



## Maintenance committee

### Minutes of the meeting

DATE: 15 JAN 2021

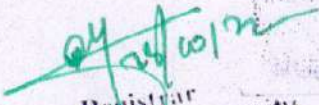
Time: 2:00PM

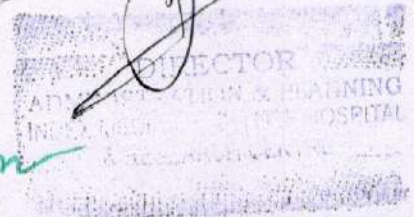
**Agenda:** The meeting of Maintenance committee was held on 15 Jan 2021 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member

  
Registrar  
Malwanchal University  
Indore (M P)





### MINUTES OF THE MEETING:

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. On third floor of the hospital at several places open electric wires are present.  
AIR- to solve the problem Mr. Manoj Sharma Incharges electricity was order to rectify it within two days and report the compliance.
2. In OPD area leaking of tap was recorded.  
AIR- Plumber was called and instructed to get it repaired immediately to avoid any incidence of fall.
3. Replacement of tube lights with LED-bulb.  
AIR- electrician was asked to get LED bulb issued from store and replace tube lights.
4. Signage's in certain places needs repainting.  
AIR- Mr. Abhishek was instructed to arrange for painting and replacement of damaged ones.
5. Biomedical waste collection is not proper in wards on second floor.  
AIR- The house keeping staff and nursing staff needs proper training and monitoring staff nurses should be instructed for proper collection.
6. Cleaning of lecture halls & class rooms is not done every day.  
AIR-Class four staff to be monitored by supervisor of different facilities.
7. Toilet cleaning should be ensured in morning, afternoon and evening shift.  
AIR- two day timeline was given to responsible persons and they were instructed to report compliance.

The meeting concluded with a vote of thanks

Registrar  
Malwanchal University  
Indore (M.P.)

  
DIRECTOR  
Signature of the Chairperson  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE

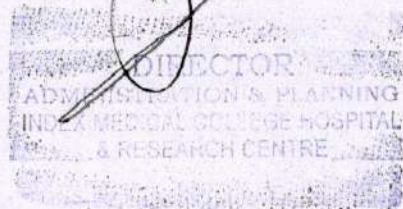


# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

## Copy To:

- Vice Chairman
- Registrar
- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



*04/10/12*  
Registrar  
Malwanchal University  
Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

JAN 2021

## FACILITY INSPECTION REPORT

Audit Date/Period: Nov - Dec - 2020

Time:

Location: Hospital

Person Facility Manager

Location

Responsible person

CAPA

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	On third floor of the hospital at several places open electric wires are present.	Third Floor	Mr. Manoj Sharma	To solve the problem Mr. Manoj Sharma instructs electrician to order to rectify it within two days & report the compliance.		18 Jan

Name of Auditor - Abhishek Singh  
Signature *AS*

*Manoj Sharma*  
Registrar  
Index Medical College Hospital & Research Center

Rev-00

Issue: 10/10/2020

IMC/FIC/83/REV:00

Date: 15 JAN 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

JAN 2021

## FACILITY INSPECTION REPORT

Audit Date/Period: Nov - Dec 2020

Time:

Location: Hospital

Person: Facility Managers

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
01.	In OPD area leaking of tap was succeeded.	OPD	plumber supervisor Facility manager	Plumber was called and instructed to get it repaired immediately to avoid any incidence of fall.		15 JAN

Name of Auditor -  
Signature

  
 DIRECTOR  
 ADMINISTRATION & RESEARCH CENTER  
 K. J. Somaiya Institute of Engineering & Information Technology  
 Vashi, Mumbai - 401 103

Rev-00

Issue: 01/10/2020

IMC/FIC/83/REV:00

Date- 15 JAN 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

JAN 20 21 Audit Date/Period: Nov - Dec 2020		Time:	Location: Hospital	Source of Observation: On site visit
Person: Facility Managers	Observations:	Location:	CAPA:	Remarks:
S. No:	1. Replacement of tube lights with LED bulbs	All Floor	Electrician asked to get LED bulb issued from store & replace tube lights.	Date of closure: 18 JAN
4. Signage's in certain place needs re-painting	Mr. Abhishek	Mr. Abhishek	Instructed to arrange for painting & replace wood of damaged ones	

Name of Auditor -  
Signature

Date- 15 JAN 2021

Issue : 01/10/2020  
 Director  
 ADMINISTRATION & PLANNING  
 COLLEGE HOSPITAL,  
 Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

JPM 2021

Audit Date/Period: NOV-DEC 2020

Time:

Location:

Hospital.

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
5.	Biomedical waste collection is not proper in wards on second floor	Second Floor	house keeping staff of nursing staff.	The house keeping staff and nursing staff need's proper training of house keeping staff nurses should be instructed for proper collection.		10 JAN.

