

Revised Edition

MIFTAH AL QUR'AN

Quranic Recitation Programme

eBook

Teacher's Resource Book

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Miftah Al Qur'an

Teacher's Resource Book

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Book Title	Miftah Al Qur'an
Compiled by	Research Team (Hamaray Bachchay)
Published by	Alhuda Publications
Edition	Third
Quantity	5,000
Price	
ISBN	978-969-8665-18-0
Date of Publication	July 2012, Ramadan 1433

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Message from Dr.Farhat Hashmi

Seeking knowledge is incumbent upon every Muslim, but which knowledge? 'Uthmaan (RA) said that the Prophet (SAW) said: “The best of you are the ones who learn the Qur'an and teach it to others” [Bukhari]

While you undertake this noble task of teaching the words of Allah to the young souls, your heart must be sincerely attached to Allah's Book and your tongue will follow in this attachment. We can evaluate our love for Allah by assessing how beneficial we are to people. The extent to which we readily serve people, help them and provide for them, measures the range of our love for Allah.

Remember that the best legacy a believer can leave behind is the beneficial knowledge and no knowledge is more beneficial than the learning and teaching of Qur'an. Allah ﷻ says - "We record that (deeds) which they have put forward and their traces (that which they have left behind)." (Ya-Seen 36:12)

When you teach Qur'an, it not only benefits your students but most significantly you. The more students you have, the farther will be your traces of good deeds after you have left this world. The more your students read Quran, the more rewards you will get. ان شاء الله

I would also like to extend my heartfelt appreciation to all those who sincerely and ardently contributed to the compilation of this books, those who were generous to share their experiences, expertise and knowledge. It would not have been possible without team work and mutual discussion.

May Allah accept your efforts, and reward you in this world and in the hereafter (Amen)

جزاكم الله خيرا واحسن الجزاء في الدنيا والاخرة

Acknowledgement from Director Hamaray Bachchay

Dear Sister,

Asalam Alaikum wa rahmatullahi wa barakatahu,

We would like to thank you for your passion and commitment to teaching children the book of Allah Ta'ala.

Learning to read The Qur'an with right pronunciation is important. The word "*tajweed*" means to improve, make better. *Tajweed* of the Holy Qur'an is the knowledge and application of the rules of recitation so the reading of the Qur'an is as beautiful and expressive as Rasulallah (SAW), recited it.

So, this book is a small effort to help all graduates of Al-Huda, who want to implant this seedling and reproduce, through our future generations, the *tajweed* of The Qur'an, as it was once recited by the Prophet (SAW).

On going guidance, further syllabi and training will be provided by our core team at Head Office, to registered branches.

When conducting the program, your dedication to quality will enhance the lives of children who participate in the journey of Qur'anic learning.

Our HB team is here to support you, as you work with the students in your class and foster the love of Allah Ta'ala in their heart.

What is *Miftah Al-Qur'an*?

Miftah Al-Qur'an is a *tajweed* and Qura'n recitation Programme offered by the children's department, *Hamaray Bachchay*, of Alhuda International Welfare Foundation.

Miftah means key. Using a key is the first step to opening the door of a house. Similarly, for understanding and practising the Deen, learning proper recitation of The Qur'an is the first step.

Keeping in view the Vision and Mission of the institution, our goal is to deliver this program in a safe, positive and nurturing environment, where all students develop a lifelong relationship with Allah's word.

This program was initiated in 1994 at Al-Huda International. It has now acquired a formal and organized pattern.

Miftah Al-Qur'an caters to children in all communities, and of all backgrounds. The timetable and curriculum can be tailored to meet the needs of a particular group, and can be conducted daily, 3-4 times a week after school and as a summer vacation package in the mornings.

This handbook will provide pertinent information and operational procedures to the Miftah Al-Qur'an staff for initiating and conducting classes. So, following the procedures outlined within this book is an Amanah on all staff members.

Lesson access is available at Kidsland section of www.farhathashmi.com , which can help mothers revise lessons at home too.

Selection Criteria for Miftah AL-Qur'an In Charge and Staff Members: (Attached)

- Miftah Al-Qur'an In charge will be selected from local Al-Huda branch by the Area Coordinator, after consultation with all concerned personnel.
- Teachers' selection will be done after assessment by Tajweed Master trainer at Head Office via phone, internet or personal visit.
- Assessment criterion will include grip of tajweed rules, personality of teacher, commitment level, punctuality and command over teaching skills along with child handling and discipline.

Planning Checklist for Starting the Class

For the smooth running of Miftah Al-Qur'an classes, it is important that all things are well planned. For Supportive role from Head Office, it is essential that all criterion set for opening branch is followed.

Following are the planning tasks for the purpose:

Choosing Venue	Where, when, how, who, what
Advertising	Where, when, how, who, what
Team Building including Job description	Admin incharge, Group teacher, subject teacher,
Teacher Training	Teacher training areas/topics
Admission and Interview	Where, when, how, who, what

Choosing Venue

- Decision regarding venue will be made by Miftah Al-Qur'an In charge, in consultation with the HB coordinator. For this, all relevant details related to the area will be provided in writing to the HB coordinator.
- Factors important in selection of venue are:
 1. Easy accessibility
 2. Child safe environment
 3. Facilities like washrooms etc.

Venue may be:

- a room in a house,
- a hall,

- school,
- If a third party offers space, do set clear terms and conditions for space utilization. That should include area mark out for use, its cleaning and maintenance policy, and payment of bills. Also remember, Al-Huda is not responsible for any financial assistance.
- Classes should be started after proper survey and consultation with immediate team and HB dept, in which needs of area, availability of teachers and appropriate time is checked for children. Exams and school vacation times should also be kept in mind.
- The most appropriate time to take initiative for such classes is summer vacations, when children are at home, and free. They can give more time to learning.

Advertising (attached)

- Advertisement should start at least one month before the starting date of class.
- Delegate a staff member for the job. A lot of well wishers play an important role in such jobs.
- Use the pattern of the flyer attached. (make sure rest of projects/courses of branch are advertised on back side of flyer, so as to create further awareness about other programs)
- Use all possible means to advertise these classes. E.g: sms, email, word of mouth, in dars or Qur'an study circles and pasting flyers in key public places of locality like bakery, shops, schools, masjid.
- Do make sure that permission is sought from concerned authorities for advertisement.
- Cell phone messaging can be used as a reminder, a few days before classes begin.

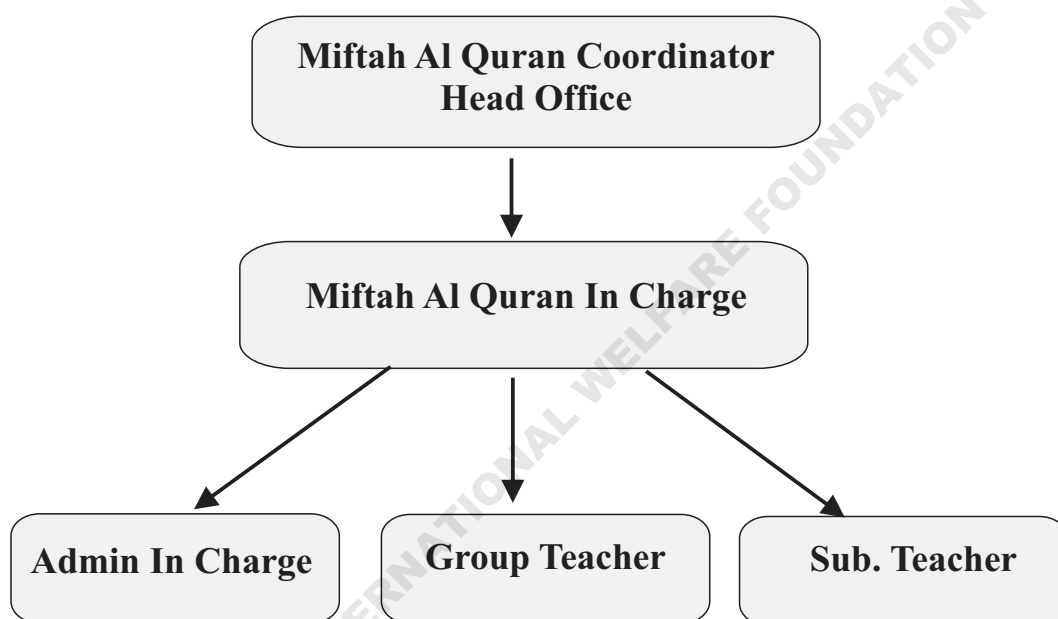
Team Building (including job descriptions)

Team building should be done after teachers' training at Head Office at least two weeks before starting class.

- Miftah Al-Qur'an In charge should get details on job description for running the class, and discuss with HB Coordinator for any further need or change in job descriptions provided.
- All nominated names along with their designation should be kept with proper record of attendance, pay and work efficiency.

- Names, contacts, and addresses of all staff members should be maintained in an official diary.
- Volunteers can be assigned for teachers' help.
- A separate record of the volunteers should be maintained including their names, contacts, and addresses and availability for a specific time.
- Reporting lines of all staff members are to be identified after defining and designating jobs.

Basic Job Descriptions for Miftah Al-Qur'an:



Miftah Al-Qur'an In Charge:

- Organize registration of children and take interviews.
- Giving the required information to new comers.
- Supervise staff and monitor class activities in accordance with HB policies and procedures.
- Coach and provide career development advice to staff.
- Keep check on training needs of her team and organize regular trainings throughout year.
- Schedule and conduct staff meetings.
- Coordinate department activities and special projects to ensure quality and meet timetables.
- Evaluate department processes. Recommend and coordinate needed changes based on process analysis.
- Assist staff to resolve any academic or adminstrative problems that

arise during running of course.

- Direct staff in the development, analysis, and preparation of reports.
- Ensure punctuality of all staff members and arrange for any backup teachers, if need arises.
- Provide yearly lesson plan to all teachers.
- Conduct a brief staff round up after class each day.
- Send three monthly report (sample attached) to HB coordinator Head Office.
- Responsible for staff scheduling to include: work assignments, training, vacations, breaks, overtime assignment, back-up for absent teachers.
- Handle finances according to the prescribed policies and procedures.

Admin In charge:

- Be in class earlier (at least 15 min) to set classroom.
- Arrange classroom material. E.g white board, markers, flashcards, mic etc.
- Register new children coming during the session/ class and assign them groups.
- Note down any queries.
- Control noise level at reception area.
- Pass attendance sheet to teachers and collect it from them.
- Attend to any questions or issues from mothers.
- Help Miftah Al-Qur'an in charge in Organizing and assigning duties to new teachers and helpers.
- Call parents in case of any change in schedule or holidays or for a student's problems regarding ride, fee etc.
- Assist/Help Class In Charge in handling finances

Group teacher:

- Practise Tajweed by regular listening to the tilawat of a Qari.
- Use Tajweed notes and audio-visual aids
- Recite Qur'an to a colleague who can assess and help her work out mistakes.
- Read extra material at home related to teaching children and for self-growth.
- Organize children in well defined study groups.
- Write progress of students on daily basis in group diary, and share with Miftah Al-Qur'an In charge on weekly basis.
- Ensure that her class is clean and all things have been put away when

the class is over.

- Reporting any problems to class in charge.
- Make lesson plan effective, so children enjoy this class through active participation.

❖ **REMEMBER: Teach Qur'an with love:**

- ✓ Greet children with a smile.
- ✓ Instill love for Qur'an and motivate students to recite beautifully through short tips from Qur'an and sunnah.
- ✓ Know group children well.
- ✓ Call students by their names. Remember, everyone loves his/her name.

Subject teacher:

- Teach additional subjects (as in timetable) after Qur'an recitation.

Teacher Training

- All teachers must attend basic intensive training courses. This training shall be two pronged: Subject command and student handling. At least two weeks before classes begin.
- On-going trainings can be arranged as needed by contacting HB dept Head office, local master trainers or on-line trainers.
- 6 monthly training packages will be offered as refresher courses for Miftah Al-Qur'an staff by Head Office.
- Miftah Al-Qur'an In charges who qualify for their commitment and expertise shall be trained as Master trainers too, who will conduct local trainings after approval by Head Office.

Admission and Interview (attached)

Before the admission day:

- Admission forms to be made available at main desk of branch, as soon as classes are announced.
- Check that forms are filled properly when they are submitted.
- A meeting to be held a few days prior to admission day, for work delegation and general organization. Give list of jobs to be assigned for that day along with approximate number of people required for each job. E.g, reception, waiting area, child entertainment.

- All staff to be dressed neatly, welcoming all with a smile.

Before Interview

Following tasks to be done before interview:

- Take Tajweed test of child; fill grading sheet provided.
- No prior knowledge of Qur'anic recitation is specifically required.
- The student is assessed to evaluate his/her reading ability and to assign him/her a specific level and group.
- Keep children occupied with some worksheets, for waiting period of interview.
- Introduce to mothers other courses, being held at the branch.
- Put up product stall for interest of parents.

Methodology:

- During the Interview for assessment procedure of the students on Noorani Qaida listen to various letter, sounds and connected words from various tables.
- For the Qur'an Reciters randomly listen to verses from the previous lesson of The Qur'an.
- Certain rules, makharij, Duas, Islamic etiquettes and questions related to Wudu and Salah activities can be asked depending upon the level of the student.
- The Interview and tajweed assessment can be done according to the situation by different ways e.g:
 1. by the single person at the same time
 2. by two different individuals sitting side by side
 3. on two separate desks set at a distance etc

During Interviews:

- Welcome the new comers by salam and smile.
- Ask some general questions in the interview e.g inquire about the name, education, health, and general interests and activities of the students.
- Give enough time to every individual for the expression of the feelings on the very first day, or to discuss any problem, also provide the solution to the remove the resulting confusion.
- Mothers should preferably accompany the child during the interview.
- Request her for the assistance regarding taking care of the punctuality and behavior of the of the students, pick and drop the kids on time, be in uniform, submitting the fee on time, taking actions and interest in case a notice is sent by the class In charge, helping them at home to

revise the lesson, inquiring and helping the kids in practical implementation of the duas, salah and Islamic etiquettes done in the class.

- Encourage the mothers to join the mothers study circle as a best option to beware of all these activities at the same time instead of being on the road for an hour spend this in the way to learn and assist the kids to grow together as well.
- Apply motivational techniques for the mothers. It will make the learning and teaching process very easy if the teacher is in direct contact with the parents.
- Assign a person on interview day to address the mothers separately or individually in case of shortage of time.
- This process may continue even when the mothers come to talk to class In charge to discuss a problem or to pick and drop their kids in the class.
- The mothers should be informed at the time of interview about the missed syllabus of the students, its availability at the stall and request to help them recover all that is already done in the allotted group.
- Availability of syllabus and notes is essential on the bookstall, especially for those who join in the middle to cover it easily during the revision.
- It will also provide an authentic material instead of copying it from other students in the class.
- Class charges should be submitted along with required documents.
- Snack corner is advisable for parents and children.

After Admissions:

- Once admissions are over, all forms are sorted out according to grouping.
- It is best to computerize all data for easy access later.

Levels and Groups:

- After interview and tajweed assessment, assign respective level and group accordingly.
- Levels should be assigned by looking at the phase:
 1. Pre Recitation
 2. Early Recitation
 3. Recitation
 4. Memorization
- Good reciters should do Memorization and Translation of 30th Juz, few surahs and selected verses from The Qur'an in order to improve the salah activity.
- Memorization can be done either by the end of The Qur'an or by

making this level active on weekly basis for the selective students after assessment.

- While forming groups within a level following factors should be considered:
 1. Age
 2. Gender
 3. Attention span
 4. Learning Ability
 5. Previous knowledge
 6. Interest and motivation level
- The numbers of groups within a level vary according to the number and type of the students and availability of the staff.
- The objective of the grouping is to provide the most suitable environment to teach and learn.
- Accurate assessment before allotting a group is needed for the practical application of a lesson plan within a group.
- Reassessments can gradually be done if required to adjust the misfit students.
- The reasons of adjustment problems faced by the students are usually wrong assessment or the interviewing the students quickly in a short time. This results in hiding lot of aspects of the student's personality and increasing a possibility of allotting a wrong group.
- Solution to any such problem is the division of assessment in two steps:
 1. Initial Assessment: on interview day for allotting levels
 2. Detailed Assessment: done within the levels for allotment of groups by fixing a day during or after first week of the class
- Time between two assessments will act as a valuable tool to provide enough information about the student's behavior and learning abilities to distribute them later on the basis of similarities.
- Put the remarks for each student in a diary or fill an evaluation sheet for the purpose of accurate division within the first week.
- Looking all these factors and making the groups on the basis of similarities as much as possible is essential for the utilization of the best of abilities and time of the students and the staff.
- Revisions are essential for the improvement of the weak areas of the students or allocate some extra time for those students.
- Group activities are useful for revision.
- Cover the missed lessons in the form of pairs, during the last 15-20 minutes of the class.

- Students learn more through discussion or by asking question from each other than what the teacher does in normal routine.
- Keenly observe these activities to further guide the students by mentioning the positive and negative points and discussing the methods to improve this type of study circles in future.

Handling Finances

Fee/charges policy:

- **Fee Collection:** One time admission fee on admission day and monthly fee in the first week of every month.
- **Fee amount:** To be decided based on expenses and affordability of students, after consultation with HB coordinator.
- **Fee concession:** 10% off to any consecutive siblings. Concession policy: Sibling, Less affordability

Expenses Management:

- Admission fee and monthly charges will be collected by the admin in charge.
- A proper record in the form of register and receipt book be maintained.
- Separate record of sponsored students should be maintained.
- Amount will be deposited to the class in charge.
- Class in charge will pay out all expenses related to the class from the amount received including teachers'salary, utility bills, conveyance allowance for volunteers etc.
- Conveyance allowance can be offered to the volunteer workers to facilitate them.
- After fulfilling all expenses related to class, residual charges should be submitted to Head Office.
- Residual charges can also be used to fund Qur'an classes, setup in the local slum areas or for student sponsorship. Proper record should be maintained for it.
- Any donation received must be reported to the Head Office. Get written approval from Head Office if you need to spend it on special projects.

❖ Important Instructions for all staff members:

Any change in the class should be done by the mutual consultation of staff and students/parents e.g changing in time, holidays, and all the students should be informed by sending a note home, at least 5 days prior to change. If

the kids might not be able to pass the information properly or may forget, then calling home is better option.

Books and Stationary:

- Noorani Qaida
- Qur'an Juz
- Highlighting marker
- Pen/pencil
- Tajweed notebook
- Calligraphy copy
- Homework and progress diary
- Dua books: Waiyyaka Nastaeen, piyare Rasul ki piyari duaain, Qur'an and masnoon duas.
- Scarf/Cap

Planning before each working day of Miftah Al-Qur'an

Work Checklist	Classroom Setting Teacher Student Interaction Taking First Class Teacher's Preparation Time Table Handling
Curriculum Review	Recitation level guideline Syllabus outline Methodology Yearly Planner

Work Checklist

Classroom Setting: Admin In charge must ensure that classroom area is well lighted, properly ventilated and neatly set.

Teacher Student interaction: Teacher needs to sit at level of children, so a proper eye contact is made.

Taking first class:

- Greet children and mothers at door with salam and smile.
- Let the mothers of younger children sit in one corner of class or waiting area, till children get adjusted to environment.

- Introduce yourself to children.
- Ask them to introduce too, starting from right hand side student. Ask them to tell their name, age, school and anything they want to share about themselves.
- On first day, teacher can recite something from Qur'an for children and also read some ahadith on virtues of reciting The Qur'an.
- Then, all children can recite few pages of Noorani Qaida.

Teacher's Preparation:

- Teacher must make sure to revise lesson plan for the group level, before coming to class.
- She must listen to recitation of some Qari on regular basis.
- Teacher must give her tajweed test every few months to make sure, her recitation is upto mark.

Timetable Handling

- Time table must be provided to all teachers according to level and along with whole year lesson plan breakup.
- All teachers must go through next week timetable thoroughly.
- Any queries related to timetable should be discussed in weekly staff meeting.
- Class time can be set between Asr and maghrib Salah, so all school going children can conveniently attend it. (timing can be modified according to need of children in community)

Following is the break up of timetable:

Time	Details
5 min	Attendance
10 min	Practice (Combined Class)
30 min	Qur'an Recitation (In respective groups)
15 min	Subject Teaching

On some special occasion, a combined class activity can also be done. e.g. playing games that are indirectly related to their syllabus like revision of duas, salah actions by individual students and Quiz competition

between the groups etc.

Curriculum Review (attached)

- After determining level of students, then follow the pattern set in level of each curriculum.
- Teacher must ensure that on average, most students are able to match the learning criterion set by the teacher.
- An advanced level can be created within the group if few students are doing well
- Encouraging statements should be motivating for rest of the class rather humiliating.
- Those students, who fail to reach the desired learning level, should be assessed for weak areas and assigned the groups according to their learning ability.
- Miftah Al-Qur'an In charge should be actively involved in this assessment with her other teachers. She should judge where the reassessments are needed to resettle the students to work in a flow.

Some rules and regulations to be reinforced with students:

- Regularity and punctuality
- Uniform (scarf and cap)
- Revision of lesson at home
- Wudu before coming to class
- Maintaining class discipline
- Recitation volume neither too low, nor too loud
- No food item or toy allowed to be brought to class

Recitation Level Guidelines

Teach Qur'an by dividing the syllabus into three portions:

1. Level 1: Noorani Qaida:

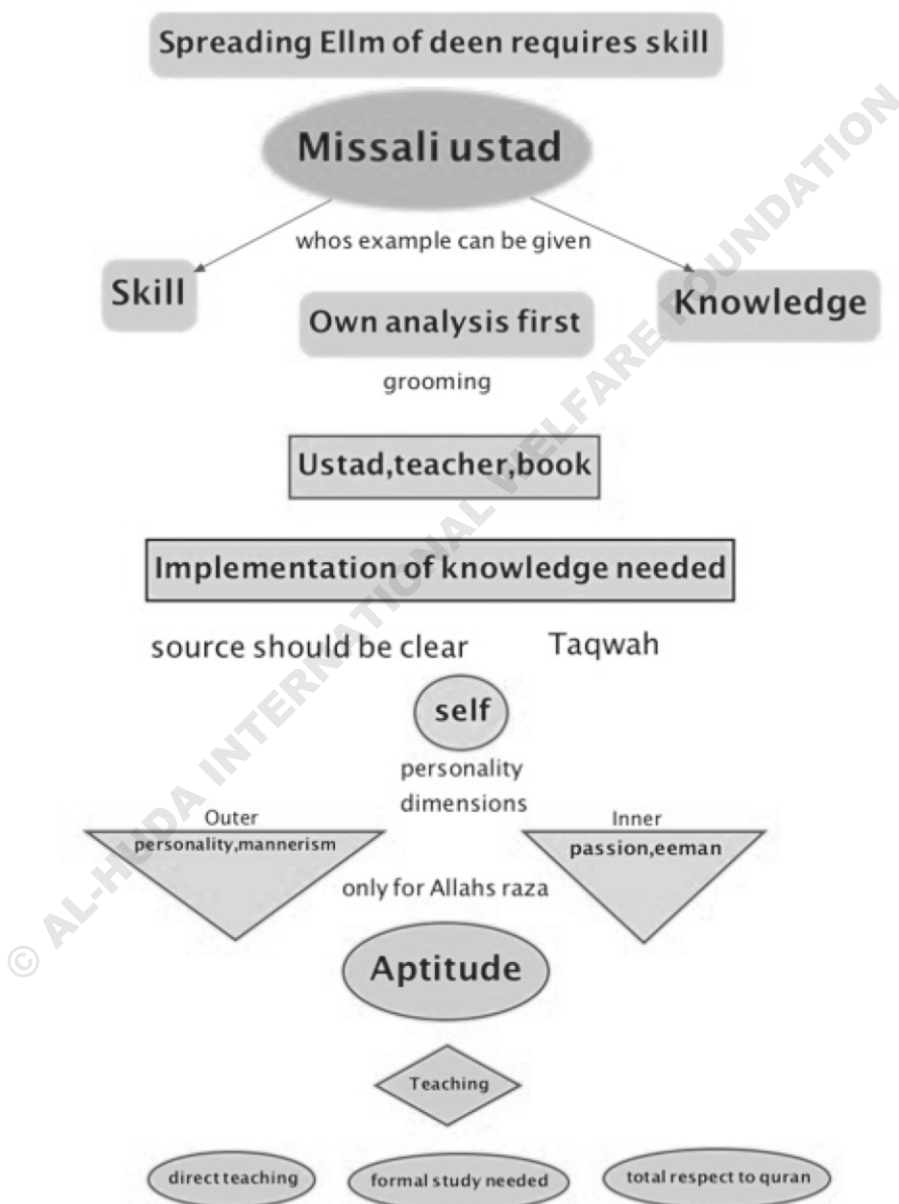
This is base forming group. If they are taught basics well, they will be able to recite Qur'an with fluency. Do not move quickly, but use effective methodology for repetition and grasp.

2. Level 2: 30th Juzz,

At this level student starts to learn the Qur'an with basic rules of tajweed. Give fewer lessons, listening individually everyday. Recite verses, so student learns on how to recite with fluency. Focus on picking mistakes and work on how to correct.

3. Level 3: Surah Al-An'am- Al-Mursalat, Revision 30th Juzz

Move faster and focus on better application of all Tajweed principles by the end of the Qur'an. Teacher should simply listen to recitation of student, and only highlight mistake and correct.



Syllabus Outline Level 1

Qur'an	Noorani Qaida
Tajweeed rules	<p>Developing identification of Arabic alphabets & Words formation through sounds. Application of following tawjeed rules without using Tajweed Terminology</p> <ul style="list-style-type: none"> • Light & heavy letters • Halaqi/Throat letters • Three Harakahs (Short Vowels) • Three Harakahs (Long Vowels) • Harakatain/Tanween • Al-Madd/Maddah letters • Sukoon • Qalqalah/Echoing letters • Noon Ghunnah/Nasalisation • Tashdeed/Mushadad Letters
Adab & related duas	<p>Adab For/of:</p> <ul style="list-style-type: none"> • Eating and drinkin, • Sleeping and waking • Dressing up • Taharat • Ahsan with Parents • Guests and host • Passage • Happiness.
Salah & Asma al Husna	From Takbir Tahreema to Tasbeeh in Ruku Allah's Names: from start till Al-Hakeem
Manar al Islam Class	Pillars of Islam, Learning about Islam, Ramadan lessons

Level 2	
Qur'an	30th Juzz
Tajweeed rules	<p>Rules application with basic terminology.</p> <ul style="list-style-type: none"> • Gunnah • Alif laam raa • Ya leen, Wow leen • Izhaar • Idghaam • Ikhfaa • Qalqalah • Ways to start recitation of Surahs.
Adab & related duas	<p>Dua & Adab For/of:</p> <ul style="list-style-type: none"> • Qur'an recitation • Ramadan and fasting • Visiting sick • Sadness • Friday • Talking and meeting
Salah & Asma al Husna	Complete whole Salah along with translation Allah's Names: Complete
Calligraphy	Letters and words practice on a Four line notebook
Manar al Islam Class	Qasas Al-Anbiya, Seerah, Sirat-e-Mustaqeem

Level 3	
Qur'an	Al-Baqarah-Al Mursalat, Revision 30 Juzz
Tajweeed rules	Manners of Recitation, The Obligation of Tajweed, Common Errors in Tajweed, The Shamsiyyah and Qamriyah Letters, The Places of Articulation, Letters of same origin, Letters of same sound, Rules of Noon Sakinah and Tanween, Rules of Assimilation, Rules of Madd (Mutatasil, Munfasil, Lazim,Aaridh,), Madd Lazim (Kalmi Muthaqqal,Kalmi Mukhaffaf, Harfi Muthaqqal, Harfi Mukhaffaf), Madd Leen Lazim, Madd Leen Aridh, Hamza Wasl, Hamza Qath, Rules of Stopping, Rules of Sakta, Noon Qutni, Characteristics of Letters, Mushaddad Noon and Meem, Rules of Laam and Ra, Rules of Silah.
Adab & related duas	Dua & Adab For/of: Masjid and salah, Funeral Graveyard. Dua-e-Qanoot Dua-e-Istikhara Morning & Evening Duas Hifazat ki Duaain
Husne Akhlaq	Definition of Akhlaq, Gentleness, Quarrel, Patience, Injustice, Modesty, Gathering, Trustworthiness, Responsibility, Anger, Well wishing.
Asma e Surah	Complete
Calligraphy	Practice on Calligraphy Book by Alhuda
Manar al Islam Class	Qasas Al-Anbiya, Seerah, Sirat-e-Mustaqeem

Methodology:

Noorani Qaida:

Tell children to revise last lesson, and start listening from right hand side. Recite word by word and students will follow it. Give new lesson and tell children to revise, and listen to each other's lesson in group. Use flash cards and word rhyming to make lesson interesting for students.

