ELECTRONICS & INFORMATION TECHNOLOGY PRODUCTS

PRODUCT	:	MEDICAL TRANSCRIPTION
PRODUCT CODE	:	NO CODE IS AVAILABLE
CATEGORY	:	INFORMATION TECHNOLOGY
QUALITY STANDARD	:	ISO – 9001 : 2000
PRODUCTION CAPACITY		
QUANTITY	:	7,200 KB PER MONTH @ Rs. 40 /-
VALUE	:	Rs. 2,88,000
MONTH & YEAR	:	DECEMBER - 2006
PREPAREDBY	:	S.DHARMASELVAN, DEPUTY DIRECTOR (ELECTRICAL) SMALL INDUSTRIES SERVICE INSTITUTE TAKYELPAT INDUISTRIAL ESTATE, IMPHAL – 795 001.

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 PRESUMPTIONS:

1. The basis for calculation of production capacity is normally on single shift basis on 75 % efficiency.
2. The maximum capacity utilization on single shift basis for 300 days a year. During the 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 onward.
3. The salaries and wages, cost of raw materials, utilities, rents, etc. are base on the prevailing rates in and around Imphal. These cost factors are likely to vary with time to time.
4. 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.
5. The cost of machinery and equipments as indicated refer to particular make and the prices are approximate, those prevailing at the time of the time of preparation of this report.
6. The break even point percentage indicated is of full capacity utilisation.
7. Non refundable deposits, project preparation costs etc. Whenever needed may be considered pre operative expenses.
8. It is proposed to setup this unit in a rented building of 100 Sq. Ft area.
9. The margin money recommended in 25 % of the working capital requirement at an average. How ever, the percentage of margin money may vary as per bank's discretion.

4. IMPLEMENTATION SCHEDULE:

The major activities in the implementation of the project have been listed. however it is possible for implementation of the project with in 3 months by initiating process of 1,2 & 3 concurrently. And after getting loan from the financial loan the other activities can start concurrently.

Sl.No.	Activity	Period in months
1.	Preparation of project report	1 month
2.	Registration and other formalities	
3.	Sanction of loan by financial institutions	2 months
4.	Plan and machinery : Placement of orders, Procurement, electrification and installation	1 month.
5.	Procurement of raw materials	
6.	Recruitment of personal	1 month
7.	Commercial service.	

B. TECHNICAL ASPECTS

1. PROCESS :

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:

The Stand bye generator is used away from the building to avoid heat, smoke & fumes and there by provision of thermal ventilation / Insulation is avoided. Spike arrestor and surge arresters are provided for Electrical safety.

Quality today is not only confined to the product or service alone. It also extends to the process and environment such as ISO 9000 for standards for Q.M.S and ISO 14000 for E.M.S for acceptability at international level. The unit may therefore adopt these standards for global competition.

3. PRODUCTION CAPACITY PER ANNUM:

Description of Work	Rate Per KB (Rs.)	Total Data Processed in a day	Earning pre month (Col.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 /-	24 KB	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 KVA Generator and 1 KVA UPS is essential to overcome the Electrical Power Failure.

5. POLLUTION CONTROL

The Generators used is 1 KVA, and proper ventilation arrangement is made, no other pollution control is not required. But keeping in view of the health of the working personal at Internet centre, an exhaust / ventilator system also provided near the DG set.

6. ENERGY CONSERVATION

This is not a power intensifying unit, modern energy conservation techniques like FL with electronic choke and proper maintenance is carried out. by adopting the simple methods like Switching OFF the lights and computers when not required energy can be conserved.

