



# Members' Manual

Islamic Circle of North America Sisters' Wing



TARBIYAH DEPARTMENT  
(USRATUL MA'RIAH)

## FORWARD:

*All Praises are to Allah the Lord of all that exists. May Allah's peace and blessings be upon his final messenger, Muhammad (ﷺ), his family and his Companions.*

The purpose of this manual is to guide all our members toward understanding the greater goal of the Islamic Circle of North America (Islamic movement), and inform all our members of how to effectively establish the deen of the one true God, Allah (SWT). This manual is the first of two versions, the latter of which will be coming out soon, Inshallah!

May Allah accept the efforts of all those who contributed to the making of this manual, especially Usrat al Maria and the Dawah Department.

May Allah help us to benefit from this manual, help us to move forward in establishing our deen, help us to worship and please Him in the best manner and May He help us to tread on the path to paradise.

Ameen.

Wa'asalam,

Fariha Shakeel

(ICNA Sisters Wing President)

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# **ICNA: AN ISLAMIC JAMAAH AND MOVEMENT**

Allah says in the Qur'an: "The same Deen (way of life) has He established for you as that which he enjoined on Noah which We have sent by inspiration to you (O Prophet Mohammad) and which We enjoined on Abraham, Moses, and Jesus; namely that you should establish the Deen and make no divisions therein." (42:13).

Allah is the creator of the universe and He is the Guide for everything he has created. He created mankind and sent us to the earth with the purpose of Ibadah, or the submission to Allah's commands. Then Allah, with His immense mercy, set guidance for mankind through messengers as described in the above ayah of Qur'an. The guidance or Deen where it was not established.

Let us now briefly understand the meaning and scope of the words "aqeemuddin (to establish the Deen)." These words include not only practicing the religion in individual and collective life and propagating its true teachings to others, but also striving to make this Deen a way of life for all. Propagation of the Deen is not the goal but a means towards achieving the ultimate goal, i.e., establishing this way of life in every aspect of the individual and collective life.

When we look at the lives of the prophets of Allah, we see that they struggled and strove to the same objective. Prophet Mohammad (s) in his 23 years of struggle as a messenger of Allah exemplified with his tireless sincere effort the meaning of iqamat-ad-Deen. With his preaching, practice and struggle, he was able to establish a society and state based on true obedience of Allah.

The Muslim Ummah today has the same responsibility as was assigned to the prophets of Allah, since there are not going to be any more prophets sent by Allah after Muhammad (SAW). We are the trustees of Allah's Deen and where ever we are must respond to this call: "Be helpers (in the cause) of Allah." (16:14). While living in North America, we as Muslims share the responsibility as was assigned to the prophets. We are to follow the footsteps of the prophets and share this message of truth with our fellow citizens of the land.

We ought to understand our Deen through its sources, i.e., the Qur'an and the Sunnah of the Prophet. We must share this understanding in our day to day life, both individual and family life. Then we must share this truth through our words and actions. Our day to day activities must shine the truth and the beauty of this divine guidance so that we may be able to light up the way for others. However, this monumental task cannot be carried out as individuals. There must be a collective effort launched to achieve these high objectives.

The Islamic Circle of North America is an Islamic Jamaah, i.e., an organization struggling towards iqamat-ad-Deen in this land since the early 1970's. It has been motivating Muslims to wake up to their obligations as described above and be not lost in the land of plenty. On one hand, they are to protect their Islamic identities and that of their children, and on the other hand, they are to take the message of Allah to their fellow Americans and Canadians. They have the unique opportunity to achieve both these objectives through an organized struggle through a national Islamic movement like ICNA.

### **WHAT IS AN ISLAMIC MOVEMENT?**

"Islamic movement" is the term used for that organized and collective effort waged to establish Al-Islam in its complete form in all aspects of life. Its ultimate objective is to achieve the pleasure of our creator Allah and success in the hereafter through struggle for Iqamat-ad-Deen. Islamic movements are active in various parts of the world to achieve the same objectives. It is our obligation as Muslims to engage in the same noble cause here in North America.

### **CHARACTERISTICS OF AN ISLAMIC MOVEMENT**

Following are some of the Islamic movement as we learn it from the model of the prophet Muhammad (s).

1) This movement is based on ideology of Islam. It considers humanity as one family based upon our common parents and common Creator. Therefore, it addresses all human beings, regardless of their race, color, national origin, language, culture, ethnicity or economic status. It wants everyone to succeed before Allah. Its message is:

"Oh Mankind, submit to your Lord who created you."(2:21)

2) It considers disobedience to Allah as the root cause of all human problems. Moreover, it believes that obedience to Allah is the only solution for all human ills. Until the human being submits to Allah's Guidance, there can be no true peace in our lives.

3) It believes that human beings are overburdened under the obedience of other human beings and their oppressive systems. It is only the obedience of Allah, which will set everyone truly free.

4) The Islamic movement strives to enrich its workers with the knowledge of Islam and builds the Islamic character based on Taqwah and the love of all human beings with compassion and mercy for all. It projects Prophet Mohammad's character and personality as the role model for all its members. He was full of mercy for all and never had ill will for any one.

He even forgave his bitterest enemies and was most generous in his attitude to all.

5) Islamic movement wages its struggle strictly on the model of the holy Prophet. It drives its guiding principles from the Qur'an and the Prophet's Sunnah. They study the environment and its struggling in then develops a strategy most suitable for that environment.



## **LEVELS OF WORK BY THE ISLAMIC MOVEMENT:**

### **1) Individual Level:**

The Islamic movement believes that the work of reform should begin from individual self. Islamic workers must broaden the horizon of their knowledge. They must know their religion well. They ought to study the Qur'an and Sunnah of the Prophet. Moreover, they should have the knowledge of the example of the companions of the Prophet. They should study the Islamic Fiqh, history, laws, and the Arabic language.

Then this knowledge must be translated in to day to day life. One must also struggle to develop the beautiful traits we see in the model of the Prophet Muhammad (S).

### **2) Family Level:**

One has the responsibility to impart Islamic knowledge and then to build Islamic character in family members. This is the second level of Iqamath-ad-Deen. We are responsible before Allah for this task.

### **3) Societal Level:**

This requires active Taqwah work to non-Muslims through all lawful means at our disposal. Moreover it includes social service and reform within our capacity. It may include helping the poor and needy, sick and disabled, old and down trodden, and disadvantaged in the society. Prophet(S) helped everyone he could and eager to relieve pain and anguish of anyone he could. Islamic movement also addresses the issues of the society and offers solutions in the light of Allah's guidance.

### **4) State Level:**

With this work of propagation of Islam, social reform and the truth is introduced to a large part of the society.

A good part of the societies thinking individuals join the movement. Then it may move to establish an Islamic society obedient to Allah's commands.

### **5) Global Level:**

Where ever the Islamic movement succeeds to establish true Islamic societies, they will form coalition and alliances. this will lead to the unity of the Ummah and towards the establishment of the Khliafah.

## **STAGES OF WORK:**

Following are the different stages of work that the movement tries to engage in:

### **1. INTRODUCTION AND PROPAGATION OF DAWAH (TAREEF):**

- a) Islam is a comprehensive way of life. It provides guidance in all aspects of our life.
- b) Islam is the only solution to all human problems. Different social, moral, family, economic, educational and personal problems faced by the society are analyzed. Then a remedy is suggested in light of Islamic guidance.
- c) Relations with other organizations are defined based on the Quranic principle: "Cooperate on the basis of righteousness and piety and do not cooperate in the matters of disobedience."
- d) Strategies and techniques are developed for effective dawah to non-Muslims. Those who accept the truth of Islam are provided with appropriate Islamic literature and given the opportunity to become a Muslim. They are made part of the Islamic Ummah as

brothers and sisters.

## **2. FORMATION AND PREPARATION OF ISLAMIC WORKERS TEAM (TAKWEEN):**

- a) Spiritual refinement and elevation. Study syllabi and programs are devised so that the Islamic workers achieve better spiritual enrichment and elevation. Its goal is closer relation with Allah and the dependence upon Him for every thing. Moreover to develop the true realization of life hereafter and the fear of accountability.
- b) Building knowledge of Deen and society. This is done by study and training sessions and special camps where scholars and teachers spend time to help the eager learners to enrich themselves with Ilm.
- c) Neighbor net System. This is the grass root organizational unit established to achieve training of workers, development of brotherly relations, dawah to non-Muslims, welcoming new-Muslims and helping each other in need.

## **3. IMPLEMENTATION OF THE ISLAMIC GUIDANCE:**

In the stage, Islam is to be truly implemented in the society at all levels. This will require the strength of the organization and its leaders with substantial support by the people of the land.

## **ICNA DEVELOPMENT AND PROGRESS:**

With the above mentioned objectives and principles in mind, ICNA was established in early 70's. Two major stages occurred during its development.

### **1) 1971- 1977:**

Halaqa Ehbabe Islami. Workers of the Islamic movement from India, Pakistan and Bangladesh established this Jamaah with limited objectives. They wanted to take its message in the Urdu language to the immigrants of that background. Work was limited to few cities. Bylaws of the organization were not that explicit.

### **2) 1977- Present:**

ICNA. Objectives of this movement were redefined. It was declared by the resolution of its members that this movement is to work to do Iqamath-ad-Deen in North America. A new, detailed constitution was published. English was adapted as official medium of communication. ICNA established its own forums for Dawah work at the local, regional, and national level. We established vital institutions at the national level for support of its Dawah activities. Message magazine was published on a regular monthly basis. We also embarked on publishing Islamic literature for the need of the movement. Recognizing other movement oriented groups in this land, we continue to coordinate and combine our efforts with them. Our work among the youth is organized in the form of our affiliated organization, YM among young sister and brothers. Sisters' wing is making progress in dawah activities among our Muslims sisters. They have their own publications and a network of grass root level organization. Our annual conventions are well attended by Muslims of all backgrounds.

In spite of our human shortcomings, ICNA is focused on its mission Iqamath-ad-Deen. Its workers and leader are struggling in their humble ways for the sake of Allah with the hope to achieve success in the hereafter.

## ICNA SISTER WING: A BRIEF INTRODUCTION

### **ESTABLISHED IN JULY OF 1978**

The reason for the creation of the sisters' wing was to enable ourselves, the sisters, to work on the establishment of Deen freely within our own circle.

### **OUR GOAL**

#### **The objective**

To seek the pleasure of Allah (SWT) through the struggle for establishing the Islamic system of life as spelled out in the Qur'an and the Sunnah of the Prophet Muhammad (S)

### **METHODOLOGY**

In order to achieve this goal the ICNA Sisters' Wing has set a specific program as stated in the Charter and By-Laws of ICNA

### **INTRODUCTION**

#### **The Muslim Ummah**

"Let there arise among you a group of people, inviting all to that which is good, enjoining what is right and forbidding what is wrong."(Quran, 3:104)

#### **ICNA Sisters' Wing**

Keeping this responsibility of spreading the divine message in mind, six sisters established ICNA's Sisters' Wing on July 9, 1978

#### **Today**

We are evaluating the activities in our 23rd year so that we can plan better for the future, InshaAllah.

### **OUR PROGRAM**

#### **Invitation**

Inviting mankind to submit to the creator by using all possible means of communication

#### **Motivation**

Motivating Muslims to perform their duty of being witnesses unto mankind by their words and deeds

#### **Organization**

Organization of those who agree to work for this cause in the discipline of ICNA

#### **Training**

Offering educational and training opportunities to increase Islamic knowledge and to enhance one's character



## DEPARTMENTS:

### **TARBIYYAH**

*“We have sent among you a messenger from among you, reciting to you Our verses and purifying you, and teaching you the book and the Hikma and teaching you that which you do not know” (2:151)*

This department is in charge of training the members to work on their self betterment in the light of the Qur'an and Sunnah and for success in hereafter. This department is divided into two sub-departments: Usrat-ul-Ayesha (for Urdu-speaking ladies) and Usrat-ul-Marya (for English-speaking ladies). These will serve as a guide for the tarbiyah of its members. The ICNA movement provides the resources for Individual and collective tarbiyah. For example, individual and collective resources are as follows:

#### *Individual Resources*

- The study of Qur'an and Hadith
- Ibadah
- Syllabus
- Self Evaluation via the report system

#### *Collective Resources:*

- Fehm-al-Qur'an online classes
- Book clubs
- Members meeting
- Tarbiyyah seminars
- The Buddy system

These two elements provide members with an effective means of tarbiyyah.

### **DAWAH**

“Who is better in speech than one who calls (men) to Allah works righteousness and says ‘I am of those who bows in Islam’”

The goal of this department is to work on both individual and collective methods of spreading the message of Islam. Just as the Tarbiyyah Department relies on individual and collective resources, so too does the Dawah department.

#### *Individual Dawah:*

- Person to person visiting
- Distribution of literature
- Keeping sacred the six rights of a fellow muslima
- Inviting people to Ishtimat

#### *Collective Dawah:*

- Dawah conference
- Dawah classes
- Qur'anic study
- Conventions
- Actively participation in the local masajid and schools

### **Why Islam**

Why Islam is a subdivision of the Dawah Department. It works to promote Islam among nonmuslims, and keeps close connections with new Muslims.

### ***Ansar Project***

One of Why Islam's activities is the Ansar project, which provides islamic education as well as support to new Muslim sisters. The project also assigns buddies to act as mentors (bunyanu marsus) toward new Muslims.

### ***Shahadah classes***

New Muslim sisters can learn the fundamental concepts of Islam at Why Islam's Shahadah classes.

## **ONLINE INSTITUTE**

The goal of this institute is to offer education by movement and tarbiyyah.

The Online Institute is for graduates from local institutes and graduates from online tarbiyyah courses. These graduates are granted admission into the institute and choose from the following courses, provided in both English and Urdu:

1. Ulm ul Qur'an
2. Ulm ul Hadith
3. Arabic Grammar
4. Islamic Literature
5. Islamic History
6. Aqidah

## **PUBLICATION**

This department is in charge of the collection and publication of various tarbiyyah and dawah materials such as circulars on the history of ICNA, children's tarbiyyah and the collection of duas

## **TREASURY**

All members and potential members give donations regularly to cover expenses of various activities held for tarbiyyah and dawah purposes by the Sisters' wing.

## **NOOR MAGAZINE**

This is ICNA Sisters' Wing's magazine which was created as a source for not only Muslim women and their families but also as a source of Dawah. Six magazines are published yearly, three in English and three in Urdu, Alhamdullilah.

## **YOUNG MUSLIM SISTERS FOR FAITH AND ACTION (YMFA)**

Serving the needs of the Muslim Sisters between the ages of 13 and 30, YMFA is a division of ICNA that works to educate and train our younger sisters towards establishing the Deen.

## **MUSLIM CHILDREN OF NORTH AMERICA (MCNA)**

This department has complete syllabus for children ages 5-12. The children's magazine

will be published with 4 issues yearly entitled, "Companion".

**CONCLUSION:**

It was the dedicated sisters working for Iqamat-ad-Deen that established the ICNA Sisters' Wing 23 years ago.

**We invite you all to join us in our efforts to seek Allah's pleasure through establishing Islam both in our lives and also in society.**

*"O you who believe, if you help the cause of Allah, He will help you and make firm your feet."(Qur'an 47:7).*

## HOW TO SET UP A LOCAL ICNA UNIT:

Dear Sisters in Islam,

As salaamu alaikum wa rahmatullah

We hope that you are doing your best, striving in the cause of Allah SWT for the reward in the Akhirah (Eternal Life).

### Striving to Please our Lord:

*And whoever desires the Hereafter and strives for it, with the necessary effort due for it (i.e. do righteous deeds of Allah's Obedience) while he is a believer, then such are the ones whose striving shall be appreciated, thanked and rewarded (by Allah). (Quran 17:19)*

Allah has set infinite levels of reward for the efforts and struggles of the believers. The reward is directly proportional to the amount of effort invested in the good deed. It is in matters of such good deeds that the believer is advised and encouraged to race against one another in order to do even more in the path of Allah.

*Race one with another in hastening towards Forgiveness from your Lord (Allah), and towards Paradise, the width whereof is as the width of heaven and earth, prepared for those who believe in Allah and His Messengers. That is the Grace of Allah which He bestows on whom He pleases. And Allah is the Owner of Great Bounty. (Quran 57:21)*

### Foremost in Establishing Good:

Those who lay the foundation for any good deed and are the first to respond to Allah's call and are willing to make sacrifices and overcome several obstacles and move ahead have an even greater reward with Allah.

*And those foremost (in performing righteous deeds) in the life of this world on the very first call for to embrace Islam,] will be foremost (in Paradise). These will be those nearest to Allah. (Quran 56:10-11).*

*And the first to embrace Islam of the Muhajirun (those who migrated from Makkah to Al-Madinah) and the Ansar (the citizens of Al-Madinah who helped and gave aid to the Muhajirun) and also those who followed them exactly (in Faith). Allah is well-pleased with them as they are well-pleased with Him. He has prepared for them Gardens under which rivers flow (Paradise), to dwell therein forever. That is the supreme success. (Quran 9:100)*

### Prophetic Mission:

Dear sister, let's join together and look for such an opportunity in this country as was the way of all the prophets (peace is upon them all). To make strides in this cause, we need effort, hard work, dedication, sincerity for mankind and other such attributes in order to be successful. All

the prophets from Adam and Nuh to Ibrahim and Ismail (peace be upon them all) their mission in this world was to Establish Allah's Deen in their respective nations. Each of their invitations was for the purification and training of the entire society.

*Allah says in the Qur'an: "The same Deen (way of life) has HE established for you as that which HE enjoined on Noah which We have sent by inspiration to you (O Prophet Mohammad) and that which WE enjoined on Abraham, Moses, and Jesus; namely that you should establish the Deen (Aqemud Deen) and make no divisions therein." (Quran 42:13)*

### **Spreading the Message in the People's own Language:**

*And We sent not a Messenger except with the language of his people, in order that he might make (the Message) clear for them. Then Allah misleads whom He wills and guides whom He wills. And He is the All-Mighty, the All-Wise. (Quran 14:4)*

The prophets used to deliver the message of their Lord in the language of the people where they were sent. Not only did they see to it that the message clearly reached the people, they exemplified how to live the religion by being excellent role models. They helped in purifying souls, homes, societies and nations and while doing this, their sincerity, dedication and love for humanity was at such a state that they called upon their people with words full of love – '*Ya qaumi*' (O my nations people). Allah SWT responded to their sincerity with '*Qaala akhoohum*' (Their brother said unto them) – Surah ash-shuraa.

### **Leading the Nations towards Allah:**

Integrating into their people was one of their leadership skills. They didn't just become part of a melting pot where their belief in One God would be lost or hidden in any way. In contrast, they were focused on their mission and used to invite others to join them in their quest to stay on the Straight Path in obedience to Allah SWT.

Just stop and think - how many souls around you are looking for a sense of direction...how many people are looking for the message that you hold. Wouldn't this be the work of the '*sabiqoon awaloon*' (the first and the foremost) if we establish Islamic Movement in this country in their own language as did the prophets before us?

### **Organized effort for Dawah and Tarbiyah:**

To achieve this, an annual conference or a few social events every year is not enough and neither is sporadic work here and there. Rather, organized effort for dawah (inviting towards Allah), and organized structure of tarbiyah, developing sound Islamic leadership needs to be the order of the day complete with preparation and planning.

Scattered efforts are forgotten in mere days if not sooner. An Islamic Movement in contrast is something much stronger and effective and can stay for ever. Both kinds of work are included in good deeds, however the effects of individual or scattered efforts are temporary whereas the

planned work in all directions as a whole are a form of reward forever – that is a good deed that will keep on giving long after you are gone.

Let us make a firm commitment to Allah SWT to become part of such an effort and invest our mind, time and resources in it. Let's look at some of the ways that we can do this:

### **The Plans for Ustratul Maria in the Current Year**

This year, according to our planning, each city/region has to establish at least one sub-unit of ICNA Sisters in English. It may sound like a difficult task, but keep the rewards in mind.

#### **Plan and Assess in the Forum (Local Shura):**

Regular review/further Planning of Ustratul Maria's Work should be done to the Shura year round. Every monthly shura meeting should include 20-30 minutes of follow up on the previous tasks and Planning for the next few months, (longer if there is a big event planned).

Select a UM in charge from the shuraa or at least keep her in Mashawarat (Non Elected Attendees) during all the developments and ask her to be available for input.

- ***Every Unit should fax or scan the individual reports of all its members to the center. This way the National Team can monitor progress and make suggestions.***

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#### **The First Step in Establishing a Sub-unit (Halaqah):**

### **Organized Dawah Program:**

#### **Keeping the bigger picture in Mind when Planning:**

To establish a local sub unit, keep in mind the points in ICNA Program (ICNA Charter and By-Laws). The first thing that needs to be done is to establish dawah work on an individual and collective level. The National Shura has allotted a time frame this year, from April to June as the target for planning and starting these Dawah classes and halaqahs.

#### **Compiling Necessary Resources:**

Those cities that already have dawah halaqahs in English need to strengthen their planning to make it even more effective. In this regard, the National team will hold public speaking workshops in Tarbiyah Seminars, Quran classes and Book Club. Along with Public Speaking and Communication Tips, the different scopes and dimensions of Dawah work, and tips for those actively involved in dawah will be taught. Make sure the Members in your city are utilizing and benefiting from all these learning opportunities provided within our Tarbiyah System for them.



***Please make a complete Sketch of your Unit's Dawah Program for English Halaqah in the beginning of the year.*** In order to do that obtaining the syllabus and schedule of:

1. Quran Class > 30th Juz Tafseer (Detailed Commentary) with supplementary literature and Tajweed Class.
2. Dawah Courses > Topic-Based talks and discussions series.

You can choose any one of these syllabus for your dawah halaqah. To make your classes effective, it is important that you follow the syllabus closely. If the teacher prepares ahead for better interactive discussion, the Topic-Based series can be very helpful also. However, if you opt for the tajweed/tafseer/literature class than there will be a greater focus on learning; and interactivity will automatically follow.

### **Thorough Planning:**

While making plans for an effective “dawah” program, it is essential to take into consideration all aspects of the fundamental idea:

- *Who will take on the responsibility of obtaining all the syllabus material? and by when? Set a deadline.*
- *Who will fulfill the responsibilities of the Teacher, Co-teacher and Monitor(s)?*
- *What will be the venue, timing and day assigned to the class?*
- *From which date will the class begin?*
- *How will we advertise the class, on an individual and community level?*
- *Who will be responsible for making the flyers? Where and how will these flyers be distributed?*

### **Getting the Momentum Going:**

Before the official inauguration of the class, a public Dawah Conference/ Workshop etc with a large number of Attendees should be organized. This proves to be a very effective way of advertisement and getting the momentum going. In this you can publicize your Classes and convince everyone to enroll in it.

It would be a good idea to begin this public address by speaking on topics such as “Rights of the Qur'an” and “Celebrating the Biggest Blessing”, as these speak about our various responsibilities towards the Quran. After a short lecture on these aspects, a panel discussion, work shop or something similar can ensue, followed by a short introduction to your dawah class. At the end of the program, a registration sheet can be handed out and people who sign up should be motivated to keep up to their commitment.

### **Starting the Dawah Halaqah:**

As you start your Class, it is necessary to keep a few things in mind:

1. Proper preparation for the class by the teacher and equal distribution of the work load amongst the teacher, co-teacher, monitor and staff.
2. Supervision, evaluation and feedback on the class activities by the shura'a of the city.
3. It is also imperative to enroll and actively involve all Class Staff (teachers/ co Teachers and Monitors) in Tarbiyah classes i.e. Quran Class and Book club.

### **Quran Study Sessions in Ramadan:**

With the blessings of Allah, during the sacred months of the year, you may get an opportunity to guide souls who have been led astray, through Quran Study Sessions, with the translation and brief explanation of the Quran (or Daura Quran). According to our central planning, every city/region has to hold at least one “Daura e-Quran” in English.

All teachers are encouraged to prepare for this from the beginning of the year. Regular attendance in Tarbiyah classes as well as continuous revision of the Quran, Hadith and Islamic literature, will be very helpful to every teacher. Apart from this, a special workshop for these teachers will be scheduled in July.

*Dear Sisters! Even if we aren't fluent in the English language, we should continue trying to spread Islam, lest we are accused of withholding the treasure of Islam from our neighbors and fellow citizens on the Day of Judgment.*

Even in the Prophet's time, numerous sahabah (companions) left their homes and relocated to different countries, where they preached Islam in the native language. Though difficult at first, this job can be made easy by our faith, sincerity, preparation and prayers.

### **TIPS:**

- The **Quran Study Session** should be held in place of the regular Dawah classes before and during the blessed month of Ramadan, instead of arranging another venue and time for these classes. These sessions are off course more frequent like 4-6 days a week instead of regular Weekly classes, during this one and half month in order to be able to scan through all the commandments of Allah in the Quran in a short period of time. (This is derived from the Sunnah of the Prophet SAWS of doing the Daur of Quran with the Angel Jibrael as mentioned in Bukhari.)
- Before the “Daura-e-Tafseer” begins, the have an Open Dawah Session with the topic ‘Welcome Ramadan’ should be held.
- Instead of one person, a two to three person team can start off these sessions, if required even if all of them are not as fluent in English. Allah Ta'ala will surely appreciate this effort.
- During the Sessions encourage the listeners to realize the purpose of their lives and redirect their pathway to eternal success in such a way that each individual starts to analyze her life and focus on ways to make it more meaningful in the light of Quran.
- The complete and comprehensive understanding of Islam, differentiating between Primary and tertiary aspects of our Deen, placing every aspect correctly in the complete Picture of our Deen, Focus of Prophetic Mission should be explained clearly.
- Discuss the responsibility of our Ummah of “Witnessing unto Mankind”, along with the accountability it entails. How can we fulfill these obligations through our words and actions?
- The importance of good Companionship, Islamic Jama'ah should be explained in the light of the Quranic verses, during the session.
- During Ramadan, the mission of ICNA and its Goal and Program should be touched on briefly.

- At the end, make the best of the righteous atmosphere created hold and Eid gatherings, plan to make people commit their time and efforts in this mission
- After Ramadan, publicize and continue your regular classes with in a week or so, at the usual time and place, so that people do not lose contact with the Ijtemaiyah.

## **The Second Step of the Subunit- Organization and Tarbiyah:**

### ***Importance of Organizing your Efforts:***

All this ground work on Dawah level can easily be lost and dispersed if we don't organize the sisters who understood the purpose of their lives, feel the responsibility of being a Witness of this Deen unto Mankind and feel the need for some Good companionship and a support system for themselves. Organizing them and providing them with a solid Tarbiyah System is the backbone of Iqamat ad Deen. Without this our dawah efforts can not be long lasting in that locality.

From the start of their preaching sessions, every Prophet (May peace be upon them all) followed this methodology and focused on the uniting and organizing their followers. They took solemn oaths (just like filling out a form in the contemporary setting), asking for commitments and bonding them with the brotherly love (Ukhuwah or the Buddy System) to train and purify their souls. The System of Ibadah in Islam, our main pillars are set up as a strong foundation of this Tarbiyah and Tazkiyah Process.

### **Getting Assembled: Member's Meetings**

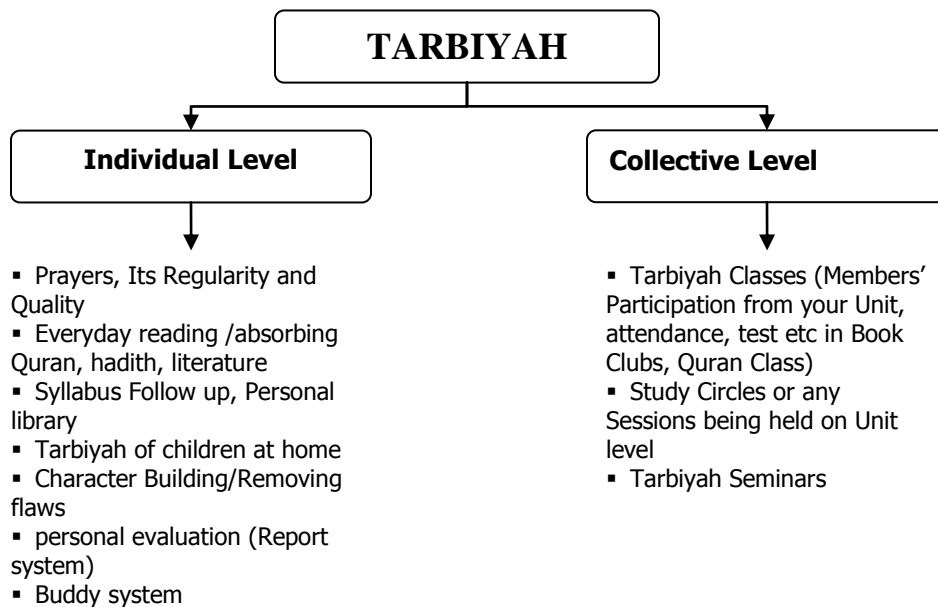
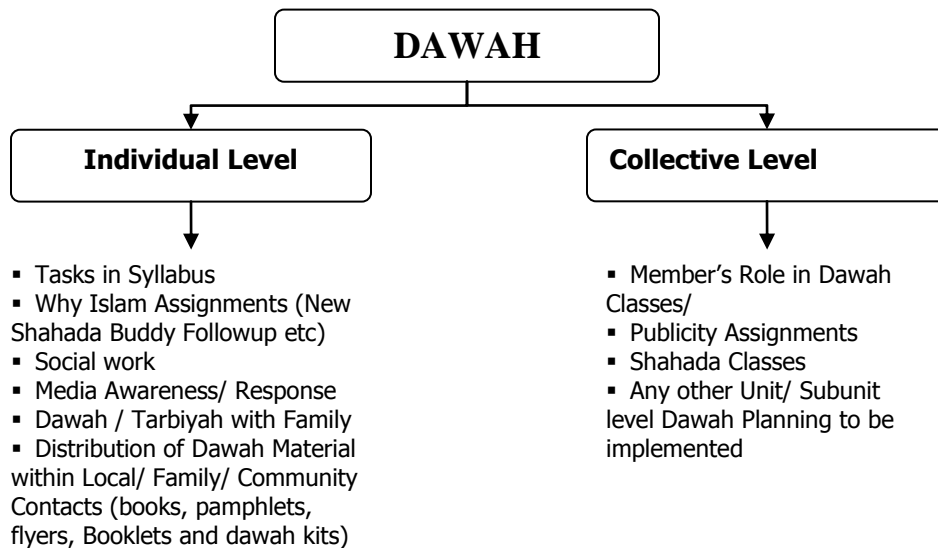
- If there are at least 3 sisters (committed members) in your Local Unit who are managing the Dawah efforts in English, their Member's Meetings should be held parallel with the Local Unit's Members meeting or on a separate date and time.
- The National Member's Meeting (for Ustratul Maria) will be held quarterly , in May, August, November and February.
- Consult the National Tarbiyah Dept(UM) in charge or her committee members when planning your Members Meeting in Eng and ask for suggestions.

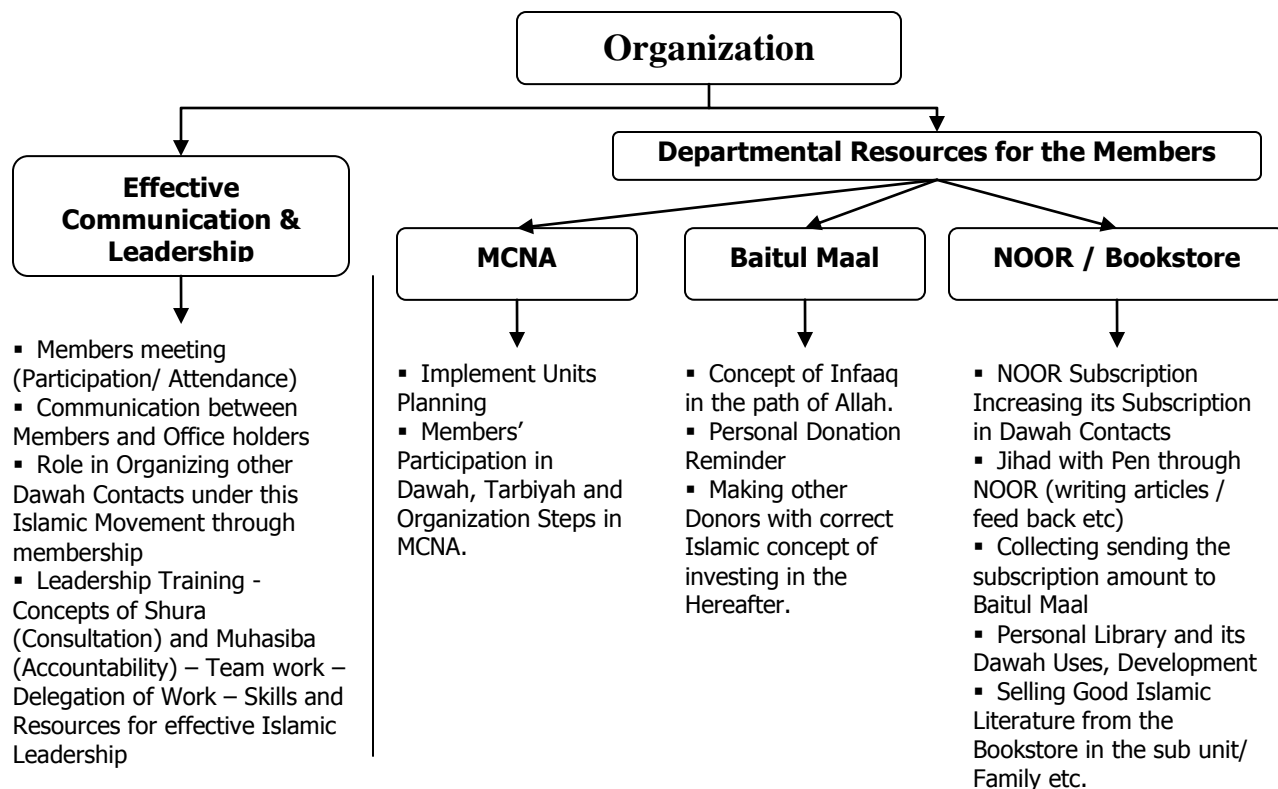
### **An Effective Members Meeting's Agenda**

- The agenda of Members meeting should be according to the Tarbiyah Syllabus and it should be planned on Local Shura Level every month.
- Before making the agenda, Tarbiyah UM in charge, Local Unit In charge and Shura'a should go over Quarterly Syllabus make sure all points are followed well. Also analyze your Units Dawah and Tarbiyah Efforts on the whole and make the next few months sketch of tasks to do.
- Half the time of the meeting (around 45 minutes) should be spent discussing Tarbiyah Discussions/ Study Circle etc related to the Syllabus/ following up on the last meeting agenda. The next 45 minutes can be spent on Organizational Stuff like Evaluation/ Planning/ collective assessment (Muhasiba) and delegation of tasks to all members for the next month.

- In the evaluation of the previous month's work, every member and coordinator should give an account for her responsibilities and duties.
- Follow up is essential on all the assignments in order evaluate progress and figure out draw backs.
- Planning for the next month should be balanced in all aspects. ***Please look at the following Sketch of our Subunit level work and gradually implement everything in your Unit.*** Follow up each months Priority in your Members Meeting.

**A brief Sketch of Sub Unit in our Islamic Movement:**





You can prioritize all above mentioned Tasks and categories in this way:

**1<sup>st</sup> priority: Establishment of Dawah Halaqahs + individual Tarbiyah**

In the beginning only focus on these with the members so they are not over whelmed.

**2<sup>nd</sup> priority: Collective level Tarbiyah Efforts, Participation in the whole Tarbiyah System.**

This should be done while developing Dawah Halaqahs. Members Participation in all aspects of Tarbiyah System will automatically result in more professional and prepared dawah efforts as they increase their knowledge and understand the basis of an Islamic Movement.

**3<sup>rd</sup> priority: Establishing Departments MCNA, baitulmaal, then other departments.** This will further polish your unit and provide necessary resources and flow as you strengthen.

*Dear sister*, all this effort and hard work will be impossible without our deep Love for Allah, firm commitment in the path of earning His pleasure and the sense of accountability as a witness of the Eternal Truth unto mankind. Adopting the qualities of ahsaan (the best Deeds, goodness), being amongst the *sabiqoon awaloon* (first and foremost) is not easy but the actual contentment in the Eternal Life can only be achieved by such struggle.

With a lot of hope, expectations and prayers,  
wa'salaam,

Yours,

ICNA Sisterswing, Tarbiyah Department  
(Usratul Maria Sub committee)

\*\*\*Use this letter when making detailed plans within your shura. Contact Tarbiyah UM's National Coordinator with any questions that you may have.



## FOREWORD

"All praise is due to Allah, so we praise Him, and seek His pardon and we turn to Him. We seek refuge with Allah from the evils of ourselves and from the evil consequences of our deeds. Whom Allah guides aright there is none to lead him astray; and there is none to guide him aright whom Allah leads astray. We bear witness that there is no God but Allah, the One, having no partner with Him and that Mohammed (peace be upon him) is His Slave and Messenger"

Islam. The only acceptable faith in the sight of Allah, the heavenly regime on which rests the religious, socio-economic and political framework of all those who call themselves as "Muslims", is a mighty treasure which if unfolded can bring about revolutionary changes in the society as has happened in the past. Inviting the rest of the mankind toward this "manifest truth" is incumbent upon every muslim as stated in the ayah:

*"And who is better in speech than he who says : "My Lord is Allah," and then stands firm and invites men to Allah and does righteous deeds, and says : "I am one of the Muslims"(Surah fussilat)*

The magnificence of the Word of Allah, the importance of the sayings of the Prophet of Islam, Mohammed (Saws) can be known fully only if one attains an in depth understanding of these NOBLE WORDS, an understanding that will lead him/her to tread on the path of knowledge and thereby provides the moral courage and power to produce a living model of **Quran –Islam in Motion.**

With the above objective this " course structure" was designed to develop the basic understanding of the most important SOURCES OF ISLAM –QURAN & SUNNAH OF THE PROPHET(pbuh) , adjoining them with useful and authentic Islamic literature and supplications to make a complete and comprehensive guide for any student of Islam.

We present a series of courses in this booklet. Each can be adopted individually or in continuation with others depending upon the need of the community..

1. **Understanding Islam Course**
2. **Comprehensive course on Initial Islamic studies**
3. **Quranic Sessions on selected surahs**
4. **Sessions on Miscellaneous topics on Islam**

All praise and thanks are due to Allah with whose blessings are completed the righteous deeds. May Peace, blessings and grace of Allah be on our Prophet (pbuh), his family and companions.

## CHAPTER I

### GUIDELINES FOR TEACHERS

This chapter includes the following guidelines for teachers

- Practical tips for establishing dawah units
- Developing a Lesson plan
- Analysis of our teaching methods and strategies

#### PRACTICAL TIPS ON STARTING A DAWAH UNIT:

- 1) Looking for like-minded sisters. You could possibly try at places like :
  - a. Masajid
  - b. Social gatherings/Community groups
  - c. Work
  - d. Schools
- 2) The next step would be to establish cordial relationship with the sisters.
- 3) It is of foremost importance that you be a role model for others in order to establish an efficient Dawah Unit.
- 4) Once you are on the way to form a group, you can start chalking out our goals and the ways in which you can contribute to realize them. For eg. Organizing classes etc...
- 5) Motivate each other and others among your acquaintances to read Quran and Hadith on a regular basis.
- 6) Work collectively always and remind each other the benefits of staying united and holding firmly the rope that Allah stretches out to us.
  - a. *And hold fast altogether, by the rope which Allah (stretches out for you) and be not divided among yourself. Q,3:103*
- 7) It is important to monitor your group with proper “tarbiyah”.
- 8) You should encourage them to correct their mistakes and educate about the importance of time and consistency.

- 9) Inculcate the values of sacrifice, honesty, truthfulness and hard work in your group.
- 10) Introduce them to ICNA sisters' wing. Let them know how it helps to develop the character and increase the knowledge when you become part of a group.

Some resources that you could use:

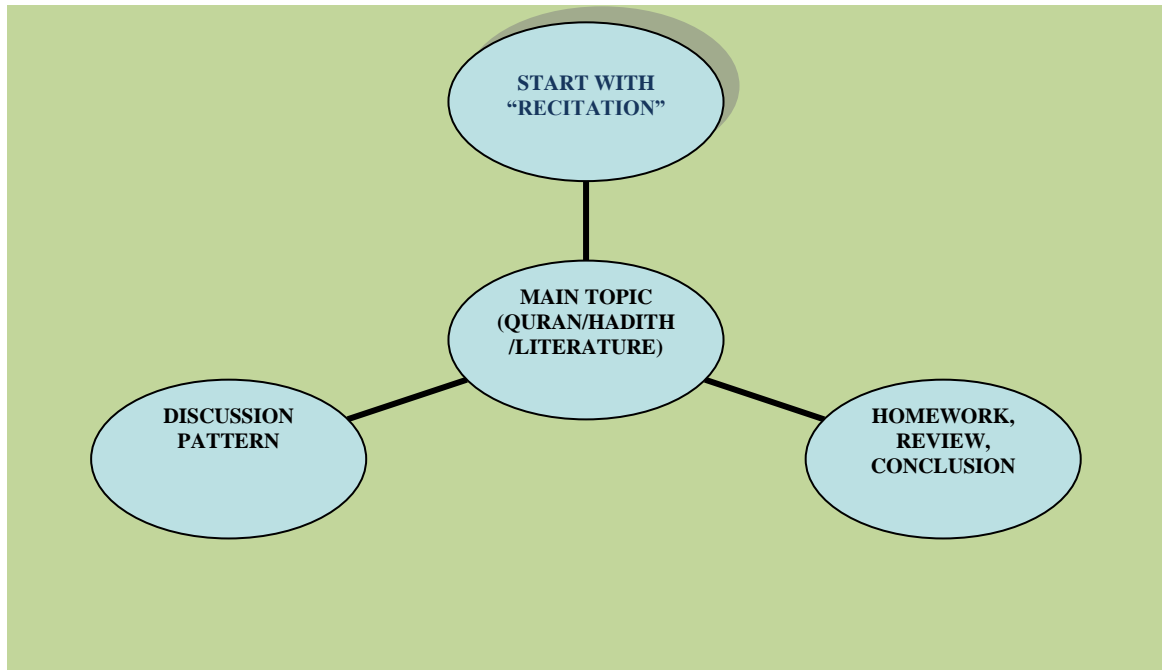
- circular "sisterhood"
- code of conduct
- Khurram Murad 's "way to the Quran"
- Chapter " Tarbiyah" "worker's manual"
- [www.icnasisterswing.net](http://www.icnasisterswing.net)

## 6 Steps on Developing A Quality Lesson Plan:

This guide is not meant to be the one and only way to develop a lesson plan. It is a general overview that highlights the key points of creating a lesson plan. Below is a list of the steps involved in developing a lesson plan as well as a description of what each component should be. You may also find this new [Lesson Plan Template](#) to be useful for creating your lesson plans!

- 1) **Topic**-Preparation should be in accordance with the time allotted for the program / lecture
- 2) **Anticipatory set**-Introduction of the lesson *in question* in beautiful words. Explaining the necessity and need to have that topic, relating it with the lives of people and current news, if any. Quoting examples from Qur'an, Sirah and Islamic history during the session.
- 3) **Objectives**-1)Long- term goals(ex: extracting a working individual from the attendees) 2)Short term goals(perfect administration of every aspect during or after the class, discipline regularities etc.,
- 4) **Instruction Materials**- Provide the students with the SYLLABUS BOOKS before proceeding with any course(making sure students come with all needed stationary to the class, including the books)

5) Flow of events (or) topics :



- Starting with recitation of Holy Quran
  - Taking on the main topic
  - Group discussions, reinforcing activities, inputs from the students(assessing the ability of the student based on the input provided)
  - Feedback, review of the topic, analysis of the students interest in the topic and their level of understanding
- 6) Homework- giving homework for the next class and checking the homework for previous class{encouraging those who are up to date and ABSTAINING from publicly confronting or discouraging those who lag behind(instilling in these students the zeal to learn) }

## ANALYSIS OF OUR TEACHING METHODS AND STRATEGIES:

- ✓ Lesson to be taught should be “prepared” and “preplanned”. Extensive preparation should be done using ***all*** the relevant sources.
- ✓ Should have a written note of objectives of the course and the “message” that should be imparted to the students.
- ✓ Should not jump from one topic to other irrelevant issues
- ✓ Laying a plan for “course of action” for the students from what has been learned in the class.
- ✓ Communication should be maintained with other teachers who are teaching the same course.( exchanging your question papers, ideas with them.)
- ✓ The pattern of the talk should never be a “monologue” instead it should be on the lines of a “dialogue” , discussion or intervention through question and answers(Questions should have more than mere “yes” or “no” answers)
- ✓ Should start and end the class “ON TIME”.
- ✓ Being particular about attendance and disciplinary regulations during the class.
- ✓ Attention should NOT be directed to a particular individual or group(maintaining eye contact with everyone, speaking with confidence and softness of tone and words, illustrated explanation can be done to make the speech attractive).
- ✓ Have a good quality mic and a good internet connection if the class is “online”
- ✓ Regular contact with the Dawah department /regional dawah/regional office for issues, help or material.
- ✓ Being in a state of ablution, performing 2 units of prayer and beseeching Allah (SWT) for help. Supplicate for purity of intention, seek refuge with Allah from Satan the dejected.
- ✓ Having respect for the elderly attendants and love for the younger ones.
- ✓ Do not have the feeling of “I am learned/ I am better/ I am privileged” anytime during or after the session.

## CHAPTER II

### **UNDERSTANDING ISLAM COURSE**

This is an 8 week orientation program for those who intend to forward the message of Allah to the mass muslim community in simpler and easier terms. This is a “CERTIFICATE COURSE”. An “exam” will be held at the end of the course and certificates will be given to the students who “appear” for the exam and hold good attendance.

#### **COURSE EXPLANATION:**

Each class will have following 5 sessions:

Session number	Type	time
1	Quran	30 min
2	Hadith	15 min
3	Literature	20 min
4	Memorization of Supplications	15 min
5	Conclusion	5 min
	TOTAL TIME	1hr 30 min

#### **SYLLABUS BOOKS:**

QURAN	A COPY OF THE ORIGINAL TEXT OF HOLY QURAN  Tafseer- Tafheem ul Maulana Maududi Quran(REFER numerous other tafseer too)
HADITH	Riyadh us Saliheen Imam Nawawi



LITERATURE		Let us be Muslims	Maulana Maududi
BOOK	OF	Fortress of a Muslim	Dar us Salam
SUPPLICATION		(Hisnul Muslim)	Publications

## AHADITH DIVISION FOR THE CLASSES OF UNDERSTANDING ISLAM COURSE:

- These ahadith are taken from Riyadh US Salaheen (vol 1& 2) and are compiled here to facilitate teaching.
- **Class 1** will be an introductory session, hence the actual numbering of classes is starting FROM "CLASS -2 "

### ❖ CLASS -2:

#### INTENTION:

- ❖ Narrated 'Umar bin Al-Khattab (May Allah be pleased with him), reported: Messenger of Allah (PBUH) said, **"The deeds are considered by the intentions, and a person will get the reward according to his intention. So whoever emigrated for Allah and His Messenger, his emigration will be for Allah and His Messenger; and whoever emigrated for worldly benefits or for a woman to marry, his emigration would be for what he emigrated for".** [Al-Bukhari and Muslim].

`Abdullah bin `Abbas (May Allah be pleased with them) reported: Messenger of Allah (PBUH) said that Allah, the Glorious, said: "Verily, Allah (SWT) has ordered that the good and the bad deeds be written down. Then He explained it clearly how (to write): He who intends to do a good deed but he does not do it, then Allah records it for him as a full good deed, but if he carries out his intention, then Allah the Exalted, writes it down for him as from ten to seven hundred folds, and even more. But if he intends to do an evil act and has not done it, then Allah writes it down with Him as a full good deed, but if he intends it and has done it, Allah writes it down as one bad deed". [Al-Bukhari and Muslim].

#### KNOWLEDGE:

**1381.** Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "Allah makes the way to Jannah easy for him who treads the path in search of knowledge." [Muslim].

**1448.** Abu Hurairah and Abu Sa'id Al-Khudri (May Allah be pleased with them) reported: The Messenger of Allah (PBUH) said, "When a group of people assemble for the remembrance of Allah, the angels surround them (with their wings), (Allah's) mercy envelops them, Sakinah, or tranquility descends upon them and Allah makes a mention of them before those who are near Him." [Muslim].

**1382.** Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "He who calls others to follow the Right Guidance will have a reward equal to the reward of those who follow him, without their reward being diminished in any respect on that account." [Muslim].

**1387.** Abu Umamah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "The superiority of the learned over the devout worshipper is like my superiority over the most inferior amongst you (in good deeds)." He went on to say, "Allah, His angels, the dwellers of the heaven and the earth, and even the ant in its hole and the fish (in water) supplicate in favor of those who teach people knowledge." [At-Tirmidhi].

- ❖ **1388.** Abud-Darda (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "He who follows a path in quest of knowledge, Allah will make the path of Jannah easy to him. The angels lower their wings over the seeker of knowledge, being pleased with what he does. The inhabitants of the heavens and the earth and even the fish in the depth of the oceans seek forgiveness for him. The superiority of the learned man over the devout worshipper is like that of the full moon to the rest of the stars (i.e., in brightness). The learned are the heirs of the Prophets who bequeath neither dinar nor dirham but only that of knowledge; and he who acquires it, has in fact acquired an abundant portion." [Abu Dawud and At-Tirmidhi].

- ❖ **1389.** Ibn Mas'ud (May Allah be pleased with him) reported: I heard the Messenger of Allah (PBUH) saying, "May Allah freshen the affairs of a person who hears something from us and communicates it to others exactly as he has heard it (i.e., both the meaning and the words). Many a recipient of knowledge understands it better than the one who has heard it." [At-Tirmidhi].

## **3<sup>rd</sup> CLASS**

### ❖ **Repentance:**

- ❖ **14.** Al-Agharr bin Yasar Al-Muzani (May Allah be pleased with him) narrated that: The Messenger of Allah (PBUH) said: "Turn you people in repentance to Allah and

beg pardon of Him. I turn to Him in repentance a hundred times a day". [Muslim].

- ❖ In another version of Muslim, he said: "Verily, Allah is more pleased with the repentance of His slave than a person who has his camel in a waterless desert carrying his provision of food and drink and it is lost. He, having lost all hopes (to get that back), lies down in shade and is disappointed about his camel; when all of a sudden he finds that camel standing before him. He takes hold of its reins and then out of boundless joy blurts out: 'O Allah, You are my slave and I am Your Rubb'. He commits this mistake out of extreme joy".
- ❖ **16.** Abu Musa Al-Ash`ari (May Allah be pleased with him) reported: The Prophet (PBUH) said: "Allah, the Exalted, will continue to stretch out His Hand in the night so that the sinners of the day may repent, and continue to stretch His Hand in the daytime so that the sinners of the night may repent, until the sun rises from the west". [Muslim].

## **4<sup>th</sup> CLASS:**

### **Safeguarding the laws of Islam:**

- ❖ **651.** `Aishah (May Allah be pleased with him) reported: The Quraish were much worried about the case of a Makhzumiyyah woman who had committed theft and wondered who should intercede for her with Messenger of Allah (PBUH) (so that she would not get punished for her crime). Some said Usamah bin Zaid (May Allah be pleased with him) was his beloved and so he may dare do so. So Usamah (May Allah be pleased with him) spoke to him about that matter and the Prophet (PBUH) said to him, "Do you intercede when one of the legal punishments ordained by Allah has been violated?" Then he got up and addressed the people saying, "The people before you were ruined because when a noble person amongst them committed theft, they would leave him, but if a weak person amongst them committed theft, they would execute the legal punishment on him. By Allah, were Fatimah, the daughter of Muhammad, to commit the theft, I would have cut off her hand." [Al-Bukhari and Muslim].
- ❖ **612.** `Abdullah bin Mas`ud (May Allah be pleased with him) reported: The Prophet (PBUH) said, "He who has, in his heart, an ant's weight of arrogance will not enter Jannah." Someone said: "A man likes to wear beautiful clothes and shoes?" Messenger of Allah (PBUH) said, "Allah is Beautiful, He loves beauty. Arrogance means ridiculing and rejecting the Truth and despising people." [Muslim].

### **Pride:**

- ❖ **615.** Abu Sa`id Al-Khudri (May Allah be pleased with him) reported: The Prophet (PBUH) said, "There was a dispute between Hell and Jannah, and Hell said: `The

haughty and proud are in me.' The Jannah said: 'In me are the weak and the humble.' Thereupon Allah, the Exalted, judged between them saying: 'You the Jannah are My Mercy, and through you I shall show mercy to those whom I wish.' (And addressing the Hell) He said: 'You are My punishment to punish whom I wish amongst My slaves, and each one of you will have its fill.'" [Muslim].

❖ **ENJOINING GOOD AND FORBIDDING EVIL:**

- ❖ **184.** Abu Sa'id Al-Khudri (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "Whoever amongst you sees an evil, he must change it with his hand; if he is unable to do so, then with his tongue; and if he is unable to do so, then with his heart; and that is the weakest form of Faith". [Muslim].
- ❖ **185.** Abdullah bin Mas'ud (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "Never a Prophet had been sent before me by Allah to his people but he had, among his people, (his) disciples and companions, who followed his ways and obeyed his command. Then there came after them their successors who proclaimed what they did not practice, and practiced what they were not commanded to do. And (he) who strove against them with his hand is a believer; he who strove against them with his heart is a believer; and he who strove against them with his tongue is a believer ; and beyond that there is no grain of Faith". [Muslim].
- ❖ **186.** 'Ubadah bin As-Samit (May Allah be pleased with him) reported: We swore allegiance to Messenger of Allah (PBUH) to hear and obey; in time of difficulty and in prosperity, in hardship and in ease, to endure being discriminated against and not to dispute about rule with those in power, except in case of evident infidelity regarding which there is a proof from Allah. We swore allegiance to Messenger of Allah (PBUH) to say what was right wherever we were, and not to fear from anyone's reproach. [Al-Bukhari and Muslim].
- ❖ **187.** Nu'man bin Bashir (May Allah be pleased with him) reported: The Prophet (PBUH) said, "The likeness of the man who observes the limits prescribed by Allah and that of the man who transgresses them is like the people who get on board a ship after casting lots. Some of them are in its lower deck and some of them in its upper (deck). Those who are in its lower (deck), when they require water, go to the occupants of the upper deck, and say to them : 'If we make a hole in the bottom of the ship, we shall not harm you.' If they (the occupants of the upper deck) leave them to carry out their design they all will be drowned. But if they do not let them go ahead (with their plan), all of them will remain safe". [Al-Bukhari].

**5<sup>TH</sup> CLASS:**

### **Day of judgment:**

- ❖ **402.** Al-Miqdad (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "On the Day of Resurrection, the sun will come so close to people that there would be left only a distance of one Meel". Sulaim bin `Amir said: By Allah, I do not know whether he meant by "Meel", the mile of the distance measure or the stick used for applying antimony powder to the eye. (Messenger of Allah (PBUH) is, however, reported to have said:) "The people then will be submerged in perspiration according to their deeds, some up to their ankles, some up to their knees, some up to the waist and some will have the bridle of perspiration (reaching their mouth and nose) and, while saying this Messenger of Allah (PBUH) pointed to his mouth with his hand". [Muslim].
- ❖ **405.** `Adi bin Hatim (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "Everyone of you will speak to his Rubb without an interpreter between them. He will look to his right side and will see only the deeds he had previously done; he will look to his left and will see only the deeds he had previously done, and he will look in front of him and will see nothing but Fire (of Hell) before his face. So protect yourselves from Fire (of Hell), even by giving half a date-fruit (in charity)". [Al-Bukhari and Muslim].
- ❖ **409.** Abu Sa`id Al-Khudri (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "How can I feel at ease when the Angel of the Trumpet, (Israfil) has put his lips to the Trumpet and is waiting for the order to blow it". He (PBUH) perceived as if this had shocked his Companions, so he (PBUH) told them to seek comfort through reciting: `Hasbunallah wa ni`mal-Wakil [Allah (Alone) is Sufficient for us, and He is the Best Disposer of affairs (for us)]". [At-Tirmidhi].
- ❖ **408.** Abu Hurairah (May Allah be pleased with him) reported: Messenger of Allah (PBUH) recited, "That Day it (the earth) will reveal its news (about all that happened over it of good or evil)." (99:4). Then he (PBUH) inquired, "Do you know what its news are?" He was told: "Allah and His Messenger know better". He said, "Its news is that it shall bear witness against every slave man and woman they did on its back. It will say: 'You did this and this on such and such day.' Those will be its news." [At-Tirmidhi]
- ❖ **201.** Hudhaifah and Abu Hurairah (May Allah be pleased with them) reported that they heard Messenger of Allah (PBUH) saying, "Allah will assemble mankind, and the believers will stand till Jannah will be brought near them. They will then go to Adam (PBUH) and say, 'O our father, ask (Allah (SWT)), that Jannah may be opened for us, but he will reply: 'There was nothing that put you out of Jannah except your father's sin. I am not the one to do that, go to my son Ibrahim (Abraham), the beloved man of Allah.' Then Ibrahim (PBUH) when approached, will say: 'I am not the one to do that, for I was only a friend; and that is not a lofty status but ask Musa

(Moses) to whom Allah spoke.' They will then go to Musa (PBUH) but he will say: 'I am not the one to do that; go to 'Isa (Jesus), Allah's Word and spirit.' 'Isa (PBUH) will say: 'I am not the one to do that.' So they will come to me; and I will stand and be given permission. Amanah and ties of relationship will be sent forth and will stand on the sides of the Sirat (that is, the Bridge set over Hell-fire) right and left, and the first of you will pass like lightning." I said (that is Abu Hurairah (May Allah be pleased with him)) "I ransom you with my father and mother, what is like the movement of lightning?" The Messenger of Allah replied, "Have you not seen how the lightning goes and returns in the twinkling of an eye? Next (group will pass) like the passing of the breeze, next like the passing of a bird, and the next with the speed of a running man, according to the quality of their deeds. (During all this time) your Prophet (PBUH) will remain standing on the Bridge saying: 'O my Rabb, keep (them) safe, keep (them) safe,' till men's deeds are so weak that a man comes who will be able only to crawl. On both sides of the Bridge pronged flesh hooks, placed under command will be hung and will seize those about whom they receive command, some people being lacerated and escaping and others being thrown violently into Hell." Abu Hurairah added: By Him in Whose Hand Abu Hurairah's soul is, the pit of Jahannam (Hell) is seventy years in depth. [Muslim].

## **6<sup>TH</sup> CLASS**

### **❖ Virtues of remembrance of Allah in a gathering. gatherings of knowledge:**

- ❖ **1447.** Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "Allah, the Exalted, has teams of angels who go about on the roads seeking those who remember Allah. When they find some people remembering Allah they call to one another and say, 'Come to what you are looking for;' and they surround them with their wings till the space between them and the lowest sky is fully covered. Allah, the Exalted and Glorious, asks them (although He is best informed about every thing): 'What are my slave saying?' They say: 'They are glorifying Your Tasbih, Tahmid, Takbir, Tamjid, (i.e., they were declaring Your Perfectness, praising, remembering the Greatness and Majesty of Allah).' He asks: 'Have they seen Me?' They reply, 'No, indeed, they have not seen You.' He asks: 'How would they act if they were to see Me?' Thereupon they reply: 'If they were to see You, they would engage more earnestly in worshipping and glorifying You and would extol You more.' He would say: 'What do they beg of Me?' They say, 'They beg You for Your Jannah.' Allah says, 'Have they seen My Jannah?' They say, 'No, our Rabb.' He says: 'How would they act if they were to see My Jannah?' They reply, 'Were they to see it, they would more intensely eager for it.' They (the angels) say, 'They seek Your Protection.' He asks, 'Against what do they seek My Protection?' They (the angels) say, 'Our Rabb, from the fire of Hell.' (He, the Rabb) says, 'Have they seen the fire of Hell?' They say, 'No. By Your Honor, they have not seen it.' He says: 'How would they act if they were to see My Fire?' They say: 'If they were to see



it, they would more earnest in being away from it and fearing it. They beg of Your forgiveness.' He says: 'I call you to witness that I hereby grant pardon to them and confer upon them what they ask for; and grant them protection against what they seek protection from.' One of the angels says: 'Our Rabb, there is amongst them such and such slave who does not belong to the assembly of those who are participating in Your remembrance. He passed by them and sat down with them.' He says: 'I also grant him pardon because they are the people by virtue of whom their associates will not be unfortunate'." [Al-Bukhari and Muslim]. (The narration in Muslim is also the same with minor changes in wordings).

- ❖ **1450.** Abu Sa'id Al-Khudri (May Allah be pleased with him) reported: Mu'awiyah (May Allah be pleased with him) came to an assembly in the mosque and asked them: "What has made you sit together?" They replied, "We are sitting here to remember Allah." He said, "I adjure you by Allah to tell me whether nothing else has made you to sit together." They replied: "By Allah! We are sitting only to remember Allah." Then he said, "I did not adjure you because I suspected you. No one of my rank in the eyes of the Messenger of Allah (PBUH) is the narrator of so few traditions as I am. The fact is that the Messenger of Allah (PBUH) went out to a circle of his Companions and said, 'What has made you sit there?' When they replied that they are sitting together to remember Allah and to praise Him for guiding them to Islam and bestowing favors on them, he (PBUH) said, 'I adjure you by Allah to tell me that nothing else has made you sit together.' On their reply that there was certainly no other purpose, he (PBUH) said, 'I did not adjure you because I suspected you, but Jibrail (Gabriel) came to me and told me that Allah was talking proudly of you to the angels.'" [Muslim].

#### ❖ **Vice of hypocrisy**

- ❖ **1617.** Abu Hurairah (May Allah be pleased with him) said: I heard the Messenger of Allah (PBUH) saying, "The first to be judged on the Day of Resurrection will be a man who had died as a martyr. He will be brought forward. Allah will remind him of the favors He had bestowed upon him and the man will acknowledge them. Then He will ask him: 'What did you do to express gratitude for it?' The man will reply: 'I fought for Your Cause till I was martyred.' Allah will say: 'You have lied. You fought so that people might call you courageous; and they have done so.' Command will then be issued about him and he will be dragged on his face and thrown into Hell. Next a man who had acquired and imparted knowledge and read the Qur'an will be brought forward, Allah will remind him of the favors He had bestowed upon him and the man will acknowledge them. Then He will ask him: 'What did you do to express gratitude for it?' The man will reply: 'I acquired knowledge and taught it, and read the Qur'an for Your sake.' Allah will say to him: 'You have lied. You acquired knowledge so that people might call you a learned (man), and you read the Qur'an so that they might call you a reciter, and they have done so.' Command will then be issued about him, and he will be dragged on his face and thrown into Hell. Next a man whom Allah had made affluent and to whom Allah had given plenty of

wealth, will be brought forward, Allah will remind him of the favors He had bestowed upon him and the man will acknowledge them. He will ask him: 'What did you do to express gratitude for it?' The man will reply: 'I did not neglect any of the ways You liked wealth to be spent liberally for Your sake'. Allah will say to him: 'You have lied. You did it so that people might call you generous, and they have done so.' Command will then be issued about him and he will be dragged on his face and thrown into Hell."  
[Muslim].

- ❖ **1619.** Jundub (May Allah be pleased with him) said: The Prophet (PBUH) said, "He who so acts to show off, Allah will disgrace him on the Day of Resurrection, and he who does good deeds so that people (may hold him in high esteem), Allah will expose his hidden evil intentions before the people on the Day of Resurrection."  
[Al-Bukhari and Muslim].
- ❖ **1620.** Abu Hurairah (May Allah be pleased with him) said: The Messenger of Allah (PBUH) said, "A person who acquires (religious) knowledge, which is (normally) acquired to gain the Pleasure of Allah, (for the sole reason) to secure worldly comforts will not even smell the fragrance of Jannah on the Day of Resurrection (i.e., will not enter Jannah)."  
[Abu Dawud].