Al-Qur'an:

Tell children to revise last lesson, and start listening from right hand side. Listen to old lesson. New lesson + Revision.
Students can also be provided with opportunity to listen to recitation of various Qaris.

Dua:

One dua per week. Write it on white board/chart paper and read one time word by word, then full sentences twice or three times. Then, tell children to follow the reading. Explain its meaning and discuss its importance. Depending upon level of children more details and stories can be shared related to dua. Once students know all duas, move to more duas, but at same time, periodically revise same duas too.

Salah:

Recite words and then sentences, read the meanings too. Repeat everyday for memorization and also practically demonstrate with actions like rukuh, sajida, position of hands, feet etc one by one. Wudu demonstration should also be done specially for kids before salah. Give one salah tip too.

Makharij and Tajweed rules:

Write the syllabus of the week on white board/chart paper and explain to children. For level 1 develop identification of Arabic alphabets & Words formation through sounds and application of following tajweed rules without using Tajweed Terminology. For Level 2 teach rules application with basic terminology. Explain it further by giving examples, and also ask children to look into their lesson for more examples. Then, revise with children. For level 3, children can write rule, and take whole week to write examples from Qur'an via independent research. This helps children in developing better grip of the subject.

Calligraphy:

Initially use four line English copy pages along with cut pen for children 8yrs and above. Once they get grip of subject, shift to calligraphy note book (published by Al-Huda). Give few lines for homework, to be practised at home.

Story telling:

Once a week read a story or hadith, related to the impact of The Qur'an in our lives, or virtues of Qur'an recitation and discussion of lessons and its implementation with students. Sometimes stories and poems related to manners and pronunciation of the letters is presented to the kids from www.farhathashmi.com and youtube.

During the class

- Make sure all students sit in proper groups.
- Tell children to revise their previous lesson three times, while teacher starts listening to one student at a time from right hand side.
- If student recites well, praise and give star, and give new lesson, according to curriculum plan.
- If student has not done lesson well, tell him/her to go back on the seating area and revise again. Do not give new lesson, till child has good grip over previous lesson.
- If teacher is busy listening to individual lessons, and other children look restless, engage them in revision of lessons using various activities. E.g, revise lessons in mini groups of two or three, make daily monitors who can listen again to everyone's lesson etc.
- Make sure, none of the children sit idle in the class. Teacher must always have clear lesson plan in mind for each student, depending upon his/her capabilities.

Trouble shooting

• Handling absentees and late comers

Use all positive strokes and discipline techniques, along with reward reinforcers.

- Praise the students who come on time; without comparison.
- Attend to punctual students first at lesson time.
- Keep special rewards for full attendance and punctuality.
- Inspire through motivational stories of Qur'anic recitation by Muslim Heroes and virtues of recitation.
- If issue not resolved despite all techniques, then inform the Miftah Al-Qur'an in charge and she can coordinate meeting with parents to look into reason.

- **Older student coming for first time, who has not done Qur'an recitation before**

Start initially with Qaida, and then depending upon the comprehension level, learning of short surahs from 30th para can be initiated, so child gains confidence for further learning.

- **Handling a child who has done his lesson in group**

Since teacher has to spend one to one time in group for listening to lesson done by all students, so she has to be very vigilant and make sure all children are fully occupied. Few techniques which can help her engage students, who are done with their lessons:

- Revise some previous lesson
- Learn new lesson few times
- Listen to lesson of another child in group
- Recite own lesson to another student in group
- Do dhikr
- Help teacher fix class area
- Write HW on diary

- **Controlling naughty/tactile student**

Teacher must remember, that younger the child, the more activity will be required by him in group. Following guidelines can help in disciplining naughty/tactile student:

- Drill class and group rules periodically
- Make lesson time interesting and intensive for students
- Give positive strokes to attentive students, without pointing or comparing to naughty students
- Change seat, if disturbing others
- Look in eyes and lower voice and in firm tone, request student to sit still
- Engage in some management task in class
- Report to Miftah Al-Qur'an in charge, who can deal herself, or talk to parents about any issue related to student.

- **Crying child in class**

This is usually done by children under 6 yrs of age, as they become apprehensive about new environment. Teacher's warmth can ultimately put child at ease. Following techniques will help divert student energies in positive direction:

- Engage in learning process, by using some activities in lesson

- Start lesson with an interesting seerah story.
- Reassure child by holding his/her hand that he/she is safe with teacher around.
- Advise mother to sit in class area (not very close to child), till student adjusts and gets involved in class activities.

- **Weak student**

It is important for teacher to assess on monthly basis, how her students are doing in class. Her special focus should be on children, who are not doing well. Following check list should help in identifying low work progress:

- Assess to identify what is exact weak area of student
- Don't compare with other students too much
- Don't label the student
- Reassign a group according to learning ability.
- Change teaching technique

- **Laughing child in class**

Proper discipline has to be maintained from very beginning of classes. Teacher should be polite, smiling, but teaching children how to follow rules. This problem usually arises in older students, and it can be handled using following techniques:

- Revise rules periodically in class
- Focus on improving teaching techniques
- Ignore the student
- Talk to student one to one after class, and issue a warning

- **Lazy/sleepy child in class**

Since students at times have hectic schedules, and disorganized activities at home, so they are tired and lazy when they come to Miftah Al-Qur'an class. This problem usually arises in younger students, and it can be handled using following techniques:

- Check student's routine from mother, esp sleeping time at night, rest time.
- Focus on diet plan of student too
- Do not put added stress on mother, but make lesson more activity based, so student starts participating

- **Shy child in class**

- Some children are shy, but they are good in their lesson. Give them confidence through their lesson. For rest of shy children, use following technique

- Do not push for talking or speaking
- Give positive strokes, so student gains confidence
- Allow shy child to make more friends
- Gradually involve in more activities

- **If same student in class always wants to sit with teacher**

This is attention seeking behaviour, and needs to be addressed carefully.

Use following techniques:

- Treat all students equally, even if same student sits next to teacher.
- Teacher can move in groups to sit close to other students too, for listening to their lessons
- Give turns to all students
- Make a rule that punctual/good reciter would sit next to teacher turn by turn.

- **Complaining student**

Some students acquire the habit of making complains about other students. Use following techniques:

- Make rules
- Ignore complains
- Give turns to all students
- Make lesson effective and keep students occupied, so they do not have time to look into activities of other children.

- **Handling questions of children**

Children ask questions for various reasons. It could be attention seeking, inquisitiveness, age related. Use following techniques:

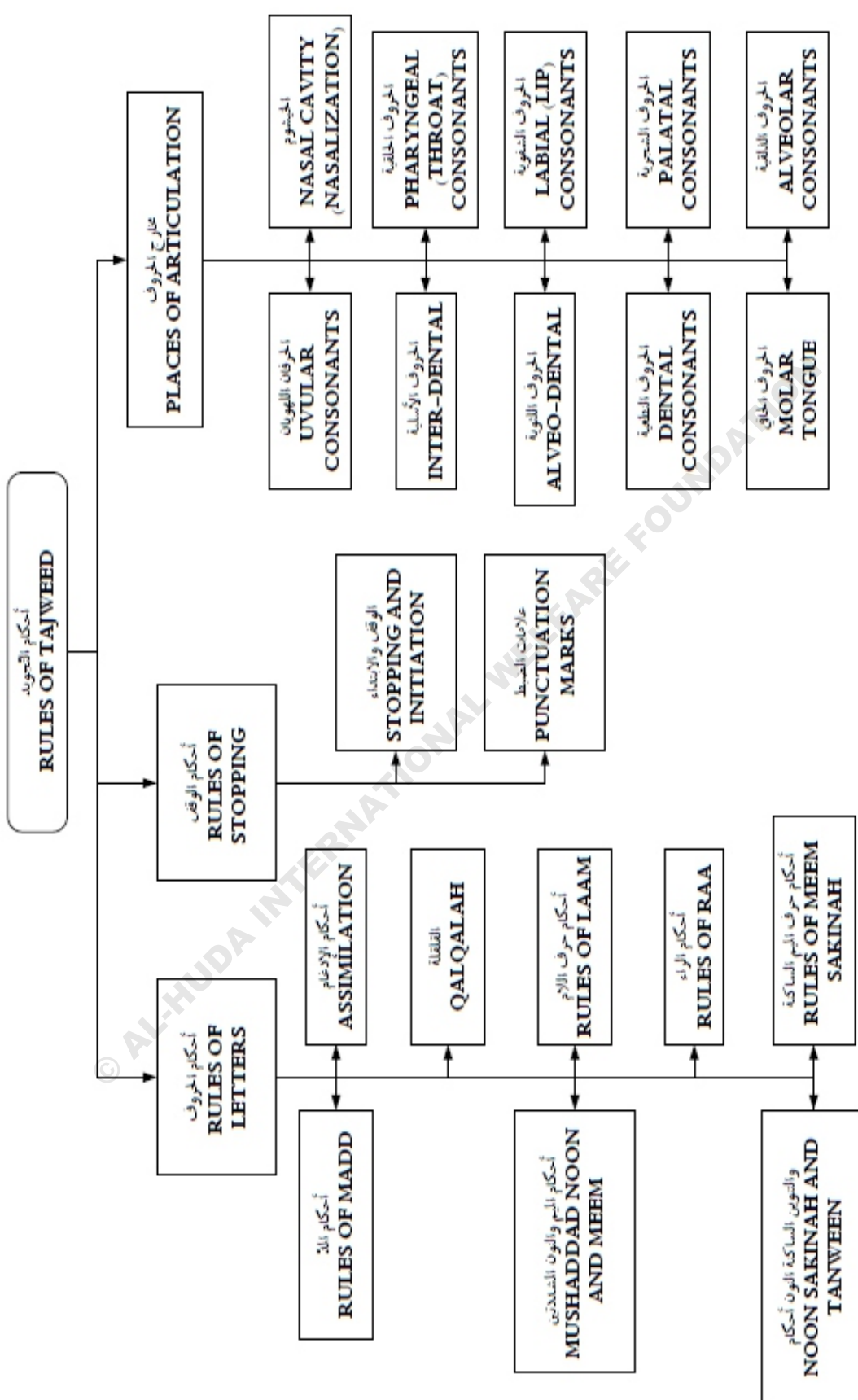
- Keep question time for your students.
- Make sure lesson time does not suffer in the process of answering questions.
- Give answers according to Qur'an and hadith, as children ask very tricky questions.
- If not sure of answer, check that day, and respond with answer in next class.

Curriculum Details

Daily lesson plans are to be followed for each level. These have been designed, keeping in mind how much an average child can cover in specified time.

- An average child will be able to complete
 - Level 1: Noorani Qaida 24 to 25 Weeks
 - Level 2: Juzz 30 15 to 16 Weeks
 - Level 3: Juzz 1-29 80 weeks (Approx)
- Keep the planner flexible. Remedial Classes should be arranged for the children, unable to follow the planner while children showing good grasp can be moved on to the next lesson.
- Mark the lesson done, by putting in date, and mentioning it in HW diary.
- Teacher should make sure that students recite at home everyday and should be asked before starting the new lesson.
- On weekends each student should individually be given to write rule and its examples from Qur'an.
- Give checklist sheet for holidays or just ask every student verbally on Mondays how much he/she has recited and practised.
- Those who recite at home should be encouraged in the group by listening to them first or any other ways.
- Student should pass a test to move from one level to other.

REMEMBER: Follow the planner according to the learning ability, attention span, interest and motivational level of the students. Not all the students will be following the same lesson within the same level.



Qur'an Planner

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Level 1						
Noorani Qaida						
Week	Mon	Tue	Wed	Thu	Fri	Sat
1	Lesson 1	ج-خ	Revision	د-ز	Manar Al- Islam	س-ض
	ا-ث					
2	ط-غ	Revision	ف-ن	Revision		و-ی
3	Revision	Revision	Lesson 2	ل-بب		ك-تكث
	ا-ض		ه-ا			
4	Revision	ب-ثا	بس-ثط	ثج-بج		Revision
5	یم-ثم	بی-ثی	نبل-یشل	Revision		نبن- بشن
6	ج-بخت	ة-نة	ه-خذ	Revision		ی-تز

Level 1						
Noorani Qaida						
Week	Mon	Tue	Wed	Thu	Fri	Sat
7	س-ظا	ع-ئ	Revision	ف-تمت	Manar Al- Islam	Test
8	Lesson 3	آلَمَصَل	الرَّ-الْمَرَّ	كَهَيْعَصَّ		Revision
	آلَمَ					حَمَّ-عَسَقَّ
9	طه-طسَمَ	طسَّ-يسَّ	صَّ-حَمَّ	Revision		ضَ-طُ
10	ق-نَ	Test	Lesson 4	ق-يُ		ظَا-ةٌ
11	وَ-ظُ	ذ-مُ	Test	Lesson 5	حَا-ءٌ	
				مَا-ذٌ		
12	دَي-لُ	ضَا-لُ	قَا-غُ			Test

Level 1						
Noorani Qaida						
Week	Mon	Tue	Wed	Thu	Fri	Sat
13	Lesson 6	اِذِّنْ-اَنَا	بَخَلَ-جَعَلَ	جَمَعَ-حَشَرَ	Manar Al- Islam	Revision
	أَبَدًا-أَخَذَ					
14	خَشِيَ - رَقِيبَةً	سَرَرْتُ-طَبَقًا	طَوَى-عِنَبًا	غَبَرَةُ-قَرِيءٌ		Revision
15	قَسَمْتُ-كَفَوًا	لَبَدًا-وَجَدَ	وَسَقَ-هَدَى	Test		Lesson 7
16	هَسَّ-هَءِ	Test	Lesson 8	طَا-جِي		وَا-عِي
			بَا-زِي			
17	غَا-وَى	Test	تَوَضَّى	طَوَّحَى		خَوَّيَى
18	Test	Lesson 9	جَاءَ-دَوَّدُ	رَوَيْدًا-طَفَى		Revision
		أَمِنَ-بِهِ				

Level 1						
Noorani Qaida						
Week	Mon	Tue	Wed	Thu	Fri	Sat
19	طغُو - فِيهِ	قَالَ - لَوْحٌ	لَيْسَ - يَوْمٌ	Revision	Manar Al- Islam	يَرَهُ - عَابِدٌ
20	عَائِلًا - اَكْبَدُ	يَخَافُ - سُبَاتًا	سِرَاجًا - طَعَامٌ	Revision		عَذَابًا - لِبَاسًا
21	لِسَانًا - مَفَازًا	مِهْلَدًا - شُهُودٌ	قُعُودٌ - خَيْرٌ	Revision		رَاجِيٌّ - مَجِيدٌ
22	مُحِيطٌ - قَرِيشٌ	عَيْشَةُ - يَوْمَيْنِ	Test	Lesson 10		أَبُ - أَيْ
				أ - أَقْ		
23	Test	Lesson 11	عَبْدًا - نَفْعًا	يُسْرًا - فَانْصَبُ		Revision
		أَنْتَ - ضَبْحًا				
24	وَإِنْ حَرَّ - يَحْسَبُ	يَشْرَبُ - نَشْرَتٌ	نَصَبْتُ - يَنْظُرُونَ	Revision		تَعْبُدُونَ - مُسْعِفَةٌ

Level 1							
Noorani Qaida							
Week	Mon	Tue	Wed	Thu	Fri	Sat	
25	مَقْرَبَةٌ-أَبَوَابًا	مَصْفُوفَةٌ-الْمُعْصِرَاتِ	مَعَ الْعُسْرِ-أَهْلُ الْكِتَابِ	عِنْدَ-الْثَّنَاءِ	Manar Al- Islam	Test	
26	Lesson 12	أَتَّاجُ-اِجْ	Lesson 13	زَوَّجَتْ-إِيَّاكَ		لِلَّهِ-وَالسَّمَاءِ	
	أَبَاتُ-اِثْنَانِ		بَرَزَ-كَذَّبَتْ				
27	Revision	وَالْتَرَاءَيْبُ - فَالْمَدْبَرَاتِ	تُبَلَّى السَّرَّاءُ - الْمُسْتَقِيمُ	Test			Lesson 14
28	وَالصَّيْفُ -لِحُبِّ الْخَيْرِ	إِذَا السَّمَاءُ انْشَقَّتْ - الْخَنَاسِ	Revision	Lesson 15			إِنَّ الَّذِينَ يُرِيدُ
				يَزْكِي -عَلِيُّونَ			
29	Lesson 16	اتَّحَاجُّونِي - الصَّاحَّةُ	فَإِذَا-الْكُبْرَى	Lesson 17	مِنْ رَبِّكَ-وَهَاجًا		
	ضَالًّا-الضَّالِّينَ			جَزَاءً-النَّاسِ			
30	وَأَنْزَلْنَا-الْإِنِّيَّةُ	مَنْ بَخَلَ-اللَّهُمَّ	Revision & Assessment				

Level 2					
Juzz 30					
Week	Mon	Tue	Wed	Thu	Fri
1	An-Nas 1-3	An-Nas 4-6	Al-Falaq 1-5	Al-Ikhlās 1-4	Al-Lahab 1-5
2	An-Nasr 1-3	Al-Kafirun 1-3	Al-Kafirun 4-6	Al Kauthar 1-3	Al Ma'un 1-3
3	Al Ma'un 4-7	Al Quraish 1-4	Al Fil 1-5	Al Humazah 1-4	Al Humazah 5-9
4	Al Asr 1-3	Al Takathur 1-4	Al-Takathur 5-8	Al Qari'ah 1-5	Al-Qari'ah 6-11
5	Al-'Adiyat 1-6	Al-'Adiyat 7-11	Al-Zilzal 1-5	Al-Zilzal 6-8	Al-Bayyinah 1-5
6	Al-Bayyinah 6-8	Al-Qadr 1-5	Al-'Alaq 1-7	Al-'Alaq 8-13	Al-'Alaq 14-19

Level 2						
Juzz 30						
Week	Mon	Tue	Wed	Thu	Fri	Sat
7	At- Tin 1-4	At-Tin 5-8	Al-Inshirah 1-8	Ad-Duha 1-5	Manar Al- Islam	Ad-Duha 6-11
8	Al-Lail 1-10	Al-Lail 11-21	Ash-Shams 1-10	Ash-Shams 11-15		Al-Balad 1-10
9	Al-Balad 11-20	Al-Fajr 1-11	Al-Fajr 12-20	Al-Fajr 21-30		Al-Ghashiyah 1-7
10	Al-Ghashiyah 8-17	Al-Ghashiyah 18-26	Al-'Ala 1-9	Al-'Ala 10-19		At-Tariq 1-8
11	At-Tariq 9-17	Al-Buruj 1-11	Al-Buruj 12-22	Al-Inshiqaq 1-6		Al-Inshiqaq 7-15
12	Al-Inshiqaq 16-25	Al-Mutaffifin 1-10	Al-Mutaffifin 11-20	Al-Mutaffifin 21-29		Al-Mutaffifin 30-36

Level 2					
Juzz 30					
Week	Mon	Tue	Wed	Thu	Fri
13	Al-Infitar 1-8	Al-Infitar 9-19	At-Takwir 1-10	At-Takwir 11-20	At-Takwir 21-29
14	'Abasa 1-18e	'Abasa 19-37	'Abasa 38-42	An-Nazi' at 1-12	An-Nazi' at 13-25
15	An-Nazi' at 26-37	An-Nazi' at 38-46	An-Naba 1-17	An-Naba 18-33	An-Naba 34-40
16	Assessment Level 2				
17					
18					
19					

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
1	Al-Fatiha 1-7	Al-Baqarah 1-5	Al-Baqarah 6-9	Al-Baqarah 10-13	Manar Al- Islam
2	Al-Baqarah 19-20	Al-Baqarah 21-23	Al-Baqarah 24-25	Al-Baqarah 26-27	
3	Al-Baqarah 31-34	Al-Baqarah 35-38	Al-Baqarah 39-42	Al-Baqarah 43-47	
4	Al-Baqarah 52-56	Al-Baqarah 57-59	Al-Baqarah 60	Al-Baqarah 61	
5	Al-Baqarah 67-70	Al-Baqarah 71-74	Al-Baqarah 75-78	Al-Baqarah 79-82	
6	Al-Baqarah 85-88	Al-Baqarah 89-90	Al-Baqarah 91-93	Al-Baqarah 94-97	
					Al-Baqarah 14-18
					Al-Baqarah 28-30
					Al-Baqarah 48-51
					Al-Baqarah 62-66
					Al-Baqarah 83-84
					Al-Baqarah 98-101

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
7	Al-Baqarah 102-104	Al-Baqarah 105-109	Al-Baqarah 110-112	Al-Baqarah 113-116	Manar Al- Islam	Al-Baqarah 117-123
8	Al-Baqarah 124-127	Al-Baqarah 128-132	Al-Baqarah 133-137	Al-Baqarah 138-141		Assessment
9	Al-Baqarah 142-144	Al-Baqarah 145-148	Al-Baqarah 149-154	Al-Baqarah 155-160		Al-Baqarah 161-166
10	Al-Baqarah 167-173	Al-Baqarah 174-176	Al-Baqarah 177-178	Al-Baqarah 179-183		Al-Baqarah 184-186
11	Al-Baqarah 187-188	Al-Baqarah 189-192	Al-Baqarah 193-195	Al-Baqarah 196-197		Al-Baqarah 198-202
12	Al-Baqarah 203-207	Al-Baqarah 208-211	Al-Baqarah 212-214	Al-Baqarah 215-216		Al-Baqarah 217-219

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
13	Al-Baqarah 220-222	Al-Baqarah 223-228	Al-Baqarah 229-230	Al-Baqarah 231-232	Manar Al- Islam	Al-Baqarah 232-234
14	Al-Baqarah 235-236	Al-Baqarah 237-242	Al-Baqarah 243-246	Al-Baqarah 247-248		Al-Baqarah 249-252
15	Al-Baqarah 253-256	Al-Baqarah 257-259	Al-Baqarah 260-264	Al-Baqarah 265-267		Al-Baqarah 268-272
16	Al-Baqarah 273-275	Al-Baqarah 276-280	Al-Baqarah 281-282	Al-Baqarah 283-286		Class Assessment
17	Al - 'Imran 1-7	Al - 'Imran 8-13	Al - 'Imran 17-14	Al - 'Imran 18-23		Al - 'Imran 24-29
18	Al - 'Imran 30-36	Al - 'Imran 37-43	Al - 'Imran 44-49	Al - 'Imran 50-53		Al - 'Imran 54-60

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
19	Al - 'Imran 61-66	Al - 'Imran 67-73	Al - 'Imran 74-79	Al - 'Imran 84-80	Manar Al- Islam	Al - 'Imran 85-91
20	Al - 'Imran 92-99	Al - 'Imran 100-106	Al - 'Imran 107-113	Al - 'Imran 114-120		Al - 'Imran 121-129
21	Al - 'Imran 130-139	Al - 'Imran 140-145	Al - 'Imran 146-152	Al - 'Imran 153-155		Al - 'Imran 156-163
22	Al - 'Imran 164-170	Al - 'Imran 171-177	Al - 'Imran 178-184	Al - 'Imran 185-192		Al - 'Imran 193-200
23	Class Assessment	An-Nisa' 1-5	An-Nisa' 6-10	An-Nisa' 11-12		An-Nisa' 13-17
24	An-Nisa' 18-20	An-Nisa' 21-24	An-Nisa' 25-30	An-Nisa' 31-36		An-Nisa' 37-42

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
25	An-Nisa' 43-48	An-Nisa' 49-54	An-Nisa' 55-62	An-Nisa' 63-70	Manar Al- Islam
26	An-Nisa' 77-82	An-Nisa' 83-87	An-Nisa' 88-93	An-Nisa' 94-100	
27	An-Nisa' 106-115	An-Nisa' 116-122	An-Nisa' 117-134	An-Nisa' 135-140	
28	An-Nisa' 148-155	An-Nisa' 156-163	An-Nisa' 164-171	An-Nisa' 172-176	
29	Al-Ma'idah 1-6	Al-Ma'idah 7-13	Al-Ma'idah 14-20	Al-Ma'idah 21-27	Class Assessment
30	Al-Ma'idah 36-44	Al-Ma'idah 45-50	Al-Ma'idah 51-56	Al-Ma'idah 63-70	Al-Ma'idah 71-77

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
31	Al-Ma'idah 78-82	Al-Ma'idah 83-91	Al-Ma'idah 92-100	Al-Ma'idah 101-106	Al-Ma'idah 107-112
32	Al-Ma'idah 113-120	Class Assessment	Al-An'am 1-10	Al-An'am 11-20	Al-An'am 21-30
33	Al-An'am 31-41	Al-An'am 42-50	Al-An'am 51-58	Al-An'am 59-68	Al-An'am 69-73
34	Al-An'am 74-84	Al-An'am 85-95	Al-An'am 96-103	Al-An'am 104-112	Al-An'am 113-124
35	Al-An'am 125-133	Al-An'am 134-142	Al-An'am 143-150	Al-An'am 151-157	Al-An'am 158-165
36	Class Assessment	Al-A'raf 1-13	Al-A'raf 14-25	Al-A'raf 26-32	Al-A'raf 33-39

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
37	Al-A'raf 40-47	Al-A'raf 48-55	Al-A'raf 56-64	Al-A'raf 65-74	Al-A'raf 75-87
38	Al-A'raf 88-99	Al-A'raf 100-116	Al-A'raf 117-129	Al-A'raf 130-141	Al-A'raf 142-147
39	Al-A'raf 148-155	Al-A'raf 156-162	Al-A'raf 163-171	Al-A'raf 172-181	Al-A'raf 182-189
40	Al-A'raf 190-206	Class Assessment	Al-Anfal 1-10	Al-Anfal 11-19	Al-Anfal 20-28
41	Al-Anfal 29-40	Al-Anfal 41-50	Al-Anfal 51-60	Al-Anfal 61-69	Al-Anfal 70-75
42	Class Assessment	At-Taubah 1-9	At-Taubah 10-20	At-Taubah 21-29	At-Taubah 60-66

Manar Al- Islam

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
43	At-Taubah 38-45	At-Taubah 46-59	At-Taubah 60-66	At-Taubah 67-72	Manar Al- Islam	At-Taubah 73-83
44	At-Taubah 84-93	At-Taubah 94-101	At-Taubah 102-110	At-Taubah 111-119		At-Taubah 120-129
45	Class Assessment	Yunus 1-10	Yunus 11-20	Yunus 21-30		Yunus 31-40
46	Yunus 41-53	Yunus 54-70	Yunus 71-82	Yunus 83-92		Yunus 93-109
47	Class Assessment	Hud 1-6	Hud 7-16	Hud 17-24		Hud 25-35
48	Hud 36-45	Hud 46-60	Hud 61-72	Hud 73-83		Hud 84-92

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
49	Hud 84-92	Hud 93-109	Hud 110-123	Class Assessment	Manar Al- Islam	Yusuf 1-18
50	Yusuf 19-351	Yusuf 36-49	Yusuf 50-60	Yusuf 61-70		Yusuf 71-80
51	Yusuf 81-93	Yusuf 94-104	Yusuf 105-111	Class Assessment		Ar-Ra'd 1-7
52	Ar-Ra'd 8-14	Ar-Ra'd 15-26	Ar-Ra'd 27-37	Ar-Ra'd 38-43		Class Assessment
53	Ibrahim 1-7	Ibrahim 8-14	Ibrahim 15-25	Ibrahim 26-34		Ibrahim 35-41
54	Ibrahim 42-52	Class Assessment	Al-Hijr 1-15	Al-Hijr 16-25		Al-Hijr 26-44

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
55	Al-Hijr 45-60	Al-Hijr 61-79	Al-Hijr 80-99	Class Assessment	Manar Al- Islam	An-Nahl 1-10
56	An-Nahl 11-21	An-Nahl 22-34	An-Nahl 35-45	An-Nahl 46-55		An-Nahl 156-72
57	An-Nahl 73-83	An-Nahl 84-95	An-Nahl 96-108	An-Nahl 109-116		Class Assessment
58	Bani Isra'il 1-10	Bani Isra'il 11-22	Bani Isra'il 23-35	Bani Isra'il 36-50		Bani Isra'il 51-62
59	Bani Isra'il 63-77	Bani Isra'il 78-85	Bani Isra'il 86-98	Bani Isra'il 99-111		Class Assessment
60	Al-Kahf 1-17	Al-Kahf 18-27	Al-Kahf 28-36	Al-Kahf 37-44		Al-Kahf 45-60

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
61	Al-Kahaf 45-60	Al-Kahaf 61-75	Al-Kahaf 76-82	Al-Kahaf 83-101	Al-Kahaf 102-110
62	Class Assessment	Maryam 1-15	Maryam 16-40	Maryam 41-50	Maryam 51-65
63	Maryam 66-98	Class Assessment	Ta Ha 1-24	Ta Ha 25-54	Ta Ha 55-76
64	Ta Ha 77-89	Ta Ha 90-115	Ta Ha 116-135	Class Assessment	Al-Anbiya' 1-29
65	Al-Anbiya' 30-50	Al-Anbiya' 51-75	Al-Anbiya' 76-93	Al-Anbiya' 94-112	Class Assessment
66	Al-Hajj 1-10	Al-Hajj 11-25	Al-Hajj 26-38	Al-Hajj 39-57	Al-Hajj 58-78

Manar Al- Islam

Level 3						
Al Baqarah- Al Mursalat						
Week	Mon	Tue	Wed	Thu	Fri	Sat
67	Al-Mu'minun 1-32	Al-Mu'minun 33-50	Al-Mu'minun 51-92	Al-Mu'minun 93-118	Manar Al- Islam	Class Assessment
68	An-Nur 1-20	An-Nur 21-34	An-Nur 35-57	An-Nur 58-64		Al-Furqan 1-20
69	Al-Furqan 21-44	Al-Furqan 45-77	Class Assessment	Ash-Shu'ara' 1-68		Ash-Shu'ara' 69-100
70	Ash-Shu'ara' 101-159	Ash-Shu'ara' 160-227	Class Assessment	An-Naml 1-31		An-Naml 32-58
71	An-Naml 59-93	Al-Qasas 1-28	Al-Qasas 29-50	Al-Qasas 51-88		Class Assessment
72	Al-'Ankabut 1-22	Al-'Ankabut 23-44	Al-'Ankabut 45-69	Ar-Rum 1-27		Ar-Rum 28-60

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
73	Class Assessment	Luqman 1-34	As-Sajdah 1-30	Class Assessment	Al-Ahzab 1-27
74	Al-Ahzab 28-52	Al-Ahzab 53-73	Saba' 1-21	Saba' 22-54	Class Assessment
75	Fatir 1-26	Fatir 27-45	Ya Sin 1-40	Ya Sin 41-38	Class Assessment
76	As-Saffat 1-74	As-Saffat 75-182	Sad 1-40	Sad 41-88	Class Assessment
77	Az-Zumar 1-41	Az-Zumar 42-75	Al-Mu'min 1-27	Al-Mu'min 28-50	Al-Mu'min 51-85
78	Class Assessment	Ha Mim 1-25	Ha Mim 26-45	Ash-Shura 1-29	Ash-Shura 30-53

Manar Al- Islam

Level 3

Al Baqarah- Al Mursalat

Week	Mon	Tue	Wed	Thu	Fri	Sat
79	Az-Zukhruf 1-45	Az-Zukhruf 46-89	Class Assessment	Ad-Dukhan 1-59	Manar Al- Islam	Al-Jathiya 1-37
80	Al-Ahqaf 1-35	Muhammad 1-38	Class Assessment	Al-Fath 1-29		Al-Hujrat 1-18
81	Qaf 1-35	Ad-Dharyat 1-60	Class Assessment	At-Tur 1-49		An-Najm 1-62
82	Al-Qamar 1-55	Class Assessment	Ar-Rahman 1-78	Al-Waqi'ah 1-96		Al-Hadid 1-22
83	Class Assessment	Al-Mujadilah 1-22	Al-Hashr 1-24	Almumtahanah 1-13 As-Saff 1-14		Al-Jumu'ah 1-11 Al-Munafiqun 1-11
84	Class Assessment	At-Taghabun 1-18 At-Talaq 1-12	At-Tahrim 1-12 Al-Mulk 1-30	Class Assessment		Al-Qalam 1-52

Level 3					
Al Baqarah- Al Mursalat					
Week	Mon	Tue	Wed	Thu	Fri
85	Al-Haqqah 1-52	Al-Ma'arij 1-44	Class Assessment	Nuh 1-28 Al-Jinn 1-28	Al-Muzzammil Al-Muddaththir (1-20, 1-56)
86	Class Assessment	Al-Qiyamah 1-40	Al-Insan 1-31	Al-Mursalat 1-50	Revision
87	Final Assessment				
					Manar Al- Islam

Subject Planner

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Subject Lesson: Level 1					
Week	Mon	Tue	Wed	Thu	Fri Sat
1	Dua of eating and drinking	The concept of Letters حروف، حروف تهجي	هو الذي لا اله الا هو اللهم با عد بيني و بين	Activity Sheet	The concept of Letters حروف، حروف تهجي
2	Adab of eating and drinking	Heavy Letters مفخم حروف	الرحمن الرحيم خطاي كما با عدت		Heavy Letters مفخم حروف
3	Revise dua and adab of eating and drinking	Light Letters مرفق حروف	الملك القدوس بين المشرق و المغرب		Light Letters مرفق حروف
4	Dua of Dressing up	Throat Letters حروف حلقى	السلام المؤمن اللهم تقنى من الخطايا		Throat Letters حروف حلقى
5	Adab of dressing up	The Concept of Word اللفظ	المهيمن العزيز كما ينقى الثوب		The Concept of Word اللفظ

Subject Lesson: Level 1					
Week	Mon	Tue	Wed	Thu	Fri
6	Revise Adab & dua of dressing up	Three Harakahs Short Vowels حركات ثلاثه	المتكبر الخالق الابيض من الدنس	Activity Sheet	Pillars of Islam Roza 1
7	Sleeping and waking duas	Three Harakahs Short Vowels حركات ثلاثه	البارى المصور اللهم اغسل خطاياى		Pillars of Islam Roza 2
8	Sleeping and waking Adab	Harkatain حركاتين	الفجار القهار بالماء والثلج والبرد		Pillars of Islam Zakat 1
9	Revise Sleeping & Waking dua & adab	Harkatain حركاتين	الوهاب الرزاق العليم Revision		Pillars of Islam Zakat 2
10	Duas of Taharah	Three Harakahs Long Vowels حركات ثلاثه	Revision		Pillars of Islam Hajj 1
					Three Harakahs Long Vowels حركات ثلاثه

Subject Lesson: Level 1

Subject Lesson: Level 1						
Week	Mon	Tue	Wed	Thu	Fri	Sat
11	Adab related to Taharah	Three Harakahs Long Vowels حركات ثلاثه	القابض الياسط سيحكك اللهم و بحمدك	Activity Sheet		
12	Dua for Parents	Difference in the pronunciation of Long and Short Vowel	القاهر الموعطى وتبارك اسمك و تعالى جدك			
13	Adab of dealing with Parents	The Concept of Elongation الممد	الوتر السيد ولا اله غيرك	Learning about Islam: Introduction	Learning about Islam: Who is Allah?	The Concept of Elongation الممد
14	Revise Duas & Adabs of Taharah & Parents	The Concept of Elongation الممد	السميع الحكم الرب Revision	Learning about Islam Love and obey Allah		The Concept of Elongation الممد
15	Dua &Adab of Travelling	Leen Letters حروف لين	اللطيف الخبير الحمد لله رب العالمين			Leen Letters حروف لين

Subject Lesson: Level 1					
Week	Mon	Tue	Wed	Thu	Fri
16	Revise all previous Duas & Adabs	Sukoon سكون/جزم	<ul style="list-style-type: none"> الحليم العظيم الرحمن الرحيم 	Activity Sheet	
17	Duas of Gathering	Sukoon سكون/جزم	<ul style="list-style-type: none"> الغفور الشكور مالك يوم الدين 		
18	Adab of Gathering	The Echoing Sound القلقله	<ul style="list-style-type: none"> Revision اياك نعبد و اياك نستعين 	Learning about Islam Following Rasulullah (SAW)	The Echoing Sound القلقله
19	Dua for guest & host	The Echoing Sound القلقله	<ul style="list-style-type: none"> القريب الكبير اهدنا الصراط المستقيم 	Learning about Islam Who is a Muslim?	The Echoing Sound القلقله
20	Adab for guest & host	Tashdeed تشديد	<ul style="list-style-type: none"> الحفيظ المقيت صراط الذين انعمت عليهم 	Learning about Islam Identity of A Muslim	Tashdeed تشديد

Subject Lesson: Level 1					
Week	Mon	Tue	Wed	Thu	Fri Sat
21	Revise duas & adabs of guest and host	Mushadad Letters مشدّد حروف	○ الحبيب المبین ○ غير المغضوب عليهم ولا الضالين	Activity Sheet	
22	Dua for Happiness	The Concept of Nasalization غنة	○ الكريم الرقيب ○ سبحان ربّي العظيم		
23	Adab for Happiness	Huroof-Muqatta' at حروف مقطعات	○ المجدّب الرفیق ○ سبحانک اللهم ربنا		
24	Revision of all duas & adabs	Revision	○ الحكيم الودود المجدید ○ وبحمدک اللهم اغفر لی		
25	Revision	Assessment	○ Revision ○ Revision		
					Learning about Islam Dealing of Muslim with a Non-Muslim
					Learning about Islam Concept of a family
					Learning about Islam Parents/Grand Parents
					Learning about Islam Siblings
					Learning about Islam Our Emotions

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Subject Lesson: Level 2						
Week	Mon	Tue	Wed	Thu	Fri	Sat
1	Dua of Qur'an Recitaion	Nasalisation : Noon Gunnah الغنة : نون غنة	○ الشافي الشهيد ○ سمع الله لمن حمده	○ الحق الوكيل ○ ربنا ولك الحمد	Learning about Islam Anger Management	Nasalisation : Noon Gunnah الغنة : نون غنة
2	Adab of Qur'an Recitation	Nasalisation : Meem Gunnah الغنة : ميم غنة	○ القوي الولي ○ حمداً كثيراً	○ الحميد الجميل ○ طيباً مباركاً فيه	Learning about Islam Gratitude	Nasalisation : Meem Gunnah الغنة : ميم غنة
3	Dua related to Ramadhan	The Echoing Sound القلقلة	○ الاعلى النصير ○ سبحان ربى الاعلى	○ المحيي المميت ○ اللهم اغفرلى وارحمنى واجبرنى	Learning about Islam Environment Cleanliness	The Echoing Sound القلقلة
4	Adab related to Ramadhan	The Concept of Elongation المدة	○ الحبي الحاسب ○ وارفعنى واهدنى وعافنى والرزقنى	○ الماجد الواحد ○ التجليات لله والصلوات والطيبات السلام عليك	Learning about Islam Cleanliness of Heart	The Concept of Elongation المدة
5	Revise Dua & Adab learnt	Rules of Alif احكام الألف	○ الاحد الصمد ○ ايها النبى ورحمته الله وبركاته	○ القادر المقتدر ○ السلام علينا وعلى عباد الله الصالحين	Learning about Islam Who is the best in Allah's eyes?	Rules of Alif احكام الألف

Subject Lesson: Level 2						
Week	Mon	Tue	Wed	Thu	Fri	Sat
6	Dua for Sick	Rules of Ra احكام الراء	Revision اشهد ان لا اله الا الله واشهد ان محمدا عبد له ورسوله	المقدم الاول الاخر Revision	Learning about Islam Social Status	Rules of Ra احكام الراء
7	Adab for sick	Rules of Laam احكام اللام	الظاهر الباطن اللهم صل على محمد وعلى ال محمد	الواسع الوالى المتعالى كما صليت على ابراهيم وعلى ال ابراهيم	Learning about Islam Social Status	Rules of Laam احكام اللام
8	Dua for Sadness	Leen Letters حروف لين Ya Leen	البر التواب الدّيان انك حميد مجيد	العفو الرؤوف اللهم بارك على محمد وعلى ال محمد	Learning about Islam Simplicity	Leen Letters حروف لين Ya Leen
9	Adab for sadness	Leen Letters حروف لين Wow Leen	الجوّاد الحنان كما باركت على ابراهيم	المنّان الطيّب وعلى ال ابراهيم انك حميد مجيد	Learning About Islam QUIZ	Leen Letters حروف لين Wow Leen
10	Revise Dua & Adab learnt	Concept of the Merging الادغام	الجامع الغنى اللهم انى ظلمت نفسى ظلمنا كثيرا	الحقّيّ السّيّر ولا يغفر الذنوب الا انت	Iman-e- Muffassal: Intro Lesson	Concept of the Merging الادغام

Subject Lesson: Level 2						
Week	Mon	Tue	Wed	Thu	Fri	Sat
11	Dua for Friday	Concept of the Merging الادغام	Revision ○ فاغفر لي مغفرة من عندك	○ المحسن النور ○ وارحمني انك انت الغفور الرحيم	Iman-e-Muffassal Belief in Allah1	Concept of the Merging الادغام
12	Adab for Friday	Concept of <i>Ikhfa</i> الاخفاء	○ الهادي البديع ○ Revision	○ الباقي الوارث ○ اللهم اهدني فيمن هديت	Iman-e-Muffassal Belief in Allah 2	Concept of <i>Ikhfa</i> الاخفاء
13	Duas for talking & Meeting	Concept Of <i>Izhaar</i> اظهار	○ المحيط السبوح ○ و عافني فيمن عافيت ○ وتولني فيمن توليت	Revision from ○ هو الذي - الشكور ○ وبارك لي فيما اعطيت ○ وفني شر ما قضيت	Iman-e-Muffassal Belief in Malaikah 1	Concept Of <i>Izhaar</i> اظهار
14	Adab for Talking & Meeting	The Elongated Letters حروف المدة	Revision from ○ القريب - المقتر ○ فانك تقضي عليك ○ ولا يقضي عليك	Revision from ○ المقدم - السبوح ○ انه لا يبدل من واليت ○ ولا يغزو من عادي	Iman-e-Muffassal Belief in Malaikah2	The Elongated Letters حروف المدة
15	Revision	Ways to start reciting Surahs	○ Complete Revision ○ تباركت ربنا وتعاليت ○ نستغفر ك ونوب عليك	Revision Complete Salah	Iman-e-Muffassal Belief in Books 1	Ways to start reciting Surahs

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
1	Dua of Gathering	Manners of Recitation آداب تلاوت	Quiz	Calligraphy	Iman-e-Muffassal Belief in Books 2	Manners of Recitation آداب تلاوت
2	Adab of Gathering	The obligation of Tajweed فضيلت	Husn e Akhlaq: Definition of Akhlaq		Iman-e-Muffassal Belief in Prophets 1	The obligation of Tajweed فضيلت
3	Dua for Masjid & Salah	Common Errors in Tajweed لحن	Husn e Akhlaq: Gentleness 1		Iman-e-Muffassal Belief in Prophets 2	Common Errors in Tajweed لحن
4	Adab for Masjid & Salah	The Shamsiyyah & Qamriyah Letters حروف الشمسيه و القمرية	Husn e Akhlaq: Gentleness 2		Iman-e-Muffassal Belief in Hereafter 1	The Shamsiyyah & Qamriyah Letters حروف الشمسيه و القمرية
5	Revision	The Places of Articulation مخارج الحروف	Learn Hadith related to Gentleness		Iman-e-Muffassal Belief in Hereafter 2	The Places of Articulation مخارج الحروف

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
6	Dua of Graveyard	The Places of Articulation مخارج الحروف	Revise Hadith related to Gentleness	Calligraphy	Iman -e -Muffassal Belief in Qadr	The Places of Articulation مخارج الحروف
7	Adab of Graveyard	The Places of Articulation مخارج الحروف	Husn e Akhlaq: Quarrel 1		Iman -e -Muffassal Belief in Life after Death	The Places of Articulation مخارج الحروف
8	Revise Dua & Adab of Graveyard	The Places of Articulation مخارج الحروف	Husn e Akhlaq: Quarrel 2		Qasas Al Anbiyah: Importance of Prophethood	The Places of Articulation مخارج الحروف
9	Revision	Letters of same origin	Learn Hadith related to Quarrel		Qasas Al Anbiyah: Hazrat Adam (AS)	Letters of same origin
10	Assessment/ Quiz	Letters of same sound	Revise Hadith related to Quarrel		Qasas Al Anbiyah: Hazrat Nuh (AS)	Letters of same sound

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
11	Morning Evening Dua سبحان الله وبحمده...	Rules of Noon Sakinah & Tanween Izhar الظهار	Husn e Akhlaq: Patience 1	Calligraphy	Qasas Al Anbiyah: Hazrat Hud (AS)
12	سبحان الله وبحمده...	Rules of Noon Sakinah & Tanween Idgham الادغام	Husn e Akhlaq: Patience 2		Rules of Noon Sakinah & Tanween Idgham الادغام
13	Revision	Rules of Noon Sakinah & Tanween Ikfha الاخفاء	Learn Hadith related to Patience		Rules of Noon Sakinah & Tanween Ikfha الاخفاء
14	اللهم صل وسلم...	Rules of Noon Sakinah & Tanween Iqlab الاقلاب	Revise Hadith related to Patience		Rules of Noon Sakinah & Tanween Iqlab الاقلاب
15	اللهم صل وسلم...	Revision Rules of Noon Sakinah & Tanween	Revision of all the Hadith learnt		Revision Rules of Noon Sakinah & Tanween

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
16	الله لا اله الا ...	Rules of Meem Sakinah Izhar Shafawi الاظهار الشفوى	Husn e Akhlaq: Injustice 1	Calligraphy	Qasas Al Anbiyah: Hazrat Musa (AS)
17	الله لا اله الا ...	Rules of Meem Sakinah Idgham Shafwi الادغام الشفوى	Husn e Akhlaq: Injustice 2		Rules of Meem Sakinah Idgham Shafwi الادغام الشفوى
18	الله لا اله الا ...	Rules of Meem Sakinah Ikhfaa Shafwi الاخفاء الشفوى	Learn Hadith related to Injustice		Rules of Meem Sakinah Ikhfaa Shafwi الاخفاء الشفوى
19	الله لا اله الا ...	Revision Rules of Meem Sakinah	Revise Hadith related to Injustice		Revision Rules of Meem Sakinah
20	Revision	Rules of Assimilation Identical Letters ادغام متماثلين	Husn e Akhlaq: Modesty 1		Lessons from Seerah: Intro Class
					Rules of Assimilation Identical Letters ادغام متماثلين

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
21	اللهم بك أصبحنا...	Rules of Assimilation Same Places of Articulation ادغام متجانسين	Husn e Akhlaq: Modesty 2	Calligraphy	Lessons from Seerah: Arab Society & Rasulullah (SAW)	Rules of Assimilation Same Places of Articulation ادغام متجانسين
22	اللهم بك أصبحنا...	Rules of Assimilation Close Places of Articulation ادغام متقاربين	Learn Hadith related to Modesty		Lessons from Seerah: Birth of Rasulullah (SAW)	Rules of Assimilation Close Places of Articulation ادغام متقاربين
23	Revision	Revision Rules of Assimilation	Revise Hadith related to Modesty		Lessons from Seerah: Rasulullah (SAW) as a young man	Revision Rules of Assimilation
24	اللهم فاطر السموات...	Rules of Madd Madd Muttasil مَد متصل	Husn e Akhlaq: Gathering 1		Lessons from Seerah: Rasulullah (SAW) ki Dawat e Khandan	Rules of Madd Madd Muttasil مَد متصل
25	اللهم فاطر السموات...	Rules of Madd Madd Munfasil مَد منفصل	Husn e Akhlaq: Gathering 2		Lessons from Seerah: Boycott of Rasulullah (SAW)	Rules of Madd Madd Munfasil مَد منفصل

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
26	Revision	Rules of Madd Madd Lazim مَدِّ لَازِم	Learn Hadith related to Gathering	Calligraphy	Lessons from Seerah: Story of M'iraj	Rules of Madd Madd Lazim مَدِّ لَازِم
27	اصبحنا على فطرة الاسلام... ...الاسلام	Rules of Madd Madd Aaridh مَدِّ عَارِض	Revise Hadith related to Gathering		Lessons from Seerah: Bait e Aqbah	Rules of Madd Madd Aaridh مَدِّ عَارِض
28	اصبحنا على فطرة الاسلام... ...الاسلام	Rules of Madd Madd Tabee' مَدِّ طَبِيعِي	Revise all Hadith learnt		Lessons from Seerah: Hijrah	Rules of Madd Madd Tabee' مَدِّ طَبِيعِي
29	Revision	Rules of Madd Madd Ewd مَدِّ عَوْض	Assessment/Quiz		Lessons from Seerah: Mawakhat & Masjid e Nabwi	Rules of Madd Madd Ewd مَدِّ عَوْض
30	اللهم ما اصبح... ...	Rules of Madd Madd Badal مَدِّ بَدَل	Husn e Akhlaq: Trustworthiness 1		Lessons from Seerah: Battle of Badr	Revision Rules of Madd

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
31	اللهم ما اصبحت...	Madd Lazim Kalmi Muthaqqal كلمى مثقل	Husn e Akhlaq: Trustworthiness 2	Calligraphy	Lessons from Seerah: Battle of Uhad
32	اللهم انى اصبحت...	Madd Lazim Kalmi Mukhaffaf كلمى مخفف	Learn Hadith		Lessons from Seerah: Battle of Ditch
33	اللهم انى اصبحت...	Madd Lazim Harfi Muthaqqal حرفى مثقل	Revise Hadith		Lessons from Seerah: Hudaibiya Pact
34	اللهم انى اصبحت...	Madd Lazim Harfi Mukhaffaf حرفى مخفف	Husn e Akhlaq: Responsibility 1		Lessons from Seerah: Conquest of Makkah
35	اصبحنا و اصبحت الملك ...	Revision	Husn e Akhlaq: Responsibility 2		Lessons from Seerah: Meeting Delegations
					Revision

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
36	اصبحنا و اصبح الملك ...	Madd Leen Lazim مد لين لازم	Learn Hadith	Calligraphy	Lessons from Seerah: Last Days of Rasulullah (SAW)	Madd Leen Lazim مد لين لازم
37	اصبحنا و اصبح الملك ...	Madd Leen Aaridh مد لين عارض	Revise Hadith		Lessons from Seerah: A day with Rasulullah (SAW)	Madd Leen Aaridh مد لين عارض
38	رضيت بالله ..	Rules of Hamzah Hamzah Wasl همزة وصل	Husn e Akhlaq: Anger 1		Lessons from Seerah Sahaba and following of Sunnah	Rules of Hamzah Hamzah Wasl همزة وصل
39	اصبحنا و اصبح الملك ...	Rules of Hamzah Hamzah Qath همزة قطع	Husn e Akhlaq: Anger 2		QUIZ	Rules of Hamzah Hamzah Qath همزة قطع
40	اصبحنا و اصبح الملك ...	Revision	Learn Hadith		Sirat-e-Mustaqeem: Qur'an; A Book of guidance	Revision

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
41	اصبحنا و اصبح الملك ...	Rules of Stopping احكام الوقف	Revise Hadith	Calligraphy	Sirat-e-Mustaqeem: Alhamdulillah	Rules of Stopping احكام الوقف
42	Revision	Rules of Stopping احكام الوقف	Husn e Akhlaq: Well wishing 1		Sirat-e-Mustaqeem: Sirat-e-Mustaqeem	Rules of Stopping احكام الوقف
43	اعوذ بكلمات الله..	Revision Rules of Stopping	Husn e Akhlaq: Well wishing 2		Sirat-e-Mustaqeem: Muttaqi	Revision Rules of Stopping
44	بسم الله الذى....	Rules of Sakta احكام سكنة	Learn Hadith		Sirat-e-Mustaqeem: Healthy and sick heart	Noon Qutni نون قطنى
45	بسم الله الذى....	Amala حكم اماله	Revise Hadith		Sirat-e-Mustaqeem: Jannah	Revision

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
46	اللهم عافني في بدني...	Characteristics of Letters Permanent Qualities without opposites : Qalqlah القلقله	Revise all Hadith learnt	Calligraphy	Allah made sky the roof and earth floor for us
47	اللهم عافني في بدني...	Characteristics of Letters Permanent Qualities without opposites : As-Safeer الصفير	Revision		Sirat-e-Mustaqeem: Mosquito
48	اللهم اني اعوذ بك من الكفر....	Characteristics of Letters Permanent Qualities without opposites : Al-Leen اللين	Assessment/Quiz		Sirat-e-Mustaqeem: Man; Allah's khalifa on earth
49	اللهم اني اعوذ بك من الكفر....	Characteristics of Letters Permanent Qualities without opposites : Al-Inhiraf الانحراف	Asma e Surah		Sirat-e-Mustaqeem: Arrogance of Shaitan
50	Revision	Revision	Asma e Surah		Sirat-e-Mustaqeem: Allah is Tawab ur Raheem
					Revision

