

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

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اَلْحَمْدُ لِلّٰهِ رَبِّ الْعَالَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِنَا مُحَمَّدٍ كَمَا نَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ط بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

23 Madani pearls of Sho'ba Ta'leem (Islamic sisters)

﴿World level Majlis (Dawat-e-Islami)﴾

1) A brief description of the Majlis Sho'ba taalem and its associated departments (Sunni Lady Scholars, Majlis Lady doctors, Majlis Lady Homeopathic)

a) Majlis shoba taleem: Responsibility of sho'ba ta'leem is to spread the message of the Non political worldwide organization of Quraan o Sunnah, "Dawat-e-Islami" amongst Islamic sisters concerned with government, private schools, colleges, universities, institutes, academies, tuition centres and educational offices, make them associated with Dawat-e-Islami and make their mindset to lead the life according to Madani Aim, that ***"I must strive to reform myself and people of the entire world"***.

Saying of Ameer-e-Ahl-e-Sunnat:

✽ Students are the most valuable asset of a country and future leaders of a nation. If they are trained in accordance with Shariah and Sunnah, Divine fear and devotion to the Holy Prophet ﷺ will prevail everywhere in society إن شاء الله

عزوجل

✽ Keep on spreading Madani In'amaat in Sho'ba Ta'leem.

✽ Arrange Madrasa-tul-Madina (adults) in hostels. As it provides better chances of making individual efforts.

✽ In almost 26 institutes, the book "Kufriya kalimaat kay baray main sawal jawab", "Laws of Salah" and "question and answers regarding veil" have been included in syllabus. (*Madani Muzakira Rabiul Alwa 1433H*) Islamic sisters should also try to include books like "Salah of Islamic sisters" in institutes. (*Madani Muzakara on Madani channel Mah-e-Rabi-un-Noor 1433hijri*)

✽ So, make persuasion to include books of Maktaba-tul-Madina in syllabus according to situation.

b) Sunni Lady Scholars: The responsibilities of the Majlis of sunni lady scholars is to spread the message of "The Nonpolitical worldwide organization of Quraan o Sunnah Dawat e islami", amongst Islamic sisters concerning with Sunni Madaris, Domestic Madrasa and Jaamiaat (universities) i.e. principals, teachers, students, other staff members and the organizers of these institutions, to give them awareness about services Dawateislami, establish contact with them, conduct Madani activities of Dawat-e-Islami, make them associated with Dawat-e-Islami and make their mindset to lead the life according to Madani Aim, that ***"I must strive to reform myself and people of the entire world"***. Also, to deliver the call towards righteousness, to Naat-Khwan (who recites Naat), debaters, and lady anchors of religious programs of different channels is responsibility of this Majlis.

☆ Ameer e ahle sunnat states: "Ulama-e-Deen (Scholars of religion) is the one who safeguard the Islamic rulings. (*"Kufiya kalima kay baaray main sawal jawab p661*) * Dawat-e-Islami is fruit of blessings of Religious scholars. * May Allah عزوجل give us the privilege of becoming Áalim-e-Deen (Religious Scholar), or at least love them. * The righteous Religious scholars have great importance in Islam because scholars are the heir and successors of the Prophet's عليهم الصلوة والسلام teachings. This is the reason

why, I not only have the honor of respecting scholars, but I also persuade other to do so.

- c) **Majlis Lady Doctors:** The responsibility of the majlis of lady doctors is to spread the message of Non political worldwide organization of Quraan o Sunnah, “Dawat-e-Islami” amongst Islamic sisters within the country or in overseas who are concerned with Government or private medical colleges, the hospitals associated with medical universities, government and private hospitals, clinics, dispensaries, health centers, basic health units and health workers, make them associated with Dawat-e-Islami and make their mindset to lead the life according to Madani Aim, that **“I must strive to reform myself and people of the entire world”**.
- d) **Majlis of homeopathic lady doctors:** The responsibility of the majlis of homeopathic lady doctors is to spread the message of Non political worldwide organization of Quraan o Sunnah, “Dawat-e-Islami” amongst Islamic sisters within the country or in overseas who are concerned with Government or private homeopathic clinics and dispensaries, homeopathic medical colleges, the national council for homeopathic, health centers, make them associated with Dawat-e-Islami and make their mindset to lead the life according to Madani Aim, that **“I must strive to reform myself and people of the entire world”**.

☆ The Holy Prophet صَلَّى اللهُ عَلَيْهِ وَآلِهِ وَسَلَّمَ said, **”نِيَّةُ الْمُؤْمِنِ خَيْرٌ مِنْ عَمَلِهِ”**

“The intention of a Muslim is better than his act.”

(Tabarani Mu'jam-ul-Kabeer Al-Hadees 5942, vol 6, pg 185 Dar-ul- ahya-ut-turas Al- 'Arabi Al-berut)

Therefore, all responsible Islamic sisters should keep on making the following intention acting upon the Madani In'am number 1 out of **“63 Madani In'amat”** provided by Ameer-e-Ahl-e-Sunnat دامت بركاتهم العالیه, “I will carry out the Madani activities of department of Dawat-e-Islami named “Majlis Shoba-e-Ta'leem”

to please صَلَّى اللهُ تَعَالَى عَلَيْهِ وَآلِهِ وَسَلَّمَ and His Beloved Rasool صَلَّى اللهُ عَلَيْهِ وَآلِهِ وَسَلَّمَ according to established procedures of Madani Markaz.” **إِنْ شَاءَ اللهُ عَزَّوَجَلَّ**

- ☆ After the approval of Madnai pearls, its implementation is the real thing. (Madani pearls of the shora and kabina madani meeting, 22 to 26 august 2013)
- ☆ All responsible Islamic sisters of Sho'ba Ta'leem should learn the Islamic teaching regarding veil, collecting donations, bribery, relationships and sycophancy (i.e. to ignore one doing forbidden deeds despite of having power of stopping, keeping quiet or being lenient). For this, studying the books and booklets of Maktaba tul Madinah is beneficial. For example ☆ Questions and Answers about veil ☆ Questions and Answers about Donations, ☆ Faizan e Sunnat Pg. 539 to Pg. 554, ☆Kufriya kalimaat kay baray main suwal jawab Pg. 428 to 449, ☆Bahar-e-Shari'at Vol-3, Part 16, moreover Fatawa Razawiyyah Vol-24, Pg. 311 to Pg. 331. Moreover, keep on consulting “Dar-ul-Ifta Ahl-e-Sunnat” for shar'I guidance whenever necessary.

2) Meeting and conducting individual effort in the personality Islamic sisters associated with Majlis Shoba taleem and its associated departments (i.e. sunni lady scholars, lady doctors, and homeopathic lady doctors):

- ☆ Definition of Personality: a “personality” Islamic sister is one who is influential Islamic sister, has subordinates working under her, so that when this “personality” Islamic sister will become associated with the madani environment, her subordinates automatically become associated with the madani environment as well and by doing this, there will be a better benefit for Dawateislami.

- ☆ The responsible Islamic sisters Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (area level to world level) should take prior appointment from the personality Islamic sisters contacting them with meeting or making phone calls.
- ☆ Initially, if needed, it is beneficial to introduce yourself; i.e. organizational responsibility and qualification.
- ☆ Introduce yourself as responsible Islamic sister of Dawat-e-Islami for Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors).
- ☆ If a personality Islamic sister asks from Responsible Islamic sisters of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) about their identity (card etc) then it's better that they give them the booklet "Introduction of Dawat-e-Islami" published by Maktaba-tul-Madinah and attach a slip comprising your written name, organizational responsibility, qualification (if well-qualified) and briefly write the purpose of visiting them (as "I have come to present the introduction of Dawateislami and to meet you").
- ☆ Try to meet the personalities, in their spare time so that they could listen to you with full concentration.
- ☆ During meeting Responsible Islamic sister of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should be very careful about their neatness as personalities keenly observe it.
- ☆ It is preferable that two or three islamic sisters go together and before going for meeting, decide that who will participate in the conversation and what will be talked about?
- ☆ Then an Islamic sister should talk in persuading way according to the situation. (for e.g Excellence of Salah and other pillars of Islam, Excellences of 10th Muharram-ul-Haram, Rabi-un-Noor, Rajab-ul-

Murajjab, shaban-ul-Muazzam, Ramadan-ul-Mubarak, shawwal-ul-Mukarram, Zul-hijja-til-Haram, Travelling in the way of الله, blessing of spending money in the path of الله)

- ☆ During conversation to the personalities, introduce them about Dawat-e-Islami's Madani activities, its departments, e.g Majlis Sho'ba Ta'leem, Majlis IT, madrasatul madina online (ilbanaat), short courses (online), Al-Madina-tul-Ilmiyah, Dar-ul-Iftah Ahl-e-Sunnat and website of Dawat-e-islami, (www.dawateislami.net) etc.
- ☆ During the meeting, the responsible Islamic sister of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should tell the services of Dawat-e-Islami to the personality Islamic sisters associated with sunni Jamiyaat and madaaris, especially introduce different aspect of serving Quran through publications of Dawat-e-Islami.
- ☆ Publishing the Quraan, madani qaida, Kanz-ul-Imaan with Khazayin-ul-I'rfaan, Ma'rifat-ul-Quran a'la Kanz-ul-Irfan, Sirat-ul-Jinaan, jalaalain Ma' Hashiya Anwar-ul-Haramain, Baizawi ma' Hashiya Maqsood-un-Naawi, Tafseer Surah-e-Noor, Faizan e Yaseen Shareef Ma' Dua Nisf Sha'ban, Madani Treasure of blessings, Ayaat-e-Quran kay Anwaar, Miracles and Wonders of the Quran, Faizan eTajweed, Come learn Quran.
- ☆ During the meeting, the responsible Islamic sister of the Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) introduce Mobile applications of Dawat-e-Islami e.g. Siraat-ul-Jinaan and "Prayer times" especially.
- ☆ Whenever you go to meet a personality, you should have the Madani activities of Dawat-e-Islami memorized by heart. You should also remember the brief details of Majlis for reforming the prisoners, Majlis special Islamic sisters, the number of

Jamiát-ul-Madina and Madrasa-tul-Madina (for Islamic sisters), number of teachers and students, expenses of these departments etc., so that the introduction of Dawat-e-Islami could be presented properly, and persuasion for donations could be made nicely. (Madani meeting of markazi majlis shoora and zone nigraan 8-11 Rajab-ul-Murajjab 1436 Hijri 27-30 April 2015)

- ☆ During conversation with them, don't affirm to whatsoever they are saying, neither shake your head in affirmation, completely avoid contradictory issues, useless talks and political issues. While doing individual effort only speak on topics such as fear of Allah and love for the Holy Prophet, sincerity and good manners, qualities of Prophets, Companions of Prophet and saints (عليهم الصلوة والسلام وعليهم الرضوان) and about Dawat-e-Islami and the marvellous character of founder of Dawat-e-Islami دامت بركاتهم العاليه for the rectification of Ummah. Meeting should be precise (5 to 12 minutes), but if the personality shows interest and seems more time should be given then duration of meeting should be extended. And collect their views with details in written form and submit to your responsible Islamic sister. So that they can emphasize importance of this Madani work of Dawat-e-Islami in Madani meetings by mentioning these comments.

- 3) It is narrated in Hadees pak, **“Give gifts to each other, it will enrich affection amongst you”**. (Mota Imam Malik, vol-2, pg#407, raqam-1731) with the intention of acting upon it, in the end of meeting, present them books/ booklets and V.C.Ds of Maktaba-tul-Madinah as gift, from your own money or get it arranged by well off Islamic sisters. At the time of presenting instead of saying “It is from me”, say “It is presented as gift, please accept it.”

- ☆ It is better to present the people associated with Shoba taleem and its associated departments (Sunni lady scholars, lady doctors, and homeopathic lady doctors) literature/ V.C.Ds of Maktaba-tul-Madinah related to their department as a gift, as it will enhance their interest. Which booklet/ memory cards has been presented, note it down in diary, so in this way, in the next meeting, you can give another Booklet/ memory cards. E.g.
- ☆ The personality Islamic sisters associated with the majlis shoba taleem, should be given the following books or booklets publish by maktabatul madina; “50 madani pearls to earn in a halal method”, “Raahe Ilm”, “kaamyab ustad kon?”, Kaamyab Taalib-e-I’lm Kon?”, Intihaan ki tayyari kaise ki jaye?”, “I’lm o Hikmat ke 125 madani phool”, “Ilm deen ke Fazail”. For enhancing Madani activities in department of Shoba-e-Ta’leem, publicize the “25 madani pearls for students”, “17 madani pearls for teachers” provided by Ameer e Ahle sunnat. Give them the book “Question and answers regarding veil (especially 5 conditions in which a woman can work given on page 109) (These papers are available in the record file)
- ☆ For the personality islamic sisters associated with Sunni Madaaris and Jaamiyat, give them the books and booklets published by Madinatul Ilmiya and Maktabatul Madina, for example, “Naat Khwan aur Nazrana”, “Zikr waali Naat Khwani”, “kaamyab ustad kon?”, “Call towards righteousness”, “Madani Treasure of blessings”, “Tafseer Sirat-ul-Jinan”, “Faizan-e-Ayesha Siddiqah”, “Faian-e-Khatoon-e-Jannat”etc.
- ☆ For lady doctors, lady homeopathic, health workers and Islamic sisters associated with them, present books and booklets published by Madina-tul-Ilmiya and Maktaba-tul-Madina. For

example, 'Manners of Eating', "Wudu and Science", "Ailing Worshipper", "40 spiritual cures", "Madani Treasure of blessings", "Siraat ul Jinaan". Give them the book "Question and answers regarding veil (especially 5 conditions in which a woman can work given on page 109)

- ☆ During the meeting with the personality islamic sister associated to any department, the responsible Islamic sister of the Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should also present books and booklets related to the Blessed days and months. For example, booklet "Return of the shroud" in month of Rajab ul Murajab, "The Prophets month" in the month of Shabaan-ul-Muazam', "Blessings of Ramadan" in blessed month of Ramazan-ul-Mubarak etc. During February, the booklet "Valentine's day" should be distributed in the associated institutes as much as possible before 14th February.
- ☆ The booklet, target of reading within week is provided from the court of Ameer e ahle sunnat every week, should also be delivered by the responsible islamic sisters to these Islamic sisters. The number of those Islamic sisters/ students related to this department, who read or listened to the booklets should be submitted to your responsible islamic sister according to the policy of the madani center every week.
- ☆ Remember! Never host private parties for designated personality islamic sister nor should you make arrangements through someone else as this is not allowed in shariah. The same ruling is for gifts except from islamic books, booklets and memory cards.
- ☆ Make arrangements for Madani Channel in the houses of the individuals who are associated with Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and

homeopathic lady doctors), introduce to them and give them the mindset to keep watching the program Madani Muzakira on madani channel.

- ☆ Wherever it is possible, make arrangement of watching weekly Madani Muzakira through the administration of residential Sunni Madaaris and Jaamiyat under Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors), persuade the principals and students to watch, and collect its performance report through the relevant Islamic sisters.
- 4) Firm and continuous contact is the basis of madani activities. Whoever personality you meet, take their name, contact numbers, note it down, and make a list of (name, postal address, phone number etc.), carry on contacting via sms, email, face to face, or phone call, as needed.
- ☆ After collecting the complete details of personality Islamic sisters such as number, names, postal addresses, phone numbers, whatsapp number etc, submit it to responsible Islamic sisters of their relevant Area so that if necessary, they can be contacted easily. (Make this list according to "**Details for Personalities islamic sisters**" and "**Details of associated organizations**" (area level) present in the record file).
- ☆ From time to time, the responsible Islamic sister of the Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should arrange the meeting of personality Islamic sisters with her Responsible Islamic sisters as well as with Preacher Islamic sisters. (Remember! Ameer-e-Ahle Sunnah said in the Madani Muzakira that while introducing them, there is no harm in saying businessman, doctor, minister etc. but saying "She is a personality" is inappropriate.)

- ☆ According to the decided level of responsibility in country and overseas, make a broadcast group in whatsapp, and send video clips and posts received from Global level Majlis in this group. Benefit of this is that no member will be able to send their personal messages in broadcast group but it is only received by admin.
- ☆ Through the city's Majlis of Daar ul Madina, Responsible Islamic sisters of Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors)(Kabina level) should keep making individual efforts on teachers of Dar-ul-Madina to do madani works for Shoba Taleem and stay in contact with them.
- ☆ Meet, make individual efforts and distribute booklets (booklets, books memory cards etc.) to newly coming teachers, students, lady doctors, principals, scholars, other staff members and the passing out students of educations institutions, medical colleges, Sunni Madaaris and Jaamiyat and those who go abroad for high education, . Collect their names, postal addresses, phone numbers, e-mail and name of institute etc and submit to responsible Islamic sisters of their relevant Area with the help of your responsible Islamic sister. Contact number of migrating abroad student should be mailed to islamibahan.rabita@dawateisalmi.net
- ☆ Responsible Islamic sister of Sho'ba Ta'leem should also consider that what religious benefits can be received from these personalities.
- ☆ Purpose of meeting these personalities should only be seeking pleasure of Allah عَزَّوَجَلَّ and to spread the righteousness, personal interest and benefit should not be the reason at all.

- ☆ Instead of inspiring personalities with yourself, make them inspired by the personality of Maulana Muhammad Ilyas Qadri دَامَتْ بَرَكَاتُهُمُ الْعَالِيَّةُ and Dawat-e-Islami, and at suitable time make them disciple or Talib of Ameer-e-Ahl-e-Sunnat دَامَتْ بَرَكَاتُهُمُ الْعَالِيَّةُ.
- 5) To make your meeting fruitful, give them mind of these two madani work, and make them intended for:
 - a) To attend the Weekly inspiring congregation from start to end.
 - b) To listen the daily Madani Muzakarah /speech of Maktaba-tul-Madina.
- ☆ Responsible Islamic sisters of Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (area to world level) and preacher Islamic sisters should persuade to attend the congregation whilst making individual effort on the personality Islamic sisters, and use attractive and colourful images of **“written pamphlet of invitation for the weekly sunnah inspired congregation”**. (This paper is available in the record file) (these written slips of “invitation” can be used to advertise the congregation in girls' hostels, clinics, and Sunni Jaamiyat)
- ☆ For convenient of Islamic sisters associated with Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors), it is better to persuade to attend and give address of that sunnah inspired congregation which is nearest to their residence. If it is possible, make arrangements to pick and drop them as well.

- ☆ If personalities ask you about any shara'i issues, then give them the **“Contact numbers of Dar-ul-ifta”**. (This paper is enclosed in the record file).
- ☆ Introduce the Islamic sisters associated with Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) to the department of Taawizat e Attariya. Furthermore, teach them use of online services provided by department of Taawizat e attariya online on Dawateislami's website (e.g. online istikhara, online Kaat, online taawizat etc)
- ☆ Patient Islamic sisters visiting allopathic/ homeopathic doctors for check-ups, present introduction of Taawizaat-e-Attaria and give them the mindset to use this service. Also, tell them spiritual cures from booklet “40 Spiritual Cures”, “Ailing Worshipper”, and “scorpion on frog”.
- ☆ Responsible Islamic sisters of Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (Area to World level) should make arrangement of condolence on the occasions of illness, tension, funeral at personalities home. Make arrangement of sending Taweezat-o-Maktoobat-e-Attariyah to personalities through Majlis-e-Taweezat-e-Attariyah according to organizational procedures. Make arrangement of bathing the deceased on funeral and conducting “Congregation of Zikr-o-Na'at” on 3rd Day, 40th day of demise and death anniversary for conveying reward. Congratulate on the occasions of joy such as marriage at personalities home. Persuade to arrange Congregation of Zikr-o-Na'at on the occasions of happiness and distribute booklets.
- ☆ When Congregation of Zikr-o-Na'at is held at personality's residence then Responsible Islamic sister of Shoba taleem and

its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should make arrangement according to the “Madani pearls to be conveyed to family members” present in the “Madani pearls regarding Congregation of Zikr-o-Na'at”. (Remember that! The arrangement of Congregation of Zikr-o-Na'at should be informed to Responsible Islamic sister of Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors)(Zone level) according to organizational procedures at least one week before so that she can get it arranged by contacting the Responsible Islamic sister of Congregation of Zikr-o-Na'at (Zone level) Submit Report form for preacher Islamic sister to Responsible Islamic sister of congregation of Zikr-o-Naat (Area level) .

- ☆ Responsible Islamic sister of Majlis Maliyat (funds) should preferably arranged for Congregation of zikr-o-Naat at residence of personalities Islamic sister.
- ☆ Whoever personality got associated with Madani environment try to provide Madani environment to their family members as well e.g. Admission (of their children) in Madrasa-tul-Madinah, Jamia-tul-Madinah, Dar-ul-Madinah etc. make their family members (Islamic brothers) associated with Madani environment through Mehram of Responsible Islamic sister etc. But if Islamic sisters are already study in any sunni madaaris or jaamiyat, do not persuade them the take admission in Jamia-tul-Madina.
- ☆ Make arrangements for Madani Channel in the houses of the personality Islamic sisters, introduce different programs to them and give mindset to keep watching on madani channel.
- ☆ Responsible Islamic sisters should make schedule of madani work in morning in schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges,

national council for homeopathic and sunni madaaris and jaamiyat. And in evening timings (till before Maghrib salah) in academies and tuition centers.

- ☆ The Responsible islamic sisters (area to world level) should introduce and persuade the Islamic sisters associated with this department to take admission in the short courses held by the Majlis short courses and the residential courses held at Dar us Sunnah. Take full advantage of the holidays/out season of personality Islamic sisters, and during meeting before hand, persuade them to attend different courses such as, “Faizan e Aqaid and Fiqh”, “Apni namaaz durust kejye”, “Faizan-e-Imaaniyaat”, “Faizan-e-Seerat e Mustafa”, “Faizan-e-Tajweed and namaaz”. Every responsible Islamic sister should have knowledge from **“Details of the short courses held by the Majlis Short courses”** and **“Dates of the courses in Daar us Sunnah”**. (these papers are available in the record file)
- ☆ Make arrangements to contact the personality Islamic sisters and students etc who took admission in the short courses from time to time.
- ☆ The responsible islamic sisters (area to world level) should introduce and persuade the Islamic sisters to take admission in Madrasatul Madina (online) and the different courses held by and Jamiyatul Madina (online). Take the names and skype ID of the islamic sisters who wishes to take admission in these courses and mail this list to the Responsible Islamic sister of Madrasatul-Madina (online) (country level), so that arrangements can be made for their admission.
- ☆ Persuade the associated personality Islamic sisters to read the books and booklets published by Maktabatul Madina. Place stall of Maktaba-tul-Madina comprising speech/ Madani muzakaras

of Ameer-e-Ahl-e-Sunnat, Memory cards and other publication of Maktaba-tul-Madina. Make persuasion for distribution of booklets. If possible, display booklets, especially monthly magazine Faizan e Madina in institutions (schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges and national council for homeopathic and sunni madaaris and jaamiyat). Make inclination for booking monthly magazine Faizan e Madina as well. (Distribution of booklets means to purchase and distribute booklets, books and memory cards published by maktabatul madina free of charge)

- ☆ If a booklet is sent to Islamic sisters through whatsapp, and they download and read it, this will not be counted in “distribution of booklets”.
- ☆ Responsible Islamic sisters (zone/ Region level) should, after taking advice from the Responsible Islamic sisters of Majlis Shoba taleem (world level), during these three months (January, May and September), those booklets of Ameer e Ahle sunnat that are necessary for the current situation and time, through the preachers, deliver these booklets to the associated institutions for the purpose of distribution of booklets according to organizational methods. When it is time, update the Rukne Shura and the responsible Islamic sister for majlis mushawarat and then make arrangements for this madani work.
- ☆ Responsible Islamic Sister of sho’ba ta’leem (Area to country level) rather than imposing madani inamat instantly, it will be much better if madani inamat booklet is gifted, and after that gradually guide them to follow it.
- ☆ Responsible Islamic sister of Sho’ba Ta’leem should submit the numbers of follower of Madani In’amaat to responsible Islamic sisters of Madani In’amaat (Area level).

- ☆ Responsible Islamic sisters should make schedule of conducting Madani Activities (individual effort, dars, dars congregation, Madani session, congregation for zikr and naat) in morning in schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges, national council for homeopathic and sunni madaaris and jaamiyat (if all the Sharie obligations are fulfilled). And in evening timings (till before Maghrib salah), make arrangements for weekly or monthly madani sessions and congregation of zikr and naat at residence of personality Islamic sisters associated with the department of lady doctors and arrange short courses at weekends. (Schedule for madani sessions is available in the record file).
- ☆ The Responsible Islamic sisters of Majlis Sho'ba Ta'leem (Kabina to global) should arrange sunnah inspired congregation for the lady doctors at any suitable place in centre of zone/ kabina twice a year (i.e. in the month of March and September).
- ☆ During the speech, these madani pearls should be taught "ruling of observing veil during delivery case" "Fee concession for poor patients", "Fee concession for Saadat-e-Kiraam", "sympathy with the people" "do not write unnecessary prescriptions just for your financial benefit" "mentioning medicine of comparatively low rate" "Refrain from unveiling and being alone with male staff members (especially during night shifts)". Help can be taken from the course Faizan-e-Namaz and madani muzakaraha available on website.
- ☆ Once a year (in July), Responsible Islamic sisters of Majlis Sho'ba Ta'leem (Kabina to global) should arrange sunnah inspired congregation for all the associated teachers in their zone/ kabina. And in January, arrange a sunnah inspired congregation for all

the associated students. At the end of the congregation, if possible, place a stall for Taawizaat e Attariya.

- ☆ Do speeches regarding "how should a teacher be" "how should a student be" "Aim of Life", "Role of Dawat-e-Islami in the reformation of the Ummah"
- ☆ The venue of these congregations should be according to "Madani pearls for selecting a place for Congregation".

Schedule of Congregation	Tilawat	3 minutes
	Naat	5 minutes
	Speech	41 minutes
	Introduction and encouragement for the Islamic sisters doing madani work institutions	12 minutes
	Dua	8 minutes
	Salat o salam	5 minutes
	Session for individual effort	12 minutes
	Total duration	Almost 86 minutes (1 hour 26 minutes)

- ☆ In the congregations held for lady doctors, teachers and students, through the responsible Islamic brother of Majlis assisting Islamic sisters, arrange a multimedia projector in the venue of the congregation. And using this, introduce the different departments of Dawateislami, and the monthly magazine faizan e madina. While persuading Islamic sisters for yearly booking, tell them the details for yearly booking and give the performance report for this as well.

- ☆ If there is arrival or stay of Daughter of Ameer-e-Ahl-e-Sunnat **دَامَتْ بَرَكَاتُهُمُ الْعَالِيَه**, or a member of Global Majlis, Majlis overseas in any zone, then make arrangement for delivering speech in congregation through her.
- ☆ Otherwise, make arrangements through an educated, if possible, teacher of Daar ul Madina who has the potential to deliver the speech in a good way. When necessary, English words can be used during the speech.
- ☆ With the intention of enhancing goodwill of Dawat-e-Islami, take the feedback about Dawat-e-Islami, nature of Madani activity (for example, madani sessions, dars and dars congregations, congregation for zikr and naat, sunnah inspired congregations in doctors, visit etc), details of the meeting with personality Islamic sister associated with this department or the institutions that come under this department. And according to the format, send it for the monthly magazine Faizan e Madina. To prepare a Madani news, help can be taken from the Madani News included in monthly magazine Faizan e Madina.
- ☆ **Madani pearls for visiting:**
- ☆ With the teachers and management of schools, keep a good contact. Work of Shoba taleem should be as strong as it can strengthen the madani staff of Darul Madina. (world majlis mushawat madani meeting 1 May 2015)
- ☆ Personalities associated with Sho'ba Ta'leem and its departments, should be invited to visit Jami'a-tul-Madina (lil-banat), Madrasa-tul-Madina (lil-banat) and Dar-ul-Madina of Dawat-e-Islami and make them participated in weekly Sunnah inspiring congregation.

- ☆ When personalities Islamic sister visits Dar-ul-Madina, they often show their willingness to admit their children in Dar-ul-Madina. Method of this is that they will have to register in Dar-ul-Madina. If name is not enlisted in admission list, then through the Responsible Islamic sister with whose reference arrangement is being made, request to city Majlis that "Kindly make arrangement through admission department.
- ☆ Remember that child should be according to admission requirements, i.e. in which class admission is to be taken he/ she should be eligible according to age criteria.
- ☆ When visit of any personality Islamic sisters is arranged in Dar-ul-Madina, keep in view the following points:
 - a) The personality Islamic sisters should be showed the Madani environment of Dar-ul-Madina only. Introduction of Dar-ul-Madina should preferably be presented by Islamic sister trained by Majlis of Dar-ul-Madina.
 - b) There should be no discussion about system of Dar-ul-Madina.
 - c) If the personality Islamic sister asks for details about the system of Dar-ul-Madina, it should not be replied strategically.
 - d) The responsible Islamic sisters should fill "Visit arrangement of Personalities Islamic sisters in Dar-ul-Madina" and mail it to the responsible Islamic sister of Dar-ul-Madina one week in advance. And the personality Islamic sister should be given the date one week later. (This papers is available in the record file)
 - e) The Islamic sister who prepared the personality Islamic sisters for visit, should take them to Dar-ul-Madina along with her. (Remember! The responsible islamic sister should be of division/kabina level)
- ☆ Qualified Personalities associated with Sho'ba Ta'leem should be persuaded for teaching in Dar-ul-Madina and submit their

particulars according to “**Details of 12 islamic sisters who are prepared for teaching in Dar-ul-Madina**” to responsible Islamic sister of Dar-ul-Madina (city level) through Responsible Islamic sister of Sho’ba Ta’leem (zone level) according to organizational procedures every month. (This paper is available in the record file)

- ☆ **The method for conducting Madani activities by islamic sisters of the institutes associated with Shoba taleem and its associated departments** (sunni lady scholars, lady doctors, and homeopathic lady doctors)
- ☆ The Islamic sisters associated with this department should be made practically involved in Madani activities of Dawat-e-Islami. Assign them organizational responsibilities according to their ability, interest and time. (meeting markazi majlis shoora 17,18 May 2013)
- ☆ If they are according to our particulars, they should be assigned any responsibility of Dawat-e-Islam, or give them responsibility of conducting any Madani activity in their department or institute (for example, delivering dars, placing Donation box, making yearly booking of monthly magazine faizan e madina, holding book festival etc.)
- ☆ Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (kabina level) if there is madani work in an institutes (i.e. schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges, national council for homeopathic and sunni madaaris and jaamiyat etc) should make arrangement of appointing her sub-ordinate Responsible Islamic sister for departments, (e.g. student, teacher, professor, principal, scholars, doctors etc). Their work

is to make individual efforts on Islamic sisters concerning to their department according to their psychology and make them attached with Madani environment of Dawat-e-Islami. In sunni Jamiyat and Madaris, make arrangements for madani work through the teachers and students of that jami’a or madrasa.

- ☆ Do not send our preacher Islamic sister specifically to the sunni jamiyat and madaaris. Instead, make arrangements for dars and individual effort and other madani activities through the Islamic sister who is affectionate of Dawat-e-Islami and take the monthly performance report of this.
- ☆ In the first step, Responsible Islamic sisters of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (kabina level) should make arrangements for a weekly or monthly “Madani session” in the mentioned departments wherever (institute/house) it is convenient. In these madani sessions, guide them to start madani activities in their department or institute and train them when needed until they become active in this madani work.
- ☆ Responsible Islamic sisters of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (kabina level) should persuade the appointed Islamic sister to hold a weekly or monthly “madani session” at residence of personality Islamic sisters.
- ☆ If personality Islamic sister associated with organization is preacher then she could be assign the responsibility of delivering Dars within her residential zayli halqa/ halqa/ area’s institutes.
- ☆ The details of Islamic sisters who is associated with institutes and conducting madani activities in their institutes should be

kept safely according to form “**Details of the islamic sisters performing Madani Activities in their institutes associated with Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors)**” (This paper is available in the record file)

☆ Explain and take Performance report every month of that Madani activities given in “Monthly performance report form for Shoba taleem”, which is possible to conduct in the organizations. Then this report should be added to the kabina level performance report.

☆ **The method of conducting Madani Activities of Majlis Shoba taleem and its associated departments**

(sunni lady scholars, lady doctors, and homeopathic lady doctors):

☆ Before initiating Madani activities in any institution, make sure that never visit without a reference. Make an appointment before going to any new institution. Always keep your NIC card so that there may not be any problems to be faced while entering the institution.

☆ While entering the institution, if the preacher islamic sister is wearing a Madani Veil (Burqa) and she is asked to lift it so she should not argue and lift her Burqa so she can be identified. However, A niqaab (veil) underneath the Madani burqa is extremely necessary.

☆ An institution will be considered associated with the majlis of Shoba Taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors), if any of the following Madani activity is taking place in that institution: 1: Dars is delivered (monthly/weekly), 2: Dars congregation is held (monthly/weekly) 3: congregation for zikr or naat is held

4: permission is granted for displaying literature of Maktabatul madina 5: Booklets of Madani inamaat is distributed/ collected 6: Madrasa-tul-Madina (adult) (for 1hr 12 minutes/ 30 minutes) is arranged, 7: Permission is granted for making individual efforts, 8: Arrangement of Short courses in organization, 9: weekly Sunah inspiring congregations is held, 10: Placement of Donation box, 11: Madani halqa (weekly/ monthly) is held in the institution.

☆ The responsible islamic sisters should make arrangements for doing madani work according to the situation. For example, individual effort, dars and dars congregation, congregation of zikr and naat, distribution of booklets, persuading islamic sisters to watch the weekly madani muzakira etc. For this, it is better for first do individual effort and then make arrangements to perform the above mentioned madani works.

☆ Courses under the majlis of short courses can be conducted in the sunni madaaris and jamiyat. Take approval from the management of the sunni madaaris and jaamiyat for the madani pearls of the short courses and its syllabus. Beforehand, confirm with the management that the teacher will be provided by us. But if any responsible Islamic sisters who teaches in that sunni madaaris and jaamiyat and meet the conditions given in madani pearls of course, then she can conduct the course.

☆ While distributing booklets as gifts to islamic sisters in institution during Madani session and meetings etc., if there is someone who is a non-muslim, and by giving them islamic books or booklets there is no fear of disrespectfulness or blasphemy, then there is no harm in giving books and booklets to the non-muslim. Usually the books published by Madina-tul Ilmiya and Maktabatul madani have religious, reforming, and

character building topics, and this is helpful to non-muslims as well. Maybe by the blessings of reading one of these books, Allah عزوجل blesses her with the wealth of Imaan.

- ☆ The personalities islamic sisters should be given the mindset to display a Standy provided by Maktaba-tul-Madina (which has an invitation to the Madani Muzakira) in a highlighted place in their institution.
- ☆ Responsible Islamic sisters (area to country level) of Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) and preacher Islamic sisters should do individual effort on the associated Islamic sisters with (schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges, national council for homeopathic and sunni madaaris and jaamiyat etc) and persuade them to attend the weekly sunnah inspired congregation.
- ☆ In the institutions associated under the majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors), those islamic sisters who make up their mind to attend the weekly sunnah inspired congregation and they live in a different area, if it is easy for them, persuade them to attend the sunnah inspiring congregation which takes place near their institution and give them the address. Keep in mind that if these islamic sisters are no longer associated with this institution (due to transfer etc), make strong arrangements to keep them attached with the madani environment. And in the other case (if it is not easy for them) take the name, phone number and complete address of these islamic sisters and using the organizational method, give this information to the concerned responsible islamic sister of that area, so that the responsible Islamic sister can make the islamic sisters attend a congregation near their residence.

- ☆ The responsible islamic sisters of Shoba Taleem (area to country level) and preacher islamic sisters should have Details of all the sunnah inspired congregations taking place in their city/ area (if possible) so that in the institution, if any student comes from another area, the responsible islamic sister can give the address of the sunnah inspired congregation of relevant area.
- ☆ On the associated institutions notice board, a pamphlet of the address of the congregation, call to righteousness, and short courses can be displayed.
- ☆ In the sunni madaaris and jamiyat, if the booklets of Maktaba-tul-Madina or Madina-tul-Ilmiya have been included in their syllabus, then the responsible islamic sisters should submit its annual performance report (i.e. in how many schools, ja'ia'at, madrasa, in which classes, levels, and which books are included in their syllabus) in April.
- ☆ If the head members of an institution ask to give book/ booklet to be included in their syllabus, then refer the book after seeking guidance from Responsible Islamic sisters (zone level) according to organizational procedures.
- ☆ The responsible Islamic sisters of Majlis Shoba ta'leem, to the head members of the schools etc, should refer the following books to include in their syllabus 1) Luminous face 2) Pharaohs dream 3) The lying thief 4) Madani infant 5) Unique son
- ☆ The responsible Islamic sisters of Majlis Shoba ta'leem on kabina level should introduce the books of Madina-tul-Ilmiya especially Khulasa-tun-Nahav, Nisaab-us-Sarf, Fundamentals of islam to the sunni madaris and jamiyat and try to make these books a part of their syllabus.
- ☆ In the institutions associated under the Majlis Shoba taleem, if the responsible/ preacher islamic sister has arrangements and

cooperation of institution members is received, then animated video of madani pearls available on Dawateislami's social website and "Ghulam Rasool ke madani phool" should be played in the institution. Otherwise, the management should be persuaded to show these short clips in computer lab units for ethical training of the students with the help of their own Lab in-charge/ teacher.

- ☆ The responsible islamic sister of Majlis Shoba Taleem should keep following-up with the management if the arrangements have been made accordingly. And when the schedule is made again, feedback should be taken from the students. And upon every new meeting, new links should be shared.