C. FINANCIAL ASPECTS

i) FIXED CAPITAL

1. Land & Building:

Land & Building Built up area for Office, Stores computer operations	100 Sq.ft built up area is sufficient
Rent Payable / annum	**Rs. 12,000 /-**

2. Machinery and Equipment :

S.No.	Description	Ind./Imp.	Qty.	Rate (Rs.)	Value (Rs.)
1.	Pentium – IV computer with DVD/CD Writter	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	Imp.	1	4,500	4,500
5.	Furniture	--	LS	10,000	10,000
6.	Electrification	--	LS	8,000	8,000
				TOTAL :	**1,17,900**

ii) WORKING CAPITAL PER MONTH :

1. Salaries & Wages Per Month :

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

2. Raw Material Per Month :

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

3. Utilities Per Month :

Sl.No.	Description of Utility	Amount (Rs.)
1.	Power	250
2.	Water	250
3.	Generator	500
Total		**1000**

4. Other contingent expenses Per Month :

Sl.No.	Description of expenses	Amount (Rs.)
1.	Rent	1,000
2.	Maintenance of Computers	300
3.	Postage and stationery	100
4.	POL for stand bye Generator	1,000
5.	Miscellaneous expenses	200
Total		**2,500**

5. Total recurring Expenditure per month

1.	Salaries & Wages Per Month	:	Rs. 8,050
2.	Raw Material Per Month	:	Rs. 3,000
3.	Utilities Per Month	:	Rs. 1,000
4.	Other Expenses Per Month	:	Rs. 2,500
	Total		**Rs. 14,550**

iii) TOTAL CAPITAL INVESTMENT :

FIXED CAPITAL	1,17,900
WORKING CAPITAL FOR 3 MONTH	43,650
Total	**1,61,550**

D. FINANCIAL ANALYSIS

1. Cost of Production Per Annum :

Sl.No.	Description	Amount (Rs.)
1.	Total Recurring expenditure	174,600
2.	Depreciation On Machinery and Equipment @ 10 %	5,990
3.	Depreciation On Tools, Jigs & fixture @ 25 %	10,000
4.	Depreciation On Office Furniture @ 20 %	2,000
5.	Interest on capital investment @ 16 %	25,848
	Total	**218,438**

2. Turn over Per Annum :

Description of Work	Rate Per KB (Rs.)	Total Data Processed in a day	Earning pre month (Col.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 /-	24 KB	Rs. 24,000	**Rs. 2,88,000**

3. Profit Per Annum before taxes .

Profit = Turn over Per annum - Cost of Production per annum

= Rs. 2,88,000 – Rs. 2,18,438 = **Rs. 69,562 /-**

4. Net Profit ratio :

$$\text{Net profit ratio} = \frac{\text{Profit per annum} \times 100}{\text{Sales per annum}} = \frac{69,562}{2,88,000} = \mathbf{24.15\ \%}$$

5. Rate of return :

$$\text{Rate of return} = \frac{\text{Profit per annum} \times 100}{\text{Total Capital investment}} = \frac{69,562 \times 100}{1,61,550} = \mathbf{43.09\ \%}$$

6. Break Even Point :

a. Fixed cost per annum :

1.	Rent	12,000
2.	Depreciation On Machinery and Equipment @ 10%	5,990
3.	Depreciation On Tools, Jigs & fixture @ 25 %	10,000
4.	Depreciation On Office Furniture @ 20 %	2,000
5.	Interest on total capital investment @ 16 %	25,848
6.	40% of salary and wages	38,640
7.	40% of other expenses & Utilities excluding rent	12,000
	Fixed cost per annum	**106,478**

b. Profit per annum = Rs. 53,300

$$\textbf{Break even point} = \frac{\text{Fixed Cost per annum} \times 100}{\text{Fixed cost per annum + profit per annum}} = \frac{1,06,478}{1,06,478 + 69,562}$$

$$= \frac{1,06,478}{1,76,040} = \textbf{60.4 \%}$$

NAME AND ADDERSS OF THE MACHINERY AND EQUIPMENT SUPPLIERS.

1. Ms/ 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 Info Tech Computers, M.G. Avenue, Imphal
5. M/s Koubru Computers, Palace gate, Imphal.

RAW MATERIALS : ARE EASILY AVAILABE AT OPEN MARKET :

Additional Information

a. The Project Profile may be modified / tailored to suit the individual entrepreneurship qualities / capacity , Production Programme and also to suit the locatinoal 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 place with the development 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. How ever, the percentage of margin money may vary as per bank's discretion.