

2020-2021 Department Plan

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Department Goals (This is from a Muhtamim's perspective)

1.	Collect the academic information of 700 students via the student survey.
2.	Elevate the educational and scientific standards of our youth by fostering a culture of excellence through motivational national webinar events and content, assisting students with their educational needs, highlighting the successes of other Ahmadi students, and monitoring the progress of students via the student survey database. (Shura 2018)
3.	Hold a seminar in every region on the male pardah targeting Khuddam students. (Shura 2019)
4.	Activate 20 AMSAs - AMSAs are considered active if they hold at minimum one event a month be they Tarbiyyat or Tabligh events.
5.	Give presentations on Jama'at Ahmadiyya's 100 years in the USA at AMSA "Meet a Muslim" Events. (Shura 2019)

GOALS IN DETAIL (This is from Local Majlis perspective)

Goal	Target <i>(to be used for Alme-e-Inami)</i>			National Target	Fund ing	Due Date
	Small	Medium	Large			
Personal Assistance	All Khuddam Students requiring educational assistance have been referred to national team	All Khuddam Students requiring educational assistance have been referred to national team	All Khuddam Students requiring educational assistance have been referred to national team	All Khuddam Students requiring educational assistance have been referred to national team	N/A	Monthly

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

1.	<p>How many students did Nazim Umur-e-Tulaba have a call with this month to discuss education? <i>"Nazimeen Umur-e-Tulaba should call students in their majlis to talk about their education, specifically, what they are studying, where are they currently in their education, and what their next steps in education are. Nazimeen should also see what kinds of educational assistance the students need and then explain what services the national team offers. Ultimately, Nazimeen should refer the student requiring assistance to the national team as well as build a lasting relationship with the student."</i></p>
2.	<p>How many Khuddam did you refer to the national Umur-e-Tulaba team for personal educational development? Please provide contact details for any Khadim needing any assistance or mentorship from the national team in the comments section, please include specifically what service they require. <i>Services provided by the national team include reviewing a CV, test prep planning, connecting with a mentor, application review, essay editing, scholarship application assistance, college course planning or selection, and professional school interview preparation.</i></p>
3.	<p>Do you have a student in your Majlis who exemplifies the characteristics of a model MKA student (i.e: received an award, academic honor, exemplary school year etc.)? Please provide details & contact info of the Khadim.</p>

Key Dates (add more as necessary)

Nov 1st, 2020	Start of MKA Year
Nov-Dec 2020	Student Survey Drive
July 2021	AMSA Creation Drive
TBD	Majlis-e-Shura

Communication Plan (add more as necessary)

Muhtatmim to Local	Manage Telegram group, have 1 regional conference call a month & have Muhtamim or Naib Muhtamim call local Nazim monthly
Local to Muhtatmim	Expected to check Telegram group regularly and attend individual and conference calls

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Muhtatmim to RQ	Ensure Regional Nazimeen are working with local nazimeen and sending them reminders about their tasks
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Success Factors (add more as necessary)

What should a Local Nazim do to contribute toward the National Goals?	He should be in contact with students to see what each student khadim's educational needs are and then connect the Khadim to the national UeT team and ensure that his students have filled out the Student Survey
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	Contact Mutamim Umur-e-Tulaba via the Students@mkausa.org email address or via telegram or phone (614-260-9402)
What other Local Majalis have done to be successful?	Nazimeen have called students in their Majlis about the academic assistance they need or student related challenges or problems and in these calls they remind students to fill out the student survey.
Who should a Local Nazim call for help?	Contact Mutamim Umur-e-Tulaba via the Students@mkausa.org email address or via telegram or phone (614-260-9402), or contact their Regional Nazim Umur-e-Tulaba

Other References (websites, Quran, literature, etc.)

<ol style="list-style-type: none"> 1) Download Telegram and Local Nazimeen UeT group and check regularly. 2) Call students regularly, aim to build a relationship with them. 3) Attend regional and individual calls.
<p>Umur-e-Tulaba Nazimeen Telegram Group: https://t.me/joinchat/A7TF01Pqnmrkb6uhKQaNw</p> <p>Student Survey: https://forms.gle/we9QbEnQgnFbX7cT6</p> <p>Student Survey Responses: https://docs.google.com/spreadsheets/d/1oixguyxxTFTQOqfHiwTOXyRbMLhxIUUFNYScr_6qvZo/edit?usp=sharing</p> <p>Email for Academic Assistance: Students@mkausa.org</p>