

Al-Rashid Apna Hujra (Old Age People House)

Facilities

Discipline

Punctuality and regularity in schedule, polite behavior and good conduct are expected from all the lady residents. Without prejudice to the generality of power to enforce discipline, the following shall amount to indiscipline and misconduct:

1. Any physical assault or even threat to use physical force against any- resident or any other staff member.
2. Carrying of weapons or threat of using them.
3. Any gesture, posture or verbal remark, which is otherwise derogatory to women.
4. Any attempt to bribery for illegal gains or any other corruption of any means.
5. Willful destruction / damage of property or causing any disruption in any manner to the normal functioning.
6. Creating ill-will or intolerance on religious, political or communal grounds.
7. Smoking, use of alcohol I prohibited drugs is strictly prohibited inside the "Al-Rashid Apna Hujra (Old Age People House)".
8. The residents found indulging in such acts would be immediately struck off from the rolls of "Al-Rashid Apna Hujra (Old Age People House)".

Residence

1. **Furnished Bed Room:** The bed is provided to all the residents with required items include bed, chairs, bed sheet, quilts etc.
2. **Bath Room:** bathrooms with all required facilities.
3. **News Paper:** Daily Urdu newspaper is provided in "Al-Rashid Apna Hujra (Old Age People House)" which is kept in the library.
4. **TV:** A 32" LCD is kept in the TV lounge which is watched by all the residents of "Al-Rashid Apna Hujra (Old Age People House)". The channels to be viewed is decided by the senior resident, selected and nominated by the Administrator/Deputy Administrator.

5. **Furniture:** Good quality furniture is made available in the bed rooms, dining room, TV lounge and lawn etc.
6. **Telephone:** A landline number is provided.
7. **Kitchen:** A good quality kitchen is provided for cooking etc. All the lady residents cook the food on varying schedule Prepared by the Deputy Administrator in consultation with the Administrator. The menu to be prepared by the lady residents with mutual consultation.
8. **Mosque:** A mosque/praying place is also provided.
9. **Library:** A library is also provided in the "Al-Rashid Apna Hujra (Old Age People House)". which will be containing Islamic and other general knowledge books and magazines.
10. **Dispensary:** A suitable dispensary is provided in the "Al-Rashid Apna Hujra (Old Age People House)". A stand by ambulance will also be available for any emergency as soon as possible.
11. **Other Facilities:** The electricity and water supply is constant around the clock moreover, safe drinking water is provided through Aqua guards and water coolers.

Medical

TREATMENT AND FACILITIES

Proper medical care and treatment is provided to all the residents of "Al-Rashid Apna Hujra (Old Age People House)". Salient-features of medical facilities are as under:-

1. a. **Setup:** A properly organized and suitably equipped dispensary is established at "Al-Rashid Apna Hujra (Old Age People House)".
2. b. **Medical Facilities:** The dispensary contains all the necessary equipment and medicines which are required to support and handle any emergency at initial level along with providing basic first aid and medicines.
3. c. **Hospital Coverage:** All the patients requiring detailed medical checkup and medication are being treated in the THQ or DHQ Hospitals.
4. d. **Transportation Of Patients:** If any resident falls sick or required to be shifted to the hospital, a stand by ambulance is available for this purpose.

5. e. **Visit by Medical Officer:** A medical officer / specialist visits "Al-Rashid Apna Hujra (Old Age People House)" in a month apart from attending the patients in the hospital.
6. f. **Detailed Medical Checkup and Records:** All the residents are medically examined by the doctor, at the time of admission and a proper record of their medical condition, disease and medicines advised is prepared.

Administration

1. A. **Organization:** The administrative organization of "Al-Rashid Apna Hujra (Old Age People House)" Is as under:

1. 1. Administrator
2. 3. Peon cum attendant
3. 4. Gate keeper/Security Guard

2. B. **Responsibilities:**

1. **Administrator:** The administrator who is a permanent employee of the "Al-Rashid Apna Hujra (Old Age People House)" and is appointed & removed with the decision of Pattern in Chief/Chairman.

- a. The administrator is overall responsible for provision of all administrative support, coordination and execution of all functions & activities at "Al-Rashid Apna Hujra (Old Age People House)".

- b. Ensures that all the demands made by the Administrator for provision & repair or replacement of stores, medicines and equipment are fulfilled in time.

- c. He is answerable to the Chairman & Chief Executive and will give a fortnightly progress report briefing to the Pattern in chief & Chairman regarding the affairs of "Al-Rashid Apna Hujra (Old Age People House)".

- d. Heads Interview and selection of staff of the Welfare Project.

- e. All administrative affairs are managed as per policies and guidance of the administrator.

- f. All residents are comfortable.

- g. Proper food is provided to the residents.

- h. Medicines and other equipment in dispensary are well maintained.

- i. Record of illness of the female residents is properly maintained.

j. Required medical treatments given to sick residents.

k. The stock of dry & fresh rations, supply of milk, medicines, eatables, bed & bath room items etc is always complete and sufficient reserve is kept as well.

l. Daily & weekly report is given to the Chief Executive on the routine functions as well any special circumstances.

1. i. Proper coordination with Hospital for transfer of patients and visit by medical officer as per the schedule.
2. j. All lights, utensils, gadgets and equipments are functioning well and will ensure their timely repair / replacement through Administrator well in time.
3. k. The duties are properly distributed amongst the female residents for cooking, cleanliness, washing of cloth etc.
4. l. Staff is performing their duties efficiently and honestly.
5. m. Will perform any other responsibility as and when assigned by the Chairman/Chief Executive.

3. **Security Guard:** The security guard is a male employee hired specifically to perform duties as watch man at "Al-Rashid Apna Hujra (Old Age People House)". He is appointed & removed by the Administrator and is required to be physically and mentally fit to perform duties of gate keeper as well as security guard.

a. Perform duty of security guard at the outer gate and will not allow any visitor inside the premises without permission of the Administrator.

b. Will ensure that the gate is closed all the times except for the occasions permitted by Administrator.

c. Ensures that all outer lights are switched on & off in the evening & morning respectively, as per policy.

d. Will perform any other duty as and when assigned by the Administrator.

3. **Peon Cum attendant:** Peon cum attendant is a female or male employee responsible to perform the following duties:

a. Cleanliness of the rooms.

b. Dusting of all furniture items.

c. Peon duties with the Administrator.

d. Purchase of fresh ration items and other items from bazaar as instructed by the Administrator or any resident.

Any other duty assigned by the Administrator.

3. C. **Welfare of the Residents:** Apart from food, shelter and medical facilities' the resident females are provided following additional support as well:

1. 1. Rs.500 per month as pocket money to purchase any personal items from bazaar.
2. 2. Two pairs of cloth and shoes for each season.
3. 3. A pair of cloth and shoes for each Eid.
4. 4. Non Muslim residents will be given these gifts on their religious festivals.
5. 5. Burial in local grave yard.

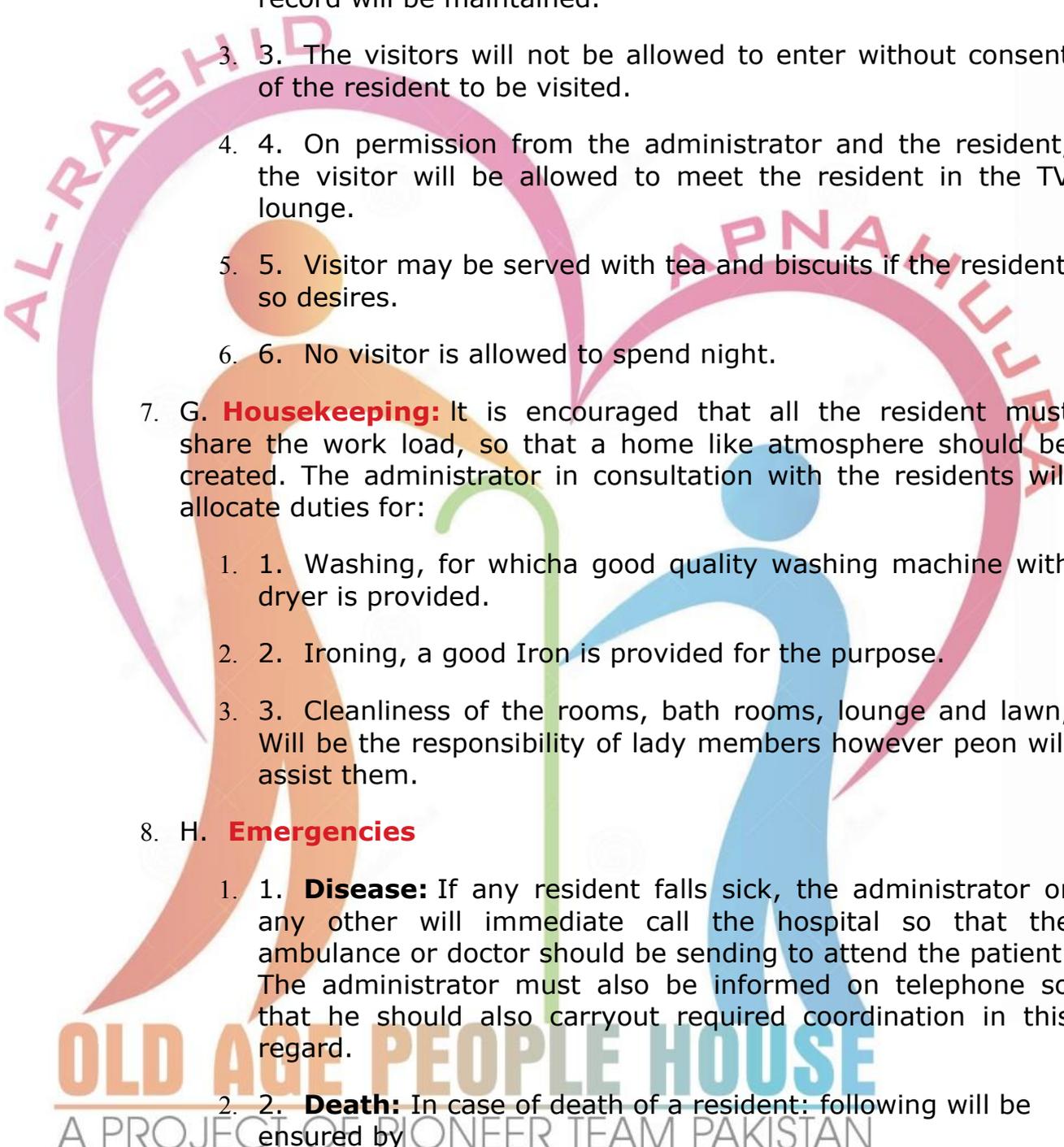
4. D. **Rations and Food:**

1. 1. The dry rations are purchased for on monthly basis for which a vehicle is provided by the administrator, will demand the vehicle well in time
2. 2. The fresh ration, fruit, vegetable etc are purchased from bazar on daily & weekly basis.
3. 3. The daily purchases are made by the attendant / lady members themselves.
4. 4. If the ladies want to visit bazaar collectively, the administrator will coordinate the visit and will accompany.

5. E. **Finance and Accounting:** The funds for the maintenance, payment of utility bills, purchase of food and rations, welfare of the residents and pays of the employees are provided by the Founder of Pioneer Team through bank account no _____ of "Al-Rashid Apna Hujra (Old Age People House)" in UBL Hujra Shah Mugeem Branch. Account will be operated through.

1. 1. "Al-Rashid Apna Hujra (Old Age People House)".

6. F. **Visits and Visitors:** The residents are allowed to meet their visitors from neighborhood etc. Following procedure will be followed for the visitors:

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1. 1. Visitors are only allowed from 1100 1500 hours, however the Administrator may change these timings, after approval of the Chief Executive.
 2. 2. The security guard will inform the administrator about the visitor and to whom he/she wants to meet, and a proper record will be maintained.
 3. 3. The visitors will not be allowed to enter without consent of the resident to be visited.
 4. 4. On permission from the administrator and the resident, the visitor will be allowed to meet the resident in the TV lounge.
 5. 5. Visitor may be served with tea and biscuits if the resident so desires.
 6. 6. No visitor is allowed to spend night.
 7. G. **Housekeeping:** It is encouraged that all the resident must share the work load, so that a home like atmosphere should be created. The administrator in consultation with the residents will allocate duties for:
 1. 1. Washing, for which a good quality washing machine with dryer is provided.
 2. 2. Ironing, a good Iron is provided for the purpose.
 3. 3. Cleanliness of the rooms, bath rooms, lounge and lawn, Will be the responsibility of lady members however peon will assist them.
 8. H. **Emergencies**
 1. 1. **Disease:** If any resident falls sick, the administrator or any other will immediate call the hospital so that the ambulance or doctor should be sending to attend the patient. The administrator must also be informed on telephone so that he should also carryout required coordination in this regard.
 2. 2. **Death:** In case of death of a resident: following will be ensured by
 - a. The administrator will inform the chief executive about the incident.
 - b. The residence will make all necessary preparations to give bath etc to the deceased lady.

c. Administrator will coordinate all the arrangements for funeral and burial of the deceased residence.

d. Residence must avoid crying rather they continuously recite the holy Quran besides the dead body.

1. 3. For other minor problems like electricity faults, repair of equipment etc Administrator will be contacted.

2. I. **Religious Activities:** Prayer is compulsory for all the Muslim residents, the non Muslim will carry out their own religious practice in their laid down timings.