Subject Lesson: Level 3

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
51	يا حيي يا قيوم	Characteristics of Letters Permanent Qualities without opposites : At-Takreer التكرير	Asma e Surah	Calligraphy	Sirat-e-Mustaqeem: No worry No fear	Characteristics of Letters Permanent Qualities without opposites : At-Takreer التكرير
52	يا حيي يا قيوم	Characteristics of Letters Permanent Qualities without opposites : At-Tafasshy التفشي	Asma e Surah		Sirat-e-Mustaqeem: Our Promise with Allah	Characteristics of Letters Permanent Qualities without opposites : At-Tafasshy التفشي
53	اللهم انت ربي	Characteristics of Letters Permanent Qualities without opposites : Istitaalah الاستطالة	Asma e Surah		Muslim Heroes: Hazrat Mohammad (SAW)	Characteristics of Letters Permanent Qualities without opposites : Istitaalah الاستطالة
54	اللهم انت ربي ...	Revision	Dua e-Qanoot		Muslim Heroes: Hazrat Abu Bakr (RA)	Revision
55	اللهم انت ربي ...	Characteristics of Letters Permanent Qualities with opposites : Jahr-Hams الجههر الهمس	Dua e-Qanoot		Muslim Heroes: Hazrat Umer (RA)	Characteristics of Letters Permanent Qualities with opposites : Jahr-Hams الجههر الهمس

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
					Sat
56	Revision	Characteristics of Letters Permanent Qualities with opposites : Rakhwa-Tawassut-Shiddah الشدة الرخاوة	Dua e-Qanoot	Calligraphy	Muslim Heroes: Hazrat Usman (RA)
57	اللهم انى اسأ لك العافية	Characteristics of Letters Permanent Qualities with opposites : Isti'laa-Istifaaal الاستعلاء الاستفلا	Revise Dua e Qanoot		Characteristics of Letters Permanent Qualities with opposites : Isti'laa-Istifaaal الاستعلاء الاستفلا
58	اللهم انى اسأ لك العافية	Revision	Dua Istikhara		Revision
59	اللهم انى اسأ لك العافية	Characteristics of Letters Permanent Qualities with opposites : Itbaaq-Infithah الاطباق الانفتاح	Dua Istikhara		Characteristics of Letters Permanent Qualities with opposites : Itbaaq-Infithah الاطباق الانفتاح
60	حسبى الله لا اله الا هو ...	Characteristics of Letters Permanent Qualities with opposites : Idhlaq-Ismaat الاذلاق الاصمات	Dua Istikhara		Characteristics of Letters Permanent Qualities with opposites : Idhlaq-Ismaat الاذلاق الاصمات

Subject Lesson: Level 3						
Week	Mon	Tue	Wed	Thu	Fri	Sat
61	حسبى الله لا اله الا هو ...	Revision	Dua Istikhara	Calligraphy	Muslim Heroes: Hazrat Abu Hurairah (RA)	Revision
62	Revision	Mushaddad Noon and Meem احكام الميم و النون المشد دتين	Dua Istikhara		Muslim Heroes: Hazrat Khalid bin Waleed (RA)	Mushaddad Noon and Meem احكام الميم و النون المشد دتين
63	لا اله الا الله وحده	Rules of Laam احكام اللام	Revise Dua Istikhara		Muslim Heroes: Hazrat Mua'sab bin Umair (RA)	Rules of Laam احكام اللام
64	لا اله الا الله وحده ...	Rules of Laam احكام اللام	Funeral Dua		Muslim Heroes: Hazrat Fatima (RA)	Rules of Laam احكام اللام
65	سبحان الله وبحمده	Rules of Ra احكام الراء	Funeral Dua		Muslim Heroes: Hazrat Ume Aiman	Rules of Ra احكام الراء

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
66	Revision	Rules of Alif احكام الألف	Funeral Dua	Calligraphy AL-HUDA INTERNATIONAL WELFARE FOUNDATION	Muslim Heroes: Children Sahabah Rules of Alif احكام الألف
67	Revision	Rules of Silah احكام الصلّة	Funeral Dua		A Day in the life of Rasulullah (SAW) Rules of Silah احكام الصلّة
68	Assessment Duas	Rules of Silah احكام الصلّة	Revision Funeral Dua		Revision Surah Kahaf Intro Lesson
69	Invocations for Protection اللهم انى اعوذ بك من العجز... والممات	Practice From Qur'an	Revision		Practice From Qur'an Surah Kahaf Lesson 1
70	اللهم انى اعوذ بك من العجز... والممات	Practice From Qur'an	Assessment		Practice From Qur'an Surah Kahaf Lesson 2

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
71	Revision	Assessment Tajweed Rules	اللهم انى اعوذ بك ... من جهد البلاء...	Calligraphy	Surah Kahaf Lesson 3
72	اللهم انى اعوذ بك ... من جهد البلاء...	Revision	اللهم انى اعوذ بك ... من علم لا ينفع...		Surah Kahaf Lesson 4
73	اللهم انى اعوذ بك ... من علم لا ينفع...	اللهم انى اعوذ بك ... من علم لا ينفع...	Revision		Surah Kahaf Lesson 5
74	اللهم انى اعوذ بك ... من زوال نعمتك...	اللهم انى اعوذ بك ... من زوال نعمتك...	اللهم انى اعوذ بك ... من زوال نعمتك...		Surah Kahaf Lesson 6
75	اللهم انى اعوذ بك ... من شر ما علمت...	اللهم انى اعوذ بك ... من شر ما علمت...	Revision		Surah Yusuf Lesson 1
					Revision 30 Para

Subject Lesson: Level 3					
Week	Mon	Tue	Wed	Thu	Fri
76	اللهم انى اعوذ بك ... من شر سمعى...	اللهم انى اعوذ بك ... من شر سمعى...	Revision	Calligraphy	Surah Yusuf Lesson 2
77	اللهم انى اعوذ بك ... من البرص...	اللهم انى اعوذ بك ... من البرص...	اللهم انى اعوذ بك ... من منكرات الاخلاق...		Surah Yusuf Lesson 3
78	اللهم انى اعوذ بك ... من منكرات الاخلاق...	Revision	اللهم انى اعوذ بك ... من الجوع...		Surah Yusuf Lesson 4
79	اللهم انى اعوذ بك ... من الجوع...	..اللهم انى اعوذ بك ... من التردى...	..اللهم انى اعوذ بك ... من التردى...		Surah Yusuf Lesson 5
80	..اللهم انى اعوذ بك ... من التردى...	Revision	اللهم انى اعوذ بك ... من يوم السوء...		Surah Yusuf Lesson 6 contd...
Revision					30 Para

After the Class

Following are the tasks that need to be organized for each class:

Assessment	<ul style="list-style-type: none">• Monthly report• Assessment Tajweed Teacher• Certificate criterion and assessment of students
Meetings	<ul style="list-style-type: none">• Teachers• PTM• Head Office

Assessment

Monthly report (copy attached)

Reporting system helps in developing relationship with mother organization, and also getting upto date information, along with issue solving.

- A 3-monthly report should be sent to HB Coordinator in head office.
- A copy of report format should be obtained, and further copies made out of it.
- Report can be sent as soft or hard copy.
- If class is continuing on same pace with no change, then short report can be passed verbally over phone too.

Assessment of Tajweed of teacher: (Attached)

Assessment of Tajweed teacher will be done after every three months for improvement. She should regularly listen to an authentic Qari and also read to a colleague to find out the weak areas.

Certificate criterion and assessment of student

Student assessment can be done by not only listening to daily lesson, but also once in a while listening to previous lesson. Various methodologies used can be:

Surprise test – Quiz / verbal / written

verbal : Questions prepared – asked randomly

written: making proper test papers and checking them.

Checking copies made too.

Exam Procedure :

- Attendance 5%
- Calligraphy 5%
- Test of Qur'an 60%
- Rule application 20%
- Duas 10%

Listen- with patience and focus what mistake they normally do

While marking student, keep in mind following:

- **Level of the student:** How long one can read in one stretch
- **Age and status:** Deal with students with good manners that suits their age and status, cannot assess everyone in a same ways

Meetings

Teachers (weekly)

Regular staff meetings are important for the personal growth of staff and team bonding.

- For the first few weeks of starting the course, meetings should be held more frequently and as needed.
- This meeting should be attended by all members of Miftah Al-Qur'an team.

Following important points should be kept in mind while holding meeting:

- Agenda should be set for each meeting, this helps keep all on track.
- Punctuality should be maintained along with marking of staff attendance.
- Write down all important points, with proper job delegation.
- All important decisions to be made with mutual consultation (mashwarah).
- Apart from student and class management issues, reading material should be introduced and encouraged for further grooming of all staff.

Teacher must take interest in learning about all skills required for being part of Miftah Al-Qur'an class. This includes: Tajweed methodology, understanding children, discipline techniques, communication skills.

PTM

Initial monthly, then, every three months.

Administrative work:

1. Make parents aware of meeting dates and goals.

- Announce dates and times repeatedly: -- Send note at home, announce repeatedly in class.
- Provide meeting information in simple language, so as to reach all parents.
- Wherever possible, include information on meeting agenda and the reasons parental attendance is important. Send home personal letters to notify.
- Outline an agenda that will interest them and emphasize the importance of the meeting for their child's Qur'an performance.

2. Make it as easy as possible for every parent to attend the meeting.

- Develop a convenient schedule for parents to attend.
- Consider scheduling 15 minute sessions per parent, and set aside additional time so teachers can schedule longer meeting as needed.
- Encourage parents in every possible way to attend.
- Talk to the admin about providing refreshments and comfortable seating arrangement.
- Let parents know what services will be provided.

3. Prepare teachers to conduct successful meetings.

- Provide teachers with in-service training on conducting successful meeting.
- Provide teachers with information and skills for dealing with a variety of parent-related issues.
- Make sure teachers are familiar with institute policies for dealing with parent-related issues.

Teachers work:

Teachers can also help increase parental attendance:

- Base the length of the meeting on the needs of the students. If necessary, schedule separate meeting with parents you think might

require more time.

- Telephone parents who do not respond and encourage them to attend.
- Send home reminders one week before the meeting.
- Contact parents who do not show up and try to reschedule.

Make it possible for all parents to get the maximum benefit from the meeting.

Some questions that can help make meeting fruitful

1. What are your goals for the student this year?
2. What specific concerns do you have about your student's academic progress or behaviour?
3. What general questions do you have about classroom curriculum, standards, evaluation techniques, or procedures?
4. What questions or concerns does a student have about institute?
5. Does student have any health problems that might affect his or her behaviour or academic progress?
6. Is student dealing with any personal or family issues that might affect his or her behaviour or academic progress?
7. Does parent want the teacher to know anything about the student?

Some concerns that parents can have, and teacher should be mentally prepared to answer these questions:

1. How is my child doing in class?
2. How does my child's work compare to the work of other students?
3. Is my child working up to her ability?
4. What goals have you set for my child this year? Do you anticipate that my child will meet those goals? Why or why not?
5. What programs are available if my child needs extra help?
6. Has my child missed any classes or failed to complete any assignments?
7. Does my child participate in class discussions and activities?
8. How well does my child get along with others?
9. What concerns do you have about my child's behaviour or academic progress?

Plan ahead for a pleasant and productive meeting.

- Create a comfortable and private physical environment. Include adult-sized seating, paper and pens so parents can take notes, and an area large enough to spread the student's work out so parents can examine it.

- Prepare a folder with samples of the student's work and a list of the student's current grades.
- Know exactly what you will say and what questions you will ask. Be prepared to cite specific examples when expressing concern about the student's work or behaviour. Try to anticipate parental reaction and be prepared to respond calmly and appropriately.
- Use the form below for the purpose, and fill it up at least a week before meeting and discuss with Miftah Incharge:

Student's Name	
Group	Ph.No
Attendance	
Behaviour	
Learning	
Comments by Parents	
Help for parents	

Meeting time:

Getting parents to attend the PTM is only half the battle however. Once they've arrived, you have to make it clear that their involvement is vital to their child's success. Some necessary steps:

- Dress professionally.
- Start every meeting on time.
- Make it clear to parents that you like their child.
- Remain calm and positive.

- Listen carefully and reflectively.
- Emphasize a spirit of collaboration and cooperation.

Make each meeting a productive experience as well as a pleasant one.

- Welcome parents at the door and thank them for coming.
- Establish rapport by sharing an anecdote about the student or by inquiring about an activity the student takes part in outside institute.
- Mention the student's strengths first.
- Briefly discuss the student's progress in each subject area and show examples of the student's work.
- Briefly discuss the student's behavior, work habits, and social skills.
- Devote half the meeting to the parents' concerns. Invite parents to share their thoughts and suggestions about the student and encourage them to ask additional questions about their child's progress.
- Set two or three immediate goals for the student and work with the parents to create a plan for meeting those goals.
- Take a few minutes to make personal notes about the meeting. If you agreed to follow up on a particular issue, note it on your calendar.

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The Obligation of Reciting the Qur'an with Tajweed

It is obligatory to recite the Qur'an with Tajweed, as Allah swt says - interpretation of the meaning:

"...and recite the Qur'an (aloud) in a (slow and melodious) style (tarteela)" [Al Muzzammil 73:4]

Ali ibn Abi Talib radhi Allahu 'anhu said in the explanation of this aayah: "at-Tarteel is Tajweed of the letters and knowing where to stop i.e correctly". [An-Nashr of Ibn al-Jazari 209:1]

"Those to whom we gave the Book recite it as it should be recited (Yatlunahu Haqqa Tilawatihi) they are the ones who believe therein. And whoso disbelieve in it, those are they who are the losers." [Al Baqarah 2: 121]

Abu Al-'Aliyah said that Ibn Mas'ud said, "By He in Whose Hand is my soul! The right Tilawah is allowing what it makes lawful, prohibiting what it makes unlawful, *reciting it as it was revealed by Allah*, not changing the words from their places, and not interpreting it with other than its actual interpretation." [Tafsir Ibn Kathir]

There are various Prophetic narrations also showing us the importance of Tajweed. Umm Salamah radhi Allahu 'anha was asked about the recitation of the Prophet salallahu 'alayhi wa sallam and she described it as a recitation:

"Clearly-distinguished, letter by letter". [Tirmidhi]

Sa'eed bin Mansoor relates in his Sunan that a man was reciting the Qur'an to Abdullah bin Mas'ood and he recited:

"Innamas sadaqaatu lil fuqara-i wal masaakeen", so Ibn mas'ood said: "This was not how the Messenger of Allah (salallaahu 'alayhi wa sallam) recited it to me!" So the man asked, "How did he read it to you oh Aba Abdir-Rahman?" So he said "Lil Fuqaraaaa-i wal masaakeen", he elongated the word Fuqaraa and the knowledge of the different lengths of elongation (mudood) is also from the rules of Tajweed.

