

Nazafat Guidelines Document

About Charter:

This guideline provides an outline for implementing nazafat related activities based upon the philosophy conveyed and elaborated by Al Dai il Ajal Syedna Mufaddal Saifuddin (T.U.S.). It provides an understanding of the concept of nazafat from micro to macro level with executions. Creating a boundary of Nazafat from one's own inner self (*nafs*) in accordance with body (*jism*) to society (*mohalla*), from society to city and from city to country. This will lead the salvation to eternity. As Al Dai ajal Syedna Mufaddal Saifuddin (T.U.S.) states:

مؤمنين ني جماعه!

دعوة نامدينه ماوسوا واسطه اولياء كرام پاكيزگي انے نطافه طرف دعوة كرے چھے ، تو صراط مستقيم سونر چھے؟ كر جسم انے جان بيوے ني نطافه نو خيال مراكهو و جوئے ، اهنا سبب الكچرانا عالم سي ، ادنياسي انرادگي ني نعمة ملے چھے .

This guidance will enhance the path of thinking process for all khidmat guzars working under umbrella of nazafat. It will clarify stakeholders, working members, coordination teams and budget intricacies. Keeping in mind that tasks should be accomplished from micro to macro level.

This document is based upon three essential parts:

- 1) Cleanliness (Nazafat)
- 2) Plantation (Tashjeer)
- 3) Conservation and sustainable development

S. no.	Content	Page no.
1	Vision	2
2	Aims	2
3	Definitions	3
4	Concept of Nazafat from micro to macro level	4
5	Plantation and its effects on society	8
6	Conservation and sustainable development	9
7	Organizational structure	11
8	Annexures	

VISION

Promoting concept of nazafat and implementing it from micro to macro level amongst Dawoodi Bohra Community as per instruction of His Holiness Syedna Mufaddal Saifuddin (T.U.S.).

AIMS

This department will strive to achieve following aims:

To:

- Explain the concept of nazafat with its importance, effects and consequences from micro to macro level.
- Motivate volunteers for making the surroundings clean and neat.
- Develop an organization within every mohalla which will aim towards specified targets throughout the year.
- Design a landscape for plantation within the vicinity of every mumin.
- Nurture the concept of conservation and sustainable development with planning within the localities.

DEFINATION

❖ Nazafat (النظافة)

Nazafat is an arabic word means cleanliness. Cleanliness is referred as one part of *taharat* in Kitab Dai mil islam. Thus, Rasoolullah (SAW) has clearly stated that it is a part of Iman (belief).

❖ Plantation

Literally the term plantation is:

A plantation is a large-scale estate meant for farming that specializes in cash crops. The crops that are grown include cotton, coffee, tea, cocoa, sugar cane, sisal, oil seeds, oil palms, fruits, rubber trees and forest trees. It plays an important role in maintaining the balance in nature. It has a great impact on the environment by reducing incidences of global warming. (Wikipedia)

Plantation under the umbrella of Nazafat is referred to a systematic and clean plantation. Designed landscaping and proper selection of plants acquiring drastic change in environment. The conservation of plants is more important factor than unmaintained huge quantity.

❖ Conservation and sustainable development

In technical terms conservation is refer to preservation or efficient use of resources. Whereas sustainable development is to build or organizing meeting without disturbing or damaging the eco-system.

Sustainable development and conservation are interdependent. The concept of conservation within the boundaries of nazafat is to promote ideas to utilize available resources maximally.

CONCEPT OF NAZAFAT FROM MICRO TO MACRO LEVEL

This terminology was further elaborated by Syedna Mufaddal Saifuddin (T.U.S) as cleanliness from micro to macro level. He has included the conservation of eco-system from cleanliness to plantation and from plantation to sustainable development. This process is only possible when cleanliness holistically occurs in thinking process of every human being i.e. clean thoughts, gestures and attire on micro level.



Principally, there are four surroundings in mumin life as defined by Dai il Ajal (TUS) as pillar of Imaan (belief):

1. Masjid (*Worshipping*)
2. Manzil (*Residence*)
3. Mujtama (*Gatherings, referring to peer groups*)
4. Madrasa (*Schooling*)

Let's define this concept step by step:

In accordance of physical cleaning of commodities and assets ones required to develop cleanliness in thoughts by equip residences with Tilawat ul Quran il majeed, Maatam Imam il Husain and five times prayers, whereas to choose gatherings wisely and have schooling particularly.