☆ **Method of Dars Congregation in Institutions**

- ☆ For making madani environment in educational institutes like schools, colleges, universities, institutes, educational departments, government and private medical colleges, medical universities, homeopathic medical colleges, national council for homeopathic and sunni madaaris and jaamiyat etc monthly or weekly dars ijtima should be held through efficient preacher Islamic sisters at any suitable place (in class rooms, assembly hall, library , tea room etc) according to madani pearls laid down by Madani centre.
- ☆ Such preacher Islamic sister should be assigned to deliver dars or hold Dars congregation in institutions, who completely follower of "**30 Madani pearls for the preacher**" (remember that in institutions, the arrangements for dars should be with a preacher, not a Muállima (who deliver Dars in weekly congregations) (This paper is available in the record file)
- ☆ Preacher Islamic sisters should deliver dars according to "**Madani pearls for Muballigha (preacher Islamic sisters)**", **Madani Parable form**" (These papers are enclosed in record file)

- ☆ Ever preacher Islamic sister should have an assistant with her who will assist the preacher Islamic sister (as she should request Islamic sisters to attend the dars politely)
- ☆ Do not arrange for a daily dars as this will cause a difficulty to maintain with steadfastness by the preacher islamic sisters. (Remember! Conducting weekly sunnah inspired congregations in institutions is not allowed)
- ☆ To start a dars congregation in an institution, there is no minimum limit of participants. Dars will be conducted no matter how few listeners are present.
- ☆ All the arrangements for dars in all institutions should be made according to the "**Method of delivering Dars from Faizan e sunnat (for islamic sisters)**". (This paper is available in record file)
- ☆ If there is an organization where sitting down on the floor is not possible, then you can sit on a chair or a bench and conduct the dars.
- ☆ If the management of the institution gives sufficient time, then the dars congregation should be conducted according to the following schedule.

☆ **Schedule for the Dars congregation:**

Recitation	2 minutes
Na'at	3 minutes (in sign language)
Speech	(According to duration e.g. 12 minutes, 19 minutes, 25 minutes as much allowed)
Dua	4 minutes (in sign language)
Salat-o-Salam	3 minutes (in sign language)
Total duration:	Approximately 24 minutes to 35 minutes

- ☆ To start a dars congregation in an institution, there is no minimum limit of attendees. Dars will be conducted no matter how few attendees are present.

“Topics of Dars/Speech in institutions (for Majlis shoba taleem)” and “Topics of Dars/ Speech according to specific months in institutions (for Majlis Shoba taleem)” are enclosed in record file)

- ☆ Every month, the preacher islamic sister should submit a complete performance report of the dars or dars congregation. For example, how many teachers, students, staff members, lady doctors, paramedical staff attended the weekly sunnah inspired congregation regularly. How many became disciples of Ameer e Ahle Sunnah دامت برکاتهم العالیہ? To how many were booklets were given? etc. Also, every month, the preacher islamis sisters whose performance reports are very good should be presented gift. (written materials, memory cards etc)
- ☆ The responsible islamic sisters of the majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (Division to country level) should attend the dars or the dars congregation with the preacher islamic sisters once or twice a month (so the management does not get suspicious) and should ponder upon all the matters if they are according to the notes given, and if there is any weakness, make rectification of preacher islamic sister or the institution staff in good manner.
- ☆ Responsible Islamic Sister of Sho'ba Ta'leem (Area to country level) should attend Dars ijtima at least once or twice in a month, (so that management doesn't feel suspicious) and view every issue according to “Madni Pearl” and if any weakness is observed then guide the preacher Islamic sister or institute politely if needed
- ☆ Besides the organizations in which Dars is held, make efforts to start Dars in new organizations as well.
- ☆ Those preacher Islamic sisters of area who do not agree to deliver Dars in institutes despite of individual efforts by Zeli and halqa level responsible Islamic sisters then Responsible Islamic

sisters of Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (Area to kabinaat level) should make individual efforts on them.

- ☆ Arrangement of speech in the institution should be done only if the management assures you complete veiling arrangement, (i.e. with veil of voice, do not make arrangement in tents or open areas, roaming of gents should also be prohibited). Only make arrangement if complete assurance of this is given.
- ☆ If it is difficult to wear Madani Burqa when visiting the institutions, make arrangements of wearing simple gown with observing shara'i veil.
- ☆ In those institutions where cameras are installed on the walls, the preacher islamic sisters should choose a place out of the view of the security camera keeping veil on face. For this, if the preacher islamic sister stands right under the security camera, she will not be in view. A security camera only captures pictures and movies, voices are not recorded.
- ☆ If there are several security cameras installed, then after talking with management and with mutual trust and consultation, that if there will be no issues with security if one of the cameras are switched off, then choose a location where one of the security cameras can be switched off. But do this with a good strategy.
- ☆ The dars or dars congregation should not be arranged in those institutions where illegal acts take place.
- ☆ In the institutions, where there male members are in management body, then Responsible islamic sister of the Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (Division level) should make arrangements, through her mehram that the nigraan of that area (islamic brother) take permission to conduct dars or dars

congregation. In the other case, do not conduct the dars or the dars congregation.

- ☆ After consulting with the management of the institution and fixing a date and time for the dars or dars congregation, it should be held on that fixed time and date. It should not be changed again and again, nor should the date and time be missed. Furthermore, in the institutions where the dars or dars congregation is being held, a stall for Maktabatul Madina (lilbanaat) should be set up and booklets, books, memory cards etc. should be sold on the price they were bought from maktabatul madina.
- ☆ Persuade to read the books and booklets of Maktaba-tul-Madina if possible, in the institutions keep colored books and booklets, especially monthly magazine faizan e madina.
- ☆ The responsible Islamic sisters should make arrangement of reciting the anthem written by Ameer e ahle sunnat "O Lord keep the pak country safe" in those institutions where dars or dars congregation is arranged. If it will be recited during assembly time, (before or after the national anthem) then religious and worldly benefits could be achieved. As it is our belief that this Kalaam is written by a friend of Allah for the beloved country.
- ☆ If possible, the dars should be arranged in different classes in schools/colleges and sunni madaaris/jamiyaat etc and if a good result is not seen, never loose hope. Keep doing individual effort on the principal, teachers, and trainers.
- ☆ In institutions where there is Co-education for boys and girls, then preacher Islamic sisters should deliver Dars till grade 3. After grade 4, make arrangements in the girl's section only.

- ☆ In primary classes or Madrasa whose students are big enough to understand basic knowledge of righteousness and evil, Dars congregation can be held.
- ☆ In these classes, make arrangements for the dars from the books "luminous face, pharaohs dream, unique son, lying thief, madani infant and the chapter blessing of الله بسم from Faizan e sunnat.
- ☆ Make individual efforts to get permission for holding Dars/ Dars congregation in every educational institute of the area. (remember! It is not necessary to have a "permission slip" to start a dars)
- ☆ The head members (ladies) of the institutions where the dars or the dars congregation is being held should be given the contact numbers of the responsible islamic sister of the Majlis shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors). The responsible islamic sister of the Majlis Shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should also be given the contact numbers of the head members (ladies) of the institution so that they can contact each other when needed.
- ☆ The head members (ladies) of the institutions where the dars or the dars congregation is being held should be given the contact numbers of the responsible islamic sister. The responsible islamic sister should also be given the contact numbers of the head members (ladies) of the institution so that they can contact each other when needed.
- ☆ The responsible islamic sister of the Majlis shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) (Area to country level) should keep the details of the names of all the institutions i.e. schools, colleges, universities, academies, tuition centres, clinics, hospitals, sunni

jamiát-o-Madaris etc. under their assigned limits so that she can follow up where the dars or the dars congregation is taking place, where it is not, and which new institutions are such where dars or the dars congregation is to be initiated.

- ☆ Responsible Islamic sisters of Majlis shoba taleem and its associated departments (sunni lady scholars, lady doctors, and homeopathic lady doctors) should also have list of names all the preacher Islamic sisters so their follow up could be made, and new preacher Islamic sisters can be brought forward with individual efforts.
- ☆ If the administration of the institutions asks the responsible Islamic sisters to perform judgement of Naat khwan Islamic sisters, they should not go.
- ☆ If the management of the institution ask for a permission letter then in these places, the arrangement should be made through a teache, principal, students, paramedical staff etc. (someone who are known to our islamic sisters) of the institution. It is not necessary to make arrangements for dars of dars congregation only, in fact, according to the situation, individual effort should be done with regard to the weekly sunnah inspired congregations, madani muzakira etc until the islamic sisters become a part of the madani work.
- ☆ **Arrangement of Madrasa-tul-Madina (adult) in institutes:**
- ☆ If it is allowed to arrange Madrasa-tul-madina, the Responsible Islamic Sister of Sho'ba Ta'leem (Area level) should arrange Madrasa-tul-Madina (adult) by arranging paid teacher through Responsible Islamic sister of Madrasa-tul-Madina (Adult) (Zone level)

- ☆ Madrasa-tul-Madina (adult) should be arranged for 1 hour 12 minutes If the management of institution asks to reduce the duration of Madrasa, then keeping the number of students in mind, manage schedule according to assigned time, but it should not be less than 30 minutes. (**Schedule:** intentions: 3minutes, teaching tajweed: 27 minutes, total duration: 30 minutes) (Remember! Only that Mudarrisa should be arranged who has been approved by Madrasa banat)
- ☆ If any personality Islamic sister associated with institute, cannot attend Madarsa-tul-Madina (adult) because of their business in daytime and asks you to teach after Maghrib salah then, she should take excuse for it and persuade them to take admission in evening classes of Madrasa-tul-Madina online .
- ☆ If there is arrangement of Madrasa-tul-Madina (adult) in any institute and students are minors and adults both, then arrange their two mudarrisa (teacher) that one teach to adults and second to children.
- ☆ If our mudarrisa is invited in any school for teaching tajweed then she should be allowed to teach tajweed there, as it will also helpful to introduce Dawat-e-Islami in that institute and mudarrisa would also be economically aided.
- ☆ **Arrangement for weekly personality congregation**
- ☆ The responsible islamic sister should make arrangements to hold the weekly sunnah inspired congregation for personality Islamic sisters at an area level on Sunday. In this, the Islamic sisters associated with institutions (for example schools, colleges universities etc) should also be persuaded to attend

- ☆ The responsible Islamic sisters of shoba e taleem (Area to Kabina level) should attend the Weekly Sunnah Inspiring Congregation for Personalities only.
- ☆ Responsible Islamic sisters of Shoba Taleem (Area to Kabina level) should be given the responsibility of Recitation till Salat-o-Salam and those Muallimat, preacher islamic sisters and teachers of Dar-ul-Madina, who can easily come on Sundays. (Remember! That these Responsible Islamic sisters should not be forced to attend the other Weekly Sunnah Inspiring Congregations of area)
- ☆ Weekly Sunnah Inspiring Congregation for Personalities should be arranged in Madrasa-tul-Madinah, Jamia-tul-Madinah (Lilbanat) if possible, because male members of the family are present at home on holidays. (if a personality Islamic sister presents her school/educational institution for holding sunnah inspired congregation, and if this institution is according to the madani pearls, then weekly sunnah inspired congregation for personality Islamic sisters can be arranged there.)
- ☆ The schedule of Weekly Sunnah Inspiring Congregation for Personalities is same as the schedule of Weekly Sunnah Inspiring Congregation. The Responsible Islamic sister of Shoba Taleem (Area level) should fill Report form for weekly sunah inspiring congregation, and submit to Responsible Islamic sister of Shoba Taleem (Division level). (This paper is enclosed in Madani pearls for weekly Sunnah inspiring congregation)
- ☆ The Responsible Islamic sister of Majlis-e-Rabita (Area level), along with those preacher islamic sisters who delivers Dars in institutions, should make arrangement according to given method in Madani pearls of area visit of call towards righteousness one day before the weekly Sunnah Inspiring Congregation of personalities.

☆ **Procedure of assigning responsibilities:**

- ☆ Appointing levels for Madani activities of Sho'ba Ta'leem are Area to Country level.
- ☆ Responsible Islamic sisters of Sho'ba Ta'leem of each level should be obedient, mingling, honest, good moral, sincere, courteous, serious, qualified, having ability of speech, confident, having sense of responsibility, refrains from personal friendships, observer of shara'i veil, follower of madani in'amat, reflection of teachings of Dawat-e-Islami, and refrains from commenting on political issues (strike etc), regular in madani meetings and training sessions, in short should be morally preacher and participates in madani work practically. She should be associated with the madani environment for at least 26 months, it is better if she is financially stable. She will be subordinate under Responsible islamic sister of area Majlis and Responsible islamic sister of this department.
- ☆ For a higher level of responsibility, do not appoint such islamic sister working on lowest level, as this will cause difficulty in explaining her the nature of work.
- ☆ The Prophet صَلَّى اللهُ تَعَالَى عَلَيْهِ وَآلِهِ وَسَلَّمَ has said "if you appoint an ineligible to do some work, then wait for the day of judgement". (Sahih Bukhari, kitaab al ilm, Hadeeth 50)
- ☆ An Islamic sister should not be appointed in any department at any level solely because her Mahram/ husband is a responsible Islamic brother of that department. Her capabilities for that particular Madani activity should be considered instead. The following Madani pearl was mentioned in the Madani Mashwarah of Nigran-e-Shura on the 11th May, 2009: **'Responsibility of Madani activities should be assigned to the capable person possessing a Madani mind-set.'**

S. No.	Level		Responsibility
	Pakistan	Overseas	
	Area	---	Responsible islamic sister of Majlis Sho'ba Ta'leem (Area level)
	Division	---	Responsible islamic sister of Majlis Sho'ba Ta'leem & Majlis Doctors (Division level)
	Kabina	Kabina	Responsible islamic sister of Majlis Sho'ba Ta'leem, sunni scholars islamic sisters, Majlis lady Doctors, Majlis homeopathic doctors (Kabina level)
	Zone	Zone	Responsible islamic sister of Majlis Sho'ba Ta'leem, sunni scholars islamic sisters, Majlis lady Doctors, Majlis homeopathic doctors (Zone level)
	Region	---	Responsible islamic sister of Majlis Sho'ba Ta'leem, sunni scholars islamic sisters, Majlis lady Doctors, Majlis homeopathic doctors (Region level)
6	Country	Country	Responsible islamic sister of Majlis Sho'ba Ta'leem, sunni scholars islamic sisters, Majlis lady Doctors, Majlis homeopathic doctors (Country level)
7	Aalami	Aalami	Responsible islamic sister of Majlis Sho'ba Ta'leem, sunni scholars islamic sisters, Majlis lady Doctors, Majlis homeopathic doctors (Gloal level)

☆ In Pakistan, the method of appointing responsible Islamic sisters for Shobae Taleem and its associated departments (sunnī lady scholars, lady doctors, and homeopathic lady doctors) is as follows

☆ Responsible Islamic sister for Majlis Shoba Taleem (area to world level)

- ☆ Majlis lady doctors (division to world level)
- ☆ Sunni scholars and majlis lady homeopathic doctors (kabina to world level)
- ☆ Majlis shoba taleem and its associated departments (sunnī lady scholars, lady doctors, and homeopathic lady doctors) (zone level)
- ☆ In the Majlis shoba taleem and its associated departments (sunnī lady scholars, lady doctors, and homeopathic lady doctors) there will not be arrangements to appoint separate responsible Islamic sisters. According to the madani pearls and the organizational system, same Responsible Islamic sister, who is working for Majlis-e-Rabita will make arrangements for conducting madani activities of Majlis Shoba Taleem and the associated departments according to level of responsibility.
- ☆ "It is morally and organizationally necessary for us to fulfill the obligations of assigned responsibility." (The madani pearls of the madani meetings of shoorā and kabina, 22-26 august 2013)
- ☆ For conducting madani activities of Majlis shoba taleem and its associated departments (sunnī lady scholars, lady doctors, and homeopathic lady doctors) in better way, listening of these Madani muzakira # 27, 31, 32, 33, 34, 79, 81, 86, 88, 103, 197, 220 which is available on www.ameer-e-ahlysunnat.net, is beneficial.

☆ **Monthly targets:**

- ☆ Every month Responsible Islamic sisters are given the targets for madani activities. To complete the target of "Sho'ba Ta'leem" the responsible Islamic sisters of Sho'ba Ta'leem (area to country level) should strive hard. Responsible Islamic sister of this Majlis of each level should set targets of Madani in'amaat and other madani activities and try sincerely to achieve assigned targets.

☆ Instead of giving targets for every madani work listed in the monthly performance report form, targets should only be given for the madani activity that has a deficit. The madani work that has been given a target should be followed up.

☆ The responsible Islamic sister of Majlis Shoba Taleem (Division/Kabina level) should meet with at least 12 personality Islamic sisters every month.

☆ **Monthly Madani meetings, timetable, method of submitting the monthly performance reports and Madani pearls:**

☆ The Responsible Islamic sisters of Majlis (area to country level) should make arrangements of their monthly Madani meetings and madani pearls according to the given schedule every 3 months (January, April, July, October). Before every level of madani meetings, self accountability should be held.

Dates of Meeting	Who will conduct Madani meeting	Level	Participants	Madani pearls
6	Responsible Islamic sister of Sho'ba Ta'leem and associated departments (Majlis lady Doctors) (Division level)	Division	All Responsible Islamic sister of Sho'ba Ta'leem (Area level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.

8	Responsible Islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars Islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Kabina level)	Kabina	All Responsible Islamic sister of Sho'ba Ta'leem and associated departments (Majlis lady Doctors) (Division level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.
10	Responsible Islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars Islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (zone level)	zone	All Responsible Islamic sister of Sho'ba Ta'leem and associated departments (sunni scholars Islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Kabina level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.
12	Responsible Islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars Islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Region level)	Region	All Responsible Islamic sister of Sho'ba Ta'leem and associated departments (sunni scholars Islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (zone level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.

14	Responsible islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Country level)	Country	All Responsible Islamic sister of Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Region level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.
16	Responsible islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (World level)	Aalami	All Responsible Islamic sister of Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (country level)	Individual performance details, schedule beforehand and performance against previous schedule, evaluation of progress and regress, targets of the next month should be discussed.

which the concerned responsible Islamic sisters of Majlis Mushawarat conduct Madani Mashwarah of responsible Islamic sisters.

- ☆ By the 2nd of ever solar month, the responsible islamic sisters of the Majlis shoba taleem on every level should fill the “performance schedule report” for the previous month and submit it to the Responsible islamic sister of department. (The “performance schedule report” can be taken from your responsible islamic sister.)
- ☆ Responsible islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) should set their monthly schedule keeping in view the “**Job description**” every month. (This record paper is available in the record file)
- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Zayli Halqah to Aalami level) should present Madani gifts (books, booklets, DVDs, etc.) in monthly Meeting to their subordinate responsible Islamic sisters to provide them with encouragement on their good performance like attending Sunnah-inspiring Ijtima' and Madani Mashwarah regularly, increase in the number of Dars congregation held and submitting the performance details every month on the specified date. (Remember! It is not permitted to present gifts from Madani donations).
- ☆ The Islamic sister presented with a gift in the form of a book/ DVD should be asked to make intentions to read, listen or watch it within the specified number of days.

• When necessary, the date of the meetings can be changed by mutual consultation. It is necessary to seek permission from the responsible Islamic sister of the Majlis Mushawarat to conduct a Madani Mashwarah of any level, other than the levels specified to avoid excessive Madani Mashwarahs. If there is no responsible islamic sister appointed for the division level of this department in the kabina, the mushawarat responsible islamic sister should hold the meeting.

