

PROJECT PROFILE
ON
MEDICAL TRANSCRIPTION

PRODUCT CODE	:	–
QUALITY STANDARDS	:	As per Customer's Specifications
PRODUCTION CAPACITY		
Quantity	:	7,200 KB per annum
Value	:	Rs. 2,88,000
YEAR OF PRODUCTION	:	2006-07
PREPARED AND UPDATED BY	:	MSME - Development Institute Takyelpat Industrial Estate, Imphal - 795001 & Office of DC (MSME), New Delhi Tele.: 0385-2220584 Fax : 2223096 e-mail:dcdi-imphal@dcmsme.gov.in

1. INTRODUCTION

The computerised and automation activities are become essential operations in day to day activities in medical. The Doctors are finding less time to give their comments and prescriptions. This leads to development of Call Centre application and Medical Transcription. This becomes most popular in India, since this work can be handled at home after obtaining lease from the major industries.

2. MARKET POTENTIAL

The communication skill is very much essential for this work. The people at North East have very good communication skill and fluency in English, this will boost this employment opportunities in Manipur. Even due to frequent strike /Bundh, Power failure etc., the work can be carried at home with the help of DG set or Invertors.. The expenditure in this mode of self employment is comparatively cheaper than others.

3. Basis and Presumption

- i) The basis for calculation of Production capacity has been taken on Single Shift basis on 75% efficiency.
- ii) The maximum capacity utilization on single shift basis for 300 days a year. During first year and second year of operations the capacity utilization is 60% and 80% respectively. The unit is expected to achieve full capacity utilization from the third year onwards.
- iii) The salaries and wages cost of raw materials, utilities, rent, etc. are based on the prevailing rates in and around Imphal. These cost factors are likely to vary with time to time.
- iv) Interest on term loan and working capital loan has been taken at the rate of 16% on an average prevailing at the time of preparation of the report. However, this rate may vary depending on the policy of the financial Institutions/agencies from time to time.
- v) The cost of machinery and equipments as indicated refer to particular make and the prices are approximate, those prevailing at the time of preparation of this report.
- vi) The break even point percentage indicated is of full capacity utilisation.
- vii) Non refundable deposits, project preparation cost etc. whenever needed may be considered pre-operative expenses.
- viii) It is proposed to setup this unit in a rented building of 100 Sq. Ft area.
- ix) The margin money recommended is 25% of the working capital requirement at an average. However, the percentage of margin money may vary as per bank's discretion.

Implementation Schedule

The major activities in the implementation of the project have been listed and the average time for implementation of the project is estimated at 12 months

		Period (in month) (Suggestive)
1.	Preparation of Project Report	1
2.	Registration and other formalities	1
3.	Sanction of loan by financial Institutions	3
4.	Plant & Machinery :-	
	a) Placement of orders	1
	b) Procurement	2
	c) Power connection / Electrification	2
	d) Installation / Erection of machinery/Test	
	Equipment	2
5.	Procurement of raw materials	2
6.	Recruitment of Technical Personnel etc.	2
7.	Trial Production	11
8.	Commercial Production	12

NOTE:

- 1) Many of the above activities shall be initiated concurrently.
- 2) Procurement of raw materials commences from the 8th month onwards.
- 3) When imported plant and machinery are required the implementation period of project may vary from 12 months to 15 months.

TECHNICAL ASPECTS

1. PROCESS OF MANUFACTURE

There is no manufacturing activity in the project. The simple operation of the Computer Operator is explained here. The rooms must be kept clean, the Computers are to be well maintained with proper cable connectivity (power and network). Server and hub to be monitored frequently for its effective function. Air condition plant is not required for Manipur climate.

The Generator is kept in separately away from the room to avoid fumes and smokes inside the computer centre.

The data's are sent by voice mail to the inbox of the Computer operator, it is to be down loaded using the voice recognition software, electronic data is to be prepared subsequently and resubmitted to their E-mail. The payments will be collected periodically once in a month.

