



BY-LAWS, RULES & REGULATIONS

A ADMISSION PROCEDURE

- 1 Admission is open to any senior citizen of Indian origin, who cannot run his/her life owing to loneliness or in absence of any attendant/person who can take care of him/her, or those persons who cannot run their livelihood adequately owing to old age, or those neglected by their own kith and kin, or those persons who are free from family liabilities, irrespective of religion, caste, creed and colour, subject to general fitness, for which the applicant will be required to submit test reports of the tests advised by RAA. The doctor on the panel of RAA will examine the test reports and admission will be confirmed only on his approval.
- 2 Senior citizens who are suffering from terminal/non-curable or any type of communicable disease(s), ailing from any type of major and/or complex/venereal disease(s), or persons of unsound mind, or those who have been convicted by any court of law or arrested or imprisoned for any fraud, offenses or other charges or against whom any pending complaint(s) are lying with any police station, or against whom any trial before civil or criminal court or any other authority is pending anywhere, either within or outside India or persons addicted to smoking, alcohol, drugs or psychotropic substances etc, are not eligible for admission to RAA.
- 3 All persons desirous of becoming residents at RAA are to apply on the prescribed form along with a declaration and an affidavit on stamp paper agreeing to abide by the regulations of the Trust. Together with this they must submit a certificate from a medical practitioner, latest medical reports covering pathological and bio chemical tests, ECG and blood pressure reports. The applicants must make full payment of the refundable security deposit, joining fee and advance maintenance charges etc as advised by the Trust.
- 4 Every applicant applying for admission to RAA shall be required to be accompanied at the time of interview by a person who is none other than his/her near relative failing which he/she shall produce a consent letter/credentials from such near relative like children, brother(s), sister(s) who are competent and have legal right to contract such letter/credentials bearing the signature, full address and contact telephone numbers for the purpose of personal interview jointly held by the Trustees/Admission Committee to assess the applicant's eligibility for admission. Such a person shall be called the responsible person.
- 5 The admission will be in accordance with the assessment reached by the Trust on the basis of the interview with the applicant and the Trust's decision shall be final. No resident will be readmitted once he/she has been dismissed/sent away from RAA. The decision of Trustees shall be final and binding upon the applicant. The admission is subject to the conditions mentioned in the agreement.

B MEDICAL CARE/TREATMENT

- 1 Long running medicines for diseases such as blood pressure, sugar, heart problems, migraine etc shall be arranged by the resident at his/her own expense.
- 2 The Trust will provide one nurse to attend to all the residents during daytime at RAA. Disabled residents who opt for the services of a dedicated nurse will be required to pay the charges of the nurse.
- 3 As the situation arises, the services of a qualified medical practitioner(s) will be made available to the residents at RAA itself. If advised by the doctor, the resident will be taken to the hospital for treatment and, if necessary, be treated as an in-patient.
- 4 In case of serious illness or accident, the resident will be hospitalised in a government hospital/medical college nearest available. The person responsible for the resident, whose details have been provided by him/her in the application form, will be intimated as soon as possible. If the relatives or guarantor of the resident want to shift the resident for treatment to a private hospital, they may do so at their own risk and expense.
- 5 For treatment of serious illness, the resident may deposit a security of an amount as he/she may deem fit and obtain a receipt for the same. This amount, if not utilised in his/her treatment will be refunded to him/her or may be adjusted towards treatment of poor residents solely at his/her option on his/her leaving RAA or on his/her death on an earlier written consent to that effect. All residents will be subject to routine blood and pathological tests once every three months on a paid basis at concession rates.

C VISITORS AND MOVEMENT OF RESIDENTS

- 1 To maintain continuous contact with the residents' family and others, visitors are allowed on all days between 9 am and 6 pm in summer and 10 am and 5 pm in winter. In no case shall visitors be allowed after or before the aforesaid hours. Normally, the residents will entertain visitors only at the specified place at RAA.
- 2 RAA will normally not provide food and shelter for any of the visitors. In case of special and pressing circumstances, shelter and food will be provided at the discretion of the Management of RAA on payment of charges as prescribed by the Management from time to time.



- 3 No resident will be allowed to go out of the home unaccompanied in any situation.
- 4 No one will be allowed to meet a resident who is bedridden owing to illness without prior permission of the concerned authority.
- 5 A resident wishing to go and stay out of the campus for a short duration may do so only after recording the prescribed details in the register kept in the RAA office for the purpose and after filling the prescribed leave application.
- 6 A resident may be permitted to stay out of the campus overnight with a friend/relative, upon giving prior intimation and prescribed information to the Manager. If a resident desires to go on a holiday or vacation for a period not exceeding 30 days (at a time), he/she may do so after securing written permission from the Management. Such permission will normally be granted as a matter of course. However, no consideration will be made for charges in these circumstances.
- 7 Visitors are not allowed to bring outside food onto the premises when visiting the residents.

D SERVICES BY RAA

- 1 RAA will provide four nutritionally balanced meals (breakfast, lunch, evening snack, dinner) daily for every calendar day of the year.
- 2 Bed, mattress, pillow, pillow cover, bed linen, top sheet, quilt, curtains, almira, chair, table, safety locker, TV, fridge and utensils shall be provided by the Trust. Water cooler and similar essential items for communal use of the residents shall also be provided by the Trust.
- 3 In case any resident demands milk outside the menu, RAA will provide the same on payment of charges as fixed from time to time.
- 4 RAA will allocate a specific local laundry/dhobi for the washing and ironing of personal clothes of the residents, except the ones who are sick, in whose case RAA will make necessary arrangement for cleaning their clothes at their expense. All personal laundry will be on a paid basis directly to the laundry/dhobi and RAA will take no responsibility for any loss/damage.
- 5 Comprehensive housing services are available to all residents throughout their stay at RAA in single/double rooms with bath and toilet attached. Each room is fitted with twin beds, other furniture, TV and fridge. The resident may choose single/double occupancy, however this must be approved by the Trust, and the Trusts' decision will be final and binding.
- 6 Male and female residents will be provided accommodation in separate rooms. In case of a husband and wife, they will be housed in the same room.
- 7 There will be 24-hour security guards and video surveillance of common areas.

E MODE OF LIFE

- 1 To maintain a good family atmosphere, the residents should live in mutual love and friendship and remain healthy by voluntarily engaging in yoga and small jobs/work for RAA to support the welfare of our society.
- 2 To cultivate and develop amity and unity among themselves, the residents are required to extend a helping hand and participate in RAA activities in accordance with their capacity and capability. Since coexistence is the basic spirit in RAA, they shall try to cooperate with each other and join together for prayers (if any), food, games, entertainment and other activities.
- 3 The discipline of RAA will have to be maintained by all residents. They will observe strict discipline and silence at RAA and all residents should be careful to not disturb other residents asleep between 9 pm and 6 am.
- 4 All residents should be punctual in their routine activities at RAA including food, prayers etc as may be fixed for the home.
- 5 It will be the responsibility of everyone to keep the accommodation allotted to him/her in a neat and tidy condition. Simultaneously, it will also be the responsibility of every resident to keep the premises clean, healthy and pleasant. The Management will look after only the general cleanliness of the campus as well as overall maintenance of residents' rooms including common facilities and amenities.
- 6 No resident shall be allowed to keep any illegal items, firearms or weapons with him/her inside RAA.
- 7 A key to the room allotted to any resident must at all times be made available to the Management. If any resident fails to do so, the Management reserves the right to forcibly enter the locked premises if the situation warrants so. No discussion, verbal or written, will be entertained on the subject.
- 8 It will be the responsibility of every resident to take care of his/her personal articles and belongings and the Management will not be responsible for the loss of any such article or belonging.
- 9 Residents should use RAA accommodation and campus (including the common facilities and amenities) with due care, to avoid any loss, breakage or damage. In the event of occurrence of any such loss, breakage, damage etc owing to the negligence and/or misuse by a resident or his/her visitor(s), the cost of repair or replacement as determined by the Management will be recovered from the resident concerned.
- 10 Smoking, drinking alcohol, chewing tobacco or betel nut, drug abuse of any kind or gambling in RAA is strictly prohibited.



- 11 No resident shall be allowed to cook any food inside his/her room. Each resident must conserve electricity by switching off all lights, TV etc when they leave the room. No resident is allowed to wash clothes in his/her room except undergarments. Strictly no ironing allowed.
- 12 No resident shall be allowed to run a private business from RAA nor shall anyone be allowed to undertake any government or private job.
- 13 RAA will not provide facility for outgoing telephone calls, however an intercom facility is provided in each room.
- 14 The AC rooms are fitted with individual meters to show the consumption of electricity by the air conditioners. This is payable additionally by the resident.
- 15 Consumption of non-vegetarian food shall not be allowed in RAA.
- 16 The resident will be allowed to keep with him/her minimum luggage, preferably up to one big suitcase. The residents are necessarily required to arrange articles of their personal use such as their own clothes, shoes, toiletries etc. The residents may not bring any items of intrinsic value to RAA and RAA will not be responsible for any claims in this regard. It will be the responsibility of every resident to take care of his/her personal articles and belongings and the Management will not be responsible for the loss of any such article or belonging.

F DEATH AND FUNERAL

- 1 In the unfortunate event of the death of any resident, efforts will be made by the Trust as soon as possible to contact his/her relative on the telephone and at the address available in the office records. In case the relative fails to satisfactorily respond in a timely manner or fails to take possession of the body within 8 hours of the demise, the funeral rites will be performed by RAA in such a manner as may be deemed appropriate. Even in the event of failure to contact the relative owing to any reason whatsoever beyond the control of RAA, the above action will be taken as far as possible only after 8 hours. No complaint or grievance whatsoever as regards the medical treatment or alleged negligence of any sort and/or as regards the disposal of the body, will be entertained. Only in case the relative is residing abroad will it be considered that the body be preserved for 24 hours and no more.
- 2 The address and telephone number(s) of the nearest relative to be intimated in the event of death or serious illness of the resident should be provided at the time of admission itself. It is the responsibility of the relative to update their latest and current details with RAA.

G AMENDMENT OF RULES AND REGULATIONS

The Trust reserves the right to make any addition to, alteration in, or deletion from these rules from time to time as may be deemed expedient in accordance with change in time and circumstance(s).

H APPLICATION OF RULES AND REGULATIONS

Every applicant admitted as a resident of RAA shall strictly follow these Rules and Regulations for residents.

Signature of applicant

Signature of guarantor

RUKMANI AMAR AANGAN

Dhakshini Project, Village—Khariberia, PO & PS—Bishnupur
Diamond Harbour Road (South 24 Parganas), West Bengal

Phone +91 98313 23456 Email info@rukmaniamaraangan.com Web www.rukmaniamaraangan.com