☆ Similarly, responsible Islamic sisters of departments will not conduct their monthly Madani Mashwarah in the month in

☆ The responsible Islamic sisters of the Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should submit the performance details every month through "Performance Report of Majlis Sho'ba Ta'leem" and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level):

☆ Preacher islamic sister - 1st of the calendar month

☆ Area - 3rd of the calendar month

☆ Division - 5th of the calendar month

☆ Kabina - 7th of the calendar month

☆ Zone - 9th of the calendar month

☆ Region - 11th of the calendar month

☆ Country - 13th of the calendar month

☆ Aalami - 15th of the calendar month

(These all papers exist in the record file.)

☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) of every level should submit the performance details to their responsible Islamic sister of Majlis Mushawarat along with submitting it to the concerned department Mushawarat.

☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should fill in the relevant performance forms considering the performance of their subordinate Islamic sisters. (Remember that Performance Report is not dependent on the Madani meeting. If due to any reason the Madani meeting is not conducted in any month, still submit your

Performance Report to your respective Responsible Islamic sister within the assigned dates)

☆ If there isn't any responsible Islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) appointed, then this Madani activity will be carried out by the responsible Islamic sister of Majlis Mushawarat.

☆ If there is any responsible islamic sister for the Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) not appointed, or if there is an islamic sister appointed but due to some extreme excuse she is not able to do madani work, the mushwarat responsible islamic sister of that level should prepare the performance report.

☆ If the responsible islamic sisters of the Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) could not do madani work for a month due to any severe excuse, the respected Mushwarat responsible islamic sister should be told before-hand so that she can make arrangements of madani work.

☆ Every month, the responsible Islamic sister (area level) should submit the madani parables that are collected though the preacher Islamic sisters, (if they are incomplete, get them completed) and submit to the responsible Islamic sister for Madani parables (area level)

☆ To give training to preacher Islamic sisters, who deliver Dars in organizations, the responsible Islamic sisters (area level) should be provided the madani pearls of Majlis Shoba Ta'leem. Also tell them to use the books "responsibility" "individual effort"

“precious diamonds” of Maktaba-tul-Madina for preparing the speech. From “Madani pearls for the preacher” and the madani muzakiras regarding this department could also be considered for taking help in preparation of speech.

- ☆ Responsible Islamic sisters of Majlis Sho’ba Ta’leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should stay in contact with their responsible Islamic sister. Keep her informed about your performance details and seek her advice regularly. The more you stay in contact with your responsible Islamic sister, the more you will become stable (in the Madani environment),
- ☆ The madani work of department will never increase without assistance of Nigran of Majlis. Department members should stay in contact with the mushawarat Nigraan.
- ☆ The responsible islamic sisters of the Majlis Sho’ba Ta’leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should take permission from the mushawarat responsible islamic sisters before leaving the sunnah inspired congregation, monthly madani sessions, and madani meetings.
- ☆ Arrangements should be made by the responsible Islamic sisters of Sho’ba Ta’leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from area Halqah to Aalami level) according to the established organizational procedures to make the newly appointed responsible Islamic sister in the department of ‘Majlis Sho’ba Ta’leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) understand the Madani pearls of this department.

- ☆ After explaining the Notes to your subordinates, contact the responsible islamic sister under that level and strategically, in a good manner, cross-check if the notes are being implemented? In the event of not implementing/implementing poorly, the relevant responsible islamic sister should be dealt with in a good manner.
- ☆ If there is no responsible islamic sister appointed in a division/kabina/zone for this department, or if madani work is less, or if there is no one to do this madani work, then these madani pearls should neither be mailed nor provided the photo copies and madani meetings should not be held.
- ☆ When the madani pearls for your department are sent to you with change or addition, then the majlis of Shoba taleem and associated departments (sunni scholars, majlis lady doctors, majlis lady homeopathic doctors) should ask to Responsible Islamic sister of Majlis overseas that, “Amongst your counties, of which country, I need to do a madani meeting regarding this departments?”. Then make arrangements accordingly.
- ☆ Whenever you hold a madani meeting regarding the madani pearls for shoba taleem and associated departments (sunni scholars, majlis lady doctors, majlis lady homeopathic doctors), read the madani pearls thoroughly first and according to the situation of that country, highlight special madani pearls. Then explain those madani pearls only.
- ☆ Do not keep the mind set to impose madani pearls, instead, try to willingly convince your subordinates. If there is an area where the notes are “difficult” to implement, then give them exemptions. For example, if it is almost impossible to follow the madani burqa etc. in well established societies, then do not make arrangements for this. Do not force every work everywhere, and the words of subordinates should be rejected by saying "obey". If you cannot make them agreed, at least make them satisfied.

- ☆ In order to increase madani work, the notes we are given related to our responsibilities should be memorized. The notes be explained and forwarded. The madani works given in the notes should be followed up. Doing madani work in this manner, notes will be memorized. (*madani meeting of the cabinet, 14 april 2016*)
- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should try to act upon the following points for the betterment of their worldly life and the Hereafter:
- ☆ Keep on making efforts to seek Fard 'Uloom. Study the books of Ameer-e-Ahl-e-Sunnat, *Bahar-e-Shari'at*, *Fatawa Razawiyyah*, *Ihya-ul-'Uloom*, etc. regularly to acquire Fard 'Uloom. Study especially *Kitab-ul-'Aqaaid* (published by Maktaba-tul-Madinah) authored by Mufti Sayyid Muhammad Na'eemuddin Muradabadi related to the Islamic beliefs, part 1 of *Bahar-e-Shari'at* and *Kufriyah Kalimat kay baaray mayn Suwal Jawab*. To learn Islamic rulings, study selected chapters and parts of *Bahar-e-Shari'at* and all the books and booklets authored by Ameer-e-Ahl-e-sunnat. To learn about good and bad manners, study those books (published by Maktaba-tul-Madinah) to attain salvation that contain information about spiritual diseases and the methods to have good manners. Allocate some specific time for studying (for example, 19 minutes in the morning) for studying the books and booklets of Ameer-e-Ahl-e-Sunnat and likewise some time for studying other books (for example, 19 minutes after Salat-ul-Maghrib and before having dinner).
- ☆ Observe Shari veil and avoid wearing attractive gowns.
- ☆ Participate practically in Madani activities. Spend at least two hours daily in carrying out Madani activities. For example,

attend weekly Ijtima' and Tarbiyyati Halqah from the beginning until the end, etc.

- ☆ Act upon Madani In'amaat, carry out Fikr-e-Madinah daily and submit the Madani In'amaat booklet to your responsible Islamic sister every month in order to strive to reform your own self. In order to strive to reform people of the entire world, keep on persuading your Maharim (Plural of 'Mahram' - One with whom marriage is Haraam forever.) to travel with the Madani Qafilah in accordance with the given schedule for 12 consecutive months once in a lifetime, one month every 12 months and at least 3 days every 30 days.
- ☆ Keep striving to become an 'Ajmayri', 'Baghdadi', 'Makki' and 'Madani' daughter of 'Attar by carrying out Madani activities to please Allah.
- ☆ Moreover, speak less, using minimum words and converse through writing and sign language. Also try to keep your gaze lowered.
- ☆ Study the Madani pearls yourself, received from Madani Mashwarahs of Markazi Majlis-e-Shura, Kabinah and your department, and have these Madani pearls delivered on time to all the concerned responsible Islamic sisters. It is a Madani request to watch other recorded Madani Muzakarrahs regularly with full concentration along with watching the weekly live Madani Muzakarrah. Kindly visit the following website: www.ilyasqadri.com
- ☆ Continue making efforts while meeting the Islamic sisters and carry out Madani activities to make them a Mureed (disciple)/Taalib in the 'Aaliyyah, Qadiriyyah, Razawiyyah, 'Attariyyah order through Ameer-e-Ahl-e-Sunnat, the founder of Dawat-e-Islami, 'Allamah Maulana Abu Bilal Muhammad Ilyas 'Attar Qadiri. Grant those Islamic sisters

who become Mureed/Taalib, a certificate (Maktoob) from Majlis Maktubat-o-Ta'wizat-e-'Attariyyah. Also encourage them to purchase Shajarah Qadiriyyah Razawiyyah Ziyaiyyah 'Attariyyah and persuade them into reading it daily.

- ☆ Act upon Madani In'aam no. 21 and 24 to carry out Madani activities with steadfastness.

Madani In'aam no. 21: Today, did you abide by the Markazi Majlis-e-Shura, Kabinat, Mushawarats and various Majalis you are subordinate of (within the limits set by Shari'ah)?

Madani In'aam no. 24: If some responsible sister (or any common Islamic sister) committed a wrongdoing that needed to be rectified, did you attempt to rectify her (in a polite manner) either in writing or by meeting her in person or you committed grave sin of backbiting by revealing it to others without any Shar'i reason?

﴿1﴾ Follow up

It is the saying of Ameer-e-Ahl-e-Sunnat دامت برکاتہم العالیہ:

Follow-up is the essence of Madani activities.'

(Booklet: Madani kamon ki taqseem kay taqazay)

- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should note the Madani activities mentioned in 'Madani pearls for Majlis Madani Baharayn' in their diaries or display them at a noticeable place so that they can act upon a Madani pearl on time.
- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should follow-up in monthly meeting as well as to what extent have those Madani pearls been acted upon.

- ☆ If there are any weaknesses, inform the concerned responsible Islamic sisters accordingly and prepare a plan for the future.
- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should save the 'Madani pearls for Majlis Sho'ba Ta'leem' along with record papers by placing them sequentially in a display file.
- ☆ Responsible Islamic sisters of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (from Area to Aalami level) should save the filled in 'schedules' and filled in 'performance forms' of their subordinate responsible Islamic sisters by placing them sequentially in a display file.
- ☆ If you have any Madani Mashwarah for 'Madani pearls Majlis Sho'ba Ta'leem', convey it to your responsible Islamic sister according to the established organizational procedure.
- ☆ If you face any issue related to 'Madani pearls Majlis Sho'ba Ta'leem', convey it to your responsible Islamic sister according to the established organizational procedure.
- ☆ Responsible Islamic sister of Majlis Sho'ba Ta'leem and associated departments (sunni scholars islamic sisters, Majlis lady Doctors, Majlis lady homeopathic doctors) (Kabina level) who is a Shar'i traveller can explain a Madani pearl through telephonic Mashwarah as well, if necessary.
- ☆ Amendments may be made in these Madani pearls according to the situations and conditions that prevail in a particular country after seeking permission from the Nigran of that country's Kabinah or responsible Islamic sister of Majlis Madani activities for Islamic sisters (Kabinah level) and the concerned countries level responsible Islamic sister-

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

23 Madani pearls for STUDENTS

Students are the most valuable asset of a country and future leaders of a nation. If they are trained in accordance with Shariah and Sunnah, Divine fear and devotion to the Holy Prophet ﷺ will prevail everywhere in society إن شاء الله عز وجل

Therefore, in order to increase the Madani activities of Dawateislami in associated institutions, 23 points are presented.

- ﴿1﴾ Show good morals with the teacher. Be active and attentive so that you would become every teacher's favorite pupil.
- ﴿2﴾ Be courteous to each of your class fellows. Maintain uniform conduct with all, rather than assigning one or a few to friendship, (but do not break the shara'I law).
- ﴿3﴾ Participate wholeheartedly in class presentations and be outstanding in your class.
- ﴿4﴾ Help other students in exam preparation
- ﴿5﴾ Use English language fluently and correctly, so that you can get help in bringing educated individuals close to Dawateislami
- ﴿6﴾ Do not become too free with each other, if you are serious, it will be easy to do the work for Islaam. Humor and ridicule will ruin your reputation.

- ﴿7﴾ Along with gaining modern scientific information, continue to learn Islamic ideas about them.
- ﴿8﴾ Instead of talking uselessly, your conversations should reflect religion. Your words should contain the invitation towards righteousness and statements of sunnahs.
- ﴿9﴾ Specify a place for meeting in college etc.
- ﴿10﴾ Persuade new Islamic sisters to attend the weekly sunnah inspired congregation with love.
- ﴿11﴾ Prepare students and teachers to attend the congregation before they leave for vacation, save their names, addresses and phone numbers, and contact them later.
- ﴿12﴾ Impress the teachers by paying close attention to them and bring them along with you in the weekly sunnah inspired congregation.
- ﴿13﴾ In the congregation, make the students and teachers meet with educated Islamic sisters.
- ﴿14﴾ Once in a week, conduct a "call towards righteousness" during the halftime in schools and colleges.
- ﴿15﴾ Once in a week, after school or college, or during the assembly, make arrangements of delivering Dars from Faizan-e-sunnat"
- ﴿16﴾ Try to make the students offer daily Salah regularly who do not offer. (In a month, try to make at least 12 islamic sisters offerer of Salah regularly)

- ﴿17﴾ Participate in the organizational activities of Dawat-e-Islami with the help of Responsible Islamic sister of area.
- ﴿18﴾ By conducting dars, speeches and meetings in the area's tuition and coaching centers, persuade Islamic sisters to attend the congregation.
- ﴿19﴾ Make a madani environment at your home as well and follow "19 madani pearls" given at the end of "63 madani in'amat" booklet.
- ﴿20﴾ Keep "Kanz-ul-Imaan, different volumes of "Siraat ul Jinaan", "Kufriya kalimaat kay baray main sawal jawab", "Method of salah for Islamic sisters", "Call to righteousness", "Backbiting", "Questions and answers about Shara'i Veil", "Faizan-e-sunnah" and other booklets etc. in the book banks, Reading rooms and libraries of schools colleges or universities and take care of these. (if arrangements for Madani Library is made then Madina Madina [excellent])

An excellent means of spreading the message of Dawat-e-Islami to students and teachers, etc., is to encourage them to watch Madani channels, especially weekly Madani Muzakara. Present different books as gift according to her psychology such as the one who gets more angry, the booklet "The Cure of Anger", to the one who does not pay attention to her parents, give them the booklets "Oceanic Dome", and give "disclosures from a shroud thief" to someone who does not pray etc.

- ﴿21﴾ Act upon the madani inmaat yourself and persuade other Islamic sisters as well.
- ﴿22﴾ Make it a habit to read from books like Kanzul Imaan, Faizan e sunnat, and other books of Sunni daily for at least 12 minutes.
- ﴿23﴾ Obey your Responsible Islamic sister. (until she does not say anything against Shariah)

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17 Madani pearls for **TEACHERS**

- ﴿1﴾ Show good morals with all teachers and other staff. Be active and attentive for fulfilling responsibilities assigned from your head, so that you would become prominent among your co teachers.
- ﴿2﴾ Maintain uniform conduct with all teachers and other staff, rather than assigning one or a few to close friendship.
- ﴿3﴾ If you wish to make a “Madani environment” in your school, college or university, then first focus on your own character. Your character should be molded in the template of sunnahs, and your appearance should reflect the Islamic color such that whoever see, meet, become affected and become associated with the Madani environment.
- ﴿4﴾ If your temperament is gentle, compassionate and if you are serious, doing work of religion will be easier. Humor, taunting and ridicule will ruin your reputation.
- ﴿5﴾ Make individual effort on every teacher and student. Adopting strategy, be humble as “Sociability is the soul of individual effort”.
- ﴿6﴾ Make individual effort on the principal of the school, college or university first. Because if you have accessed her through your good moral and character, then doing madani work will be easier.
- ﴿7﴾ Present booklets and VCDs of speeches published by Maktabatul-Madina as gifts, while making individual efforts.
- ﴿8﴾ Make dua for those you are doing individual effort on, as “Prayer (Du'a) is the believer's weapon”.

- ﴿9﴾ To establish a madani environment among teachers of a school, college or university, first persuade them to follow the sunnahs, then try your best to make them regular in offering Salah. (Never ask them to adopt veil and abandon fashion in starting)
- ﴿10﴾ Make arrangements to deliver Dars during break time, assembly or any specific time in your school or college.
- ﴿11﴾ Make agreed the staff members to attend the weekly sunnah inspired congregation. And take at least one teacher with you to attend the congregation by making individual efforts.
- ﴿12﴾ Impress principal and other teachers by paying close attention to them.
- ﴿13﴾ Instead of talking uselessly, your conversations should reflect religion. Your words should contain the invitation towards righteousness and statements of sunnahs.
- ﴿14﴾ Keep “Kanz-ul-Imaan, different volumes of “Siraat ul Jinaan”, “Kufriya kalimaat kay baray main sawal jawab”, “Method of salah for Islamic sisters”, “Call to righteousness”, “Backbiting”, “Questions and answers about Shara'i Veil”, “Faizan-e-sunnah” and other booklets etc. in the book banks, Reading rooms and libraries of schools colleges or universities and take care of these. (if arrangements for Madani Library is made then Madina Madina [excellent])
- ﴿15﴾ Participate in area visit for calling towards righteousness every week.
- ﴿16﴾ Act upon the 63 madani inmaat yourself and persuade other teachers as well.
- ﴿17﴾ Make it a habit to read from books like Kanzul Imaan, Faizan e sunnat, and other books of Sunni daily for at least 12 minutes. Obey your Responsible Islamic sister. (until she does not say anything against Shariah)

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ O اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ط بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ط

Details of Personalities islamic sisters (For Area)

Area _____ Date (Madani) _____
 Division _____ (Solar) _____

S. No	Name	Identity	Contact number	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total				

Madani pearl: (1) Write names of all personalities islamic sisters who were already in contact or are newly contacted this month.

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ O اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ط بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ط

Details of Names of Institutes (For Area)

Area _____ Date (Madani) _____
 Division _____ (Solar) _____

S. No	Halqa	Names of Institutes
1		
2		
3		
4		
5		
6		
7		
8		
Total		

Madani pearl: (1) Submit this form alongwith "Area level Report Form for Sho'ba Ta'leem" up to 3rd of every madani month.