Name of Auditor -  
Signature

Rev-00

Issue: 01/10/2020

IMC/FIC/83/REV:00

Date- 15 JAN 2021

  
 DIRECTOR  
 RESEARCH CENTER & PLANT  
 UNIVERSITY  
 MEDICAL COLLEGE  
 RESEARCH CENTRE



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

JAN 2021

## FACILITY INSPECTION REPORT

Audit Date/Period: Nov-Dec 2020

Time:

Location: Hospital.

Person: Facility Manager

S. No	Observations	Location	Responsible person	CAVA	Source of Observation: On site visit	Remarks	Date of closure
6)	Cleaning of lecture halls & class rooms is not done every day	Lecture halls & class rooms	Supervisor	Class four shift to be monitored by Supervisor of different facilities.			18 JAN.
7)	Toilet cleaning should be ensured in morning.	All areas.	Supervisors	two days timeframe was given to responsible persons			18 JAN.

Name of Auditor -  
Signature

*[Signature]*  
 Director  
 Quality Assurance & Planning  
 Index Medical College Hospital  
 & Research Center

Rev-00

Issue: 01/10/2020

IMC/FIC/83/REV:00

Date- 15 JAN 2021





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

JAN 2021

## FACILITY INSPECTION REPORT

Audit Date/Period: Nov-Dec

Time:

Location: Hospital.

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
	Afternoon and evening shift.				and they were instructed to report compliance.	

Name of Auditor -  
Signature

*[Signature]*  
 Director  
 Malwanchal University  
 Administration & Planning  
 Index Medical College Hospital

Rev-00

Issue: 01/10/2020

IMC/FIC/E3/REV:00

Date-15 JAN 2021



**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village –Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**Maintenance committee**

**Minutes of the meeting**

**DATE: 12 MAR 2021**

**Time: 2:00PM**

**Agenda:** The meeting of Maintenance committee was held on 12 Mar 2021 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member

*ey inform*  
Registrar  
Malwanchal University  
Indore (M.P.)





INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**MINUTES OF THE MEETING:**

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. In the kitchen of boys and girls hostel, the slab is broken and the edges are sharp to cause injury to the worker.  
AIR- The kitchen coordinator and the facility manager were instructed to change the slab store immediately and report the compliance.
2. In the gas manifold , during facility rounds the rubber mats were torn & expired. The workers in the plant may get slip or cylinder may trip.  
AIR- The facility manager & the gas manifold incharge were asked to indent for new mats and follow the safety precautions.
3. Opens wires found in laundry area.  
AIR- The electricians was instructed to rectify it within 2 days and report the compliance.
4. The ramp of emergency area was found chipped & broken.  
AIR- the facility manager was instructed to reconstruct the ramp and report compliance in a week.
5. Wires of CCTV Cameras found hanging all over in hospital premises.  
AIR- The IT incahrge & facility manager were instructed to rectify and report the compliance.

The meeting concluded with a vote of Thanks

Signature of the Chairperson

Registrar  
Malwanchal University  
Indore (M.P)

DIRECTOR  
ADMINISTRATION & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE



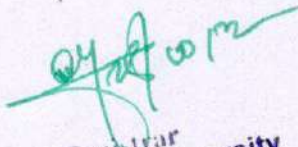
## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

### Copy To:

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- Registrar
- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



  
Registrar  
Malwanchal University  
Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

MARCH 2021

## FACILITY INSPECTION REPORT

Audit Date/Period :- JAN - FEB

Time:

Location: HOSPITAL

Person FACILITY MANAGER

S. No

Observations

Location

Responsible person

CAPA

Source of Observation: On site visit

Remarks

Date of closure

1.	In The kitchen of boys & girls hostel, the slab is broken & the edges are sharp so cause injury to the worker.	Kitchen	Kit chem Coordinator	The kitchen coordinator & the facility manager were instructed to change the slab stone immediately & report the compliance.		13/03/2021

Name of Auditor -  
Signature

*[Signature]*  
 Registrar  
 Index Medical College Hospital & Research Center  
 ANANDAPURAM  
 DISTRICT - VELLORE  
 TAMIL NADU - 605 006

Date- 12 MARCH 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

MARCH 2021

## FACILITY INSPECTION REPORT

Audit Date/Period :- JAN - FEB Location: HOSPITAL

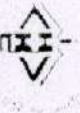
Person FACILITY MANAGER

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
2.	In the gas manifold, during facility service the scubber mats were loose & exposed. The workers in the plant may get slip or cylinder or may trip.	Gas manifold	Gas manifold Incharge of facility manager.	The facility manager & the gas manifold Incharge were asked to indent for new (waxed) mats & follow the safety precautions.		15/03/2021

Name of Auditor - Anandhan PM 21  
Signature *[Signature]*

*[Signature]*  
 Director  
 Malwanchal University  
 Research Center  
 IMC/FIC/83/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

MARCH 2021

## FACILITY INSPECTION REPORT

Audit Date/Period : JAN - FEB

Time:

Location: HOSPITAL

Person FACILITY MANAGER

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
3.	Items wires found in laundry area.	Laundry	Electricians Laundry Incharge	The electricians instructed to safety it within 2 days & report the compliance		15/03/2021
4.	The sample of Emergency area was found chipped & broken.	Emergency area.	Facility manager	The facility manager was instructed to reassemble the sample & report compliance area in a week.		14/03/2021

Name of Auditor -  
Signature

Rev-00

Issue : 01/10/2020

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Date- 12 MARCH 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

MARCH 2021

## FACILITY INSPECTION REPORT

Audit Date/Period :- JAN - FEB

Time:


Location: HOSPITAL

Person FACILITY MANAGER

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
5	Wires of CCTV cameras found hanging all over in Hospital premises.	Hospital premises	IT Incharge & facility manager	the IT incharge & facility manager were instructed to sortify & report the compliance.		16/03/2021

Name of Auditor -  
Signature

  
 Director  
 Malwanchi Bhi Chhatrapati  
 Indore (M.P.)  
 A RESEARCH CENTRE

Date- 12 MARCH 2021





**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**Maintenance committee**

**Minutes of the meeting**

**DATE: 13 MAY 2021**

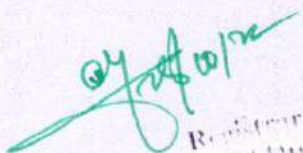
**Time: 2:00PM**

Agenda: The meeting of Maintenance committee was held on 13 May 2021 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- |   |                    |
|---|--------------------|
| 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson |                    |
| 2- Mr. R.C. Yadav (Additional Director)                                 | - Member Secretary |
| 3- Mr. Sudhir joshi (Civil Engineering)                                 | - Member           |
| 4-Mr. Shoeb mansuri   | - Member           |
| 5-Mr. Abhishek Bhadoria (Facility Manager)                              | - Member           |
| 6-Mr. Shubham Saini (Transport)   | - Member           |
| 7-Mr. Ghanshyam Vishwakarma (Electrician)                               | - Member           |
| 8-Mr. Lakhan Panwar (IT Department)                                     | - Member           |
| 9-Mr. Pankaj Kumar Singh (civil store)                                  | - Member           |
| 10-Mr. Manibhushan Singh (Laundry /Oxygen)                              | - Member           |

  
Rishi  
Malwan University





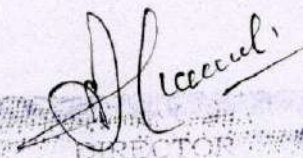
**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

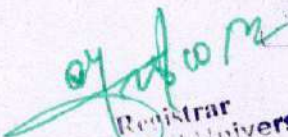
**MINUTES OF THE MEETING:**

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. Water cooler found leaking in front of pharmacy of the hospital and due to the spillage of water there is risk of fall.  
AIR- The facility Manager was instructed to call the plumber and arrange for the repair of water cooler.
2. The drainage system of central BMW area is not proper.  
AIR- The facility manager has been instructed to construct the drainage system in a proper manner and report the compliance.
3. The chairs & slab in the waiting area of the OPD's are broken and people have inconvenience in sitting.  
AIR- the OPD Incharge has been instructed to write a requirement for the chairs & reconstruction of slab to the management and the facility manager to close the compliance.
4. The safety belts on wheelchair and stretchers not found.  
AIR- the facility manager has been instructed to check all the wheel chair & stretcher in the hospital and close the compliance.

The meeting concluded with a vote of Thanks

  
**Signature of the Chairperson**

  
Registrar  
Malwanchal University  
Indore (M.P.)



**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**Copy To:**

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- Registrar
- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



  
Registrar  
Malwanchal University  
Indore (M.P.)



**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village –Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**Maintenance committee**

**Minutes of the meeting**

**DATE: 18 MAR 2022**

**Time: 2:00PM**

**Agenda:** The meeting of Maintenance committee was held on 18 Mar 2022 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member



*24/03/22*  
Registrar  
Malwa Medical University  
Indore (M.P.)

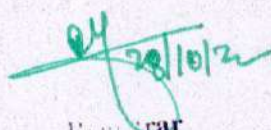



### MINUTES OF THE MEETING:

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. Adequate sinks for hand washing are not available in surgery ward of the hospital.  
AIR- the facility manager has been instructed to install the adequate washbasins in the ward and report the compliance.
2. Dirty & soiled linen segregation is not properly maintained PPE not available at the point of segregation, colour coded bins correct bags and posters not available in good condition.  
AIR- the supervisor of the floor and facility manager has been instructed to take the complete round and complete the non compliance.
3. The side rails of the bed are not in proper condition. Taps in the toilets are not properly functional.  
AIR- the floor supervisor and the facility manager has been instructed to take the round and present the action taken reports to the compliance.
4. The door of the sample collection area in lab is broken and the UPS system is kept open in central laboratory.  
AIR- the lab incharge & facility manager has been instructed for the corrective action and report the compliance.

The meeting concluded with a vote of Thanks

  
Registrar  
Malwan University  
Indore (M.P.)

  
DIRECTOR  
Signature of the Chairperson  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

## Copy To:

- Vice Chairman
- Registrar
- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



*04/20/12*  
Registrar  
Malwanchal University  
Indore (M P)



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

March 2022

### FACILITY INSPECTION REPORT

Audit Date/Period: <u>January 2022</u> <u>February</u>		Time:	Location: <u>Hospital</u>		Source of Observation: <u>On site visit</u>				
S. No	Person	Facility	Manager	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.		Adequate Sinks for hand washing are not available in Surgery ward of the hospital	Surgery ward.	Facility Manager.			The facility manager has been instructed to install the Adequate wash basins in the ward and report the Compliance		21 March
2.		Dirty & soiled linen Segregation is not Properly Maintained	All floor of the Hospital	Supervisor & Facility Manager.			The supervisor of the floor and Facility Manager has been		21 Mar.

Name of Auditor: Abhinav Sinha  
Signature: [Signature]

Rev-00

Issue : 01/10/2020

Malwanchal University  
Indore (M.P.)

IMC/FIC/83/REV:00

Date: 18 Mar. 2022





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

March 2022

Audit Date/Period: January 2022  
Feb. 2022

Time:

Location:

Hospital

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
	PPE Not Available at the point of Segregation, colour coded bins correct bags and posters not Available in Good Condition	All Dept. of the Hospital.	Facility Manager.	Instructed to take the complete round and complete the Non compliance.		21 March

Name of Auditor -  
Signature

Rev-00

Issue : 01/10/2020

Principal  
Maitwanchal University  
Indore (M.P.)

IMC/HIC/83/REV:00

Date- 18 March 2022







# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

March 2022

## FACILITY INSPECTION REPORT

Audit Date/Period :- January 2022  
Feb.

Time:

Location: Hospital

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
3.	The side rails of the bed are not in proper condition steps in the foilets are not properly functional	All Dep, of the hospital.	Facility Manager & Supervisor.	The Floor supervisor and the facility manager has been instructed to take the round and present the Action taken reports to the Compliance.		21 March

Name of Auditor -

Signature

Date- 18 mar-2022

Rev-00

Issue : 01/10/2020

Principal  
ADMINISTRATION & RESEARCH  
INDORE (M.P.)  
DIRECTOR  
INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
INDORE (M.P.)  
IMC/FIG/BS/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

March 2022		Time:		Location: Hospital		Source of Observation: On site visit	
Audit Date/Period :- January 2022 Feb.							
Person Facility Manager		Location		Responsible person		CAPA	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
4	The door of the Sample Collection area in lab is broken and the UPS system is kept open in Central laboratory			The lab incharge & facility manager has been instructed for the corrective Action and report. the compliance.		21 March	

Name of Auditor -  
Signature

Date- 18. 2022

  
 Registrar  
 Index Medical College Hospital  
 Matwanchal University  
 Raichur  
 Karnataka  
 India

Matwanchal University

Registrar

Index Medical College Hospital

Raichur

Karnataka

India

Issue : 01/10/2020

Matwanchal

University

Registrar

Index Medical College Hospital

Raichur

Karnataka

India

Rev-00

IMC/FIC/83/REV:00



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

## Maintenance committee

### Minutes of the meeting

DATE: 11 MAY 2022

Time: 2:00PM

**Agenda:** The meeting of Maintenance committee was held on 11 May 2022 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member

  
Registrar  
Malwanchal University  
Indore (M P)



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

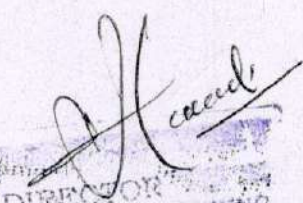
### MINUTES OF THE MEETING:

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. The electrical panel in pharmacy area was found open and there is loose electrical wire.  
AIR- the electrician and pharmacy manager has been instructed to take the corrective action and report the compliance.
2. The IV stands, beds rails & equipments are rusted in the labor room.  
AIR- the supervisor of the floor and facility manager has been instructed to take corrective action & report the compliance.
3. The floor & wash basins found dirty and adequate soaps & mopping solution not found.  
AIR- the store incharge and the HK head has been instructed for corrective action.
4. The condemned material is stored at the backyard of the hospital which blocking the way and the rusted item is hazardous for environment.  
AIR- the facility manager has been instructed to make a list of condemned items & present it in the committee and to take corrective action and report the compliance.
5. The fire extinguisher has exceeded the refilling date and the safety checklist is found incomplete.  
AIR- the safety officer & facility manager has been instructed to take corrective action & report the compliance.

The meeting concluded with a vote of Thanks

  
Registrar  
Malwanchal University  
Indore (M.P.)

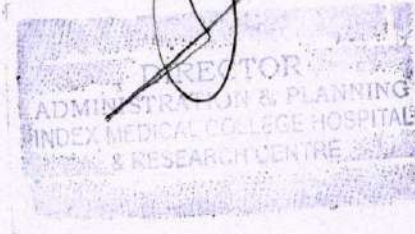
  
Signature of the Chairperson  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE

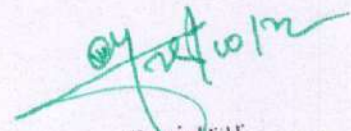


**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

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- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



  
Registrar  
Malwanchal University  
Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period: <u>May 2022</u>		Time: _____		Location: <u>Hospital</u>		Source of Observation: <u>On site visit</u>	
Person <u>facility manager</u>	Observations <u>panel in pharmacy area was found open and there is loose electrical wire.</u>	Location <u>Pharmacy</u>	Responsible person <u>electrician at facility manager</u>	CAPA <u>The electrician and pharmacy manager has been instructed to take the corrective action and report the compliance.</u>	Remarks <u>B Met.</u>	Date of closure <u>_____</u>	_____

Name of Auditor: Abhishek Singh

Signature: [Signature]

Rev-00

Issue : 01/10/2020

DISCIPLINARY PLANNING  
 ADMINISTRATIVE & LEGAL OFFICE  
 INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
 IMC/HQ/83/REV:00

Date: 11 MAY 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

MAY 2022

Audit Date/Period :- March - April 2020 Time:

Location: Ward

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
2.	The TV stand had nails & equipments are rusted in the labor room.	Labor room	Supervisor facility manager	The supervisor of the floor and facility manager has been instructed to take corrective action & report the compliance.		15 may

Name of Auditor -  
Signature

  
 Registrar  
 Malwanchal University  
 INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Date- 11 May 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- <u>MARCH - April 2021</u>		Time:		Location: <u>Hospital</u>		Source of Observation: <u>On site visit</u>	
Person	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
1	water cooler found leaking in front in front of pharmacy of the hospital and due to the spillage of water there is risk of full	Pharmacy.	facility manager.		The facility manager was instructed to call the plumber and arrange for the repairs of water cooler.	16 May.	

Name of Auditor  
Signature

Date- 13 MAY 2021

Rev-00

Registrar  
 Rajasthan University  
 Jaipur  
 302004

CHIEF OF  
 PLANNING  
 INDEX MEDICAL COLLEGE HOSPITAL  
 JAIPUR

IMC/FIC/83/REV:00





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

**MAY 2021**

Audit Date/Period: March - April 2021 Time: \_\_\_\_\_

Location: Hospital.

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
21.	The drainage system of central room area is not proper.	Central Area.	facility manager.	The facility manager has been instructed to construct the drainage system in a proper manner and Report the compliance.		16 May

Name of Auditor -  
Signature

  
 Registrar  
 Malwanchar University  
 Indore (M.P.)

Date: 13 MAY 2021

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

~ May 2021

Audit Date/Period :- March - April 2021 Time:

Location: hospital,

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
81	The chairs at slab in the waiting area of the OPD's are broken & people have inconvenience in sitting.	OPD's	Incharge	the OPD Incharge has been instructed to write a requisition for the chairs & reconstruction of slab to the management & the facility manager to close the complaint		16 May.

Name of Auditor - Ashwini Suresh Singh

Signature [Signature]

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV:00

Registrar  
 Malwanchal University (MP)

Date- 13 May 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

<b>MAY 2021</b> Audit Date/Period: <u>March - April 2021</u>		Time: _____ Location: <u>Hospital</u>		Source of Observation: <u>On site visit</u>		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
4)	The safety belts on wheelchairs & stretchers not found.	All wheel chairs & stretchers.	facility manager	the facility manager has been instructed to check all the wheel chair & stretchers in the hospital & close the complaints		16 May.

Name of Auditor -  
Signature

Rev-00

Registrar  
 Malwanchal University  
 Registration & Planning  
 Director

Issue : 01/10/2020 (M.P.) & RESEARCH CENTER  
IMC/FIC/83/REV.00

Date- 13 MAY 2021



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

MAY 2022		Time:		Location:		Source of Observation: On site visit	
Audit Date/Period :-		MESTCH - April 2022		MESTCH			
Person	Facility manager						
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
3.	The floor & work basins - found dirty & adequate soap & mopping solution not found.	floor.	store Inhalers housekeeping head	The store inclosure and the HK head has been instructed for corrective action.		10 may	

Name of Auditor -  
Signature

Date- 11 MAY 2022

Rev-00

Issue : 01/10/2020

Maitwanchal University

IMC/FIC/83/REV:00

  
 DIRECTOR  
 ADMINISTRATION  
 INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

**May 2020**

## FACILITY INSPECTION REPORT

Audit Date/Period :- **Month - April 2020** Time:

Location: **Hospital,**

Person **Facility manager**

Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
4.	The condemned material is stored at the backyard of the hospital which blocking the way and the facility is not in order.	Backyard of the hospital	Facility manager	The facility manager has been instructed to make a list of condemned items & present it in the committee & to take corrective		12 May

Name of Auditor -  
Signature

  
**DIRECTOR**  
 ADMINISTRATOR & PLANNING  
 INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
 Malwa Branch of Malwa University  
 Indore (M.P.)

