



Most Immediate
Most Urgent

REGIONAL INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute under the Ministry of Health & Family Welfare, Government of India)
IMPHAL : MANIPUR

MEMORANDUM

Imphal, the 31st May, 2014

No. B/2739/2010-RIMS: The Annual report for the year 2013-14 (1/4/2013 to 31/3/2014) of RIMS, Imphal has to be submitted to the Ministry of Health & Family Welfare, Govt. of India, New Delhi. Accordingly, the Medical Superintendent, RIMS hospital, Dean (Academic), Principal, Dental College, Principal, College of Nursing, all Heads of Departments / Units / Sections, Co-ordinator, MEU & Tele Medicine Centre i/c, Project Director (PPP), Officer i/c of Games & Sports, Librarian i/c, E.E. (to cover both Civil & Electrical) and Medical Record Officer i/c, Regional Institute of Medical Sciences, Imphal are hereby requested to furnish the information to the undersigned as per enclosed format for the period from 1/4/2013 to 31/3/2014 both in hard copy and soft copy on a CD in MS Word format on or before 15th June, 2014 without fail.

Those who have submitted a full report in the enclosed format both as hard copy and soft copy in response to the call for the Annual report for submission to Manipur University need not submit again.

Sd/-

(Prof. S. Sekharjit Singh)

Director,

Regional Institute of Medical Sciences,
Imphal

Copy to:

1. The P.S. to Director, RIMS, Imphal.
2. The Medical Supdt., RIMS Hospital.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Units/Sections, RIMS, Imphal.
7. The Project Director (P.P.P.), RIMS, Imphal.
8. The Co-ordinator, MEU, RIMS, Imphal.
9. Prof. in-charge, Telemedicine centre, RIMS, Imphal.
10. Officer in-charge, Games & Sports, RIMS, Imphal.
11. The Librarian i/c, RIMS, Imphal.
12. The E.E., CWS, RIMS, Imphal.
13. The Medical Record Officer i/c, RIMS, Imphal.
14. ✓ Mr. Robinson Khuraijam, System Administrator, RIMS, Imphal.

(Y. Rajendra Singh)

Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal

ANNUAL REPORT FOR THE YEAR 2012-13
(Form 01-04-2013 to 31-3-2014)

1. Name of Department/Unit:
2. Name with Designation of Officers (upto Gazetted level):
 - a) Teaching

Name	Designation
i)	
ii)	
 - b) Non-teaching

Name	Designation
i)	
ii)	
3. Details of Seminar/Conference/Workshop organized by the Department/Unit
 - a) International
 - b) National
 - c) Regional/Zonal
 - d) State/Institutional
4. Details of Seminar/Conference/Workshop attended by the Staff (including Chairing a session/presenting a paper/being a moderator/being panelist/guest lecture/oration etc.
 - a) International
 - i)
 - ii)
 - b) National
 - i)
 - ii)
 - c) Regional/Zonal
 - i)
 - ii)
 - d) State/Institutional
 - i)
 - ii)

In case more than one faculty/staff attended the same seminar/conference/workshop it should be reported together under the event and not separately under the name of different persons etc.

Example:

- d)
 - i) AMAMECON 2012 - Imphal
Attended by Dr. X, Dr. Y and Dr. Z.
 - Dr. Y presented a paper entitled " _____ "
 - Dr. X chaired a Session
 - Dr. Z participated in the panel discussion as a panelist.
 - ii) CME on _____
 - do -

5. Publication of the Department/Unit:

The list of papers should be reported as departmental list and not under the name of individual staff.

Example:

i) Sharma AB, Debnath K., Singh P.Q.: ONcocytic Cyst of Larynx, LMS, 20(1); 2006:142-144.

ii)

iii)

The publications should be only those papers published in the National/indexed journal. The style of reference should be same as it appears in the journal in which it is published. Papers accepted for publication and papers communicated should not be included.

6. Details of research projects undertaken by the Department/Unit (ongoing/completed during the period under report) excluding P.G. thesis work showing the funding agency.
7. Academic achievements of teaching and non-teaching staff-Fellowship/Training etc.
8. Extracurricular activities/achievement of the teaching and non-teaching staff (International, National level activities) - Membership of National/International professional bodies, obtained during the period under report.
9. Courses running/conducted in the Deptts./Units.
10. Result of the examinations (s):
 - (a) Post-graduate: Appeared _____ Passed _____
 - (b) Undergraduate: Appeared _____ Passed _____
11. Details of major equipments installed in the Department/Unit during 2013-2014.
12. Patient care service (Male & Female separately) for concerned departments only.
 - a) Patient attended in OPD
 - b) Patient admitted in the ward
 - c) Major operation done
 - d) Minor operation done
 - e) Emergency cases (Casualty)
 - f) Radiotherapy cases
 - g) Deliveries
 - h) Average OPD attendance
 - i) Bed occupancy rate
 - j) Average length of stay
 - k) Total No. of deaths
 - l) Death rate
 - m) No. of postmortem examination
 - n) No. of Investigations done
 - o) No. of other (pl. specify) cases done
13. Details of National Programme undertaken by the Department/Unit:
14. Miscellaneous activities (if any):

Signature of H.O.D. of _____

Date: