

IN THE NAME OF ALLAH THE MOST BENEFICIENT THE MOST MERCIFUL  
AND BY THE HELP OF HIS LAST HUJJAT A.T.F.S

20<sup>th</sup> Oct 2024

Some of the expected duties of a responsible Naazim. (Always try to achieve more than expected).

Please note each point to be implemented in guidance and coordination with your respected Teacher.

Hazrat Muhammad Mustafa (s.a.w)

“Knowledge is treasures, and the key to them is asking. So, question to gain God's Mercy, for God rewards four groups in so far as knowledge is concerned: seekers of knowledge, teachers, listeners, and those who love the first three groups.”

Nahj al Fasahah; Tradition No. 1167; Page No. 167

### 01. Seeking Help of Allah (s.w.t), Ahlebayt (a.m.s) & Imam e Zamana (a.t.f.s):

Always seek help of Hazrat (atfs) in fulfilling the duties assigned to us with regards to conduction before/during and after the class: We should consider this responsibility that has been assigned to us as a tawfeeq from the side of Hazrat (atfs) and strive to fulfill it to the best of our ability. We should seek help from Hazrat (atfs) at all times. We should invite Hazrat atfs to our class, h.w session etc so that understanding and executions becomes easier.

### 02. Relationship with Respected Teacher and Class Brothers.

A. Hazrat Muhammad Mustafa (s.a.w)

“Acquire knowledge and through it, peace (of mind) and soberness gain, and to your teacher humble remain.”

Nahj al Fasahah; Tradition No. 162; Page No. 30

B. Imam Ali (a.s)

He whose brothers need to turn to other than him [for help] has not achieved eminence. (Greatness)

Ghorar al-Hikam

Nazim should have a respectful and a humble relation with his respected teacher and cordial relationship (always ready to help & accommodate) with all the class brothers. He should not at any time insult or dis-respect any brother whether verbally or in writing. If a brother is not coming to class or not appearing exams or not co-operating with us, he should not be named/shamed in class group or in presence of others but informed personally when alone.

### 03. Strive and ensure maximum sessions are conducted in a year.

**Hazrat Muhammad Mustafa (s.a.w)**

**“Verily the angels spread their wings over the seeker of knowledge and seek forgiveness on his behalf.”**

**Mizan ul Hikmah page No. 509**

- Every session on weekly basis to be conducted.
- Non Conduction only if EID, Aashur, Shab e Qadr, Eid or any such unavoidable circumstances.
- (Primary goal is to have minimum Non Conductions in a year – Max 5 to 7 allowed, lower the better)
- In case of Non Conduction you can arrange an immediate Qazaa session if possible.
- For eg 52 weeks in a year – Around 45 sessions should be conducted.
- Even if 1 or 2 brothers are available, session should be conducted (in this case revision of topics which the attendees have missed can be taken up or the topics on which they have doubts or confusion or need revision can be done with coordination of your respected teacher)

### 04. Strive and ensure maximum sessions are held physically.

**A. Hazrat Muhammad Mustafa (s.a.w)**

**“God will open a way to Paradise for those who leave their homes in search of knowledge.”**

**Nahj al Fasahah; Tradition No. 780; Page No. 111**

**B. Hazrat Muhammad Mustafa (s.a.w)**

**“He who goes out to seek knowledge is himself sought after by Paradise.”**

**Mizan ul Hikmah page No. 509**

- Fix one venue which is available without notice for class conduction, even if required every week.
- Try to conduct class at different venues on rotational basis as and when available, if other venues are not available session to be conducted at the fixed venue.
- In case host and brothers are comfortable to have session at one fixed place every week, we respect it as well.
- Try to encourage every brother to keep session at their venues whenever possible.

## **05. Strive and ensure on time start and maximum attendance in every session.**

**Hazrat Muhammad Mustafa (s.a.w)**

**"He who goes out to seek knowledge, Allah guarantees his sustenance for him."**

**(Ref: Mizan ul Hikmah page No. 508)**

- Send reminder of session and location at least 24 hours in advance.
- Send reminder of session starting at dot start time. Do give a group call at start time so that brothers who are not aware can get a notification.
- In case a few bros have not joined until Quran recitation is completed, than try to call and send an individual message to each one who is not present, for eg "session started, please join if possible."
- Encourage brothers to inform nazim or the respected teacher in advance in case he is not able to attend a particular session or sessions.
- Nazim should reach venue at least 15 minutes prior to start time and arrange things for the session. To start class on time, even if only one brother has reached. Quran recitation and home work / revision / doubts on topics conducted etc. can be started until Sir arrives (if at all he is late) or other brothers join.