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV.00

Date- **11 MAY 2022**



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Person		Location:		Source of Observation: On site visit		
Audit Date/Period :-		Time:				
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
51.	the fire extinguishers has exceeded the refilling date and the safety checklist	Flour	safety officer	the safety officer & facility manager has been instructed to take corrective action & report.		12 may

Name of Auditor -  
Signature

Rev-00

Issue : 01/10/2020 Malware  
 Director  
 ADMINISTRATION & RESEARCH  
 INDEX MEDICAL COLLEGE HOSPITAL  
 01/05/2022  
 IMC/MC/83/REV:00

Date- 11 May 2022



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

May 2022

### FACILITY INSPECTION REPORT

Audit Date/Period :-

Time:

Location:

Ward

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
	As found Incomplete.					

Name of Auditor -  
Signature

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV:00

Registrar  
Mawanchal University  
Indore (M.P.)

Date- 11 MAY 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village –Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

## Maintenance committee

### Minutes of the meeting

DATE: 12 JAN 2022


Time: 2:00PM

**Agenda:** The meeting of Maintenance committee was held on 12 Jan 2022 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member

  
Registrar  
Malwanchal University  
Indore (M.P.)







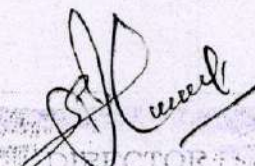
INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

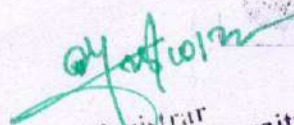
### MINUTES OF THE MEETING:

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. The toilets in the OPD & admin areas are sticking and the taps are leaking with no proper flushing system working.  
AIR- the floor supervisor has been instructed to make it clean by the HK staff and also has been asked to call the plumber and construct the flushing & tap system as soon as possible.
2. The lights & sound system in the lecture hall of the hospital is not properly working.  
AIR- the incharge of the lecture hall has been instructed to take the necessary action and report the compliance.
3. The lifts are not clean and the lift safety instruction signage is not proper and the phone for emergency calls in the patients lift is not working.  
AIR- The electricians and the facility manager has been instructed for corrective action and report the compliance.

The meeting concluded with a vote of Thanks

  
DIRECTOR & CHAIRMAN  
ADMINISTRATIVE & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

  
Registrar  
Malwanchal University  
Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

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- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



Registrar  
Matwanchal University  
Indore (M.P.)





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

12<sup>th</sup> Jan 2022

## FACILITY INSPECTION REPORT

Audit Date/Period :- Nov-Dec 2021 Time: \_\_\_\_\_ Location: Hospital

Person	Facility manager	Location	Responsible person	CAPA	Source of Observation: On site visit
S. No	Observations	Location	Responsible person	Remarks	Date of closure
1.	The toilets in the OPD areas are sticking and the taps are leaking with no proper flushing system working.	OPD	Supervisor to facility Manage.	The Floor supervisor has been instructed to make it clean by the HR staff and also has been asked to call the plumber & construct the flushing & tap system as soon as possible.	15 Jan

Name of Auditor: Ashwini Kumar Sharma  
 Signature: [Signature]

Registrar  
 Malwancha University  
 (M.P.) DABHOI  
 COLLEGE HOSPITAL

Date- 12 - Jan - 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

12 Jan 2022

## FACILITY INSPECTION REPORT

Audit Date/Period: Nov-Dec 2021

Time:

Location: Hospital

Person: Facility manager

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
2.	The lights & sound system in the lecture hall of the hospital is not properly working.	lecture Hall	supervisor.	The incharge of the lecture hall has been instructed to take the necessary action and report the complete.		15 Jan

Name of Auditor -  
Signature

*[Signature]*  
 Registrar  
 Malwanchal University  
 Indore (M.P.)

*[Stamp]*  
 DIRECTOR  
 QUALITY & PLANNING  
 INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Date- 12-Jan-2022

Rev-00

Issue : 01/10/2020

IMC/HIC/83/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

12 Jan 2022

## FACILITY INSPECTION REPORT

Audit Date/Period :- Nov. Dec 2021

Time:

Location:

Hospital

Person

Facility manager

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
3.	The lights are not clean and the light safety instruction signage is not proper and the phone for emergency call in the patients lift is not working.		Supervisor	The electrician and the facility manager has been instructed for corrective action and report the compliance.		15 Jan

Name of Auditor -  
Signature

*Dr. Anam*  
 Registrar  
 Malwanchal University  
 Indore (M.P.)  
 INDIAN MEDICAL COLLEGE  
 RESEARCH & PL