1) Masjid:

Masjid is the place where apart from five times prayers all types of religious activities occur. It comprises as a center of all four factors. Mumineen residences, madrasa (school) and mujtama (multipurpose halls) are more likely to be in the vicinity of Masjid complex. It is very important to conserve the sanctity of masjid from cleanliness of immovable assets with architectural values. In Jame Anwar, the destruction of monumental assets was due to negligence of cleanliness in the beginning and the first step of restoration was cleanliness.

Thus, duties which fall under the scope of Nazafat for whole infrastructure are:

❖ On Micro level:

- Scheduled cleanliness of Masjid internal and external surrounding areas.
- Planning for waste management with defined collection points, bins placement for convenience with dry and wet segregation.
- Proper placement of movable assets e.g. partitions, chairs, jazam, tazeen related stuffs.
- Preparing checklists of daily, monthly and annual cleaning and development. Likewise chandeliers, mishkaat, fans. Thus, at this point appointed nazafat committee member will submit report to Jamaat office once in a year which will be consolidated on minor and major changes required in masjid area.

❖ On Macro level

- According to availability of budget, resources and space nazafat committee will strive to do development related activities like:
 - Bio degradable shoe bags, water harvesting particularly for masjid wuzu area and washrooms and solar panel power.
 - These development feasibilities with savings and statistics shall be prepared by nazafat committee to discuss with jamaat office, thus execution part is not in the scope.

2) Manzil

❖ On micro level

The major role of nazafat committee in this regard is to create the awareness as collective effort for whole residential compound like:

- Waste management:
 - Defined waste collection points
 - Dry and wet waste bins
 - Designated sweepers for buildings working with precise SOPs
 - Cleaning schedules for daily routine, monthly deep cleaning and event based cleaning (Eid ul fitr, Eid ul Adha).
- Define benefits of cleanliness and plantation as an individual effort. Individually every mumin house can be surveyed and awareness can be done accordingly.

❖ On macro level

In accordance with feasibility in infrastructure of vicinity sewage treatment plant can be suggested which has following benefits:

- Reduces water demand by 40% to 50%
- Reduces ground water pollution
- Generates good manure which can be used for local areas plantation
- More availability of water for irrigation and green belts
- Low cost and no foul smell which is always a fear.

Similarly, as a collective effort water harvesting and storage of solar energy is also an eco-friendly contribution to the environment.

3) Mujtama

Gathering is an element where different types and nature of people meets. It has a great impact on habits of people. Thus, community halls have the most effective for practical implications.

- Smooth implementation of awareness programs
- Practical implications of activities such as:
 - Segregation of wet and dry waste
 - Bio-degradable bags
 - Zero-waste of food awareness
 - Waste collection points
 - Follow up of SOPs

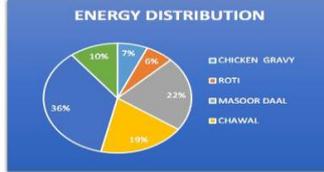
- Nudging of habitual changes
 - This is being regarded to nudge someone at constant level and pace until it becomes habitual. This concept is being adopted by many companies to change the habit of their employees. Explaining this concept in examples are the pictures below:



NUTRITIONAL INFORMATION 27TH JANUARY

Meal	Item	Quantity	Calories
LUNCH	CHICKEN TOMATO GRAVY	4 soupspoons	76
	ROTI	1	71
	MASOOR DAAL	7 soupspoons	252
	CHAWAL	7 soupspoons	218
Total:			617 K CAL
DINNER	MURGH CHOLA PULAO	12 soupspoons	412
	LETUE SOUP	12 soupspoons	122
	Total:		
Grand Total:			1151 K CAL

Today's both meals provide 1151 Energy per person



When you want people to use recycle bins

*1 Soupspoon = 15gms (approx)