## **7TH CLASS**

### ❖ **Hadith i Gabriel and Pillars of Islam :**

- ❖ **60.** 'Umar bin Al-Khattab (May Allah be pleased with them) said: Once we were sitting in the company of Messenger of Allah (PBUH) when there appeared a man dressed in very white clothes and having extraordinary black hair. No signs of fatigue of journey appeared on him and he was known to none of us. He sat down facing the Prophet (PBUH) leaning his knees against the knees of the Prophet (PBUH) and placing both of his palms over his two thighs and said, "O Muhammad (PBUH)! Tell me about Islam". He (PBUH) replied, "Islam is to testify that none has the right to be worshipped but Allah, and that Muhammad (PBUH) is the Messenger of Allah; that you observe Salat (prayers), pay Zakat, observe Sawm (fasting) of Ramadan and perform Hajj (pilgrimage) of the House, provided you have resources of making journey to it." He replied: "You have spoken the truth". We were surprised to see that he had asked him and confirmed the correctness of the answers. He then enquired: "Tell me about Iman". He (PBUH) said. "It is to believe in Allah, and His Books, and His Messengers and the Last Day and that you believe in foreordainment, its bad and good consequences." He said, "You have spoken the truth." He then enquired: "Tell me about Ihsan." He (PBUH) said, "It is to worship Allah as if you are seeing Him; and although you do not see Him, He sees you". He enquired: "Inform me about the Hour (i.e., the Day of Resurrection)". He (PBUH) replied, "I have no more knowledge thereof than you". He said, "Inform me about

some of its signs". He (PBUH) said, "They are - that a bondswoman gives birth to her own master, and that you will find the barefooted, naked, poor shepherds competing one another in the construction of higher buildings". Then he departed. The Messenger of Allah kept silent for a while then he said to me, "O `Umar! Do you know who the questioner was?" I replied, "Allah and His Messenger know better". The Prophet (PBUH) said, "He was Jibrail (Gabriel); he came to you to teach you your religion".  
[Muslim].

- ❖ **1075.** Ibn `Umar (May Allah be pleased with them) reported: The Messenger of Allah (PBUH) said, "Islam is based on five (pillars): testifying that there is no true god except Allah and that Muhammad (PBUH) is His slave and Messenger; performing of Salat (Iqamat-as-Salat); the payment of Zakat; performing Hajj (pilgrimage) to the House [of Allah (Ka`bah)]; and Sawm (fasting) during the month of Ramadan."  
[Al-Bukhari and Muslim].
- ❖ **1079.** Buraidah (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "That which differentiates us from the disbelievers and hypocrites is our performance of Salat. He who abandons it, becomes a disbeliever."  
[At-Tirmidhi].
- ❖ **1081.** Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "The first of man's deeds for which he will be called to account on the Day of Resurrection will be Salat. If it is found to be perfect, he will be safe and successful; but if it is incomplete, he will be unfortunate and a loser. If any shortcoming is found in the obligatory Salat, the Glorious and Exalted Rabb will command to see whether His slave has offered any voluntary Salat so that the obligatory Salat may be made up by it. Then the rest of his actions will be treated in the same manner."  
[At-Tirmidhi].

## **8<sup>TH</sup> CLASS**

### ❖ **Rights of Muslims**

- ❖ **847.** Al-Bara' bin `Azib (May Allah be pleased with them) reported: The Messenger of Allah (PBUH) commanded us to do seven things: to visit the sick, to follow the funeral (of a dead believer), to invoke the Mercy of Allah upon one who sneezes (i.e., by saying to him: Yarhamuk-Allah), to support the weak, to help the oppressed, to promote the greeting of `As-Salamu `Alaikum', and to help those who swear to do something to keep their oaths.  
[Al-Bukhari and Muslim].

### ❖ **Relationship with Muslims-dos and don'ts**

- ❖ **233.** Ibn `Umar (May Allah be pleased with them) reported: Messenger of Allah (PBUH) said, "A Muslim is a brother of another Muslim. So he should not oppress him nor should he hand him over to (his Satan or to his self which is inclined to evil). Whoever fulfills the needs of his brother, Allah will fulfill his needs; whoever removes the troubles of his brother, Allah will remove one of his troubles on the Day of Resurrection; and whoever covers up the fault of a Muslim, Allah will cover up his fault on the Day of Resurrection".  
[Al-Bukhari and Muslim]
- ❖ **1570.** Abu Hurairah (May Allah be pleased with him) said: The Messenger of Allah (PBUH) said, "Beware of suspicion, for suspicion is the worst of false tales. Do not look for other's faults. Do not spy one another, and do not practice Najsh (means to offer a high price for something in order to allure another customer who is interested in the thing). Do not be jealous of one another and do not nurse enmity against one another. Do not sever ties with one another. Become the slaves of Allah, and be brothers to one another as He commanded. A Muslim is the brother of a Muslim. He should neither oppress him nor humiliate him. The piety is here! The piety is here!" While saying so he pointed towards his chest. "It is enough evil for a Muslim to look down upon his Muslim brother. All things of a Muslim are inviolable for his brother in Faith: his blood, his wealth and his honor. Verily, Allah does not look to your bodies nor to your faces but He looks to your hearts and your deeds."
- ❖ Another narration is: "Do not feel envy against one another; do not nurse enmity; do not spy on one another and do not cheat one another. Be Allah's slaves, brethren to one another."
- ❖ Another narration is: "Do not have estranged relations with one another. Do not nurse enmity and do not feel envy against one another. O Allah's worshippers! Be brothers!"
- ❖ Another narration is: "Do not estrange mutual relations and do not intervene into the transaction which is likely to be settled with another person."  
[Muslim].
- ❖ **1573.** Abu Hurairah (May Allah be pleased with him) said: The Messenger of Allah (PBUH) said, "Beware of suspicion, for suspicion is the worst of false tales."  
[Al-Bukhari and Muslim].
- ❖ **Handshake/Islamic greetings**
- ❖ **887.** Al-Bara' (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "Two Muslims will not meet and shake hands without having their sins forgiven (by Allah ) before they depart." [Abu Dawud].
- ❖ **848.** Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "By Him in Whose Hand is my life! You will not enter Jannah until you believe, and you will not believe until you love one another. Shall I inform you of something which, if you do, you will love one another? Promote greetings amongst

yourselves."  
[Muslim].

❖ **About what Allah (SWT) has prepared for His slaves in paradise:**

- ❖ **1882.** Abu Hurairah (May Allah be pleased with him) said: The Messenger of Allah (PBUH) said, "The first group (of people) to enter Jannah will be shining like the moon on a full-moon night. Then will come those who follow them who will be like the most shining planet in the sky. They will not stand in need of urinating or relieving of nature or of spitting or blowing their noses. Their combs will be of gold and their sweat will smell like musk; in their censers the aloes-wood will be used. Their wives will be large eyed maidens. All men will be alike in the form of their father `Adam, sixty cubits tall."
- ❖ Another narration is: The Messenger of Allah (PBUH) said, "Their utensils will be of gold, their perspiration will smell like musk; everyone of them will have two wives; the marrow of the bones of the wives' legs will be seen through the flesh out of excessive beauty. They (i.e., the people of Jannah) will neither have difference, nor enmity (hatred) amongst themselves; their hearts will be as if one heart, and they will be glorifying Allah in the morning and in the afternoon." [Al-Bukhari and Muslim].
- ❖ **1884.** `Abdullah bin Mas`ud (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "I know of the last of the inhabitants of the Hell to be taken out from there and the last one to enter Jannah. He is a man who will come out of the Fire, crawling on all fours. Allah, the Rabb of glory and honor will say to him: `Go and enter Jannah.' He will go to it and think that it is full up. He will then come back and say: `O my Rabb, it is full up.' Allah will say to him: `Go and enter Jannah.' He will again go to it and think that it is full up. So he will turn back. Allah will again say: `Go and enter Jannah. For you have what is equal to ten times the world.' He will say: `Are You making fun of me while You are the King?" At this I (i.e., the narrator) saw the Messenger of Allah (PBUH) laugh till his premolars were visible and he said, "Such man will be the last dweller of Jannah in its lowest rank." [Al-Bukhari and Muslim].
- ❖ **1885.** Abu Musa (May Allah be pleased with him) said: The Prophet (PBUH) said, "In Jannah the believer will have a tent made of a single hollowed pearl of which the length will be sixty miles in the sky. The believer will have his wives with him and he will visit them and they will not be able to see one another." [Al-Bukhari and Muslim].

## **CLASS DIVISION FOR THE COURSE:**

### **CLASS 1:**

- 1)INTRODUCTION OF THE WHOLE COURSE
- 2) IMPORTANCE OF SEEKING KNOWLEDGE ETC.,
- 3)EXPLANATION OF COURSE PATTERN

#### 4) RULES AND REGULATIONS

##### CLASS 2

SESSION NAME	REFERENCES
<b>QURAN-PUPOSE OF CREATION- TO SERVE ALLAHAH</b>	Surah Mulk- ayah 2 Surah Dhariyat – ayah 56 Surah Bani Israel- ayah 20 Surah Hadeed – ayah- 23 Surah Baqarah – ayah 20-25,30.
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	Ch.1: IMAN Greatest Favor Allah Obligation of favor- to be a Muslim(real meaning of the word) Meaning of accepting Islam
<b>SUPPLICATIONS</b>	MORNING AND EVENING

##### CLASS 3:

SESSION NAME	REFERENCES
<b>QURAN- DAY OF JUDGEMENT</b>	Surah Qaaf- ayah 16-45
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.3:SALAH: Meaning of ibadat Results of knowing the wrong meaning of the word “ Ibadat” Ibadat- Servitude through out life
<b>SUPPLICATION</b>	Before and after the meal

**CLASS 4:**

SESSION NAME	REFERENCES
<b>QURAN-RELATIONSHIP WITH THE QURAN</b>	Surah Hahsr- 18-24 Surah Zumar – ayah 23 Surah Araaf- ayah 96 Surah Baqarah – ayah 120-121,185 Surah Hajj- ayah 46 Surah Furqaan- ayah 52
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.1:IMAN: Our treatment with Quran Its imperative to Understand the Quran Result of injustice to Allah's book
<b>SUPPLICATION</b>	Before going to bed, and on Waking up

**CLASS 5:**

SESSION NAME	REFERENCES
<b>QURAN-LESSONS FROM SALAH(PRAYER)</b>	Surah Muminun- ayah 2-9 Surah Tara– ayah 20 Surah Muddassir- ayah 33 Surah An' am – ayah- 79 Surah Maun – ayah 4
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.3 SALAH: Benefits of Salah: Consciousness of being a slave Sense of duty Practice of obedience Inculcating fear of Allah Awareness of Allah Practice of staying united

<b>SUPPLICATION</b>	For Sorrow and anxiety

#### CLASS 6:

SESSION NAME	REFERENCES
<b>QURAN-IMPORTANCE OF SEEKING KNOWLEDGE</b>	Surah Alaq- ayah 1-5 Surah Fatir – ayah 28 Surah Qalam- ayah 1 Surah Taha-aya-114 Surah Zumar-ayah 9 Surah Naml- ayah 15 Surah Baqarah – ayah 31-32
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.1 IMAN: First requirement knowledge Importance of Knowledge
<b>SUPPLICATION</b>	After Adhaan (call to prayer)

#### CLASS 7:

SESSION NAME	REFERENCES
<b>QURAN-EXCELLENCE OF GOOD BEHAVIOUR</b>	Surah Hujurat- ayah 9-13
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.3 SALAH: What qualities does salah produce Complete servitude not possible by one man alone Not possible to fight alone with Satan
<b>SUPPLICATION</b>	After ablution (wudu)



**CLASS 8:**

SESSION NAME	REFERENCES
<b>QURAN-IMPORTANCE OF STAYING UNITED,WORKING COLLECTIVELY FOR ISLAM</b>	Surah Al Imran- ayah 101-105 Surah Shura – ayah 13
<b>HADITH</b>	Select ahadith from the list provided in this booklet(under the course-Understanding Islam)
<b>LITERATURE</b>	CH.5 : ZAKAH: Why Infaaq Man is selfish by nature Effects of being selfish Welfare of the individual depends on the welfare of the community
<b>SUPPLICATION</b>	After prayer

**CHAPTER III****QURANIC SESSIONS ON SELECTED SURAHS:**

This course has a listing of some surahs of Holy Quran which can be taught during or after Ramadan or started for beginners for whom the other courses seem burdening. The duration can be from 1.30-2hrs.