Date-



**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village –Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

**Maintenance committee**

**Minutes of the meeting**

**DATE: 15 SEP2022**

**Time: 2:00PM**

**Agenda:** The meeting of Maintenance committee was held on 15 Sep 2022 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- |   |                    |
|---|--------------------|
| 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson |                    |
| 2- Mr. R.C. Yadav (Additional Director)                                 | - Member Secretary |
| 3- Mr. Sudhir joshi (Civil Engineering)                                 | - Member           |
| 4-Mr. Shoeb mansuri   | - Member           |
| 5-Mr. Abhishek Bhadoria (Facility Manager)                              | - Member           |
| 6-Mr. Shubham Saini (Transport)   | - Member           |
| 7-Mr. Ghanshyam Vishwakarma (Electrician)                               | - Member           |
| 8-Mr. Lakhan Panwar (IT Department)                                     | - Member           |
| 9-Mr. Pankaj Kumar Singh (civil store)                                  | - Member           |
| 10-Mr. Manibhushan Singh (Laundry /Oxygen)                              | - Member           |

  
DIRECTOR  
ADMINISTRATION & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL  
RESEARCH CENTRE  
Malwanchal University  
Indore (M.P.)



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER


Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

### MINUTES OF THE MEETING:

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. Bed side rails in obstetrics ward are not found.  
AIR- the facility manager has been instructed for the corrective action.
2. The seepage in gynecology OT Since 1 week and there is no infection control.  
AIR- the civil engineer & facility manager has been instructed to take corrective action & report the compliance.
3. In the DG Room the door has no caution board and the hock is broken. The anti shock mate is also damaged.  
AIR- the facility manager and electrician has been instructed to take the corrective action & report the compliance.
4. The railing of the ramp in the porch area is broken and the vulnerable patients have inconvenience to walk on it.  
AIR- the civil engineer and facility manager has been instructed to take the corrective action & report the compliance.

The meeting concluded with a vote of Thanks.

  
**Signature of the Chairperson**

ADMINISTRATOR  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE

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Registrar  
Malwanchal University  
Indore (M.P.)

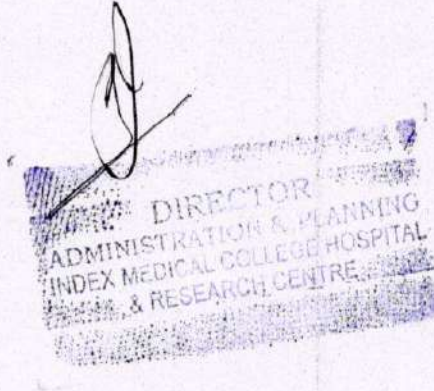




## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

- Vice Chairman
- Registrar
- Medical Dean
- Medical superintendent
- HOI
- NABH Office
- File



*Handwritten signature in green ink*  
Registrar  
Malwanchal University  
Indore (M.P.)



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

SEP 2022

### FACILITY INSPECTION REPORT

Audit Date/Period :- July & August 2022		Time:		Location: Hospital,		Source of Observation: On site visit	
Person : Facility Manager.							
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
1.	Bedside rails in Obstetrics ward are not found.	Obs. Ward.	Facility Manager.	The Facility Manager has been instructed to take corrective action.		18 Sep 2022.	
2.	The seepage in gynaecology OT since 1 week & there is no protection control	Gynae. OT.	Civil Engineer & Facility Manager.	The civil engineer & Facility Manager has been instructed to take corrective action & repeat the compliance.		20 Sep 2022.	

Name of Auditor - Abhishek Mishra  
Signature

Rev-00

Issue: 01/10/2020  
Majwanchand M. P. D. N. S. UNIVERSITY  
DIRECTOR OF FACILITY INSPECTION & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL  
RESEARCH CENTER  
TMC/RIC/83/REV-00

Date- 15 SEP 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Sep 2022

Audit Date/Period :- July & August 2022

Location: Hospital.

Person: Facility Manager.

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
3.	In the Dq Room, the Door has no Caution board	Dq Room.	Electrician.	Electrician & Facility Manager has been instructed to		18 Sep 2022
	Caution board is broken. The anti shock mat is also damaged.		Facility Manager.	take the corrective action to Report the compliance.		

Name of Auditor -  
Signature

*Dr. A. S. ...*  
Key Staff  
Maitwanchal (M.P.)

DIRECTOR  
ADMINISTRATION & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTER

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV:00

Date- 15 Sep 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Sep 2022

## FACILITY INSPECTION REPORT

Audit Date/Period: July & August 2022

Time:

Location: Hospital.

Person: Facility Manager,

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
4.	the Raising of the Porch. ramp in the porch. area is broken & the vulnerable patients have inconvenience to walk on it.		Civil Engineer & Facility Manager.	Civil Engineer & Facility Manager has been instructed to take the corrective action & report the compliance.		18 Sep 2022.

Name of Auditor -  
Signature

Rev-00

Issue: 01/10/2020

Indore, (M.P.)

IMC/FIG/33/REV:00

  
 Director of Quality Improvement & Training  
 Index Medical College Hospital & Research Center  
 Malwanchal University  
 Indore, (M.P.)