ENERGY	1151 K CAL
PROTEIN	52 GM
FAT	47 GM
CARBOHYDRATE	131 GM

Ideal scale for Female: Energy 400-600 (kcal) - Proteins 10 - 15 (gms)
Ideal scale for Male: Energy 500-700 (kcal) - Proteins 15 - 20 (gms)

"Sorry, there's no magic bullet. You gotta eat healthy and live healthy to be healthy and look healthy. End of story."
— Morgan Spurlock



When you want people to use stairs



When you want people to use bins



4) Madrasa

Syedna Mufaddal Saifuddin (T.U.S.) states:

رسول اللہ یر فرمایو چھے ، کہ جہر شخص علم نے اہنی جوانی ماسیکھے تو گویا پتھر پر کوترو برابر چھے ، انے جو علم نے مہوئا تھئی جائی پچھی سیکھے تو گویا پانی پر لکھو برابر چھے

This is the place where young generation nurtures under the guidance of Syedna Mufaddal Saifuddin (TUS). The guidance for students is the key of nudge for adults. Therefore, to equip this place with all kinds of information and activities is essential, such as:

- Sweeping of class once in a week
- Wet and dry waste bins in classrooms, corridors etc.
- Horticultural awareness amongst students with practical sowing in a dedicated piece of land within the vicinity.
- Once in a week an activity should be incorporated in routine on plantation.

PLANTATION AND ITS EFFECT ON ENVIRONMENT AND SOCIETY

Rasoolullah (S.A.W.) has stated, النظر الى الخضره تريد في البصر

Similarly, Syedna Mufaddal Saifuddin (TUS) has insisted and elaborated on planting a tree or small plant in several sermons. He has defined the benefits of green literally and symbolically.

Globally green is a symbol of harmony, creativity, productivity, freshness and rejuvenation. Any organization, group of people, department or consequence that is stable and progressive is refer to green. For e.g.

- Greenpeace
- Green parties
- Green economy
- Go green

It also refers to any movement which is harmonized with nature bylaws i.e. recycle, reuse, and reduce.

Psychologically, a plant has great impact on mind and body. It creates positivity and give relaxation to physical body by creating fresh air.

Consequently, Syedna Mufaddal Saifuddin (TUS) adjoining cleanliness with plantation is referring to the concept of going green in complete organizational infrastructure of dawat-e-hadiyah i.e. from residences to offices and from systems to executions.

Thus, under the umbrella of nazafat committee physical implications of this concept is related and shall be executed i.e.

To,

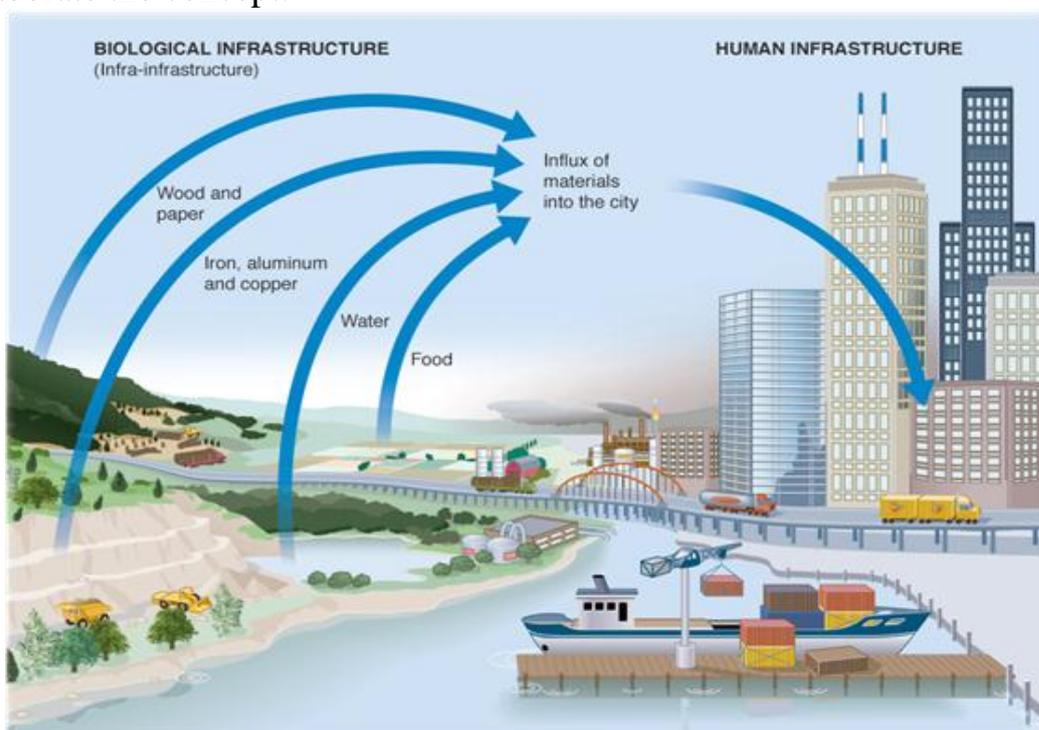
1. Grow a plant in each and every house of mumin
2. Select proper indoor and outdoor plant
3. Do proper landscaping of mohalla that should give fresh air in every house

4. Compost and do vegetable plantation for FMB according to availability of space.
5. Make SOP of plant conservation before planting.

CONSERVATION AND SUSTAINABLE DEVELOPMENT

To deal with this vast topic under the umbrella of nazafat, we need to first understand the concept of conservation and then sustainable development.

Sustainable development and conservation goes parallel. The picture below will elaborate the concept:



When human beings take essentials from nature infra-structure to build its own infrastructure, it is indeed mankind responsibility to conserve nature.

If we look into the history of Aimmat Tahereen (A.S.), they have always promoted in conservation of energy and nature.

- Rasoolullah (S.A.W.) has personified himself with a tree and has included khamsat athaar as roots, trunk and fruits whereas leaves has been exemplified with shiaa khulusa.
- Rasoolullah (S.A.W.) has forbidden cutting of trees unnecessarily in battles.
- In shariat it is forbidden to urinate under fruitful trees.
- It has been narrated multiple times in historical events that Aimmeh Tahereen has conserved trees miraculously by touching it amicably.
- Similarly it has been narrated in physics book of Al-Jamea-tus-Saifiyah curriculum as defined below:

Allah Ta'ala states

إِنَّهُ لَا يُحِبُّ الْمُسْرِفِينَ

Allah Ta'ala does not like those who waste

Al-Dai al-Ajal Syedna Mohammed Burhanuddin ^{RA} was a role model for us to understand how to conserve energy. Many a time, he would switch off the electric appliances himself. He used to ensure that no light was left switched on when leaving a room.

Waste of energy is arguably the single most serious waste of natural resources, especially at industrial levels, since the energy lost due to inefficiencies leads to using more energy resources than is necessary. In most industrial economies, the source of the additional energy required is almost always a fossil fuel (coal, gas, petrol, diesel), the burning of which emits greenhouse gases. Thus wasting energy accelerates climate change.

Thus, it is clearly defined that facilities can be achieved with conservation of nature and natural resources. This concept has been adopted and named as sustainable development.

Environmental conservation under the

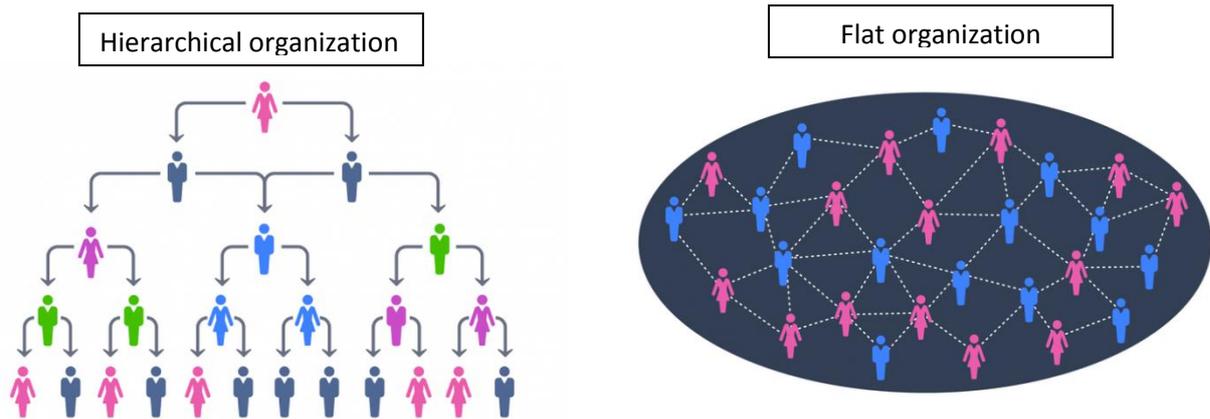
The main macro-level steps which Nazafat may take are:

- Water harvesting
- Sewage treatment plant
- Solar panel power
- Reverse osmosis system for safe drinking water
- Eco-friendly building structures
- Bio-degradable utensils and packages for food
- Composting

ORGANIZATIONAL STRUCTURE

An organizational structure is a system that outlines how certain activities are directed in order to achieve the goals of an organization. These activities can include rules, roles, and responsibilities. The organizational structure also determines how information flows between levels within the company.

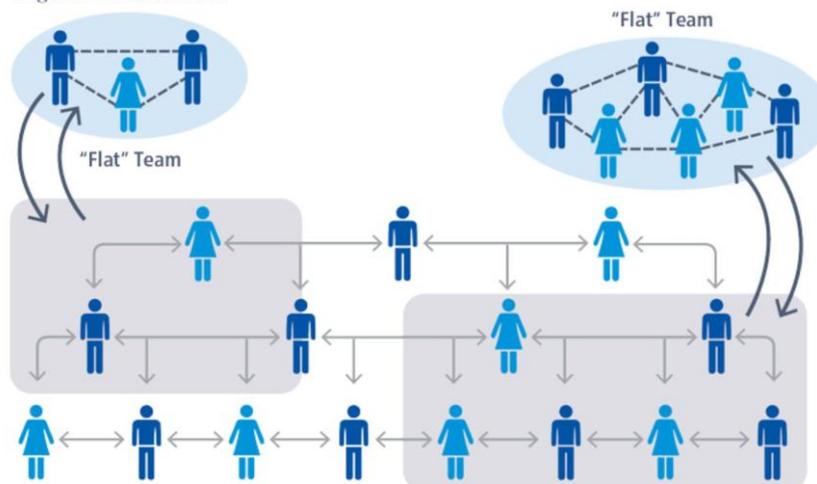
There are many types of organizational structure selected according to the nature of work, projects and tasks. Appropriate organizational structure for nazafat type activities and tasks is *flatarchy organizational structure* (hybrid of hierarchy and flat organizational structure).



Hierarchical organization is one-way communication from the top down with little collaboration and communication across the organization. Few people at top make the decisions and then delegate down the chain of command.

Flat organizations are the ‘valves’ of the world, which are completely flat and manager-less. This structure is typically seen in technology companies, start-ups, and some mid-sized companies. It’s rare to find any large organizations that are completely flat. This structure makes the most sense for smaller and newer organizations.

Figure 2: Flatarchies



Flatarchies are organizations that aren't quite flat nor are they hierarchical. They are actually a combination of both types of structures. In other words, an organization can be relatively flat yet can create an ad hoc hierarchy to work on a project or function and then disband. Similarly the organization can have a loose hierarchy that can flatten out when it is required and the return to a loose hierarchy. It's an adaptable model for organizations, which makes it conducive to the freelancer economy. This approach may be the most adaptable, but it does require more disruption within the organization to take place.

Molding this structure in nazafat committee there can be three tier hierarchies:

- 1) Directors
- 2) Advisors
- 3) Executors

Whereas this hierarchy can be assisted by flat team on each level. The flat team will consist of:

- The project manager (The one will be responsible for all types of execution activities)
- Technical assistance
 - Plantation expert
 - Waste management expert
 - Water management expert
 - Sustainable development innovator
 - IT expert
- Finance manager

Roles & Responsibilities

The Umooor al-Sehhat Committee will define the roles and responsibilities for each of its sub committees. Each Lead for the sub-committee should appoint Level 2 members and delegate tasks for better execution and division of labour.

