-Pyretic Injections(Vials)	13,950	0	0	4,950	9,000
4)Anti-biotics Syrup(Bottles)	7,821	2,500	1,310	905	8,106
5)Anti-biotics Capsules(Nos)	40,031	0	2,570	1,735	35,726
6)Anti-biotics Injections(Vials)	24,815	3,44,000	0	28,500	30,715
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	9,200	0	0	7,200	2,000
9)IV Fluids Glucose Saline(500ml)	4,000	0	0	4,000	0
10)IV Fluids Ringer Lactate(Bottles)	17,000	0	0	7,000	10,000
11)Anaesthesia drugs Injections(Vials)	8,204	15,500	0	7,250	16,454
12)Vitamins Syrup(Bottles)	1,285	5,000	1,500	630	4,155
13)Vitamins Tablets(Nos)	79,950	1,00,000	40,510	11,300	1,28,140
14)Ointments Tubes(Nos)	6,891	1,000	1,260	975	5,656
15)Mixtures/Syrups (Bottles)	1,145	7,500	2,810	1,535	4,300
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	15,301	0	2,050	13,251
ii) Bed Linen	1,509	3,000	1,747	2,762
iii) Patient's Linen	3,638	0	200	3,438
iv) Surgeon's Linen	11,323	0	726	10,597

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	6		0				
Anaesthesia Machine	40		0				
Operation Tables	50		0				
X-Ray Machine	16		0				
Lifts	26	80	726				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	35	151				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	0	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
210	3	1	2	208	205/5

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

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.	13,074	7,467				
B. Honoraries	0	0				
C. Residents	31,590	29,296				
2. Nursing Staff	27,586	23,564				
3. Paramedical staff (Other than nursing)	9,602	9,409				
4. Engineers	260	260				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,743	1,711				
6. Class IV Employees	31,086	24,769				
7. Administrative Staff	6,546	5,446				

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	160	119	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff	1194	7	140	0	26	0
3. Paramedical staff (Other than nursing)	379	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	2,188	6	840	3	775	2
7. Administrative Staff	361	11	129	11	127	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	4492347000	0	0.00	554492625	12.3	
Plant & Machinery	399800000	83347688.11	0.00		0.0	
Medicines & Diet	591400000	0	0.00	228281561	38.6	
Repairs & Maintenance	355960000	0	0.00	229372538	64.4	
Contingencies	368702000	0	0.00	87082697	23.6	
Stores	29813500	0	0.00	118718175	398.2	
Deputation	0	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)			9,674
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			26,885
		i) For Incineration	10,568
		ii)For Autoclaving	16,317

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

Signature	Designation					

