

REGIONAL INSTITUTE OF MEDICAL SCIENCES  
IMPHAL, MANIPUR  
Receipt No. 1250/4  
to 3/5/18

DEPARTMENT OF PSYCHIATRY  
REGIONAL INSTITUTE OF MEDICAL SCIENCES,  
IMPHAL.

No.19/Psy/XIV/2000/26

Imphal the 3<sup>rd</sup> May 2018.

To

The Dean (Academic),  
Regional Institute of Medical Sciences,  
Imphal.

Subject: - Submission of monthly patient OPD attendance,  
Theory classes and Lecture schedule for the month  
of April 2018.

Sir,

With reference to No.B/1737/2016-RIMS dated 21<sup>st</sup> October 2016, I am submitting herewith the duly filled-up prescribed proforma for No. of patient's admission, discharge and OPD attendance for different faculty members for the month of April 2018.

This is to comply the directions taken in the proceedings of meeting held on 13.10.2016 in accordance to oversight committee of Medical Council of India and for your kind perusal necessary action.

With warm regards.

Yours faithfully,

Encloser:

All the proforma duly  
Filled-up 2 pages.

*Robinson*

(Dr. R.K. Lenin Singh)  
Prof. & Head,  
Department of Psychiatry,  
RIMS, Imphal.

*Robinson*  
*3/5/18*

**Professor and Head  
Psychiatry Deptt  
RIMS, Imphal**

*Pls update*  
*chandramani* *Robinson*  
*3/5/18*

Formats for submitting various data by the HODs in compliance of the directives of the Supreme Court Mandated Oversight Committee.

A. Faculty Data

Name	DOB DD/MM/YYYY	Designation	Data of Joining/Promotion to the present Post	Data of resignation/Transfer	Indian Medical Registration No. (for postgraduate courses)

B. Monthly Schedule of Teaching (Theory Classes) to be submitted every month before the 1<sup>st</sup> day of every month.

Semester	Month	Date	Time	Topic	Faculty

C. Monthly Teaching Report for the Month ..... *April* ..... 2018

Semester	Date	Time	Topic	Faculty	Class conducted (A) or not (B)	If cancelled reason thereof	No. of students on roll	No. of students who actually attended the class.
VIII sem	5-4-18	8-9 AM	Intellectual Disability Disorders	Prof R.K. Lenin	A		84	65
"	12-4-18	"	ADHD	"	A		84	48
"	19-4-18	"	Conduct Disorder.	Prof Th. Bikkari	A		84	62
"	26-4-18	"	Mental disorders in old age.	Prof N. Hexamani	A		84	55

D. Cumulative Report for Teaching for the month ..... *April* ..... 2018

Semester	Month	Total No. of Theory Classes	Total No. of Classes actually done	Roll numbers of the frequently absent students (> 2 times)	Reason (s) for cancellation of classes, if any
8 <sup>th</sup> Semester	April.	4	4	3, 1, 15, 16, 26, 45 52, 55, 59, 61, 74 83.	

*R.K.L.*  
3/05/18

E. Clinical Material

Monthly census for Clinical Subjects (to be filled up whenever applicable)

Month	Name of the faculty	Number of patient seen in the OPD by the faculty	Number of patients in the ward under the faculty	Number of Discharges	Number of deaths	Number of Surgeries	Number of Procedures	Number of investigation
April.								
	Prof R.K. Lenin	900.	41	28	-	-	-	-
	Prof N. Vasuamani	335.	3	2				
	Asst Prof S. Gajendran	226	7	4				
	Prof TN. Bihari	206	3	2				

F. Infrastructure

List the department specific infrastructure as per MCI guidelines.

Sl. No.	Infrastructure as per MCI guidelines	Infrastructure available in the Department on 31 <sup>st</sup> October 2016	Remarks

*R. Lenin*  
31/10/16