Date- 15 Sep 2022



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

## Maintenance committee

### Minutes of the meeting

DATE: 13 JULY 2022

Time: 2:00PM

**Agenda:** The meeting of Maintenance committee was held on 13 July 2022 at 2pm in hospital conference hall. The agenda of the meeting was

- To review facility round report
- To take measures for improvement

The following members attended:-

- 1-Mr. R.S. Ranawat (Director planning and Administration) - Chairperson
- 2- Mr. R.C. Yadav (Additional Director) - Member Secretary
- 3- Mr. Sudhir joshi (Civil Engineering) - Member
- 4-Mr. Shoeb mansuri - Member
- 5-Mr. Abhishek Bhadoria (Facility Manager) - Member
- 6-Mr. Shubham Saini (Transport) - Member
- 7-Mr. Ghanshyam Vishwakarma (Electrician) - Member
- 8-Mr. Lakhan Panwar (IT Department) - Member
- 9-Mr. Pankaj Kumar Singh (civil store) - Member
- 10-Mr. Manibhushan Singh (Laundry /Oxygen) - Member

Registrar  
Malwanchal University  
Indore (M.P.)

DIRECTOR  
ADMINISTRATION & PLANNING  
INDEX MEDICAL COLLEGE HOSPITAL  
& RESEARCH CENTRE



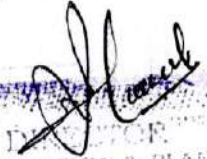
**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village -Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

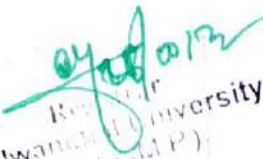
**MINUTES OF THE MEETING:**

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (facility Manager) presented the report.

1. Adequate bins for collection of dirty & soiled linen and proper PPE for the collection of waste not found in all the floors of the hospital.  
AIR- the floor supervisor and the facility manager has been instructed to take the corrective action & report the compliance.
2. The stairs tiles are chipped & broken in all staircase of the hospital.  
AIR- the civil engineer has been instructed to arrange for the corrective action & report the compliance.
3. The shelves of the intensive care units for the monitor are broken and unsafe. It may harm the patient and the monitors may be damaged.  
AIR- the facility manager has been instructed to take the corrective action & report the compliance,
4. The door of the emergency area is damaged by the ambulance since many days and grills of the door are hazardous for patients & attenders.  
AIR- the ER coordinator and the facility manager has been instructed to take the corrective action immediately and report the compliance.

The meeting concluded with a vote of Thanks

  
Signature of the Chairperson  
INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

  
Matwani University  
Indore (M.P.)



**INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER**  
Village –Index City Near Khudel NH59-A, Nemawar Road, Dist. Indore (M.P.) 452016

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- Medical superintendent
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- NABH Office
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Registrar  
Malwanchal University  
Indore (M.P.)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

July 2022		Time:	Location:	Source of Observation: On site visit		
Audit Date/Period :- May & June 2022			Hospital.			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Adequate Bins for collection of dirty & soiled linen & proper PPE for the collection of waste not found in all the rooms of the Hospital.	All rooms of the Hospital.	Room Supervisor & Facility Manager.	The supervisor & Facility Manager has been instructed to take the corrective Action & Report the compliance.		15 July 2022

Name of Auditor - *Ashwini Kumar Sharma*  
 Signature *AS*

*Ashwini Kumar Sharma*  
 Director  
 Quality & Planning  
 Index Medical College Hospital  
 Research Center

Date- 13 July 2022





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

July 2022		Time:		Location: Hospital		Source of Observation: On site visit	
Audit Date/Period: May & June 2022		Person: Facility Manager.					
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
2.	The stairs tiles are clipped & broken in all staircase of the hospital.	All staircase of the hospital	Civil Engineer	The civil engineer has been instructed to arrange for the corrective action & Report the compliances		18 <sup>th</sup> July 2022	

Name of Auditor -  
Signature

  
DIRECTOR  
INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER  
K. J. Somaiya Institute of Engineering & Technology  
Malwanicha, Indore (M.P.)

Date- 13 July 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

July 2022

Audit Date/Period :- May to June 2022 Time:

Location: Hospital

Source of Observation: On site visit

Person : Facility Manager

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
8.	Two set ups of the ICU for the monitor are broken so unsafe. It may harm the Patient as the monitors may be damaged.	ICU	Facility Manager	Facility Manager is instructed to take the corrective action & Report the compliance.		18 July 2022

Name of Auditor -  
Signature

*[Signature]*  
Rajendra University  
Malwanchal (MP)  
Indore

Date- 13 July 2022



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

July 2022

Audit Date/Period :- May resume 2022

Time:

Location: Hospital

Source of Observation: On site visit

Person: Facility Manager

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
4.	The Door of Emergency area is damaged by the ambulance. Since many days the skills of the Door are hazardous for Patient & Attenders.	Emergency Department	Facility Manager & RR. Coordinator	The ER coordinator & Facility Manager. Has been instructed to take the corrective action immediately & Report the compliance.		20 July 2022

Name of Auditor -

Signature

Rev-00

Issue : 01/10/2020

Malwanchar

Indore (M.P)

Registrar

INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Date-

23 JULY 2022

IMC/FIC/83/REV-00