

Department: Taleem**Annual Plan 2004-2005****Mohtamim Taleem Hamid H. Malik**

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E: tauhid_one@yahoo.com**Department Objective:*****Holy Quran:******Rabbay Zidni I'lma (20:115)******O my Lord, bestow on me increase of knowledge (20:115)******Prayer of Promised Messiah(aw): Rabbi Arainee Haqaa'iqal Ashya'ee******Oh My Lord, teach me the ultimate truth underlying everything.***

- Mohtamim shall implement plans to make the Jama'at familiar with Islamic Knowledge.
- He shall arrange to educate the illiterate.
- He shall strive to establish libraries in the Majalis.
- He shall implement appropriate schemes to enhance literary taste and raise intellectual standard in Jama'at.

Department Goals:

Goals	Objective	Measure	Timeline
Establish regular Taleem classes	<ol style="list-style-type: none"> 1. Work with Qaideen and Nazim Taleem of each Majlis to establish regular Taleem classes. 2. Guide Qaideen and Nazim Taleem of each Majlis as to how to hold classes 	<ol style="list-style-type: none"> 1. Get feedback from local Qaideen / Nazimeen 2. Review monthly reports 	Ongoing
Teach khuddam Salat with translation	<ol style="list-style-type: none"> 1. Provide online learning material to Khuddam for easy access 2. Develop a tool for Khuddam & Qaideen to monitor progress 3. Make Salat memorization a prerequisite for participating in Ijtema educational competitions 4. Visit Majalis / regional Ijtemas 	<ol style="list-style-type: none"> 1. Get feedback from local Qaideen / Nazimeen 2. Review monthly reports 	Every other month
Increase knowledge base of Khuddam	<ol style="list-style-type: none"> 1. Develop an <i>Incremental Learning</i> plan for Khuddam to follow 2. Create online tool for Khuddam to view their current level and take tests to progress 	<ol style="list-style-type: none"> 1. Analyze number of Khuddam using the tool 2. Analyze reports 3. Get feedback from local Qaideen / Nazimeen 	Every other month

	<ol style="list-style-type: none"> 3. Visit Majalis / regional Ijtemas 4. Augment secular knowledge 		
To effectively manage and run Taleem competitions at national ijtema	<ol style="list-style-type: none"> 1. Allow winners from regional Ijtema'at to participate in national Ijtema (unless approved by Regional Qaid & Mohtamim Taleem) 	<ol style="list-style-type: none"> 1. Remind local and regional Qaideen / Nazimeen to stress and announce the rules to their Khuddam 2. Discuss the rules with regional and local Qaideen 	At QRC & Q 2

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email Phone	Monthly	
Regional Qaideen	Email Phone	Monthly	
Qaideen	Email Phone	As needed	
Local Department Nazim	Email Phone	As needed	
Regional Department Nazim	N/A		
General Membership	Mujahid Ijtema'at		

APPENDIX:

Measure for Alami Anami:

- % of Khuddam and total Khuddam who
 - know Salat
 - know Salat with translation
 - signed up and using the online tool
 - covered most of the syllabus
 - participated and won educational competitions at national Ijtema
 - participated in Taleem classes
 - attended regional Taleem workshops
- Regularity of Taleem classes
- On-time report submission

Challenges/Advice:

- Hold classes regularly
- Set agenda for the classes

Other Documents:

Syllabus:

- Credit will be given according to the books and levels finished by a khadim.
- Books are further divided into sections and a khadim can take exam after completing each section.
- Khadim has to complete M1 in order to participate in Ijtema educational competitions
- One has to go sequentially to cover the levels. The starting point is M1. Then Ms and Ks can go parallel.

<p>Memorization Level 1 (M1)</p> <ul style="list-style-type: none"> • Salat (Simple) with Dua-e-Qunoot • Adhan • Prayer after Adhan w/Translation • Wudu • Prayers during Wudu w/Translation 	<p>Memorization Level 2 (M2)</p> <ul style="list-style-type: none"> • Memorization Level 1 (M1) • Salat including Dua-e-Qunoot w/Translation • Khutba Thaania w/Translation • Funeral Prayer w/Translation • Prayer after Salat w/Translation <p>Holy Quran (with translation)</p> <ul style="list-style-type: none"> • Verses 1 - 17 of Al-Baqarah, Chapter 2 • Last 10 surahs of Holy Quran • Surah Al-Aala'a • Surah Al-Ghashiyah 	<p>Memorization Level 3 (M3)</p> <ul style="list-style-type: none"> • Memorization Level 2 (M2) • Salat including Dua-e-Qunoot w/Translation word by word • Istikhara Prayer w/Translation • Nikah Prayer w/Translation <p>Holy Quran (with translation)</p> <ul style="list-style-type: none"> • Last 20 surahs of Holy Quran • Surah Al-Baqarah, verses 255-258 (2:255-258) • Surah Al-Baqarah, verses 285-287 (2:285-287) • Surah Jummah, Ch 62, ruku 1 • Surah Al-Kahf, Ch 18, verses 1-13
<p>Knowledge Level 1 (K1)</p> <ul style="list-style-type: none"> • 10 Ahadith with Translation • Friday sermons from November, 2004 onwards • History of Ahmadiyyat in the USA-(Study Guide will be provided) <p>Books</p> <ul style="list-style-type: none"> • <u>Basics of Religious Education</u>, (Fourth Edition) by Sheikh Abdul Hadi <p>Secular Knowledge</p> <ul style="list-style-type: none"> • Study Guide will be provided 	<p>Knowledge Level 2 (K2)</p> <ul style="list-style-type: none"> • Knowledge Level 1 (K1) • 15 more Ahadith with Translation • Friday sermons from November, 2003 to October, 2004 <p>Books</p> <ul style="list-style-type: none"> • <u>Welcome to Ahmadiyyat, The True Islam</u> by Dr. Karimullah Zirvi • <u>Introduction to the Study of Holy Quran</u> 	<p>Knowledge Level 3 (K3)</p> <ul style="list-style-type: none"> • Knowledge Level 2 (K2) • 15 more Ahadith with Translation • Friday sermons from November, 2002 to October, 2003 <p>Books</p> <ul style="list-style-type: none"> • <u>Jesus in India</u> • <u>Philosophy of the Teachings of Islam</u> • <u>Christianity: A Journey From Facts to Fiction</u> • <u>Revelation, Rationality, Knowledge and Truth</u>

RECOMMENDED QUARTERLY READINGS FROM BOOKS OF THE PROMISED MESSIAH (AS)

November thru January	The Will
February thru April	A Message of Peace
May thru July	Victory of Islam
August thru October	Lecture Ludhiana

Essay Competition:

Topic: Hadhrat Khalifatul Masih I, Hadhrat Al-Hajj Hafiz Hakeem Maulvi Noor ud Din (ra). The essay should include his background, education, personality, love for the Promised Messiah and his Khilafat.

Deadline: June 25th

Grading Criteria:

- Theme and veracity of supporting evidence -- Does the information address the subject matter and is the essay cohesive with respect to the central theme?
- Proper use of grammar and diction
- Full & proper citations of references (APA or MLA style)
- Maximum 1000 words