

**Taleem Department
Annual Plan 2004**

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Department Objective: Increase the Taleem or education or knowledge of members of MKA USA.

Department Goals:

Goals	Objective	Measure	Timeline
Develop a rigorous yet manageable syllabus	a. Increase knowledge base of MKA b. Disseminate important facts and concepts. c. Increase Taqwa / righteousness and spirituality of MKA.	a. New syllabus on a trimester system (November to February, March to June and July to October) b. Specific requirements for each month as well c. Taleem Department will restructure the syllabus based on discussions held at Majlis-e-Shura 2003 regarding proposals to amend the syllabus. Proposals were given by Baltimore and Detroit Majalis after which deliberations resulted in a consensus regarding the syllabus. Taleem Department will implement these proposals as had been resolved in Majlis-e-Shura, pending approval by Huzur. Taleem Department will also include the approved proposal from 2002	a. Dec 2003 b. Mar 2004 c. July 2004

		regarding inclusion of the Books of Hazrat Masih-e-Maud (as), including reading of the texts and examinations. In addition, the MKA UK syllabus will be used for reference.	
Prepare an effective system to assess the knowledge accrued by members of MKA	<ul style="list-style-type: none"> a. Stimulate MKA to achieve gains in knowledge b. Set forth a rubric or standard to measure Khuddam achievement c. Make a schedule or regimen for MKA d. Measure gains of MKA to enable Taleem Department to restructure syllabus based on strengths and weaknesses of Khuddam as measured on the exams. e. Engender a healthy spirit of competition as mentioned in SuraBaqarah, chapter 2, ruku 18 – Walikolivijhatun howa mowalleha fastabequlhairat. “And everyone has a goal which predominates him. Aye, vie together in good works. 	<ul style="list-style-type: none"> a. Exams on www.mkausa.org every trimester as well as at National Ijtema b. Multiple choice, matching and true-false all done on-line and scores reported for trimester exams while National Ijtema exam is proctored and written. c. Awards to highest scorers, Majalis with greatest number of high scorers and greatest percentage of high scorers 	<ul style="list-style-type: none"> a. Feb, 2004 b. Jun, 2004 c. Oct, 2004
Prepare for National Ijtema in a timely and effective manner	<ul style="list-style-type: none"> a. Increase knowledge base of MKA and provide effective testing of the year’s activities b. Organize competitions effectively c. Increase Taqwa / righteousness and spirituality of MKA 	<ul style="list-style-type: none"> a. Outline special Ijtema syllabus b. Incorporate suggestions from Khuddam based on the 2003 National Ijtema 	<ul style="list-style-type: none"> a. April, 2004

<p>Prepare a Guide for Conducting Competitions at MKA Ijtemas</p>	<p>a. Provide standardization between competitions for fair assessment at the National Ijtema. b. Establish a framework for regional and local Ijtemas as well. c. Make Khuddam aware of rules and requirements to further motivate them to participate in competitions.</p>	<p>a. Consult Qaideen, winners and other participants of prior Ijtemas b. Incorporate suggestions from the above. c. Formulate National MKA Ijtema Syllabus guide and seek approval of Sadr and Naib Sadr.</p>	<p>a. Jan, 2004</p>
<p>To host seminars at Regional Ijtemas</p>	<p>a. Increase knowledge of MKA b. Share Taleem c. Create relationship with members of various MKA Majalis</p>	<p>a. Attend 3 Regional Ijtemas b. Review Taleem syllabus at the general session c. Meet with members and gain five additional volunteers for the Taleem Department.</p>	<p>a. Q1 b. Q2 c. Q3</p>
<p>Hold Taleem seminars to educate Khuddam</p>	<p>a. Increase knowledge of MKA b. Share Taleem. c. Create relationship with members of various MKA Majalis d. Help teach the MKA National Syllabus. e. Help Khuddam prepare for the exams and Ijtemas</p>	<p>a. Hold seminars in the following metro areas: DC, Chicago, Boston and Houston b. Hold repeat seminars in the following metro areas: SF, LA, San Jose, Dallas, New York and Central Jersey</p>	<p>a. Oct, 2004</p>