A RACI Matrix should be created to clearly define accountability, responsibility as well as who should be consulted and informed

RACI Matrix

Task	Amilsaheb	Jamaat Members	Umooor Coordinator	Nazafat Lead	Nazafat Team Level 2 Members	Nazafat Central Mentor
Appointment of Nazafat Lead	A	I	R			C
Appointment of Nazafat L2 members	I		A	R		I
Create Work Breakdown Structure	I	I	I	A R	C	C
FY Budget	A	I	C	R	C	IC
Reporting	C	IC	A	R	IC	IC

SELECTION CRITERIA

The Umooor al-Sehhat Committee will require diverse teams to carry out its functions. There will be 4 main teams under the Umooor al-Sehhat Coordinator:

- Health:
 - Doctors/Paramedics
 - Physiotherapists
 - Pharmacists
- Cleanliness:
 - Nazafat teams
 - Hygienists
 - Labour Supervisor
 - Municipal employee
 - Conservation / Environment NGO worker
 - Project Manager
 - Teachers
 - Immaculate person, well dressed & groomed

- Environmental Management:
 - People associated with NGOs
 - Social workers
 - Environmentalists
 - Horticulturists
 - Naturalists
 - Landscapers
 - Scientists
 - Teachers
- Sports:
 - Trainers
 - Sportsmen

Work Breakdown Structure

Nazafat teams should study the scope of work as described in this document and map the work to their own moze needs. They should divide the work into 2 broad categories - Operational work & Project based work.

For Operational work the Nazafat team needs to identify which tasks are being done routinely and need overview / assistance and which tasks need to be newly implemented. All tasks should be listed and further broken down into smaller work packets. Each Task and / or work packet should be identified either as a one-time task or a repeatable task. All repeatable tasks should be given a frequency as to how often that task needs to be performed. Based on your moze size / property etc the tasks should be given a time estimate (as to how long will it take to complete). The above data will provide the total man-hours required on a daily / monthly basis. In addition to the above - Nazafat team needs to estimate the supplies of cleaning material, tools, equipment, plants, manure, etc required for the Financial Year.

For Projects - Nazafat team needs to create a work breakdown structure and also

estimate the man-hours as well as estimate tools, equipment & advertising for the project.

Budgeting

Annual budgeting for the next financial year should begin in the last quarter of the current Financial Year.

Nazafat Team should study the scope of work & WBS & identify projects that they will commit to in the financial year

Based on the operational work and project work detailed in your WBS you can arrive at the estimated cost. Prepare a Financial budget by listing your operational work & project work under broad categories. Budgets should be tracked - actual expenses against budgeted expenses

Monitoring & Review

For each working month - Nazafat should plan & list their operational activities as well as project activities.

At the end of the month - Nazafat should prepare a monthly review report which contains the following :

Actual activities (operational & project) done during the month.

Planned activities for the next month

Problems issues faced during the month

Current Financial Situation – highlight if budget is in Red

Resource overview – Team members, labor, equipment

Reporting

Monthly Review report

Quarterly Jamaat Umoor review

Year End Report

Project report as & when required based on special projects

Stakeholder Reporting

Reports should be communicated to relevant stakeholders

Below is a guideline. According to the relevance of project, operational issues etc - relevant stakeholders can be added if necessary.

PS - Jamaat members - could be Jamaat Secretary, Jt Sec, Treasurer, Jt Treasurer or as the situation demands in your moze.

Report	Frequency	Stakeholders
Monthly Review Report	Monthly	Amilsaheb, Umoor Coordinator, Nazafat L2 Members, Nazafat Central Mentor
Quarterly Jamaat Umoor Review	Quarterly	Amilsaheb, Jamaat Members, Umoor Coordinator, Nazafat L2 members, Nazafat Central Mentor
Year End Report	Year End	Amilsaheb, Jamaat Members, Umoor Coordinator, Nazafat L2 members, Nazafat Central Mentor
Project Report	Ad hoc	Amilsaheb, Jamaat Members, Umoor Coordinator, Nazafat L2 members, Nazafat Central Mentor

ANNEXURES

- 1) Daily routine cleaning checklist
- 2) Monthly photo report with progress of work