

IN HIS NAME AND BY THE HELP OF HIS LAST HUJJAT (A.T.F.S.)

NAZEMEEN MEETING QUESTIONNAIRE

Class no		Date	
Time of the Class		Day	
Teacher		Tele no.	
Nazim		Tele no.	
Asstt. Nazim		Tele no.	
Supply Incharge		Tele no.	
Librarian		Tele no.	
Address of the Class		Tele no.	

Current Position of the Class in the Syllabus as on _____

Sr. no.	Subject	Topic/Chp no/Page no in progress
1.	Aqaed/Main lecture	
2.	Quranic Less/Arabic	
3.	Ahkam	
4.	History/Urdu	

List down the topics covered in Akhlaq in the last four months month wise

Month					
1					
2					
3					
4					
5					

Do you require any of the following stationery?

Stationery	Quantity	Stationery	Quantity
QURAN		FILE FOR LIBRARIAN	
CHALK		LIBRARY RECORD FORMS	
BOARD		MASTER MARKSHEET FORMAT	
DUSTER		FILE FOR SYLLABUS SECTION	
ENVELOPES		SYLLABYS RECORD FORMS	
C-FORM BOOK		BAG/TRUNK FOR STORING SYLLABUS	
CARBON PAPER		DUA CARDS	
PASTE			
FILE FOR NAZIM			
NAZIM DIARY			

Please list down the brothers of your class (as per the latest list of C-form book) and your feedback in Yes or No or Sometimes (Y/N/S)

Student	Medium of Study (Eng/Urd/Guj)	Writing notes	Studying for Class	Educational Qualification/ Profession/ Occupation

Class no :

Date :

KINDLY ANSWER THE FOLLOWING QUESTIONS:

1] Does the class start on time? If no, what is the reason for the delay? For how many brothers do you wait before starting the class?

2] Have any students left the class since the last nazmeen meeting? If yes, give the names and reasons.

3] Are any of the students irregular or disinterested in Class? If yes, give the names and reasons.

4] Do you believe that brothers who are absent even for a week miss substantial portion of the syllabus? If yes, what action do you take to help that brother to cope up with the class?

- a) Do you call him up and discuss the matter taught?
- b) Do you visit him up and discuss the matter taught?
- c) Does the brother call you and discuss the matter taught?

5] Do you have 'Refreshment/Break' in the class? If yes, then how is it spent? (Eating/Discussing class matters/Other Religious matters/Social Matters)?

6] Are you in regular contact with the teacher (every week) apart from the class? Do you meet or telephone him?

7] Do you think about the betterment of the brothers during the week? If yes, how do you intend to work in this regard?

8] What is your opinion about the following syllabus? (Easy or Difficult)

a) Aqaed :

b) Ahkam :

c) Arabic :

9] What is the behaviour of the brothers in the class? Do they address each other with respect like calling each other by the title of brother etc. If no, you are required to inculcate this habit and report about it in the next Nazim Meeting.

10] Give the details of the Extra Programme/Picnic held since the last meeting (if any):

Sr. no.	Occasion of Seminar	No. of Brs. Present	No. of Brs. Absent	General suggestions about the programme
1.				
2.				
3.				

11] Did you conduct any re-exam for brothers in the class in the last four months?

12] How do you plan to conduct the re-exams in the next four months?

13] Are any results of Examination or Supply of Syllabus pending? If yes, please give the details.

14] Are any unused syllabus lying in the class or with the brothers of your class? If yes, then how do you intend to procure it and forward it to us?

15] Note down the details of the syllabus which you are returning now :

Syllabus	No. of copies returned	Pending with the brothers
NA		

16] Have you faced any difficulties in your period of Nezamat?

17] Please give your suggestions for improving the functioning of the class.