2. QUALITY STANDARDS

As per customer's specification

3. PRODUCTION CAPACITY PER ANNUM :

Description of Work	Rate Per KB (Rs.)	Total Data Processed in a day	Earning pre month (Co1.2 x Col.3 x 25) (Rs.)	Amount Per annum (Rs.)
(1)	(2)	(3)	(4)	(5)
Processing of Electronic Data in terms of Kilo bytes	40/-	24KB	Rs. 24,000	Rs. 2,88,000

4. MOTIVE POWER

The 2 computer system with necessary peripherals and 2 Tube Light fitting requires approximately 2 H.P. Low Tension, Domestic Single phase connected load. The back up supply source of 1 KV A Generator and 1 KV A UPS is essential to overcome the Electrical Power Failure.

5. POLLUTION CONTROL:

The Government accords utmost importance to control environmental pollution. The small-scale entrepreneurs should have an environmental friendly attitude and adopt pollution control measures by process modification and technology substitution. India having acceded to the Montreal Protocol in September 1992, the production and use of Ozone Depleting Substances (ODS) like Chlorofluore Carbon (CFCs), Carbon Tetrachloride, Halons and Methyl Chloroform etc., need to be phased out immediately with alternative Chemicals / Solvents. A notification for detailed rules to regulate ODS phase out under the environment protection Act 1986, have been put in place with effect from 19th July, 2000.

The following steps may help to control pollution in Electronics Industry wherever applicable:

- i) In Electronics Industry, fumes and gases are released during Hand Soldering/Wave Soldering/Dip Soldering, which are harmful to people as well as environment and the end products. Alternate technologies may be used to phase out the existing polluting technologies. Numerous new fluxes have been developed containing 2-10% solids as opposed to the traditional 15-35% solids.
- ii) Electronics Industry uses CFCs, Carbon Tetrachloride and Methyl Chloroform for cleaning of printed circuit boards after assembly to remove flux residues left after soldering and various kinds of foams for packaging.

Many alternative solvents could replace CFC-113 and Methyl Chloroform in Electronics cleaning. Other Chlorinated solvents such as Trichloroethylene, per-Chloroethylene and Mythlen Chloride have been used as effective cleaners in Electronics Industry for many years. Other organic solvents such as Ketones and Alcohol's are effective in removing both solder fluxes and many polar contaminants.

6. Energy Conservation:

With the growing energy demand and shortage coupled with rising energy cost, a greater thrust in energy efficiency in industrial sector has been given by the Govt. of India since 1980s. The energy Conservation Act, 2001 has been enacted on 18th August, 2001, which provides for efficient use of energy, its conservation and capacity building of bureau energy efficiency created under the Act.

The following steps may help for conservation of electrical energy :

- i) Adoption of energy conserving technologies, production aids and testing facilities.
- ii) Efficient management of process/manufacturing machinery and systems, QC and testing equipments for yielding maximum Energy Conservation.
- iii) Optimum use of electrical energy for heating during soldering process can be obtained by using efficient temperature controlled soldering and desoldering stations.
- iv) Periodical maintenance of motors, compressors etc. use of power factor correction capacitors.
- v) Proper selection and layout of lighting system.
- vi) Timely switching On-Off of the lights;
- vii) Use of compact fluorescent lamps wherever possible etc.

FINANCIAL ASPECTS

Fixed Capital

(i) Land & Building

Land & Building Built up area for Office, Store computer operations	100 Sq. ft
Rent Payable/annum	Rs. 12,000/-

(ii) Machinery and Equipments

Sl.No	Description	Ind./Imp.	Qty.	Rate (Rs.)	Value (Rs.)
1.	Pentium - IV computer with DVD/CD Writer	Ind.	2	25,400	50,800
2.	Voice recognition software with Pedal operated switch	Ind.	1	40,000	40,000
3.	HP Ink jet Printer	Ind.	1	4,600	4,600
4.	Diesel Generator Set Other fixed Assets	Ind.	1	4,500	4,500
5.	Office Furniture, working tables etc.	-	LS	10,000	80,000
6.	Electrification charges @ 10% cost of Machinery and equipments	-	LS	8,000	9,990
Total Fixed Capital Rs.					1,19,890

Working Capital Per Month :

(i) Staff & Labour

Sl. No.	Designation	No. of Persons	Salary/month (Rs.)	Total Salary/ month (Rs.)
1.	Computer Operator with knowledge of Medical Transcription	2	3,500	7,000
	Perquisites @ 15% of Salary	1,0		50
			Total :	8,050

(ii) Raw Material Per Month :