## **06. Strive and ensure all students take notes and does homework and share in the group.**

**Hazrat Muhammad Mustafa (s.a.w)**

**"Advise each other in the acquisition of knowledge and do not spare your knowledge from one another, for treachery in this respect is worse than treachery to wealth."**

**Nahj al Fasahah; Tradition No. 167; Page No. 30**

- Keep a pouch of pencils, pens, rubber, sharpner, white board marker, white board, laptop table for respected teacher (ensure to carry it to wherever your sessions are being conducted)
- Notes & H.W of each subject to be posted in group for benefit of all students.
- Arrange extra homework sessions during the week and try for max attendance.
- Create separate group for home work and note sharing if required.

## **07. Strive and ensure maximum library reading by each student.**

**Hazrat Muhammad Mustafa (s.a.w)**

**"When committing a sin, the knowledgeable man is guilty of the one sin whereas the ignorant man is guilty of two [i.e. the sin itself and the sin of ignorance]."**

**Mizan ul Hikmah page No. 501**

- The more we read, lesser the ignorance.
- Share a book related to current Aqaed in the team by getting it from your respected teacher.

- If brothers are not used to reading on regular basis than try to post 5 to 20 pages (depending upon the commitment of each one in your team) from the given book and request your respected teacher to appoint a person every month on rotational basis who will make weekly MCQ from those pages which is to attempted during Library period.
- Note library pages of each student and enter it in the C-Form. If a brother does not give record of a particular week or weeks, he can give record of multiple weeks together since the last record.
- Send daily / once in 2 days / weekly reminders for library reading on the group or broad cast message.

## **08. Strive and ensure maximum Quran recitation by each student.**

**Imam Jafar ibn Muhammad (s.a.w)**

"One who tries to memorize the Holy Quran with extreme difficulty due to a weak memory will get two rewards." He further said, "Why don't the people who trade in markets whole day not recite a Surah when they return to their homes at night before going to bed? If they do so they would get ten rewards for each verse and ten sins will be wiped off."

**Sawab al-A`amal, Page 143**

- Ideally at 50 aayaats should be recited daily. In case some students are not able to recite 50 than they should be encouraged to recite at least 10 aayaats or whatever possible every day.
- Note Quran recitation of each student and enter it in the C-Form. If a bro does not give record of a particular week or weeks, he can give record of multiple weeks together since the last record.
- Send daily / once in 2 days / weekly reminders for Quran recitation.
- If required you can start posting a page of Quran every day for recitation and ask students to confirm once completed every day. (For only those who do not have the habit of Quran recitation)

## **09. Strive and ensure all exams are cleared by each student.**

**Imam Ali ibn Abu Talib (a.s)**

**"The fruit of knowledge is sincerity of action."**

**Ghurar al-Hikam, no. 4642;  
Mizan ul Hikmah, page No. 519**

- Try and ensure every students sincerely clears their pending exams at the earliest.
- Please cooperate with committee coordinator to update status, clear pending exam and rectify data if anything is missing or incorrect.
- Keep regularly following up with committee coordinator for any pending exam results.
- If any brother requires help for revision the nazim should try an arrange it. If any exam is pending for majority of the brothers which is an old syllabus, nazim may request respected teacher and conduct a joint revision session to aid examination.

#### **10. Strive and ensure to upload the C-form immediately upon ending of the session.**

- Please upload the C-Form immediately upon session completion or NC and keep a record with him in an excel file.
- Please share session summary with committee coordinator for reporting purpose.
- Please upload any pending C-Form of the past if appearing in the pending C-Form report.
- Updated C-form data helps in analyzing and overall improvement of the team.

#### **11. Ensure to follow up with each absentee.**

**Imam Ali (AS) said: 'The student must discipline himself in his quest for knowledge, and not become bored of learning, nor overestimate what he already knows.' Ref: [Ghurar al-Hikam, no. 6197]; Mizan ul Hikmah)**

- Call / Message / Voice note to each absentee upon ending of session be it (class / homework / RC / IP / Picnic etc)
- For eg: "we missed you in today's session, hope to have your company in next session" such communication can be sent. To be followed up with phone call / message / voice before next session.

#### **12. Prompt communication.**

- Please ensure to post immediately in your group any communication that is sent for the group like RC, IP, Dua, Picnic etc.

#### **13. Prompt issue reporting.**

- In case any issue comes up with you or your team members it should be immediately reported to your respected teacher, in case any help is required from committee it can be sought.

#### **14. Acting upon Sirat of Ahlebait a.m.s.**

**Imam Ali ibn Abu Talib (a.s): "[To see] An impudent (disrespectful, immoral etc) yet knowledgeable man and a religious but ignorant man is a mortal blow to me, for the ignorant man dupes people with his religiosity whilst the knowledgeable man drives them away through his impudence."**

**(Ref Munyat al-Murid, p. 181;  
Mizan ul Hikmah, page No. 522)**

- In class, amongst brothers, at home, with family, with relatives, amongst believers, amongst friends, amongst society we should strive to conduct ourselves within the boundaries of Islaam and act upon the sirat of Ahlebait a.m.s. It should not happen that due to our bad, inconsiderate or immoral behavior, someone leaves the class or we create discord within family, relatives, society etc.