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email Visit Phone	Quarterly As needed As needed	Review progress of the Taleem Department Sadr, Naib Sadran, Motamid, Taleem II: Review progress of the Taleem Department Sadr, Naib Sadran, Motamid, Taleem II: Review progress of the Taleem Department
Regional Qaideen	Email Visit Mujahid Phone	Monthly Semi-annual Quarterly Quarterly if needed	Review needs of the Regional Qaid and evaluate Majalis within the region with regards to the Taleem Syllabus and overall Taleem plan. Visit 3 regions. Write quarterly article and give Taleem Department updates. Place syllabus and exams in Mujahid. Review needs of the Regional Qaid and evaluate Majalis within the region with regards to the Taleem Syllabus and overall Taleem plan if Taleem Department is having difficulty with the region.
Qaideen	Email Visit Mujahid	Quarterly Semi-annual Quarterly	Review needs of the Qaid evaluate Majlis progress vs. overall Taleem plan and Taleem Syllabus. Visit 3 local Majalis. Write quarterly article and give Taleem Department updates. Place syllabus and exams in Mujahid.
Local Taleem Nazim	Email Visit Mujahid	Quarterly Semi-annual Quarterly	Review needs of the Local Nazim and evaluate Majlis progress vs. overall Taleem plan and Taleem Syllabus. Visit 3 local Majalis. Write quarterly article and give Taleem Department updates. Place syllabus and

			exams in Mujahid.
Regional Taleem Nazim	Email Visit Mujahid Phone	Monthly Semi-annual Quarterly Quarterly	Review needs of the Regional Nazim and evaluate Majalis within the region with regards to the Taleem Syllabus and overall Taleem plan. Visit 3 regions. Write quarterly article and give Taleem Department updates. Place syllabus and exams in Mujahid. Review needs of the Regional Qaid and evaluate Majalis within the region with regards to the Taleem Syllabus and overall Taleem plan.
General Membership	Visit Mujahid	Semi-annual Quarterly	Visit 3 regions and at least 3 local Majalis. Write quarterly article and give Taleem Department updates. Place syllabus and exams in Mujahid.

Local Implementation Plan:

Month	Objective	Method	Comments
January	Review monthly objectives for first trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
February	Complete first trimester exam.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
March	Review monthly objectives for second trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned

		Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
April	Review monthly objectives for second trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
May	Review monthly objectives for second trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
June	Complete second trimester exam	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.

		should provide direction as well.	
July	1. Review monthly objectives for third trimester syllabus. 2. Prepare for National Ijtema.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
August	1. Review monthly objectives for third trimester syllabus. 2. Prepare for National Ijtema.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
September	Review monthly objectives for third trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
October	Complete third trimester exam	Self-study and group discussion with the local Majlis Syllabus and exams available on	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and

		internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
November	Review monthly objectives for first trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.
December	Review monthly objectives for first trimester syllabus.	Self-study and group discussion with the local Majlis Syllabus and exams available on internet on mkausa.org Coordinated via email/phone between Qaid, Taleem Nazim and local Majlis. Regional Qaideen and Regional Nazim should provide direction as well.	For questions or concerns, the Taleem Department is available by phone, fax, email or post. Exams should be completed on-line and will be graded automatically with scores returned upon completion. Exceptions may be made for those having difficulty obtaining internet access and written exams may be downloaded and mailed with prior permission.

APPENDIX:

Measure for Alami Anami:

% participants taking trimesterly exams and National Ijtema exams relative to total Majlis Tajneed
total number or absolute number of participants in trimesterly exams and National Ijtema exams
participation and winners, both by absolute numbers and relative to Majlis size at National Ijtema educational competitions
attendance at regional Taleem workshops (both by percent and absolute size) if the Taleem Department visits a particular region.
attendance at local Taleem workshops (both by percent and absolute size) if the Taleem Department visits a particular Majlis.
regularity of Taleem sessions or classes
pertinence of Taleem classes to the National Syllabus
attendance both in number and % at Taleem classes and sessions

Challenges/Advice:

- The key to a successful Taleem Department, local, regional or national, is prayer. Rabbe zidne alma. O My Lord, increase me in knowledge.
- Also, one must be persistent. Wastaaeeno bis sabre wa salah. Bear with perseverance and prayer. The verse goes on to say that surely it is difficult except for those who have a conviction that they will meet their Lord and to Him they will not return. Al Baqarah, ruku 5.
- Hold classes at least every month though every two weeks is much better and weekly is superb.
- Make sure the classes cover the Taleem syllabus. We have tried to make a syllabus that will provide one with a firm foundation in Islamic knowledge and usage of one syllabus engenders unity among MKA USA.
- Consider doing the exams as a group or with the entire Majlis. It is more fun and you can divide up responsibilities. Assign segments to different Khuddam, get together, and then do the exams on line.

Historical Reference of Department

The MKA Taleem Department works for the dissemination of knowledge among Khuddam. Remember the Hadith, “Knowledge is greater than worship.”

Thoughtful Quotes on Department

Just remember the exams. If you think one hundred fifty questions was a lot...

Other Documents:

- Introduction the Taleem Department
- National MKA Taleem Syllabus, First Trimester
- National MKA Ijtema Syllabus
- National MKA Ijtema Competition List
- National MKA Competition Guide
- National MKA Judges Criteria Sheet
- National MKA Judges Marking Sheet