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعَالَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ط بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ط

Addresses and Phone numbers of Dar-ul-Ifta Ahl-e-Sunnat (2016)

S. No.	Name	Addresses	Timing & holidays
1	Dar-ul-Ifta Ahl-e-Sunnat Babri Chowk (Karachi)	Jama Masjid Kunz-ul-Eman (Babri chowk) Guru mandir Bab-ul-Madina (Karachi)	10am to 4 pm Off: Friday
2	Dar-ul-Ifta Ahl-e-Sunnat Kharadar (Karachi)	Jama' Masjid Bukhari near Police check point, Kharadar Bab-ul-Madina (Karachi)	11am to 5 pm Off: Friday
3	Dar-ul-Ifta Ahl-e-Sunnat Korangi (Karachi)	Jama Masjid Riza-e-Mustafa, opposite to mobile market Korangi no-4. Bab-ul-Madina (Karachi)	12pm to 5pm Off: Friday
4	Dar-ul-Ifta Ahl-e-Sunnat Sadar (Karachi)	Jam'ay Masjid Aqsa Akbar road near Regal chowk, Sadar, Bab-ul-Madina (Karachi)	11am to 4pm Off: Friday
5	Dar-ul-Ifta Ahl-e-Sunnat Hyderabad Babul Islam (Sindh)	Aafandi Town opposite to Faizan-e-Madina, Bab-ul-Islam (Hyderabad)	11am to 4pm Off: Friday
6	Dar-ul-Ifta Ahl-e-Sunnat Saradarabad (Faisalabad Punjab)	Jama' masjid Zainab, Muhammadiya colony, Susan road, Madina Town, sardarabad (Faisalabad)	10:30am to 4:30pm Off: Friday
7	Dar-ul-Ifta Ahl-e-Sunnat Data Darbar Lahore (Punjab)	Near Maktba-tul-Madina, ganj bakhsh market, Markaz-ul-Auliya Data darbar Markaz-ul-Auliya (Lahore)	9am to 5pm Off: Sunday
8	Dar-ul-Ifta Ahl-e-Sunnat Achhra Lahore (Punjab)	Latif Plaza (jewelry Market) first floor, feeroz poor road uchra , Markaz-ul-Auliya (Lahore)	11am to 5pm Off: Sunday
9	Dar-ul-Ifta Ahl-e-Sunnat Rawalpindi (Punjab)	Near jama' masjid Ghousiya Haji Ahmed Jan, bank road, Sadar, (Rawalpindi)	10am to 4pm Off: Friday
10	Dar-ul-Ifta Ahl-e-Sunnat Gulzar-e-taiba (Sargodha, Punjab)	Zahoor Plaza, Noori gate near bata shoes, Gulzar-e-Tayba (Sargodha)	10:30am to 4:30pm Off: Friday
Break for Salah and Lunch			1:00 to 2:00

Phone numbers & E-mail Addresses of Dar-ul-Ifta Ahl-e-Sunnat

Timings of Phone services	Contact Numbers	Country name
10a.m to 4p.m (Break Time 1 to 2, Friday: Off)	0923117864100	Specially for Pakistan and entire world
2pm to 7pm according to Pakistan standard Time (except Prayer timings)	0044 121 318 2692	Specially for U.K and entire world
2pm to 7pm according to Pakistan standard Time (except Prayer timings)	0015 8590 200 92	Specially for America and entire world
2pm to 7pm according to Pakistan standard Time (except Prayer timings)	0027 31 813 5691	Specially for Africa and entire world
3pm to 8pm according to Pakistan standard Time (except Prayer timings)	+61280058426	Specially for Australia and entire world

E.mail: darulifta@dawateislami.net

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Details of Short Courses held under Majlis Short Courses

S. No	Name Of Course	Details of participant	Syllabus	Days	Duration
1	Course Faizane Tajweed-o-Namaz	For teachers of educational institutes	Tajweed & fiqh	19 Days	2 hours 26 minutes
2	Course Faizan-e-Hasnain Karemain	For girls Students of K.G to one, 2 nd to 4 th , 5 th to 7 th classes and for boys of age 4 ½ to 7 years	Duaen, fiqh, sunnahs and manners Imaniyat, seerat, Ethics	19 Days	2 hours
3	Course Faizan-e-Ramzan	For all islamic sisters	Religious knowledge of Rozah, zakat, sadqa-e-fitr, ushr and taraveeh etikaf	19Days	1 hour 41 minutes
4	Course for the teachers of Madarsa-tul-Madina (Adult)	for teachers of Madarsa-tul-Madina (adult)	Tajweed (Madani Qaida, specific Surahs) Ethical Training	26 Days	
5	Course Faizan-e-Khadija-tul-Kubra	For Aged islamic sisters (40 to 65 years)	Basic Religious knowledge of Wuzu, Ghusl, Salah, Missed Salahs, Correction of pronunciation of Quran, supplications and ethical manners	26 Days	1 hour 12 minutes
6	Faizan-e-Taharat Course	For islamic sisters linked with vocational institute, Gym, sewing centers, Art & craft	Fiqh (Purity, Ablutions, Ritual bath, method of purifying clothes)	24Days	41 minutes
7	Faizan-e-Namaz	For islamic sisters linked with medical departments (Doctors & Nurses etc)	Fiqh and Medical	12 Days	1 hour 12 minutes
8	Course Faizan-e-Islami 'Uloom	For all islamic sisters	Tajweed, fiqh, Beliefs, deadly sins, Seerat	12/41/90 Days	3 hours
9	Course Faiza-e-Emaniyat	For islamic sisters linked with Sho'ba-e-ta'leem (teachers, principal and others staff members)	Beliefs and madani trainings, points for better teaching, how should a teacher be? Etc.	25 Days	1 hour 3 minutes
10	Course Faizan-e-Zeenat-e-Aysha	For Beautician Islamic sisters	Tajweed, fiqh, Manners of beautifying	26 Days	1 hour 12 minutes
11	Course "Make life peaceful" through blessing of Khatoon-e-Jannat	Specially for engaged/ Married Islamic sisters	Fiqh (nikah, Divorce, rights of life partners) Manners (knowledge regarding upbringing of children)	26 Days	2 hours 6 minutes
12	Course Faizan-e-Bahare	For Responsible Islamic sisters	Fiqh, tajweed, Beliefs, arabic grammar	26 Days	2 hours 26

	Shariat				minutes
13	Course Learn Urdu	Who wants to learn Urdu	Basic Urdu qaida, Ethical and organizational training	21 Days	2 hours 10 minutes
14	Course Faizane Gouse Azam	For girls of 9 to 12 years	Fiqh in easy way, 6 kalimahs, Asma-ul-Husna, zehni azamish	7 Days	2 hours 25 minutes
15	Course Faizan-e-Sahabiyat	For girls of 13 to 19 years	Madani guldastay, fiqh, Sunnahs, Ethical behaviour	7 Days	2 hours 6 minutes
16	Teachers training Course	For teachers of Short courses	Fiqh, teaching methodology and training	12 Days	2 hours 6 minutes
17	Course Faizan-e-Anwar-e-Quran	For all islamic sisters	Madani qaida, Commentary of Quranic Verses, memorization of Surahs Quranic knowledge	12 Days	1 hour 52 minutes
18	Faizan-e-Rafiqul Harmain Course	For trainer islamic sister of pilgrim islamic sister	Obligatory knowledge of Hajj, fiqh, Supplications of Hajj, method of making individual efforts, audio speeches	08 Days	4 hours
19	Faizan-e-Hajj O Umrah Course	For pilgrim islamic sister of Hajj	Obligatory knowledge of Hajj, fiqh, Salah, Supplications of Hajj,	12 Days	2 hours 41 minutes
20	Faizan-e-Umrah Course	For pilgrim islamic sister of Umra	Method of Umrah, fiqh, Salah, Supplications	03/05 Days	2 hours
21	Faizan-e- Tilawat-e-Quran Course	For all islamic sisters	Recitation of complete Quran and Quranic parables	22 Days	1 hour 41 minutes
22	Let rectify your Salah Course	For all islamic sisters	Method of complete Salah with practical	19 Days	2 hours
23	Course Faizan-e-Seerat-e-Mustafa	For working ladies	Seerah of Beloved Master ﷺ	05 Days	
24	Course Faizan-e- Zakat	For Responsible Islamic sisters	What does nisab mean? To whom zakat could be donated, torments of not paying Zakah, Need and role of Dawat-e-Islami in reforming society and its activities	03 Days	1 hour 26minutes
25	Course Faizan-e-'Aqaiat O Fiqh	For working ladies	Beliefs, fiqh, Deadly sins and Seerah	04 Days	83 minutes
26	Course Faizan-e-Surah-e-Baqarah	For all islamic sisters	Translation and commentary of Surah-e-baqara	19 Days	1 hour 90 minut
27	Course regarding Weekly Sunnah inspired congregation	For Responsible Islamic sisters	Purpose of this course is to strengthen the weekly sunnah inspired Ijtima	8 Days	2 hours
28	Course Faizan-e-Ashra-e-Mubashira	For all islamic sisters	Seerah of 'Ashra-e-mubashira	12 Days	1 hour 12 minut

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Schedule for Madani session

- ☆ Make arrangements for the Madani session in personality Islamic sisters associated with Majlis Sho'ba taalem and its associated departments (Sunni Lady Scholars, Majlis Lady doctors, Majlis Lady Homeopathic) anytime between 8 am and before maghrib for 1 hour 3 mins.
- ☆ The responsible Islamic sisters should set to attend madani session for the personalities Islamic sisters in their schedule
- ☆ Make islamic sisters associated with different departments i.e. lady doctors, principals, teachers, professors, scholars etc linked with madani environment and persuade them to attend the weekly sunnah inspired congregation and watch the Madani muzakara
- ☆ Whenever there is a short course to be held, introduce it in the madani session and give them the mindset to attend these courses.
- ☆ A weekly or monthly madani session can be arranged amongst islamic sisters associated with Majlis Sho'ba taalem and its associated departments (Sunni Lady Scholars, Majlis Lady doctors, Majlis Lady Homeopathic) who are doing madani work in their institutions.
- ☆ In the madani session, arrangements can be made for refreshments. Make arrangements for this through the personality Islamic sisters. The meal (should be simple) should be termed as "Langar e Milaad", "Langar e Ghausiya", "Langar-e-Razawiya".

Schedule for the weekly or monthly madani session

amongst those islamic sisters who are associated with Majlis Sho'ba taalem or its associated departments (Sunni Lady Scholars, Majlis Lady doctors, Majlis Lady Homeopathic) and are involved in Madani activities in their institutions.

Before the madani session, persuade to make good intentions

Quran Recitation: 3 mins	Preparing to deliver sunnah inspired speech/ madani activities: 26 mins
Naat: 5 mins	Dua: 6 mins
Fiqh with Practical 26 mins (its schedule is given below)	Salaat o salaam: 3 mins
Total time 1 hour 3 mins (63 mins)	

1. In the madani session, teach participants (principals, teachers, trainers, students, doctors etc) Islamic sisters who are devotees of Dawat-e-Islami, Madani activities of Dawat-e-Islami the madani work (individual effort, madani dars, madani inamaat, madani muzakira etc) of dawateislamis such as
 - ☆ Prepare the islamic sisters attending the madani session to perform madani activities. In this schedule, if we want to teach the method of delivering dars from Faizan e sunnat, then first we must introduce the different chapters of faizan e sunnat, afterwards teach them method of delivering dars from faizan e sunnah according to (method of delivering Dars from faizan e sunnah for Islamic sisters. Teach them to submit the performance report as well.
 - ☆ Similarly, if madani activities regarding Madani ina'amat is to be taught then first introduce them Madani Inamat booklet, persuade to fill it, which Madani In'amaat should be persuaded to act upon, and method of filling performance report as well i.e. collecting the number of Islamic sisters perform self accountability, follower of Madani inamaat, number of ajmeri, Baghdadi, makki, madani daughter of attar etc.
 - ☆ If the number of attendees of madani session is large, then make arrangements for the sunnah inspired speech. And if there are few attendees like 4 or 5, then arrangements can be made in the form

of madani session and tell them which madani work can be arranged and how to submit the performance report.

- ☆ At the end of the madani session, arrangements should be made for the distributions of booklets.

Schedule for the weekly or monthly madani session

amongst those islamic sisters who are associated with Majlis Sho'ba taalem or its associated departments (Sunni Lady Scholars, Majlis Lady doctors, Majlis Lady Homeopathic).

Quran Recitation: 3 mins	Dua: 6 mins
Naat: 5 mins	Salaat o salaam: 3 mins
sunnah inspired speech/ Fiqh with Practical 26 mins (its schedule is given below)	Individual Efforts: 20 mins
Total time 1 hour 3 mins (63 mins)	

Timetable for teaching Fiqh in the weekly /monthly madani session		
Muharam Al Haraam (select topic for speech according to the Islamic month in case of monthly madani session)		
S. No	Book : "Salah for Islamic sisters" "Traveller's Salah" "Kursi Par Namaz Phrnay Kay Ahkam"	Page number
1	From the book Salah for Islamic sisters, from heading "15 madani pearls of Wudu" to "sins of that body part are being washed away." And "Method of wudu for Islamic sisters" with practical	3 to 7
2	Faraid, sunnan and mustahabaat of wudu, till "These Nawafil are called Tahiyya-tul-Wudu."	9-14

3	"Method of purifying clothes" from the heading washing pure and impure clothes together" until the heading "how to purify an impure carpet"	244-246
4	Speech with respect to month of Muharram-ul-Haram (blessing of Aashura, Excellence of Ahl-e-Bait)"	
Safar al Muzafar (a speech on the religious services of Aala- Hazrat رحمة الله تعالى should be delivered in case of monthly madani session / in fourth week)		
1	Method of salah for Islamic sisters (Hanafi)	72-77
2	Pre-conditions of salah	78-83
3	Faraid of salah	83-90
Rabi ul Awal (make arrangements for congregation of zikr and naat amongst personality Islamic sisters and select topic of speech in accordance of month of Rabi-ul-awwal)		
Safar-ul-Muzaffar (a speech on the biography of Ghous Paak رحمة الله تعالى should be delivered in the monthly madani session / fourth week)		
1	13 madani pearls of used water	16-17
2	14 madani pearls for used water	18-19
3	Mthod of ghusl for Islamic sisters with the 23 cautions	39-43
Jumadiul Awal		
1	25 Wajibaat of Salah (first 13)	90-91
2	25 Waajibat of salah the remaining 12	91-93
3	Fourteen Madani pearls of sajdah sahw and method	117-119
4	5 rulings regarding bleeding from wounds until tears of ailing eyes	20-22

Jumadiul Akhir

1	63 Sunan of Salah (first 33)	93-96
2	63 Sunan of Salah (remaining 30)	93-97
3	29 acts that invalidate salah	100-105
4	5 rulings about uncertainty in Wudu	24

Rajab al Murajjab

1	Does sleep invalidate Wudu or not	25-17
2	The Fidyah for missed salah until when did the tradition for ear-piercing commence	146-149
3	“beef as a gift” until “100 people will be rewarded equally”	150-151
4	Booklet wudu and science from “benefits of Wudu” until “the heat of the liver, stomach and bladder”	11-17

Shabaan al Muazzam

1	14 mustahabbat of salah until excellence of dusty forehead	99-100
2	26 mukruhaat tahrifa of salah (form 1 to 12 points) should be explained	106-108
3	26 mukruhaat tahrifa of salah (last 14 points) should be explained	
4	Rulings about laughing until wudu made during ghusl is sufficient	28-29

Ramadan Al Mubarak (make the personality Islamic sisters attend the course “blessing of recitation of Quran”)

Shawwal al Mukaram

1	Booklet: the travelers' Salah	1-8
2	Qasr (shortening salah) is waajib	13-14
3	19 ruling for those who cannot retain their wudu	30
4	30 makruhaat e Tanziha of salah	111-113

Zul-Qada-til-Haram

1	“Method of praying salah on a chair” until “otherwise, namaz will not be valid”	3-7
2	Booklet Method of praying salah on a chair from the heading “Sadru Shari’ah Mufti Amjad Ali A’zami رحمه الله عليه” until “it will be useful for getting shara’i guidance”	21-25
3	What is mensruation? till “important ruling”	196-199
4	Post-natal bleeding (nifaas)	199-200

Zulhijja Alharam

1	“21 ruling for menstruation and post natal bleeding (first 12)”	202-203
2	“21 ruling for menstruation and post natal bleeding (remaining 9)” until “Nafl fasts will not be accepted”	202-210
3	“Ruling of Najasat e Ghalizah” until “if offered without purifying, the salah will not be valid”	227-228
4	From the heading “small splashing of urine” to “the water a lizard puts its mouth in is Makruh”	223-227

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ط

Area _____

Division _____

Details of the islamic sisters performing Madani Activities in their institutes

associated with Shoba taleem and its associated departments

(sunni lady scholars, lady doctors, and homeopathic lady doctors)

Date (Madani) _____

(calender) _____

Performing Madani activity in their department or institute: (for example, delivering dars, placing Donation box, distributing and collecting of Madani In'amat booklets, making yearly booking of monthly magazine faizan e madina, placing stall of Maktaba-tul-MADina in book festival etc.)

S.No	Name of islamic sister	Designation	Contact Number	Organization (School, college, university, Sunni Jami'a, Madrasa, Hospital, Clinic etc.)	Address of organization	Which Madani activity she performs?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Note: Write the names of those islamic sisters who are workers or students of organization and perform there any Madani activity.

- Submit this form till 3rd of every calender month to Responsible islamic sister of Majlis shoba taleem (Division level) along with “Area Performance report of Shoba Taleem.”

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30 Madani Pearls for Preacher Islamic sister

Hazrat Allama Jalal-ud-din Suyooti Shaf'ii has narrated in the book named "Sharh-us-sudoor", "Allah ﷻ sent a revelation towards Sayyiduna Musa عليه الصلوة والسلام commanding that "Learn good things yourself and teach others as well, I will brighten the graves of the ones who learns and teach goodness, so that they would not have any type of fear". (Faizan-e-Sunnat, part1, (English pp127)

! الْحَمْدُ لِلَّهِ ﷻ ! The foregoing narration highlights the reward of learning and teaching righteous things.

Those fortunate islamic sisters who get opportunity of delivering speeches in congregations of Dawat-e-Islami, must act upon the following 30 Madani pearls:

- ❖1❖ She must be from Ahl-e-Sunnat with correct beliefs and must be committed to teachings of Aala Hazrat.
- ❖2❖ She must not be disrespectful of Scholars and Shaykhs of Ahl-e-Sunnat, she must not lie about them, neither criticizes them in her speeches, nor in her routine conversation. Rather she should have respect for them wholeheartedly.
- ❖3❖ She should avoid involvement in current politics, and stay away from company of those who wrong beliefs or bad habits. .
- ❖4❖ She should never miss any Salah, other than exemption provided by Shari'ah.

- ❖5❖ She must abide by set rules of Ameer-e-Ahl-e-Sunnat دامت بركاتهم العالیه Markazi Majlis-e-Shura, organizational departments and her Responsible islamic sister (according to restrictions of islamic rulings). She should never spoil other's mind by objecting or criticizing them. (The rule is that if anybody commits mistake, then reform her directly and resolve the issue according to organizational procedures and never disclose it to others without Shari excuse otherwise one may fall into grave sin of backbiting, slandering, looking for faults in others etc.)
- ❖6❖ She must not be offended by people due to displeasure with parents, children, relatives or neighbors.
- ❖7❖ She must not has the habit of borrowing, neither nor does it have a loan so that the lenders keep demanding for their recovery of loan and she hide herself from them. (such a PReahcer Islamic sister or Responsible Islamic sister may cause defame to Dawateislami).
- ❖8❖ She must not be defamed due to telling lies, breaking promises, slandering, swearing, abusing, fighting, shouting etc.
- ❖9❖ She must not be immoral, bad tempered and argumentative.
- ❖10❖ People should not be offended by shara'i or organizational carelessness.
- ❖11❖ She must not preach only by words, she must strive to act upon teachings of her speeches.
- ❖12❖ She must submit Madani In'amaat booklet regularly to her Responsible islamic sister.
- ❖13❖ She must learn the terminology used in Madani environment of Dawat-e-Islami and use these terms in her daily conversation and speeches.

- ﴿14﴾ She must have any type of responsibility of Dawat-e-Islami whether a Volunteer of Congregations. She must be practically involved in Madani activities of Dawat-e-Islami.
- ﴿15﴾ She must adopt islamic veiling and stay away from sinful fashion such as cutting hair, setting eyebrows, increasing nails for more than 40 days, wearing skin-tight or thin cloth, jeans etc. (Madani burqa, gloves and socks are best way to observe islamic veiling)
- ﴿16﴾ She must deliver reforming speeches such as about graves, life hereafter and Sunnah.
- ﴿17﴾ She should never deliver speech by herself. She should copy and paste in her diary the pages she needs, from the books of Ameer-e-Ahl-e-Sunnat دامت بركاتهم العاليه and other scholars of Ahl e Sunnah (especially the books and booklets published by Maktaba-tul-Madinah) for narrating speeches. She should not narrate verbally.
- ﴿18﴾ She should not read the Arabic text of verses and Ahadith neither should she comment on any verse by herself nor explain the meaning of any Hadith. Because commenting from one's own opinion is prohibited. We are not permitted to comment on Ahadith from our own understanding (even if our commentary is correct). For more information about it, read the book of Ameer-e-Ahl-e-Sunnat named "Questions and Answers about veil" from Page no. 249 to 252.
- ﴿19﴾ Whenever she gets privilege of delivering speech, she should prepare it very well.
- ﴿20﴾ The translation Holy Quran's verses should be narrate from the famous translation of Imam-e-Ahle sunnat, Maulana Shah Imam Ahmed Raza Khan, namely "Kanz-ul-Imaan".
- ﴿21﴾ Include Madani parables of Dawat-e-Islami, persuasion of 8 Madani Activities, especially to act upon Madani In'amaat.

Beside encouraging the listeners to act upon Madani In'amaat, advise them to submit the Madani In'amaat booklet every month and tell them blessings of Madani environment.

- ﴿22﴾ While narrating speech, she should be intended that instead of advising others I am advising myself.
- ﴿23﴾ Avoid using difficult words and talking about difficult topics.
- ﴿24﴾ If the listeners are not affected by the speech then instead of calling or thinking them as hard-hearted, she should blame herself for having lack of sincerity and should repent.
- ﴿25﴾ If speech is done in a serious manner, then it is more likely to affect the heart of the listeners. If it is done in traditional way like preacher islamic sister says "Say " or she keeps stopping in middle of sentence so that listeners finish the sentence or keeps asking "What do you understand?", "Do you understand?", or keeps telling jokes or says things to make listeners laugh then although they will listen but it would be very hard to gain fear of Allah ﷻ and love for Prophet ﷺ from such a speech.
- ﴿26﴾ She should never speak against any political party, government, its departments, police, Army etc. she should not speak against any country or about issues of that country. As it reduces the chances of their rectification and creates barriers in carrying out activities of religion. Simply, do not leave the Madani bouquet of these 4 Madani pearls:
1. Pillars of Islam
 2. Love of the Beloved Rasool ﷺ
 3. Good manners
 4. Invitation towards righteousness

﴿27﴾ Follow the time while delivering speech. Do not prolong the speech as much that attendees get tired or bored.

﴿28﴾ In weekly congregation, perform zikr in prominent voice so that attendees could listen and follow your voice, but your attention should not be towards the attendees but towards the one whose zikr you are performing. Plead humbly in heart, “O Allah ﷻ, with your mercy you have given to a sinner (me) the opportunity to make others do Your zikr, now grant us all with the true sensation of Your zikr.

﴿29﴾ Whilst performing Du'a in weekly congregation, imagine yourself in the court of Allah ﷻ with your apparent and inner self as well. Do not perform Du'a with the intention of making islamic sisters cry instead keep your attention towards Allah. Ponder over his needlessness and quiver for forgiveness, death with Iman, pray for betterment of grave and hereafter. Supplicate for removal of calamities, diseases, and troubles from whole Ummah, for safety of scholars, shaikhs of Ahl-e-Sunnat and for safety of all members of Dawat-e-Islami. Supplicate for steadfastness in performing Madani activities of Dawat-e-Islami and for submitting Madani In'amaat booklet every month. For blessings, add Arabic dua's mentioned in the Quran and Hadith but first get your pronunciation checked by female Sunni scholar. If she allows then add them to your supplication. Remember that stanzas with tone can only be recited in Dua when Daughter of Attar is praying. (To learn the method of Dua, read book of Ameer-e-Ahl-e-Sunnat دامت برکاتہم العالیہ named “Rafeq-ul-Haramayn” page 131. It will also be beneficial to listen cassettes of Ameer-e-AhleSunnat's Dua. اِنْ شَاءَ اللهُ عَزَّوَجَلَّ.

﴿30﴾ She must completely follower of Madani pearls and rules set by Ameer-e-AhleSunnat دامت برکاتہم العالیہ and Markazi Majlis-e-Shura.

Madani suggestion: It will be very beneficial to listen speech of Ameer-e-AhleSunnat دامت برکاتہم العالیہ namely “Aik Muballigh ko kaisa hona chaiye?” اِنْ شَاءَ اللهُ عَزَّوَجَلَّ

Dua-e-Attar:

Jo neki ki dawat ki dhoomain machaye
Main deta hun uss ko Dua-e-Madinah

امین بجاہ النبی الامین صلی اللہ تعالیٰ علیہ والہ وسلم

Markazi Majlis-e-Shura

(Dawat-e-Islami)

(Paste it in your diary)

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعَالَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Madani pearls for Muballigha (preacher Islamic sister)

Allah is se pehley emaan pay mout day day

Nuqsan meray sabab say ho sunnat-e-Nabi ka

(wasael-e-Bakhshish)

- ﴿1﴾ Make arrangement for dars according to “Method of delivering dars from faizan-e- sunnat (for islamic sisters)”. (this paper is enclosed in record file).
- ﴿2﴾ For the preparation of speech, matter should be extracted from the books and booklets of Maktaba-tul-Madinah specially of Ameer-e-Ahl-e-Sunnat دامت بركاتهم العاليه e.g. new chapter of faizan-e-sunnat “Backbiting”, “Call of righteousness”.
- ﴿3﴾ Every narration of speech should be with reference.
- ﴿4﴾ Translation of Quran should be from Kanz-ul-Iman only. (Arabic verses should not be recited, only translation should be narrated in Dars)
- ﴿5﴾ Speech should be arranged in such a way that during speech persuade atleast “3” times for attending

congregation. Because if we will attend congregation regularly we will keep learning virtuous deeds. ان شاء الله عزوجل

- ﴿6﴾ Persuade for practicing madani inamaat along with submitting booklet of madani inamaat every month.
- ﴿7﴾ Narrate one sunnah briefly in the end of speech and include “6 madani rules” when required.
- ﴿8﴾ Narrate what is written only, as “Ghair-e-A’lim (non-scholar) is not allowed to explain Quran or Hadees on his own, even though explaining correctly it is forbidden.” (Parday kay baray main suwal jawab pg 252).
- ﴿9﴾ Use terminologies of Dawat-e-islami and correct pronunciation.
- ﴿10﴾ Deliver dars or speech after preparing it well and read at least 3 times before narrating.
- ﴿11﴾ Don’t apply the reading style rather present well.
- ﴿12﴾ Explain the practical method of sunnah and revise the sunnah taught last week so that spirit of practicing and learning could be created in listeners.
- ﴿13﴾ It is said; “Converse people according to their mentality”. So rather telling initially about excellence of lapping the plate, sleeping on mat woven with palm leaves, tell them gradually. Likewise, devastations of

music and unveiling should not be narrated in beginning, it is better to narrate initially such as salah, wudu and science, repentance, method of becoming pious, excellence of religious knowledge, blessing of attending congregation etc.

﴿14﴾ If the non-muslim women attend Dars congregation of any organization with interest then by giving them attention, present them invitation of embracing islam.

﴿15﴾ If any spiritual blessing is gained by any personality or any other participant then make fill the form of “**Madani Bahar**”. (This paper is enclosed in file.)

☆ Submit all completed “Madani Bahar” forms on starting dates of madani month to responsible islamic sister of sho’ba Ta’leem (Area level).

☆ Responsible islamic sister of sho’ba Ta’leem (Area level) should submit the collected form of spiritual blessing to Responsible Islamic sister of spiritual blessing (Area level).

﴿16﴾ If the organization asks you to make dars checked by them, then satisfy them by showing the books and booklets of Maktaba-tul-Mdainah.

﴿17﴾ Make individual effort in good manners to play VCD if organization has facility.

﴿18﴾ Pray for administration of institute without announcing their names.

﴿19﴾ Give attention on cleanliness of your dress and gown because personality islamic sisters observe appearance.

﴿20﴾ Never ammend your madani appearance, but also persuade others to adopt Madani reflection of Dawate islami.

أَحْمَدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kindly fill Madani Parable Form after reading it attentively

If you linked with Madani environment by reading world famous book "Faizan-e-Sunnat" or Book/ Booklets of Ameer-e-Ahl-e-Sunnat دامت بركاتهم العالیه by listening cassette/ watching V.C.D/ Madani Channel or by attending Sunnah Inspiring Congregations (Weekly) or Ijtima-e-Zikr-o-Na'at (Grand 11v Shareef, Shab-e-Mai'raaj, Shab-e-Bara'at, Shab-e-Qadr) or Congregation I'tikaaf (of 10 days or 30 Days) acting upon Madani In'amat or by travelling in Madani Qafilaas or by means of any Madani Work of Dawat-e-Islami (Individual Effort, Dars-e-Faizan-e-Sunnat, regional visits, Madrasat-ul-Madinah (Adult class) etc) Madani revolution came in life, become Namazi, have beard, started wearing turban, you or your relative get well astonishingly, get relief from problems or blessed with reciting Kalima Tayyiba at the time of passing away or dreamt good about any deceased or get relief with the blessings of Taweezat-e-Attaria or you got any blessing by the Silsila Aaliya Qadiriyya Razawiyya Attariyya or from its Shajra. So kindly fill this form with the intention of others inclination.

Name with Father's name _____ Age _____

Name of Peer-o-Murshid: _____

Postal Address: _____

Phone number (with code) _____ E-mail address: _____

Name of Revolutionizing cassette/ Booklet: _____

Date/ month/ year of reading/ listening or happening incidence _____

For how many days travelled in Madani qafila: _____

Present Organizational responsibility _____

Mention the bad habits which you have gave up now by the blessings received by any of above means. The conditions before Madani revolution (if you want to write for lesson to others) for example: fashion, Robbery etc and any other marvels of Ameer-e-Ahl-e-Sunnat دامت بركاتهم العالیه that you witnessed so mention with date and place. Post this filled form to "Al-Madina-tul-Ilmiya aalimi madani markaz Faizan-e-Madina Muhalla sodagaran, Purani Sabzi Mandi Bab-ul-Madina Karachi or mail to madani.baharain@dawateislami.net. Must write the condition at time of Madani revolution and make sure that there is no incorrect information or exaggeration because Lie is sin and leads to the hell. If so modifying your Madani Parable we will describe to others it might be a source of inclination to others. Keeping in the view the Madani aim of Dawat-e-Islami that "I must strive to reform myself and the people of entire world" with good intentions get your Madani Parable written and make yourself deserve the blessings of world and the Hereafter. For your guidance, some intentions area as follows, to attain the huge reward.

Good Intentions of Madani Parable

*As the Madani Parables are a source of calling towards righteousness therefore I will common the call towards righteousness through it. I will tell about my previous sins (from which I have truly repented), with shame and embarrassment for warning to other Muslims and hatred from sins and to encourage them towards repentance. I will discuss the changings which had came in me for inclination for others and good environment (which is the bounty of Allah) I will make its blessings popular. With the fear of losing the changings which had came in me, refraining from popularity and fame I will explain the good deeds only for enlightening blessings. Through Madani parable I will incline for following Madani works of Dawat-e-Islami (Madani Channel, Madani Muzakarah, Madani

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

Intentions for Delivering Dars

The Blessed Rasool صَلَّى اللهُ تَعَالَى عَلَيْهِ وَآلِهِ وَسَلَّمَ has stated: خَيْرٌ مِّنْ عَمَلِهِ

“The intention of a Muslim is better than his act.”

(Tabarani Mujam-ul-Kabeer, Hadith 5942, Vol 6, Pg 185)

Madani Pearl: The more good intentions one makes the more reward she gains.

- ﴿1﴾ For seeking the pleasure of **اللَّهُ عَزَّوَجَلَّ**
- ﴿2﴾ And for attaining the love of **اللَّهُ عَزَّوَجَلَّ** and the love of Beloved Rasool صَلَّى اللهُ تَعَالَى عَلَيْهِ وَآلِهِ وَسَلَّمَ, I will deliver the Dars.
- ﴿3﴾ “Mercy descends at time of conversing about pious people” so I will deliver Dars for achieving the mercifulness of **اللَّهُ عَزَّوَجَلَّ**.
- ﴿4﴾ I will deliver Dars with the intention of reforming myself and the people of entire world.
- ﴿5﴾ I will deliver Dars for gaining religious knowledge, acting upon Madani In’amat and for attaining the blessings of this world and Hereafter, also for solution of calamities.
- ﴿6﴾ Whilst in state of Wudu, in respected way, before starting Dars I will read Hamd then start Dars after reading Salat-Alan-Nabi.
- ﴿7﴾ During Dars with the name of **اللَّهُ** I will recite **عَزَّوَجَلَّ** and with name of Beloved Rasool عَلَيْهِ الصَّلَاةُ وَالسَّلَامُ I will read Salat-Alan-Nabi, and on reading names of Companions of Prophet, عَلَيْهِمُ الرِّضْوَانُ and Saints رَحْمَتُهُمُ اللَّهُ I will recite prayers as needed.
- ﴿8﴾ I will deliver the Dars with correct pronunciation.
- ﴿9﴾ If I would be ridiculed by anybody, I will keep patience.
- ﴿10﴾ At end of Dars, I will pray for my forgiveness and for all Muslims.

Madani Pearl: While doing intentions, don’t repeat numbers

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

Method of delivering Dars from Faizan-e-Sunnat

(For Islamic sisters)

Instructions for the one who has to deliver Dars: The one who has to deliver Dars, instead of reading whatever is written in the bracket “()”, should act upon it. (Say the following three times) “Please come closer.” (Then, observing veil within veil, sit in position as you sit in Tashahhud in Salah and recite the following)

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ

أَمَا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(Then recite the following Salat-Alan-Nabi, making the participants of Dars repeat after you)

الصَّلَاةُ وَالسَّلَامُ عَلَيْكَ يَا رَسُولَ اللَّهِ

وَعَلَىٰ إِيَّاكَ وَأَصْحَابِكَ يَا حَبِيبَ اللَّهِ

الصَّلَاةُ وَالسَّلَامُ عَلَيْكَ يَا نَبِيَّ اللَّهِ

وَعَلَىٰ إِيَّاكَ وَأَصْحَابِكَ يَا نُوْرَ اللَّهِ

(Then say the following)

“Dear Islamic sisters! Come closer and, if possible, in respect of Dars, sit in position you sit in for Salah (Tashahhud). If you get tired, then sit in any comfortable position. Lower your gaze and listen to the Dars from Faizan-e-Sunnat with full concentration as listening it inattentively, looking around, playing on floor with your finger or messing with your clothes, body or hair could result in its blessings being lost.

(Incline in the same way in start of Speech as well. After saying this, read out an excellence of reciting Salat-Alan-Nabi from Faizan-e-Sunnat. Then say the following so that the attendees would also recite Salat-Alan-Nabi)

صَلَّى اللهُ تَعَالَى عَلَى مُحَمَّدٍ ! صَلُّوا عَلَيَّ يَا حَبِيبَ

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ط بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Topics for Dars/speech in institutes

S. No	Topics	Reference Material	Other details
1	Blessings of بِسْمِ اللَّهِ	Books and Booklets: Blessings of بِسْمِ اللَّهِ	Make intended for virtuous deeds relevant to topic.
2	Blessings of Azan	Madani Muzakrah: 37,39,99,121,159 Audio/video speeches of Maktaba-tul-Madinah: Azan ki Barkaten, Masjid ki jama'at Booka and Booklets: blessings of Adhaan ,Causes of bad end	Make intended for virtuous deeds relevant to topic. This topic is related to madani in'aam no 4 so read this madani in'aam and narrate its importance.
3	Blessings of Quran and importance of tajweed	Audio/video speeches of Maktaba-tul-Madinah: Quran sikh lije, Quran parhne kay fazeel, tilawat ka in'aam Audio/video speeches of Ameer-e-Ahle Sunnat: 4 madani phool, tilawat ki fazeelat, tilawat ka maqsad Booka and Booklets: the traveler's salah (hanfi), malfozat-e-Attaria 2,3, excellence of recitation(booklet), Bahar-e-Shariat 16	Make intended for virtuous deeds relevant to topic. Highlight the importance of reciting Quran with tajweed. This topic belongs to Madani In'aam no 33 so read out from booklet and narrate its importance.
4	Method of wudu	Books and Booklets: Salah of islamic sisters, waswasay aur un ka ilaaj.	Explain the method of Wudu briefly. This topic belongs to Madani In'aam no 60 so read out from booklet and explain its importance.

S. No	Topics	Reference Material	Other details
5	Method of ghusl	Audio/video speeches of Maktaba-tul-Madinah: namaz-o-tahaarat, ghusl ka tareeqa Madani Muzakrah: 100 Books and Booklets: Anokhi saza, Method of ghusl, pani kay baray me aham maloomat, Bahar-e-shariat vol 2 (with extraction)	This topic belongs to Madani In'aam no 60 so read out from booklet and narrate its importance and persuade for acting upon it. Make intended for virtuous deeds relevant to topic.
6	Blessings of salah	Audio/video speeches of Ameer-e-Ahle Sunnat: namaz kay ahkaam(VCD), Shan-e-Farooq-e-Azam, Namaz aur tahaarat, Quboliyat ki Chabi Madani Muzakrah: 115, 145, 166, 174, 186 Books and Booklets: Bahr-e-Shariat vol 3,4, jannati zewar, Arbaeen-e-Hanfiyah (140 hadith regarding salah), jannat may le jane walay amaal, the traveller's salah	This topic belongs to Madani In'aam no 60 so read out from booklet and narrate its importance and persuade for acting upon it. Make intended for virtuous deeds relevant to topic.
7	Method of missed salah	Books and Booklets: Method of missed salah	----
8	Wudu and science	Audio/video speeches of Ameer-e-Ahle Sunnat: Wudu ka tareeqa, Waqt ek sa nahi rehta, Wudu aur israaf Madani Muzakrah: 72, 92, 95, 106, 173, 174 Books and Booklets: Wudu and science, Method of Wudu, waswasay aur un ka ilaj, Pani kay baray me ehm maloomat, Malfozat-e-Attaria 1, Bahar-e-Shariat vol 2	This topic belongs to Madani In'aam no 60 so read out from booklet and narrate its importance and persuade for acting upon it. Make intended for virtuous deeds relevant to topic.