**SYLLABUS:**

<b>SURAH HAJURAT</b>	<b>ISLAMIC STANDARDS ON MAINTAINING GOOD RELATIONSHIP,BROTHERHOOD AND EXCELLENT BEHAVIOUR</b>
<b>SURAH NOOR</b>	<b>CONCEPT OF HIJAB, MODESTY ,ISLAMIC REGULATIONS FOR A CIVIC AND MODEST SOCIETY,IMPORTANCE OF TAQWA</b>
<b>SURAH AHZAAB</b>	<b>CONCEPT OF HIJAB, MODESTY ,ISLAMIC REGULATIONS FOR A CIVIC AND MODEST SOCIETY</b>
<b>SURAH YASEEN</b>	<b>PRINCIPLES OF CALLING TOWARD ALLAAH</b>
<b>SURAH MULK</b>	<b>PURPOSE OF OUR EXISTENCE- USING THIS WORLD FOR NEXT WORLD</b>
<b>SURAH NABA</b>	<b>ACCOUNT OF DAY OF JUDGEMENT</b>

## CHAPTER IV

### SESSIONS ON MISCELLANEOUS TOPICS OF ISLAM:

This course too has a listing of some general topics which can be taught to beginners/passouts of other courses as the need be.

The duration can be from 1.30-2hrs.

### SYLLABUS:

<b>FAITH</b>	<ul style="list-style-type: none"><li>▪ Meaning of “Shahadah”,</li><li>▪ Islamic Monotheism v/s Polytheism and (atheism)</li><li>▪ Belief in Angels (Surah Qaaf ayah 17-19)</li><li>▪ Hereafter (Hadith session)</li><li>▪ Love of Allah (Hadith session)</li><li>▪ Message from the Seerah of Prophet Mohammed (S)</li><li>▪ Surah Asr</li><li>▪ Islam is to PREVAIL</li></ul>
<b>WORSHIP</b>	<ul style="list-style-type: none"><li>▪ Salah</li><li>▪ Piety (Hadith session)</li><li>▪ Requirements of Piety</li><li>▪ Zakah</li><li>▪ Knowledge (al Ilm) (hadith session)</li><li>▪ Ramadan</li><li>▪ Supplication-virtues and necessity (hadith session)</li><li>▪ Purification of soul</li></ul>
<b>ISLAMIC STANDARDS OF MORALS AND BEHAVIOUR</b>	<ul style="list-style-type: none"><li>▪ Life and its Purpose</li><li>▪ High and standard moral values of Islam</li><li>▪ Modesty</li><li>▪ Prohibited behavior (Surah Hujurat)</li><li>▪ Attributes of believers (Surah Muminun ayah 1-10)</li><li>▪ Signs of Hypocrisy</li><li>▪ Guard your tongue- (Surah Yaseen ayah 65)</li><li>▪ Rights of Muslims (hadith session)</li></ul>
<b>ISLAM AND SOCIO-ECONOMIC DEALINGS</b>	<ul style="list-style-type: none"><li>▪ Spending in the cause of Allah</li></ul>

	<ul style="list-style-type: none"> <li>▪ Marriage – rights and duties of spouses</li> <li>▪ An Ideal Muslim Mother(excerpts from Islamic history)</li> <li>▪ Reality of this World</li> <li>▪ Self check</li> <li>▪ A charity that never ends in reward</li> <li>▪ Upbringing of Children-Islamic perspective and guidelines</li> <li>▪ Purpose and reverence of this Ummah, reasons behind its being, responsibilities..etc.,</li> </ul>
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#### CHAPTER IV:

The course “COMPREHENSIVE COURSE ON INITIAL ISLAMIC STUDIES” is **attached** along with this booklet.

 **Tajweed in this course is optional.**

Tajweed should ONLY be taught by teachers who are proficient in the art of tajweed. In case of non availability of such staff “tajweed” portion can be “omitted” and the course can be continued without it. Relate any issues you might have to the Dawah department for further guidance. This is also a CERTIFICATE COURSE. Exams(oral and written) will be conducted at the end of each semester(It is a 6 month course).Students whose attendance is good and who attend all the semesters should be given certificates. All Syllabus books should be given to students before the start of the course.

#### CHAPTER V:

EVALUATION FORM TO BE FILLED IN BY THE TEACHER AT THE END OF EACH COURSE:

Course Name	Attendance	No. of Graduating students/potential members	Rating of the course	Difficulties during the Course
Understanding Islam course				
Comprehensive course on Islamic studies				
Quranic sessions on selected Surahs				
Sessions on Miscellaneous topics on Islam				

## GUIDELINES FOR UNIT INCHARGES

◆ After completing these courses serially or individually, Unit incharges are required to hold a meeting with all those students whom they consider as “POTENTIAL MEMBERS” and discuss the following books with them:

(these can be discussed in 1/2/3 meetings depending on the convenience of the attendees)

- 1) **Witness unto Mankind**
- 2) **Commitment By Shamim Siddiqui**
- 3) **What is required of a Member(4 points for membership)**
- 4) **Introduction OF ISLAMIC CIRCLE OF NORTH AMERICA- SISTERS'WING**
- 5) **Clarifying any doubts or misconceptions**

Courtesy:

*Islamic Circle of North America (Sisters' Wing- Dawah department)*

## Syllabus for First Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
INTRODUCTORY CLASS - Importance of religious knowledge (Lis. of Quran and Sunnah in the eyes of the companions and the				
Class#1	Tafseer of Surah-AI-Fatiha	Proper way of saying Haroot-e-Tahajj, Azaab (Fatha, Kasra, Damma, Tanween, Shadda and Sukoon)	Practice Surah-AI-Fatiha with Tajweed	Practice Surah-AI-Fatiha with Tajweed
Class#2	Masozatain	Mufakham letters, Muraqib letters ( sometimes thick, sometimes thin letter), Lam-e-jala. Explain with examples.	Mufakham letters, Muraqib letters.	Five 5 letters each of Mufakham and Lam-e-jala.
	Surah-AI-Mhas and Surah-AI-Kafiroon . <u>Literature:- Khulfaat</u>			

Class#4	Surah-AI-Lahb and Surah-AI-Qunah	Gunnah. What is Makhrj? What are the different Makharj and how can we know them?	practice gunnah of noon mushaddad with surah An-naas.	Learn Surah AI-Lahb , Surah AI-Qunah. Find 5 examples each of noon mushaddad and meem mushaddad, gunnah.

## Syllabus for Second Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
Class#1	Surah-An-Naaz and Surah-AI-Kauser, memorize and root words.	Leen letters, names of teeth and all students should have the diagram for it.	Make the students memorize the meaning of Sana and correct the mistakes of fatha and kasra	Memorize the names of teeth and find examples of leen letters.
Class#2	Surah-AI-Maoun, memorize and root words	revision of previous lessons, practice makharj. Explain makharj (jawf, haki, lisan, ashafawiya and al-kashyoom. Explain with examples.	the proper way of reciting Al-bahiyat and it's meaning.	
Class#3	Surah-AI-Faat, memorize and root words	Revision of previous lessons, Practice Makharj well.		Learn all lessons.
Class#4	<u>Literature:- Path of Islam</u>	revise makharj	practice makharj	

Test: Decide any day for the last class and scan the test.




## Syllabus for Third Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
Class#1	Surah Al-Hamza, correct the mistakes of the text, memorize and root words.	Types of Qalqalah , explain with examples and minor qalqalah	meaning of tashud and correct common mistakes	find five examples of each letter of qalqalah
Class#2	Surah Al-Takweer, memorize and root words.	rules of noon sakin and between (izhaar) , explain with examples and practice izhaar.	memorize the meaning of the tasbeeh of Furu and sujud	learn the lesson and find the examples of izhaar
Class#3	Surah Al-Qariyah, memorize and root words	Rules of noon sakin and between (adgaam) with and without gunnah	practice and memorize the meaning of durood-e-Ibrahim and correct mistakes	
Class#4	Surah Al-Aar, memorize and root words and <u>Importance of organization.</u> <u>Shahada-e-Haq</u>			

## Syllabus for Fourth Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
Class#1	Surah Al-Radiyaat, memorize and root words	revision of previous lesson, rules of between and noon sakin ( iqala and ikhfa)	manner of wudu ( obligations and sunnah)	
Class#2	Surah Az-Zilzal, memorize and root words	Revision of rules of noon sakin and between	Obligatory wudu	learn your lesson.
Class#3	Surah Al-Bayyinah, memorize and root words	rules of meem, adgaam, ikhfa and izhaar	sunnah of prayers	learn your lesson.
Class#4	<u>Literature- Rules of character building</u>	Choose any Surah and make all students practice it.		

## Syllabus for Fifth Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
Class#1	Surah Al-Qadr and Surah Al-Iqra, memorize and root words	Rules of madd-e-hurfi, madd-e-mubasil and madd-e-munfasil with examples.	practice	learn your lesson
Class#2	Surah Al-Alaq, memorize and root words	Revision of previous lesson, rules of madd-e-and and madd-e-and lean		find examples of madd-e-eend and madd-e-eend lean
Class#3	Surah Ad-Duha and Surah Alam nashrah, memorize and root words	revision of maddad	Obligations of Sala'at and Importance of prayer	learn your lesson
Class#4	Surah Al-Iytl, memorize and root words, Awas-e-final			

## Syllabus for Sixth Month

CLASS	QURAN	TAJWEED	PRACTICE	HOMEWORK
Class#1	Surah Ash-shams , memorize and root words	Madd-e-hudm	rulings for Menstrual cycle	learn your lesson
Class#2	Surah Al-Balad, memorize and root words	revision of previous lessons ( esp. the ones students are finding difficulties with)	practice	learn your lesson
Class#3	Surah Al-Fajr, memorize and root words	Huroof-e-Sham'iy , Huroof-e-qam'iy and Chapter of Al-waqf	Everyday dua's of different times	
Class#4	<u>Deen and shariyat</u>	rules of nas		
Class#5		practice tajweed		
Class#6		practice tajweed		
Class#7	Oral Test- Scan the Final Written Test			
Class#8	Result			