Sl.No	Description	Ind./Imp.	Qty.	Rate (Rs.)	Value (Rs.)
1.	Telephone & Internet	-	-	1,000	1,000
2.	CD / Flopy	Ind.	LS	500	500
3.	Petrol/POL	Ind.	LS	1,500	1,500
				Total :	3,000

(iii) Utilities Per Month

	Power		250
	Water		250
	Generator		500
	Total		Rs. 1000

(iv) Other contingent expenses Per Month

1.	Rent		1,000
2.	Maintenance of Computers		300
3.	Postage and stationery		100
4.	POL for stand by Generator		1,000
5.	Miscellaneous expenses		200
	Total		2,500

Total recurring Expenditure Per month = Rs. 14,550

(i + ii + iii + iv)

Total Capital Investment

	Fixed Capital		1,19,890
	Working Capital on 3 months basis		43,650
	Total		1,63,540

FINANCIAL ANALYSIS**Cost of Production Per annum:**

	Total Recurring expenditure		1,74,600
	Depreciation on Machinery and Equipment @ 10%		9,990
	Depreciation on Office Furniture, Working Table		2,000
	etc. @ 20%		
	Interest on total capital investment @ 16%		26,166
		Total	2,12,756

Turn over Per Annum

	Rate	Total Data	Earning pre	Amount
Itam	Per KB	Processed	month	Per annum
	(Rs.)	in a day	(CoL.2 x	(Rs.)
			Co1.3 x 25)	
			(Rs.)	
(1)	(2)	(3)	(4)	(5)
Processing of Electronic	40/-	24KB	Rs. 24,000	Rs. 2,88,000
Data in terms of Kilo bytes				

Profit Per Annum (before taxes) = Turn over Per annum - Cost of Production per annum
 = Rs. 2,88,000 – Rs. 2,12,756 = 75,244/-

Net Profit Ratio:

Net Profit Ratio = $\frac{\text{Profit per annum} \times 100}{\text{Sales per annum}}$ = $\frac{75,244 \times 100}{2,88,000}$ = 26.1%

Rate of Return:

Rate of return = $\frac{\text{Profit per annum} \times 100}{\text{Total Capital investment}}$ = $\frac{75,244 \times 100}{1,63,540}$ = 46.0%

BREAK EVEN POINT :

Fixed Cost per annum :

Rent	12,000
Depreciation on Machinery and Equipment @ 10%	9,990
Depreciation on Office Furniture, equipment etc. @ 20 %	2,000
Interest on total capital investment @ 16%	26,166
40% of salary and wages	12,000
40% of other expenses and Utilities (excluding rent & Insurance)	26,400
Fixed cost per annum	1,00,796

Break even point = $\frac{\text{Fixed Cost per annum} \times 100}{\text{Fixed cost annum} + \text{profit per annum}}$ = $\frac{1,00,796 \times 100}{1,00,796 + 75,244}$ = 57.2%

Additional Information

- a) The Project Profile may be modified/tailored to suit the individual entrepreneurship qualities/capacity, production Programme and also to suit the locational characteristics, wherever applicable.
- b) The Electronics Technology is undergoing rapid strides of change and there is need for regular monitoring of the national and international technology scenario. The unit may, therefore, keep abreast with the new technologies in order to keep them in pace with the developments for global competition.
- c) Quality today is not only confined to the product or service alone. It also extends to the process and environment in which they are generated. The ISO 9000 defines standards for quality management systems and ISO 14001 defines standards for Environmental Management System for global competition.
- d) The margin money recommended is 25% of the working capital requirement at an average. However, the percentage of margin money may vary as per bank's discretion.

NAME AND ADDRESS OF MACHINERY AND EQUIPMENTS SUPPLIERS.

- 1. M/s DOTCOM Computers, Thangal Bazar, MG Avenue, Imphal
- 2. M/s Symphony Computers, D.M. College Road, Imphal
- 3. M/s Infotech Computers, M. G Avenue, Imphal
- 4. M/s Mangal Infotech Computers, M.G Avenue, Imphal
- 5. M/s Koubru Computers, Palace gate, Imphal.

NAME AND ADDRESS OF RAW MATERIAL SUPPLIERS.

RAW MATERIALS: ARE EASILY AVAILABE AT OPEN MARKET: