

IRENE HOMES, PUTHENCRUZ, ERNAKULAM

Rules and Regulations w.e.f. 1.6.2022

Irene Homes is a project of Cochin Community Welfare Society, Reg.No.ER 127/1975 Ernakulam, a Charitable Society registered under Act XII of 1955, for senior citizens to provide loving and homely atmosphere to spend the retired life pleasant and happy. It is a home to live in peace and serenity and enjoy the eve of life and revitalize through rest, relaxation, prayer and meditation. The homely atmosphere here reduces the burden of old age. It envisages a congenial atmosphere for elderly people to live a tension free, healthy and care free life with assured basic support and care.

This Home is one of the projects of the society situated at Puthen Cruz, Ernakulam District on the side of Ernakulam-Moovattupuzha Road, forming part of 8 acres of lush green hillock owned by the society. It is 16km from Vyttila, Ernakulam, 5km from Kolenchery and 12 km from Kakkanad.

1. OBJECTIVES OF THE HOME:-

The main objective of the home is to provide accommodation, food, medical care and homely atmosphere to the aged male/female and couples(above 60 years) who desire to spend the rest of their life in this home for any reason and secure them rest, assistance, spiritual relief and protection.

2. ADMINISTRATION:-

The General management and administration of the home is with the Managing Committee of Cochin Community Welfare Society.

3. ELIGIBILITY FOR ADMISSION:-

- a) Admission to the home shall ordinarily be restricted to persons above the age of 60 years.
- b) Admission is restricted to couples and single ladies/men.

Note: The aspirant for admission should not be suffering from any psychological/mental imbalances/problems or any contagious diseases. Likewise the aspirant for admission should not be an alcoholic or drug addict. The managing committee reserves the right to cancel any allotment obtained on misrepresentation or by suppression of facts.

4. **ADMISSION PROCEDURE:-**

a) Application for admission to the home shall be made in the prescribed form appended and shall be submitted to the Director duly completed along with the enclosures. At the time of admission the allottee shall execute agreement on stamp paper signed in the presence of two witnesses agreeing to abide by the Rules and Regulations of the Home.

b) The mode of admission will be in accordance with the assessment made after an interview with the applicant/s. Every applicant shall appear before a Medical Board constituted by the society and obtain medical certificate. At the time of admission the applicant should be accompanied by their children or close relatives like brother, sister etc.

c) Application for admission shall be normally made by the applicant. However, if this is not possible, it could be made on behalf of the applicant by a near relative such as son/daughter/brother/sister and where such no relative exist by any other person directly and substantially interested in the well-being of the aspirant.

d) Two close relatives of the allottee shall execute an agreement with the Society accepting responsibility on behalf of the applicant. They will decide on the type of medical care required by the resident in an emergency situation. In case of death these guarantors are to take care of subsequent formalities for burial. The home will extend all possible assistance.

5. If the application for admission is considered favorably, the following documents shall be submitted before admission:-

a) ID card (Passport/Election identity card)

b) Medical certificate.

c) Letter from children or two persons named in the application declaring that they are willing for reference to be made to them in any emergency.

6. The authorities may refuse admission to any applicant whose character or antecedents are not satisfactory.

7. **CONDUCT WHILE IN THE HOME:-**

a. The residents should follow the timings set for different purposes for the smooth running of the activities of the home.

- b. The residents are strictly prohibited from being in possession of or consume alcoholic drinks, any intoxicants or drugs.
- c. The residents should not have clandestine dealings with any of the staff of the institute. Any need for their service should be communicated to the Director and accordingly utilized. Tipping of staff by the residents or any other person on their behalf is strictly prohibited.
- d. The residents should not be quarrelsome with other persons residing at or connected with the home. They should not behave in any manner likely to disturb the tranquility and peace that is expected to prevail at the home.
- e. To cultivate and develop amity and unity among themselves, the residents shall try to co-operate with each other and join together for prayers, food, games, entertainment and other activities.
- f. The management reserves the right to dismiss any resident who indulge in serious acts of indiscipline, objectionable behavior or any other acts that such persons continuation is not conducive to the proper functioning of the home and others residing there. In such an event the person responsible for placement of the concerned resident at the home or any other close relative will have to remove the resident from the home immediately.
8. The authority reserves its right to lay down any other rule or restriction which it feels desirable to ensure smooth and proper functioning of the home to serve the common good of all the residents. Such rules and regulations are also bound to be followed strictly.

9. **APARTMENTS:-**

Two types of single bed and double bed room accommodation are made available to the aspirants. The first phase includes 34 well laid Apartments spread over three floors. The second phase of construction as per the master plan includes 4 more floors above the 3rd floor with over 60 apartments in the same structure.

10. **ALLOTMENT OF APARTMENT**

Allotment of the apartment is made against request made on first come first serve basis. Allotments are entirely at the discretion of the Executive committee against payment of interest free security deposit, fixed for different types of apartments.

Full payment has to be made on allotment of the apartment.

The Management reserves the right to vary the security deposit amount as also the payment schedule.

11. **COMMON FACILITIES:-**

Common facilities include prayer hall, library with WiFi, clinic with weekly doctor visit. However, doctor on call, home nurse care when needed, supporting staff, laundry services, vehicle on request, guest accommodation etc. are made available on payment basis.

The following items will be provided in the apartment.

1. Coat – 3 for two bed room and 2 for single bed room.
2. Sofa – 3 +1 for two bed room and 1 + 1 for single bed room.
3. Teapoy - 1
4. Writing table & chair - 1
5. Dining Table with 2 chairs.
6. Luggage rack.
7. Wardrobe/almariah – 2 for two bed room and 1 for single bed.
8. Kitchenette.
9. Fan, light with fittings.
10. Geaser – 1.

Air conditioner, microwave, coffee maker, TV, mattress, pillows, pillow covers, bed sheet etc. shall be brought by the allottee. Cooking on regular basis will not be permitted except preparation of coffee/tea, bread roast etc. using electric utensils. Cost of food, electricity charges and other charges shall be paid every month. However reduction in cost of food alone is allowed if the resident is away from the apartment for not less than 21 days consecutively. There shall be increase in the cost of food and other services not exceeding 10% every year.

12. **OWNERSHIP:-**

Ownership of all apartments rest with the Cochin Community Welfare Society. The allottee can live in the apartment as long as they want or till their death, unless expelled. Apartment can be used only by allottee. No other person is allowed to stay in the apartment without prior permission. There is facility available in the centre for accommodating guests on advance booking.

13. **FACILITIES:-**

Life long stay for the allottee is assured in the apartment as stated above. Allottees have to stay in the apartment and the same cannot be kept closed for long except for a maximum period of 6 months consecutively. However the allottees are liable to pay fixed maintenance charges, electricity and other charges during the closure period. If or any reason the allottee cannot occupy the apartment, even after 6 months, permission for the same has to be obtained from the management. If the apartment is closed consecutively for more than 6 months without obtaining permission from the management, the society will be entitled to re-allot such apartments to eligible persons.

14. **FOOD AND OTHER FACILITIES:-**

Food and assistance for comfortable stay is provided which includes laundry, car parking and other entertainments on payment. Cost of maintenance, service charges, electricity charges and cost of food are to be paid regularly before the 5th of every English calendar month.

Monthly expenses are divided as fixed and variable, fixed part to take care of common expenses, maintenance, salary to staff etc. and variable part to take care of expenses incurred on food. This has to be paid in advance every month and failure to pay it for 2 consecutive months will lead to its deduction from caution deposit. If the monthly expenses are not paid for consecutive period of 4 months, Management is free to take suitable action against the defaulter including repossession of the apartment, after informing the close relative/sponsor shown in the application.

15. **CAUTION DEPOSIT:-**

An interest free caution deposit of Rs.2 lakhs for individual and Rs.3 lakhs for couple is to be deposited with the Home to take care of monthly maintenance charges including food, any medical emergency or any such eventualities which has to be recouped on payment.

16. **REFUND OF SECURITY DEPOSIT@INTEREST FREE)**

The Managing committee will refund the security deposit against the Apartment, deposited with the Management, as and when the allottee vacates the premises by death or otherwise, without interest, subject to condition that 20% of the deposit will be deducted for the first 5 years and thereafter at 2% for every succeeding year. However such re-fund will be made within 6 months of surrender/death as the case may be. In the event of death the security deposit will

be refunded as stated above, to the nominee mentioned in the application, on production of original receipt.

17. MEDICAL CARE/TREATMENT

a. Whenever a resident is ill and laid up, the institute will inform one of the closest relative and they will be allowed to come and take the person to hospital for specialized treatment and care.

b. As occasion arises the services of a qualified medical practitioner will be made available at the home itself. In case of emergency the home will admit the resident to a nearby hospital.

c. The residents shall bear all the medical expenses including the hospital care and engaging private home nurse.

d. The final decision with regard to the treatment of the resident shall be made by the close relative/sponsor/nominee of the resident.

18. SPIRITUAL - WELLBEING

The Home pays utmost importance to the spiritual well-being of the residents. On all days there will be community prayers and other devotional spiritual exercises.

19. VISITORS

a. To maintain continuous contact with the resident's family and others, visitors are allowed on all days between 9 am to 7pm, with permission of Director.

b. The home will provide food and shelter for any of the visitors on payment. In situations where anybody wants to stay overnight, rooms and food will be provided on payment depending on the availability of the room.

c. The residents shall not go out or leave the Home without prior intimation and permission from the Director and while doing so, he shall disclose the purpose of going out, the destination, the probable time of return etc. Residents who go out shall return to the home by 7 pm.

d. Residents who desire to visit their houses/relatives as per their requirements or wishes shall be allowed to do so with the permission of the Director. However aged and sick residents who require help is allowed to go out only with a responsible relative.

20. **DEATH AND FUNERAL**

a. In the event of death of the allottee, the Home will inform the two nearest relatives and the parish priest(if he/she is a Christian). If the authorities do not receive any information from the near relatives within three hours of intimation, the steps will be taken to remove the dead body to the mortuary of nearest hospital. If no information is received regarding the burial from a close relative, within 24 hours of intimation, steps will be taken to bury the body.

b. The material belongings will also be disposed of or handed over to the nominee, subject to the condition that such material belongings if not claimed within one month from the demise of the concerned person, it shall be disposed of at the discretion of the Management.

21. **MISCELLANEOUS**

a. The monthly fee is liable for revision, whenever the management finds it necessary.

b. The management is to take reasonable care of the residents admitted at the Home. The management is in no way responsible for the safety of gold ornaments or any other precious articles which may be in possession of the residents.

c. The Home will not take responsibility for any of the family liability or debts of the residents.

22. **AMENDMENT OF RULES AND REGULATIONS**

The prospectus and the Rules and Regulations set out above are subject to revision/modification as and when so found necessary by the management.

Secretary/Director.

1.6.2022