S. No	Topics	Reference Material	Other details
9	Blessings of good company, Blessings of Dawat-e-Islami	Audio/video speeches of Maktaba-tul-Madinah: Khush naseeb Dako, Ilm-e-din kay halqon kay fazaal, ijtima' ki barakatein, Ameer-e-Ahle sunnat aur dawate islami Books and Booklets : Adaab-e-Murshid-e-Kamil, Mufti-e- dawate isami, islami zindagi, Achay Mahol ki Barakaten, dawate-islami ki baharen	Persuade to participate in weekly sunnah inspiring congregation by narrating excellence of congregation and dawate isami,
10	Excellence of oath of allegiance (becoming disciple of Qadri chain)	Audio/video speeches of Maktaba-tul-Madinah: Mufti-e- dawate isami, bai'at ki ahmiyat, Ehsaan-e-Murshid. Paigham-e-Murshid, piyaray murshid Books and Booklets Sharah-e-Shajra-e-Attar, Adab-e-Murshid-e-Kamil, Faizan-e-Murshid, chamakti ankhon walay buzurg, Bahar-e-Shariat part 16	Persuade to become disciple of Qadri, Attari chain by narrating excellence of oath of allegiance (Bai'at).
11	Blessing of Supplicatins	Books and Booklets: madani treasures of blessings, 40 spritual cures, ghareelo ilaaj, Sharah-e-Shajra-e-Attar	Make intended for good intentions by narrating the excellences of reciting supplications and spiritual cures.
12	Excellence of hunger	Books and Booklets: Excellence of hunger, ghareelo ilaaj, Pharoah's dream	Make good intentions regarding topic and explain excellence of eating less than one's appetite by applying madani guard of stomach and its positive effects on health.
13	Importance of time	Madani Muzakrah: 24 Audio/video speeches of Maktaba-tul-Madinah: Aaq ka madani jadwal, kamyab islami bhai, ehsas-e-zindagi, Maqsad-e-hayat (VCD) Books and Booklets: Priceless diamonds, Headlessness, Purasrar khazana	Persuade to do good deeds by realizing of life. Narrate importance and excellence of madani work of Dawat-e-Islami instead of wasting time in uselessness.

S. No	Topics	Reference Material	Other details
14	Excellence of repentance, method of becoming pious	Audio/video speeches of Ameer-e-Ahle Sunnat: Shahzaday ki toba, Anokhi toba, Shaan-e-toba, Sachi toba ka inaaam, toba ki barakat, nidamat ka sila Books and Booklets : toba ki riwayat-o-hikayat, Calls of the river, Method of becoming pious, Cure of sins, Gulokar ki toba, ek ayyash ki toba.	-----
15	Cure of anger	Books and Booklets : Cure of anger	-----
16	Rights of parents	Audio/video speeches of Ameer-e-Ahle Sunnat: Maan Baap ko satana haram hai, Waldain kay huqoq Audio/video speeches of Maktaba-tul-Madinah: Maan Baap kay huqoq, Waldain ki nafermani ka anjaam, Maan ki dua ka asar Madani Muzakrah: 24, 30, 66, 85 Books and Booklets : Waldain, zojain aur asatza kay huqoq, Jannati Zewar	Make intended for virtuous deeds relevant to topic. This topic belongs to Madani In'am no 28 so read out from booklet and explain its importance.
17	Rights of neighbor	Audio/video speeches of Ameer-e-Ahle Sunnat: Parosi ki Ahmiyat, Parosi or Hamsae kay huqoq, 4 madani phool-9 Madani Muzakrah: 122 Books and Booklets : The respect of a muslim, Bahar-e-Shariat part 16, Jahannum mein le janay walay amaal	Make intended for virtuous deeds relevant to topic.
18	Devastations of Backbiting,	Audio/video speeches of Ameer-e-Ahle Sunnat: Gheebat ki badbu, Gheebat say bachnay ka tareeqa Audio/video speeches of Maktaba-tul-Madinah: Gheebat kay khilaf ailan-e-jang, Madani Muzakrah: 215, 219 Books and Booklets : Backbiting	Narrate the method to avoid the sin of backbiting, its cure and its solution. Make intended for virtuous deeds relevant to topic. This topic belongs to Madani In'am no 24, 38 so read out from booklet and explain its importance. Persude for Langer-e-rasael.

S. No	Topics	Reference Material	Other details
19	Excellence of religious knowledge	Audio/video speeches of Maktaba-tul-Madinah: Ulma' akhirat Books and Booklets : Ilm, Almuallim wal mut'allim, Kamyab ustaad kon, Kamyab talib ilm kon, shoq-e-ilm-e-din, rehnuma-e-mudarriseen, Lubab-ul-Ahya, jannat mei lay janay walay amaal, Faizan-e-ilmo ulma	Persuad to take admission in Jamia-tul-Madinah for Dars-e-Nizami and to attend sunnah inspiring congregation by narrating excellence of knowledge of islam.
20	Protection of Iman (faith), Phrases that leads to kufr	Audio/video speeches of Ameer-e-Ahle Sunnat: eman ki salamti, dilchasp suwal-o-jawab ka madani muzakrah, 6 khatrat Madani Muzakrah: 67, 130, 134, 155 Books and Booklets : The devastation of music, emaan ki hifazat, Kufryah kalimat kay baray mei suwal-o-jawab	Make intended for virtuous deeds relevant to topic.
21	Causes of deprivation and its solution	Books and Booklets : Causes of deprivation and its solution	Make intended for virtuous deeds relevant to topic.
	Sunnah and islamic manners of applying Kohl	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained completly.
	Sunnah and islamic manners of oiling	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained completly.

S. No	Topics	Reference Material	Other details
22	Sunnah and islamic manners of wearing shoes	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
23	Sunnah and islamic manners of sleeping and awaking	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
24	Sunnah and islamic manners of eating	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
25	Sunnah and islamic manners of sneezing and taking yawn	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
26	Sunnah and islamic manners of talking	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
27	Sunnah and islamic manners of hospitality of guest	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
17	Sunnah and islamic manners of entering and leaving home	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
18	Sunnah and islamic manners of paying salam and shaking hands	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.
19	Sunnah and islamic manners of drinking water	Books and Booklets : Sunnatein aur Adaab, 101 madani pearls	Method should be explained properly.

Sho'ba Ta'leem

Madani Pearl: Deliver Dars from english booklets in english medium school and colleges.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ط بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Topics for Dars/speech in institutes according to months (for Sho'ba Ta'leem)

S. No	Topics	Reference Material	Other details
1	Muharram-ul-Haram, Excellence of Ashura Excellence of Ahl-e-Bait (Muharram-ul-Haram)	Audio/ video speeches of Ameer-e-Ahle Sunnat: Hussainyat kisay kehtay hain? Shahadat kay baad kay waqiat, Yazeedyon ka dardnak anjam, Karbala ka taraaj karwan, yazeed kay karnamay Books and Booklets: Swaneh karbala, Marvels of Imam Hussain, Aina-e-Qayamat, Islami zindagi, Bloodshed in Karbala, Hussaini groom	Make intended for virtuous deeds relevant to topic.
2	Birth of Sarkar Marhaba, Shan-e-Mustafa, following of sunnah, Laws and excellence of drood (Rabi-un-Noor)	Audio/video speeches of Ameer-e-Ahle Sunnat: Aqa ka bachpan sharif, jashn-e-wiladat kay waqiat, shohdae faizan-e-madinah ki pehli barsi Madani Muzakrah: 76, 152, 153, 154 Audio/video speeches of Maktaba-tul-Madinah: Rabi-un-Noor sharif, Allah ka Noor, Jashn-e-wiladat Books and Booklets: The dawn of blessing, Budha Pujari, Malfuzat-e-Attria 3, Luminous face	Make intended for virtuous deeds relevant to topic. Recite Naat sharif after speech, narrate the letter given in the end of the dawn of blessing after speech and persuade to distribute booklets.
3	Excellence of Ghaus-e-Azam, Blessings of becoming desciple, Piety of Aulliya kiraam	Audio/video speeches of Ameer-e-Ahle Sunnat: Ghaus-e-Azam ki riazatain, Ghaus-e-Pak or Shaitan, Ghaus-e-Pak kay waqiat Madani Muzakrah: 13, 103 Audio/video speeches of Maktaba-tul-Madinah: Niyaz ki berkatain, tasur-ufaaf aoliyah Books and Booklets: Ghaus Pak kay halaat, Corpse of a Child, King	Highlight the importance of reciting Quran with tajweed. Make intended for virtuous deeds relevant to topic. This topic belongs to Madani In'am no 33 so read

(Rabi-ul-Ghous)	of Jinns, Jinn resembling snake, Allah walon ki batein	out from booklet and explain its importance.
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S. No	Topics	Reference Material	Other details
4	Mairaj Shareef (Rajab-ul-Murajjab)	Audio/video speeches of Ameer-e-Ahle Sunnat: Shab-e-Asra ka dulha, Zikr-e-Shab-e-Mairaj, Holnak sazaen, rang birangay madani phool Books and Booklets: Faizan-e-Mairaj	Make intended for virtuous deeds relevant to topic. Also persuade to practice Qufl-e-Madina of tongue for 27 hours, to do Niyaz for earning Sawab, recite Qseeda Mairajia after speech.
5	Shab-e-Bara'at (Shaban-ul-Mu'azzam)	Audio/video speeches of Ameer-e-Ahle Sunnat: Mehrooman-e-Shab-e-Bara't, Keenay ki tareef, Madani Muzakrah: 12, 124, 207 Audio/video speeches of Maktaba-tul-Madinah: Tuhmat ka bayan, Books and Booklets: four donkeys of satan, jannati zewar, Bahar-e-Shariat part 16, Bughz-o-keena	This topic belongs to Madani In'am no 38 so read out from booklet and explain its importance. Make intended for virtuous deeds relevant to topic. Also persuade to practice Qufl-e-Madina of tongue for 15 hours, to do Niyaz for earning Sawab. Recite the kalaam on mortality of worldly life or death.
6	Blessing of donating in the way of Allah, Excellence of zakat (Ramazan-ul-Mubarak)	Audio/video speeches of Ammer-e-Ahle Sunnat: , Moeey mubarak aur zakat ka bayan, zakat kay masael Madani Muzakrah: 23, 28, 101, 102, 107 Audio/video speeches of Maktaba-tul-Madinah: Madani Inqilaab, Sadqay ka in'aam Books and Booklets: Fazaal-e-sadqat, Madinay ki machli, Rah-e-khuda mei kharch kernay kay fazaal, Dawat-e-islami ki jail khana jaat mei khidmat, Faizan-e-Ameere Ahle Sunnat, Dawate islami ki madani baharein, Khushnaseeb mareez, badnaseeb	Persuade to donate nafli sadqat to Dawat-e-Islami for earning sawab. Persuade for giving zakat, sadqa and fitra to Dawat-e-Islami by narrating the services of Dawat-e-Islami in different departments. Also

	doolha, Qabrastan ki Churail, faizan-e-zakat, Chanday kay bare mein sawal jawab, Bahr-e-Shariat part 15, method of missed salah, Introduction to Dawate islami.	narrate condemnation of begging.
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	madinay ki ziyaraten	
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S. No	Topics	Reference Material	Other details
7	Blessings of Ramadan (Ramazan-ul-Mubarak)	<p>Audio/video speeches of Ammer-e-Ahle Sunnat: Istiqbal-e-ramadan Madani Muzakrah: 46, 178, 180</p> <p>Audio/video speeches of Maktaba-tul-Madinah: Hadrat Adam ko Sajda</p> <p>Books and Booklets: Blessings of ramadan, the madani treasure of blessing, jannat mein lay janay walay amaal</p>	----
8	Blessing of Eid-ul-Fitr	<p>Audio/video speeches of Ammer-e-Ahle Sunnat: Eid kis tarh manaen, Ghous-e-Azam ki eid, Farooq-e-Azam ki eid</p> <p>Books and Booklets: Blessings of ramadan</p>	Make good intentions regarding topic. explain the correct way of celebrating eid by narrating the style of pious people.
9	Speech on Hajj (Zul-hijja-tul-Haram)	<p>Audio/video speeches of Ammer-e-Ahle Sunnat: Hajiyon ki Hikayaten, ek so Hajj ka sawab, Ashiqon ka Hajj Madani Muzakrah: 88, 93, 97, 98</p> <p>Audio/video speeches of Maktaba-tul-Madinah: Mubarak safer</p> <p>Books and Booklets : Jannat mein lay janay walay amaal, jannati zewar, Rafiqul Haramain, Ashiqan-e-Rasool ki 130 hikayat ma makkay</p>	Make intended for virtuous deeds relevant to topic. Persuade to read and gift Rafiqul Haramain, 130 parables of devotees of Rasool to relatives.

S. No	Topics	Reference Material	Other details
10	Blessings of ritual sacrifice (Zul-hijja-tul-Haram)	<p>Audio/video speeches of Ammer-e-Ahle Sunnat: Aala Hazrat aur tazeem-e-sadat-e-kiram, fazaal-e-qurbani, Eid-ul-Adha</p> <p>Madani Muzakrah: 98, 114, 116, 120</p> <p>Audio/video speeches of Maktaba-tul-Madinah: Batay ki qurbani</p> <p>Books and Booklets : Unique son</p>	Make intended for virtuous deeds relevant to topic.

Madani Pearl: Deliver Dars from english booklets in english medium school and colleges.

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Job Description Of

Majlis shoba Ta'leem & associated departments

(sunnī scholars islamic sisters, Majlis lady Doctors,
Majlis lady homeopathic doctors)

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Area level)

Decided Madani Meetings:

- ❖ To attend the Madani Meeting of Division Level regarding your department's work in every 3 months.
- ❖ To attend the Madani Meeting of Responsible islamic sister of your mashawarat (Area level) every month.

Scheduled days:

- ❖ Once a month, attend meeting of your responsible Islamic sister.
- ❖ To attend the Madani Meeting of Division Level regarding your department's work in every 3 months
- ❖ To Attend the "weekly Sunnah inspired congregation"
- ❖ One day Before every congregation, go for a "call towards righteousness" (in associated organizations/ amongst personalities islamic sisters)
- ❖ Attend the monthly division training session.

- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To Arrange Dars/Dars ijtima in organization associated with Majlis Shoba Taleem (Twice in a Month).
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (Iil-banat), Madrassa-tul-Madina (Iil-banat) and Dar-ul-Madina etc. (once in a month).
- ❖ To arrange Madani Halqa according to Madani pearls and schedule in Personalities associated with Majlis Shoba Taleem (Twice in a Month).
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Preparing Preacher Islamic sisters for delivering Dars in organizations and train them, trying to strengthening the madani work of the majlis Shoba Ta'leem within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.
- ☆ Submitting the "Schedule performance" to your responsible Islamic sister till every 2nd of every calendar month.
- ☆ To collect monthly performance report from subordinate Preacher Islamic sisters of Majlis Shoba Ta'leem till 2nd of every calendar month and check it. With the help of this, prepare the "Area performance report of Maljis Shoba

Ta'leem" and "comparative Analysis" and submit it to your responsible Islamic sister till 4th of every calendar month.

- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this in written form. To collect details (of number of personalities islamic sister and complete description of Madani activities they are performing in their organizations (e.g. to make attended the congregation through individual efforts, Make disciple of Attari chain, acting upon Madani Inamat, Delivering Dars in the institutions, giving permission for Dars, Placement of Standby of Books Booklets and Madani Muzakrah or keeping Monthly "Mahnama Faizan-a-Madina in organizations etc.) from subordinate Preacher Islamic sisters and submitting it to Responsible Islamic sister (Division Level) every month after summing up in Performance Report.
- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 1st of every Madani Month.
- ☆ Keep a complete record of your department's monthly performance report.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (Area level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Zeli level, their training and resolving the problems that they faced during this Madani work.

- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہم العالیہ, Mahnama Faizan-a-Madina, and other departments of Dawateislami.
- ☆ To initiate Dars/Dars ijtima according to the Madani Pearls and Schedule of Majlis Shoba Ta'leem .
- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
- ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa صلى الله عليه و سلم /Blessings of Character of The Holy Prophet صلى الله عليه و سلم , Believes and Fiqah etc.)
- ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).
- ☆ To Conduct Madani Halqay (Madani Sessions) among the Personalities.
- ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions.

- ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
- ☆ Implementation of madani inamaat booklets in personalities Islamic sisters.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
- ☆ To hold personalities' ijtima if required, keeping in view Madani pearls and situation of division.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters when needed.
- ☆ To do file work for example (to make list of associated institutes and addresses names of associate personalities and contact numbers, names and numbers of Muballighat who deliver daras in institutes etc.) and to update this data at proper time.

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Division level)

Decided Madani Meetings:

- ❖ Every month, by visiting turn wise different areas, to conduct a face to face To of Responsible Islamic sister of Majlis Shoba Ta'leem (Area Level) and preacher islamic sisters.
- ❖ To attend the Madani Meeting of Responsible islamic sister of your mashawarat (Division level) every month.
- ❖ To hold face to face Madani Meeting of Responsible islamic sister of Majlis Shoba taleem and associated departments (area level) in every 3 months.
- ❖ To attend the Madani Meeting of Kabina Level regarding your department's work in every 3 months.

Scheduled days:

Set activities in your scheduled days as follows:

- ❖ Once a month, attend meeting of your responsible Islamic sister.
- ❖ To attend the Madani Meeting of Division Level regarding your department's work in every 3 months
- ❖ To hold face to face Madani Meeting of sub-ordinate Responsible islamic sister once in every 3 months. To attend the Madani Meeting of Kabina Level regarding your department's work once in every 3 months. To hold the Madani Meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Area Level) and preacher islamic sisters by

visiting different areas of your Division four times in a month.

- ❖ To Attend the “weekly Sunnah inspired congregation”
- ❖ To Attend the “Sunnah inspired congregation/ Personalities’ Congregation” every week.
- ❖ One day Before every congregation, go for a “call towards righteousness” (in associated organizations/ amongst personalities islamic sisters)
- ❖ Attend the monthly division training session.
- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To Arrange Dars/Dars ijtima in organization associated with Majlis Shoba Taleem & associated departments (Majlis lady doctors) (Twice in a Month).
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (lil-banat), Madrassa-tul-Madina (lil-banat) and Dar-ul-Madina etc. (once in a month).
- ❖ To arrange Madani Halqa according to Madani pearls and schedule in Personalities associated with Majlis Shoba Taleem (Twice in a Month).
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Appointing Responsible Islamic sisters, train them, trying to strengthening the madani work of the majlis Shoba Ta'leem

within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.

- ☆ Submitting the “Schedule performance” to your responsible Islamic sister till every 2nd of every calendar month.
- ☆ To collect the “Schedule performance” from subordinate responsible Islamic sister on 2nd of every calendar month.
- ☆ After receiving the performed Schedule, check if the decided assigned responsibilities of Area level have been fulfilled or not. Make appreciation if they have been fulfilled, and if they have not been fulfilled, then ask the reasons. After finding out the reasons, try to resolve them.
- ☆ If schedule is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect monthly performance report from subordinate Responsible Islamic sisters of Majlis Shoba Ta'leem (Area level) till 4th of every calendar month and check it. With the help of this, prepare the “Division performance report of Majlis Shoba Ta'leem” and “comparative Analysis” and submit it to your responsible Islamic sister till 6th of every calendar month.
- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this in written form. To collect details (of number of personalities islamic sister and complete description of Madani activities they are performing in their organizations (e.g. to make attended the

congregation through individual efforts, Make disciple of Attari chain, acting upon Madani Inamat, Delivering Dars in the institutions, giving permission for Dars, Placement of Standy of Books Booklets and Madani Muzakrah or keeping Monthly "Mahnama Faizan-a-Madina in organizations etc.) from subordinate Islamic sisters and submitting it to Responsible Islamic sister (Kabina Level) every month after summing up in Performance Report.

- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 3rd of every Madani Month.
- ☆ Keep a complete record of your department's monthly performance report.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (Division level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Area level, their training and resolving the problems that they faced during this Madani work.
- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہم اعلیٰ

Mahnama Faizan-a-Madina, and other departments of Dawateislami.