Revelation of Qur'an with Tarteel is from Allah Ta'alah:

The two objectives mentioned in Surah Al Furqan 32-33 for this gradual recitation/Tarteel is:

1. To strengthen the heart of the Prophet Peace and Blessings be upon Him
2. To reveal the Truth and properly explaining it whenever disbelievers come with an argument

Ibn al-Jazari rahimahullah said:

“Whoever is able to read the words of Allah with correct Arabic pronunciation but he deliberately pronounces it incorrectly like a non-Arab, out of arrogance, stubbornness and complacency, or because he is too proud to go to a scholar who could help him to correct his pronunciation, is undoubtedly falling short and sinning and being dishonest.”

The Messenger of Allah salallahu 'alayhi wa sallam said:

“Religion is sincerity: to Allah, to His Book, to His Messenger, and to the leaders of the Muslims and their common folk.”

But if a person's tongue will not obey him or he cannot find someone to teach him the correct pronunciation, then Allaah does not burden any soul beyond its scope.”[End quote from al-Nashr fi'l-Qiraa'at al-'Ashr, 1/299]

Few Points to know

PRINCIPLES OF TAJWEED

One who wishes to learn a science needs to know its principles so that he will gain insight into the sought science. There are several principles in the science of tajweed that should be understood:

1. DEFINITION: By linguistic definition: Betterment

Applied definition: Articulating every letter from its articulation point and giving the letter its rights and dues of characteristics.

Rights of the letters are its required characteristics that never leave it. The dues of the letters are its presented characteristics that are present in it some of the time, and not present at other times. i.e. the madd, idgham

2. FORMATION: The words of the Glorious Qur'an and some said Honorable Hadiths also.

3. FRUITS: It is preserving the tongue from mistakes in pronunciation of the Glorious Qur'an during reading.

4. PRECEDENCE: It is one of the most honored of sciences and one of the best of them due to its relation to Allah's words.

5. PLACE WITHIN SCIENCES: It is one of the Islamic Law sciences that are related to the Glorious Qur'an.

6. FOUNDER: The rule setter from the practical point of view is the Messenger of Allah because the Qur'an was revealed to him from Allah, the most High, with tajweed, and he, was instructed on it from the Trustworthy, Jibreel, peace be upon him, and taught it to his companions, who then taught it to their followers and so on until it came to us by these chains. The rule setters from the scientific point of view are the scholars of Qur'anic sciences, such as Abu 'Ubaid Al-Qasim bin Sallaam.

7. PRECEPT: Knowledge of tajweed is fardh kifayaah, meaning some of the Muslim community must know it, and its application is fardh 'ain, required by all Muslims (men and women) who have the complete Qur'an or part of it memorized, even if only one surah.

8. REASON FOR RULES: Guarding the Glorious Qur'an and preserving it from distortion. The Arabs mixed with non-Arabs after the spread of Islam, and the Muslims feared that the Arab tongue would become corrupted with this intermixing. It then became mandatory for rules to be put down that would preserve the recitation of the Qur'an from mistakes, and guarantee the reader of the Qur'an integrity of pronunciation.

9. PRINCIPLES: The knowledge of tajweed is contingent on four matters:

- I. Knowledge of the articulation points of the letters
- II. Knowledge of the characteristics of the letters
- III. Knowledge of what rules change in the letters due to the order of letters
- IV. Exercising the tongue and a lot of repetition

(www.abouttajweed.com)

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ATTACHMENTS

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Admission Form

Girl/Boy Name: -----

Age: -----

Education: -----

Address:-----

Phone No: -----

Rules and Regulation

It is requested to the parents to please follow the rules and regulations for the children's training and education:

- Send your child in time. If a child will come 15 minutes late he/she will be sent back.
- If there will be more than three leaves the name will be struck off. So do avoid taking too many leaves. If necessary/ urgent mother will come to talk .
- Let your children come in neat and clean uniform, girls uniform is white Daputta (scarf) boys (uniform) having to wear white caps.
- Make your child revise the lesson at least three times. Do read their dairy daily and sign it at the end of month. The name will be struck off if the diary is not signed.
- If parents want to talk to the teacher they should come 15minutes earlier than the class or write it on the dairy.
- For children's best education and training children should be under the super vision of the teacher and unnecessary complaints of the parents will not be entertained.
- Teacher's respect and honour will be the first priority.

Note:

- Parents are requested to follow the above rules. Otherwise institute and teachers will not be responsible if their children's name will be expelled/cancelled.

Grouping And Levels

Level 1					
Status	Previous Knowledge		Stage	Group	Syllabus
coming for the first time to any Quran class	Nothing		Have to start	1	Noorani Qaida from the beginning
Is on Noorani Qaida	First half	Unable to differentiate the letters and sounds	Restart for the recognition and right pronunciation		
		Can differentiate letters and sounds	Move forward	2	First Half of Noorani Qaida
	Second half	Cannot read Properly	Read first half again		
		Read clearly	Move on	3	Second Half of Noorani Qaida
Level 2					
Status	Previous Knowledge		Stage	Group	Syllabus
Finished Noorani Qaida	Qaida		Have to start the Qur'an	1	30th Juzz from the end
Is on 30th Juzz	Second Half	Unable to read properly	Restart the Qur'an for the right pronunciation		
		Good pronunciation	Move Forward	2	Second half of 30th Juzz
	First Half	Cannot read properly	Read second half again		
		Read clearly	Move on	3	First half of 30th Juzz

Level 3							
Status	Previous Knowledge			Stage	Gr	Strategy	Syllabus
Done 30th Juzz	30th Juzz			Have to start the Qur'an	1	Teaching	Al-Fatiha to At-Taubah
On the Qur'an	Al-Fatiha to At-Tauba	PRONUNCIATION	Wrong	Repeat			
			Right	Move on			
	Yunus to Al-Furqan		Wrong	Repeat	2	Teaching & Listening	Yunus to Al-Furqan
			Right	Move on			
	Ash Shu'ra to Al-Mursalat		Wrong	Repeat	3	Listening & Correction	Ash Shu'ra to Al-Mursalat
			Right	Move on			
Finished the Qur'an	The entire Qur'an		Wrong	Repeat	4	Listening	Al-Fatiha to An-Nas

Nazra Teacher Assessment Form

Names	Articulation of Letters	Rules of Letters	Characteristics of Letters	Manner of Recitation	Confidence	Total	Assessed By	Remarks	Date
	15	10	10	10	5	50			

Hamaray Bachchay Miftah Al Qur'an Three Monthly Report

..... To.....

Branch/Saut Al Qura'an/ Children Class

In Charge.....

Permanent Address.....

.....

City

No of Students:..... Promoted to next Level:.....

No of Students	Syllabus	Age	Group

Students' Performance

.....

.....

Students' Problems

.....

.....

Staff

No of Teachers:

No of teachers who have taken Tajweed Test:.....

No of teachers who have not taken Tajweed Test:.....

Teachers' Performance:.....

.....

.....

Teachers' Problems:

.....

.....

Rules and Regulations

- Certificate will only be issued after the completion of Qur'an.
- For Certificates complete report of Miftah Al Quran Class must be sent to Hamaray Bachchay Department
- Assessment of Tajweed Teachers must be done after every three months.
- The course can be organised/ started in more than one areas besides branch.

Qu'ran Completion Report

[illegible]

SAMPLE

HAMARAY BACHCHAY

Children Courses

Course	Syllabus	Age	Days	Timings	Classes Starting
Miftah-al-Quran	Nazra Quran	4-15 yrs (including mothers and teenage girls)	Mon-Thur	Between Asar and Maghrib salah	
Manar-al-Islam	<ul style="list-style-type: none"> • Dua • Salah • Character building 	3-10yrs	Fridays	4pm-6pm	
Misbah-al-Quran	<ul style="list-style-type: none"> • Dua • Salah • Character building 	10-13yrs	Fridays	4pm-6pm	
Ummahaat	Islamic Parenting	Mothers	Fridays	4pm-6pm	

Interview for all programs:

Date

Time:

Under The Supervision of



AL-HUDA INTERNATIONAL WELFARE FOUNDATION

7-A.K Brohi Road H-11/4, Islamabad +92-51-4436140-63

www.alhudapk.com, www.farhashmi.com

Back Side

QUR'AN FOR ALL

Al-Huda International _____ offers courses to spread
the light of Quran

Week Days

Name Days Timings Duration	

Short Courses

Give details of other courses offered by branch within branch
or in any other areas

Suggested Syllabus for Calligraphy

د محمد	ا ب ج	ج حج الحج	ب بسم	ا الله	How to hold a pen	Introduction
ق قلم القلم قرآن	ف فرقان الفرقان	ع معاد عاد جمع	ط طور الطور	ص صراط الصراط	س بسم مسجد	ر قرآن
و ورقة هو نور	ن نور النور نار النار	م مما ممن الم	ل لا الا	ك حاجك	ك الكتب	ك الكتاب
Name of each child	ي	سئل	ه ه هبة	ه بها	ه النهار	ه هبة
رب زدني علماً	كله	تسبيه	تعوذ	الله اكبر	الحمد لله	سبحان الله
رب اغفر وارحم وانت خير الرحمين	رب ارحمها كما ربيتني صغيرا	يفقه قولي	واحلل عقدة من لساني	ويسر لي امري	رب اشرح لي صدري	رب اشرح لي صدري
ربنا افرغ علينا صبراً وتوفنا مسلمين			اعوذ بالله ان اكون من الجاهلين		رب انصرني على القوم المفسدين	
ربنا اتنا في الدنيا حسنة		حسبي الله لا اله الا عليه توكلت		لا اله انت سبحانك اني كنت من الظالمين		
ربنا اتنا من لدنك رحمة وهيي لنا من امرنا رشداً				وفي الآخرة حسنة وقنا عذاب النار		
رب لا تذرني فرداً وانت خير الوارثين				رب ابن لي عندك بيت في الجنة		
ملك يوم الدين		الرحمن الرحيم		الحمد لله رب العالمين		
صراط الذين انعمت عليهم		اهدنا الصراط المستقيم		اياك نعبد واياك نستعين		
غير المغضوب عليهم ولا الضالين						

* Use four line note books and calligraphy cut markers.

* Initially start with Level 3 and then introduce to other levels.

Products of Alhuda Publications

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<ul style="list-style-type: none"> • Qur'an Juz 1-30 (with English Translation) • Selected Verses of the Qur'an • Selected Sūrahs of the Qur'an • Selected Sūrahs and Verses of the Qur'an • Talīm al Qur'an al-Qirā'ah wal Kitābah • Hifazat e Hadith Kiyun aur Kaisay? • <i>Qala Rasūl Allāh</i> ﷺ • <i>Rabbi Zidni 'Ilman</i> • Sadqa o Khairaat • Husn e Akhlaq • Hajj BaitAllah • Muḥammad ﷺ Mamulaat aur Muamlaat • Arbi Grammar • Islami Aqaid • Mera Jeena Mera Marna • Al-Huda Student Guide 	<h3>Pamphlets</h3> <ul style="list-style-type: none"> • Sending Peace and Blessings upon the Prophet ﷺ • True Love • Hidden Pearls • New Year • Namaz Istisqa • Ghusl e Mayat aur Kafan Pehnana • Namaz ba Jamaat ka Tareeqa • Namaz e Fajr ke liyay Kaisay Baidar hon? • Juma ka Din Mubarak Din
Booklets	
<ul style="list-style-type: none"> • Quranic & Masnūn Supplications 	

<ul style="list-style-type: none"> • Labbaik ‘Umrah • In Halaat me kia karen? • Eid al-Fitr • Muḥarrām al-Haram • Ten Blessed Days • Sha‘ban al Mu‘azzam • Rules about Fasting 	<h3>Stickers</h3>
<h3>Cards</h3>	<ul style="list-style-type: none"> • Takbiraat • Supplications for a Righteous Child • Accepted Supplications • Masnūn Supplications for Ramaḍān • Supplication upon awakening for Tahajjud • Supplication for Fright during Sleep
<ul style="list-style-type: none"> • Takbiraat • Ayaat e Shifa • Husul Ilm ki Du‘ā • Asma al Husna • Asma al Surah • Supplication for the deceased • Supplications to ward-off Evil-Eye • Eid Cards 	<h3>Posters</h3>
	<ul style="list-style-type: none"> • Etiquettes of Drinking • بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ • رَبِّ ابْنِ لِّیْ عِنْدَكَ بَیْتًا فِی الْجَنَّةِ • مَنْ دَلَّ عَلٰی خَیْرٍ فَلَهُ مِثْلُ اجْرِ فَاعِلِهِ



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hamaray bachchay

OUR AIM

To establish a long relationship between the child and Allah (swt) with hope that it will inshallah lead to the formation of a confident and steadfast Muslim adults

- As mothers and adults of the Muslim society fulfil our responsibility of training and educating our children according to the knowledge gained from Quran

OUR OBJECTIVES

To build child's character and instill lifelong habits in the light of Qur'an and Sunnah by imparting healthy and accurate Islamic knowledge
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