



Training - Overview

Training chart topics	Details
Al-Quran al-Kareem	<p><u>Maqra'at:</u></p> <ul style="list-style-type: none"> To evaluate the muraja'at of WH KGs on weekly basis, a maqra'at teacher will conduct two sessions every week. Each session should be targeted to complete one juz. Maqra'at teacher will contact his assigned group KGs and fix the timings and days of maqra'at. Then, maqra'at teacher will feed the maqra'at days on the module. Mark entry fields will be activated only on the days fixed by the teacher. If no marks are entered, it will be considered as zero and counted as such in the overall average.
	<p><u>Quran Ikhtibaar:</u></p> <ul style="list-style-type: none"> Mukammal Quran online ikhtibaar will be conducted twice a year i.e., in the first week of Safar al-Muzaffar and Jumada al-Ukhra. Quran ikhtibaar teacher will be from another branch. He will conduct the ikhtibaar online. He will allot a particular date, time slot, and meet link 4 days prior to the ikhtibaar week. The same will be reflected in the WH KGs module. Instructions regarding evaluation are given on the module.
Kutub al-Dawat	<ul style="list-style-type: none"> KGs are currently attending their asbaaq in various sabaq groups. WH KGs will be assessed based on their attendance and attentiveness in the asbaaq.
Academic writing	<p><u>Monthly Essays</u></p> <ul style="list-style-type: none"> WH KGs will write a fixed number of essays yearly. (<i>Essay count differs darajah wise</i>) The essay teacher will assign a topic, select the essay type (expository, descriptive, or narrative) and add its description in the first three days of every given Hijri month. The essay topic and related details will reflect in the WH KGs module under the 'Essay writing' tab. Essay submission related instructions are given on the module. KGs will upload their essays between 23rd - 25th of every given Hijri month. The essay teacher will evaluate the essays within 2 weeks from the date of submission and submit the marks and remarks in the module. Rubrics for essay evaluation are provided in the teacher module.
	<p><u>Long essay/Research paper</u></p> <ul style="list-style-type: none"> <u>Long essay writing</u> (10 pages) activity is assigned only to the training darajah 7 on the topic of their choice. More information regarding this essay is given on the module under Essay Writing > Long Essay section. <u>Research paper writing</u> (20 pages) activity is assigned for the training darajah 8-11. They must select a topic on their own and draft a 20 pages thesis on a particular topic. Writings aids are provided on the module.

	<p><u>Book/Magazine review</u></p> <ul style="list-style-type: none"> ▪ WH KGs should compulsorily read 7 books/magazine a year. ▪ Language recommended: English & Arabic only. ▪ Submission months (Hijri calendar wise) are given in the monthly planner and are also listed on the module under the 'Book/Magazine Review' tab. ▪ Submission related instructions are given on the module. ▪ WH KGs will upload a review summary on the module between 26th to 28th of every given Hijri month. Submission will be locked after the given dates. ▪ Reviews must be evaluated within two weeks from the submission. <p><u>Nazam</u></p> <ul style="list-style-type: none"> ▪ WH KGs must compulsorily compose a nazam on 8 miqaats given in the monthly planner and are also listed on the module under the 'Nazam Writing' tab. ▪ Submission related instructions are given on the module. ▪ Nazam can be uploaded 10 days prior to every miqaat. Submission will be locked on the day of the miqaat. ▪ Masul will evaluate the nazam writings and submit the marks within 10 days after the miqaat. Evaluation rubrics are given in the module. <p><u>Istinsakh</u></p> <ul style="list-style-type: none"> ▪ Istinsakh is assigned alternately in training darajaat i.e. 5,7,9 & 11. ▪ WH KGs from the above-mentioned darajaat can select a kitab from the dropdown menu given in the module for istinsakh. ▪ Nahj al-Dawat for Istinsakh is given on the module. ▪ WH KGs must update their istinsakh completion status monthly. ▪ Completion status is also considered in the KGs progress report. ▪ Istinsakh will be done araz for Tawqee Mubarak. ▪ Instructions regarding istinsakh Kitab submission is given on the module.
<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ WH KGs must acquire various qualifications to aid them in rendering khidmat in diverse fields. ▪ Darajah wise qualifications are given in the training chart. ▪ WH KGs must update their dunyavi education details in their profile on the MZ Management Suite in chronological order until the latest qualification (ongoing or completed). ▪ Every completed qualification will require attaching its supporting degree. ▪ The last updated data will be considered in their progress report. Therefore, it is recommended that WH KGs should update their qualification details to the latest. <p style="text-align: center;">Click here to update your qualification details</p>
<p>Physical health and fitness</p>	<ul style="list-style-type: none"> ▪ KGs will update their daily exercise/sports schedule in the "Fitness activity" section. They will also have an option (<i>not mandatory</i>) to attach their photos and fitness report. ▪ BMI calculator is also available in the training options. It will help them to keep a record of their fitness and provide a result based on the calculations.

Workshops/Computer and other courses

- Darajah wise recommended courses and workshops are provided for the KGs in the training chart.
- If any course or workshop, recommended in the chart, is already attended by any KG in previous years, they can choose any course of their choice.
- KGs will update their ongoing courses and attach a certificate on the completion of a particular course or workshop in the 'Qualification' and "Workshop & Courses" section in their profile on the MZ Management Suite.
- Courses and workshops attended in the current academic year will be only considered in the WH KGs yearly progress report. Therefore, KGs must renew the details of the courses and workshops attended every year.

[Click here to update courses and workshop details](#)