- ☆ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem according to the madani pearls.
- ☆ To initiate Dars/Dars ijtima according to the Madani Pearls and Schedule of Majlis Shoba Ta'leem .
- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
- ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa صلى الله عليه و سلم /Blessings of Character of The Holy Prophet صلى الله عليه و سلم, Believes and Fiqah etc.)
- ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).
- ☆ To Conduct Madani Halqay (Madani Sessions) among the Personalities.
- ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions according to provided madani pearls.

- ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
- ☆ Implementation of madani inamaat booklets in personalities Islamic sisters.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation. Also make the relevant islamic sister attended the sunnah inspired congregation for teachers (in July), and in Students' congregation (in January), held in their zone/ kabina once a year.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
- ☆ To hold personalities' ijtima if required, keeping in view Madani pearls and situation of division.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters when needed.
- ☆ To do file work for example (to make list of associated institutes and addresses names of associate personalities and contact numbers, names and numbers of Muballighat who deliver daras in institutes etc.) and to update this data at proper time.

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Kabina level)

Decided Madani Meetings:

- ❖ Every month, by visiting turn wise different division, to conduct a face to face meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Area to Division Level) every month.
- ❖ To attend the Madani Meeting of Responsible islamic sister of your mashawarat (Kabina level) every month.
- ❖ To hold face to face Madani Meeting of Responsible islamic sister of Majlis Shoba taleem and associated departments (Division level) in every 3 months.
- ❖ To attend the Madani Meeting of Zone Level regarding your department's work once in every 3 months.

Scheduled days:

Set activities in your scheduled days as follows:

- ❖ To hold the Madani Meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Division Level) by visiting different Division four times in a month.
- ❖ Once a month, attend meeting of your responsible Islamic sister.
- ❖ To attend the Madani Meeting of Zone Level regarding your department's work in every 3 months. To hold face to face Madani Meeting of sub-ordinate Responsible islamic sister once in every 3 months.

- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem & associated departments (Majlis lady doctors, sunni scholars. Majlis lady homeopathic doctors) according to the madani pearls.
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (Iil-banat), Madrassa-tul-Madina (Iil-banat) and Dar-ul-Madina etc. (once / twice in a month).
- ❖ To arrange Madani Halqa according to Madani pearls and schedule in Personalities associated with Majlis Shoba Taleem (Twice in a Month).
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)
- ❖ Attend the monthly division training session.
- ❖ One day Before every congregation, go for a “call towards righteousness” (in associated organizations/ amongst personalities islamic sisters)
- ❖ To Attend the “weekly Sunnah inspired congregation”

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Appointing Responsible Islamic sisters, train them, trying to strengthening the madani work of the majlis Shoba Ta'leem within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.
- ☆ Submitting the “Schedule performance” to your responsible Islamic sister till every 2nd of every calendar month.
- ☆ To collect the “Schedule performance” from subordinate responsible Islamic sister (Division level) on 2nd of every calendar month.
- ☆ After receiving the performed Schedule, check if the decided assigned responsibilities of Division level have been fulfilled or not. Make appreciation if they have been fulfilled, and if they have not been fulfilled, then ask the reasons. After finding out the reasons, try to resolve them.
- ☆ If schedule is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect monthly performance report from subordinate Responsible Islamic sisters of Majlis Shoba Ta'leem (Division level) till 6th of every calendar month and check it. With the help of this, prepare the “Kabina performance report of Maljis Shoba Ta'leem” and “comparative Analysis” and submit it to your responsible Islamic sister till 8th of every calendar month.
- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this

in written form. To collect details (of number of personalities islamic sister and complete description of Madani activities they are performing in their organizations (e.g. to make attended the congregation through individual efforts, Make disciple of Attari chain, acting upon Madani Inamat, Delivering Dars in the institutions, giving permission for Dars, Placement of Standy of Books Booklets and Madani Muzakrah or keeping Monthly "Mahnama Faizan-a-Madina in organizations etc.) from subordinate Islamic sisters and submitting it to Responsible Islamic sister (Zone Level) every month after summing up in Performance Report.

- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 5th of every Madani Month.
- ☆ Keep a complete record of your department's monthly performance report.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (Kabina level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Division level, their training and resolving the problems that they faced during this Madani work.
- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish

Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہا لعالیہ, Mahnama Faizan-a-Madina, and other departments of Dawateislami.

- ☆ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem according to the madani pearls. And to initiate Dars/Dars ijtima according to the Madani Pearls and Schedule of Majlis Shoba Ta'leem .
- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
- ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa صلى الله عليه و سلم /Blessings of Character of The Holy Prophet صلى الله عليه و سلم, Believes and Fiqah etc.)
- ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).
- ☆ To Conduct Madani Halqay (Madani Sessions) among the Personalities.
- ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions according to provided madani pearls.

- ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
- ☆ Implementation of madani inamaat booklets in personalities Islamic sisters and distribute booklets to them.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation. Also make the relevant islamic sister attended the sunnah inspired congregation for teachers (in July), and in Students' congregation (in January), held in their zone/ kabina once a year.
- ☆ To hold personalities' ijtimaa if required, keeping in view Madani pearls and situation of division.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
- ☆ To do file work for example (to make list of associated institutes and addresses names of associate personalities and contact numbers, names and numbers of Muballighat who deliver daras in institutes etc.) and to update this data at proper time.

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Zone level)

Decided Madani Meetings:

- ❖ Every month, by visiting turn wise different division and kabina, to conduct a face to face meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Area to Kabina Level) every month.
- ❖ To attend the Madani Meeting of Responsible islamic sister of your mashawarat (Zone level) every month.
- ❖ To hold face to face Madani Meeting of Responsible islamic sister of Majlis Shoba taleem and associated departments (Kabina level) in every 3 months.
- ❖ To attend the Madani Meeting of Region Level regarding your department's work once in every 3 months.

Scheduled days:

Set activities in your scheduled days as follows:

- ❖ To hold the Madani Meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Division Level) by visiting different Kabina and Division four times in a month.
- ❖ Once a month, attend meeting of your responsible Islamic sister.
- ❖ To attend the Madani Meeting of Region Level regarding your department's work in every 3 months. To hold face to face Madani Meeting of sub-ordinate Responsible islamic sister (kabina level) once in every 3 months.

- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem & associated departments (Majlis lady doctors, sunni scholars. Majlis lady homeopathic doctors) according to the madani pearls.
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (Iil-banat), Madrassa-tul-Madina (Iil-banat) and Dar-ul-Madina etc. (once / twice in a month).
- ❖ To arrange Madani Halqa according to Madani pearls and schedule in Personalities associated with Majlis Shoba Taleem (Twice in a Month).
- ❖ Attend the monthly division training session.
- ❖ One day Before every congregation, go for a “call towards righteousness” (in associated organizations/ amongst personalities islamic sisters)
- ❖ To Attend the “weekly Sunnah inspired congregation”
- ❖ To Attend the “Personalities’ Sunnah inspired Ijtima”
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Appointing Responsible Islamic sisters, train them, trying to strengthening the madani work of the majlis Shoba Ta'leem within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.
- ☆ Submitting the “Schedule performance” to your responsible Islamic sister till every 2nd of every calendar month.
- ☆ To collect the “Schedule performance” from subordinate responsible Islamic sister (Kabina level) on 2nd of every calendar month.
- ☆ After receiving the performed Schedule, check if the decided assigned responsibilities of Kabina level have been fulfilled or not. Make appreciation if they have been fulfilled, and if they have not been fulfilled, then ask the reasons. After finding out the reasons, try to resolve them.
- ☆ If schedule is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect monthly performance report from subordinate Responsible Islamic sisters of Majlis Shoba Ta'leem (Kabina level) till 8th of every calendar month and check it. With the help of this, prepare the “Zone performance report of Maljis Shoba Ta'leem” and “comparative Analysis” and submit it to your responsible Islamic sister till 10th of every calendar month.

- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 7th of every Madani Month.
- ☆ To collect details (of number of personalities islamic sister and complete description of Madani activities they are performing in their organizations (e.g. to make attended the congregation through individual efforts, Make disciple of Attari chain, acting upon Madani Inamat, Delivering Dars in the institutions, giving permission for Dars, Placement of Standy of Books Booklets and Madani Muzakrah or keeping Monthly "Mahnama Faizan-a-Madina in organizations etc.) from subordinate Islamic sisters and submitting it to Responsible Islamic sister (Zone Level) every month after summing up in Performance Report.
- ☆ Keep a complete record of your department's monthly performance report.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (Zone level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Division level, their training and resolving the problems that they faced during this Madani work.
- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہم اعلیٰ، Mahnama Faizan-a-Madina, and other departments of Dawateislami.
- ☆ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem according to the madani pearls.
- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
- ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa صلى الله عليه و سلم /Blessings of Character of The Holy Prophet صلى الله عليه و سلم, Believes and Fiqah etc.)
- ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).

- ☆ To Conduct Madani Halqay (Madani Sessions) among the Personalities.
- ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions according to provided madani pearls.
- ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
- ☆ Implementation of madani inamaat booklets in personalities Islamic sisters and distribute booklets to them.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation. Also make the relevant islamic sister attended the sunnah inspired congregation for teachers (in July), and in Students' congregation (in January), held in their zone/ kabina once a year.
- ☆ To hold personalities' ijtimaa if required, keeping in view Madani pearls and situation of Zone.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
- ☆ To check "Data file", "monthly performance report Record" and "Monthly performance schedule Forms Record" of Responsible islamic sister (kabina level) once in every 6 months.

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Region level)

Decided Madani Meetings:

- ❖ Every month, by visiting turn wise different zone of your region, to conduct a face to face meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Area to zone Level) every month.
- ❖ To attend the Madani Meeting of Responsible islamic sister of Pak Majlis every month.
- ❖ To hold face to face Madani Meeting of Responsible islamic sister of Majlis Shoba taleem and associated departments (Zone level) in every 3 months.

Scheduled days:

Set activities in your scheduled days as follows:

- ❖ To hold the Madani Meeting of subordinate islamic sister of your department by visiting different zones of your region every month.
- ❖ To attend the Madani Meeting of Country Level regarding your department's work once in every 3 months and to hold face to face Madani Meeting of sub-ordinate Responsible islamic sister (Zone level) once in every 3 months.
- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (lil-banat), Madrassa-tul-

Madina (il-banat) and Dar-ul-Madina etc. (once / twice in a month).

- ❖ To attend and check Madani Halqa in Personalities associated with Majlis Shoba Taleem according to Madani pearls and schedule (Twice in a Month).
- ❖ Attend the monthly division training session.
- ❖ One day Before every congregation, go for a “call towards righteousness” (in associated organizations/ amongst personalities islamic sisters) (Twice in a Month).
- ❖ To Attend the “weekly Sunnah inspired congregation” (four times in a Month).
- ❖ To Attend the “Personalities’ Sunnah inspired Ijtima”
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)
- ❖ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem & associated departments (Majlis lady doctors, sunni scholars. Majlis lady homeopathic doctors) according to the madani pearls.

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Appointing Responsible Islamic sisters, train them, trying to strengthening the madani work of the majlis Shoba Ta'leem within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.
- ☆ Submitting the “Schedule performance” to your responsible Islamic sister till every 2nd of every calendar month.

- ☆ To collect the “Schedule performance” from subordinate responsible Islamic sister (Zone level) on 2nd of every calendar month.
- ☆ After receiving the performed Schedule, check if the decided assigned responsibilities of Zone level have been fulfilled or not. Make appreciation if they have been fulfilled, and if they have not been fulfilled, then ask the reasons. After finding out the reasons, try to resolve them.
- ☆ If schedule is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect monthly performance report from subordinate Responsible Islamic sisters of Majlis Shoba Ta'leem (Kabina level) till 10th of every calendar month and check it. With the help of this, prepare the “Region performance report of Maljis Shoba Ta'leem” and “comparative Analysis” and submit it to your responsible Islamic sister till 12th of every calendar month.
- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 9th of every Madani Month.

- ☆ To collect details of assigned targets to subordinate Islamic sisters and submitting it to Responsible Islamic sister every month.
- ☆ Keep a complete record of your department's monthly performance report.
- ☆ Keep a complete record of previous one year's performed Schedule of your subordinate Islamic sisters in file.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (Zone level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Zone level, their training and resolving the problems that they faced during this Madani work.
- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہا لعالیہ، Mahnama Faizan-a-Madina, and other departments of Dawateislami.
- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
- ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa

صلی اللہ علیہ وسلم /Blessings of Character of The Holy Prophet, Believes and Fiqah etc.)

- ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).
- ☆ To attend and check Madani Halqay (Madani Sessions) among the Personalities.
- ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions according to provided madani pearls.
- ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
- ☆ Implementation of madani inamaat booklets in personalities Islamic sisters and distribute booklets to them.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation.
- ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
- ☆ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem according to the madani pearls.
- ☆ To check "Data file", "monthly performance report Record" and "Monthly performance schedule Forms Record" of Responsible islamic sister (kabina level) once in every 6 months.
- ☆ To hold personalities' ijtimaa if required, keeping in view Madani pearls and situation of Zone.

Job Description for Responsible Islamic sisters of Majlis Shoba Ta'leem (Country level)

Decided Madani Meetings:

- ❖ Every month, by visiting turn wise different zone/ Region of your country, to conduct a face to face meeting of Responsible Islamic sister of Majlis Shoba Ta'leem (Kabina to Region Level) every month.
- ❖ To hold Meeting of Responsible islamic sister of Majlis Shoba taleem and associated departments (region level) in every 3 months.
- ❖ To attend the Madani Meeting of Responsible islamic sister of Global Majlis every month.

Scheduled days:

Set activities in your scheduled days as follows:

- ❖ To hold the Madani Meeting of subordinate islamic sister of your department by visiting different zones and regions of your country every month.
- ❖ To attend the Madani Meeting of Country Level every month.
- ❖ To visit the Personalities associated with Majlis Shoba Taleem and make individual efforts on them (Twice in a Month).
- ❖ To arrange visits of Personalities associated with Majlis Shoba Taleem Jamia-tul-Madina (lil-banat), Madrassa-tul-

Madina (lil-banat) and Dar-ul-Madina etc. (once / twice in a month).

- ❖ To attend and check Madani Halqa in Personalities associated with Majlis Shoba Taleem according to Madani pearls and schedule (Twice in a Month).
- ❖ Attend the monthly division training session.
- ❖ To attend "call towards righteousness" (in associated organizations/ amongst personalities islamic sisters).
- ❖ To Attend the "weekly Sunnah inspired congregation" (four times in a Month).
- ❖ To Attend the "Personalities' Sunnah inspired Ijtima"
- ❖ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a Month)
- ❖ To check the dars/ dars congregation held in the organizations under majlis Shoba Taleem & associated departments (Majlis lady doctors, sunni scholars. Majlis lady homeopathic doctors) according to the madani pearls. (once / twice in a month).

Basic Targets:

During the scheduled days, basic targets should be given the first priority to be carried out, in which these things are included:

- ☆ Appointing Responsible Islamic sisters, train them, trying to strengthening the madani work of the majlis Shoba Ta'leem within the assigned limits and striving to achieve the targets assigned by the responsible Islamic sisters.

- ☆ Submitting the "Schedule performance" to your responsible Islamic sister till every 2nd of every calendar month.
- ☆ To collect the "Schedule performance" from subordinate responsible Islamic sister (Region level) on 2nd of every calendar month.
- ☆ After receiving the performed Schedule, check if the decided assigned responsibilities of Region level have been fulfilled or not. Make appreciation if they have been fulfilled, and if they have not been fulfilled, then ask the reasons. After finding out the reasons, try to resolve them.
- ☆ If schedule is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect monthly performance report from subordinate Responsible Islamic sisters of Majlis Shoba Ta'leem (Kabina level) till 12th of every calendar month and check it. With the help of this, prepare the "Region performance report of Maljis Shoba Ta'leem" and "comparative Analysis" and submit it to your responsible Islamic sister till 14th of every calendar month.
- ☆ If Performance Report form is not submitted or late submitted then receive necessary explanation regarding this in written form.
- ☆ To collect details of assigned targets to subordinate Islamic sisters and submitting it to Responsible Islamic sister every month.

- ☆ To submit the complete information and Madani News of activities of your Department which were carried out during month (e.g. meeting with Personalities, arrange Visit of our institutions, holding of Madani Halqa amongst influential personalities islamic sisters and issuing Monthly Faizan-e-Madina etc.) to Responsible Islamic sister (Division Level) till 10th of every Madani Month.
- ☆ Keep a complete record of your department's monthly performance report.
- ☆ Keep a complete record of previous one year's performed Schedule of your subordinate Islamic sisters in file.

Madani Activities of Department:

The madani work of majlis Shoba Ta'leem (country level) are as follows:

- ☆ Appointing responsible Islamic sisters for the majlis Shoba Ta'leem at Region level, their training and resolving the problems that they faced during this Madani work.
- ☆ To visit the Personalities (Islamic Sisters) of Shoba Ta'leem and introduce them Services of Dawat-e-Islami and establish Madani Relationship with them. Also to get their views about Madani Channel, Ameer-a-Ahlesunnat دامت برکاتہا لعالیہ, Mahnama Faizan-a-Madina, and other departments of Dawateislami.

- ☆ To arrange visit of Personalities at our institutions (e.g. Jamia-tul-Madinal (For Girls), Madrassa-tul-Madina (for girls), and Dar-ul-Madina etc.). (Twice in a Month).
 - ☆ To urge the Personalities for doing different residential courses conducted by Dawat-e-Islami for example (Faizan-a-Namaz course/ Blessings of Prayer, Madani Terbiyyati course/Madani Training, Faizan-a-Quran course/Blessings of Quran, Islami zindagi course/Islamic Life and islah-a-Aamal course/modification of Deeds etc.) and Short Courses e.g. (Course: Make your Prayer correct, Faizan-a-Emaniaat/Blessings of Faith Studies, Faizan-a-Serat-a-Mustafa صلى الله عليه وسلم /Blessings of Character of The Holy Prophet صلى الله عليه وسلم , Believes and Fiqah etc.)
 - ☆ Also introduce and persuade to do different courses offered by Madrassa-tul-Madina (online) and Jamia-tul-Madina (online).
 - ☆ To attend and check Madani Halqay (Madani Sessions) among the Personalities.
 - ☆ To make persuasion for placing Books and Booklets, Donation Box and the standy provided by Maktaba-tul-Madina and to give mindset of arranging stall of Maktaba-tul-Madina in organizations.
 - ☆ To arrange the Madrassa-tul-Madina (For Adult Females) within the institutions according to provided madani pearls.
 - ☆ Implementation of madani inamaat booklets in personalities Islamic sisters and distribute booklets to them.
 - ☆ To hold personalities' ijtima if required, keeping in view Madani pearls and situation of Zone.
- ☆ To participate in regional visit for calling towards righteousness one day before the congregation to make personalities islamic sisters attended the weekly Sunnah inspired/ Personalities' congregation.
 - ☆ Make arrangements, for a congregation for zikr and naat at residence of Personalities islamic sisters (Twice in a month)
 - ☆ To deliver speech and making individual efforts in the sunnah inspired congregation for teachers (in July), and in Students' congregation (in January), held at zone/ kabina level once in a year.

