

2018 – 2019 Department Plan

Department:

Tajneed

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Department's Introduction:

The purpose of this department is to ensure that the Tajneed database containing the information of every Khadim is current and maintained.

Yearly Goals:

1	100% reconciliation and update of all Tajneed records. Tajneed data will be compared against jama'at records to ensure consistency
2	Regular review and update of tajneed of those khuddam moving in and out of the majlis. To be done on a monthly basis.
3	Establish and maintain Sa`iqin (Supervisor) system.
4	Activate Regional Tajneed Nazmeen to supervise majlis structure & Sa`iqin, alongside training of local Nazimeen Tajneed.
5	Establish & maintain at least two Halqa Jaat (Sectors) in your Majlis. Each Halqa to have a Zai'm Halqa who will work closely with Qaid Majlis and Saiqeen in his respective Halqa

Following Khudam's information will be maintained in Tajneed Database:

AMI Number	Full Name	Father's Name	Majlis / Jama'at
Region	Education	Profession	Physical Address
Phone #	Email	Waqfe Nau (Yes / No)	Wasiyat (Yes / No)
Date of Bai't	Ethnicity		

Local Implementation (Monthly Reporting Questions - **questions cannot change throughout the year**)

Following questions will be updated in majlis monthly report form to update / maintain the Tajneed record on national level.

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1.	Total Khuddam Tajneed (Include All Khuddam)
2.	How many Khudam Moved In?
3.	How many Khudam Moved Out?
4.	Please provide member code, name, phone, email, new address of those Khuddam who moved in / out along with their moved in / out destination majlis
5.	How many Sa`iqin are active in your majlis?
6.	What steps were taken to activate the Sa`iqin system?
7.	How many Halqa (Sectors) in your majlis and what steps are being taken to enable them?
8.	Are there Khuddam you are unable to reach? Please share their names how many times you tried to reach them including the medium.

Key Dates (add more as necessary)

Dates	Program	Brief Detail
1 st Dec to Jan 31 st 19	1 st Ashra Tajneed	Update the Tajneed recording during this Ashra. (All Regions)
11 th Feb to 20 th Feb 19	2 nd Ashra Tajneed	Establish the Halqa System, followed by introducing Sa`iqin (Group Leader) system.
21 st June to 30 th June 19	3 rd Ashra Tajneed	“Well Being” Program – To Maintain Sa`iqin System (Program will be shared separately)
1 st Sep to 10 th Sep 19	4 th Ashra Tajneed	Maintain the Halqa and Sa`iqin (Group Leader) system

Communication Plan (add more as necessary)

Mohtamim to Local	Telegram group, reporting feedback, local visits
Local to Mohtamim	Expected to implement plans and report monthly
Mohtamim to Regional Nazim Tajneed / Regional Qaideen	Regular / Monthly communication to share the information of Moved In / Moved Out Khuddam. Share the Ashra Programs

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Success Factors (add more as necessary)

What should a Local Nazim do to contribute toward the National Goals?	<ol style="list-style-type: none">1. Update / maintain Tajneed on monthly basis.2. Establish and maintain Sa`iqin (Group Leader) system3. Implement a Halqa (Sector) system with each Halqa managed by Zai'm (Sector Leader)
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	Will be available for FQC Insha'Allah
Who should a Local Nazim call for help?	Regional Nazim Tajneed or Mohtamim Tajneed - tajneed@mkausa.org Cell: 571-278-3243 Telegram: @ibrahim_va