



TAMEER

Ta'meer Programme, Al-Ilm Institute,

On-Site Certificate Course: Batch 6 - August 2025 till May 2026

POLICY AND PROCEDURE MANUAL

Programme Overview: Ta'meer On-site is a certificate, twice a week course designed to help Muslim women to enhance their spirituality in the light of Islam and to adopt the path of improving akhlaq in the light of Sunnah of Rasolullah SAW.

Objectives: Our aim is to strengthen the spiritual connection with the Qur'an, reminding Muslims that the Qur'an has the solutions to our daily issues and the power to change lives.

Course Working Days and time table:

Tuesday & Wednesday, total time: 9:45 am till 12:45 pm

- Hifz of Surah Al-e-Imran from Ayah 1: Tuesdays 9:45 to 11:15 am
- Hifz, Seniors (from Surah Ash-Shura): Wednesdays 9:45 to 11:15 am
- Advanced Arabic Grammar-Level 2: Wednesdays 9:45 to 11:15 am
- In-depth Qur'an study (Surah Al Baqarah Ayah 52): Tuesdays and Wednesdays 11:30 am to 12:45 pm

Academic Calendar: 2 Terms:

- Term 1: 12th August 2025 till 17th December 2025
 - Winter Break: 18th December 2025 till 12th January 2026 (3 weeks)
- Term 2: 13th January 2026 till 20th May 2026
 - Ramadan Break: 17th February 2026 till 18th March 2026

Programme Components/Modules:

The course comprises of four modules: In-depth Qur'an study, Advanced Arabic Grammar - level 2, and Tahfeezul Qur'an (2 modules).

1. **In-depth Qur'an study: Surah Al-Baqarah from ayah 52:** A beautiful blend of beliefs, history, life lessons, laws, morality and instructions. Surah Al-Baqarah has numerous benefits and rewards in this life and in the hereafter for the believers who internalize and practice its messages.



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This course requires a serious commitment to understand the breadth and depth of the message of the Qur'an. The aim of studying this module is to connect inwardly and outwardly with the guidance of our Lord, so that we experience a direct relation with Him and become fully aware of His grace and His message on us.

Main syllabus of the course is from Tafseer At-Tabri, Tafseer Al-Baghawi, Tafseer Ibn-A'tiya, Tareekh Ibn-Kaseer, Al-Kamil fil Tareekh, Al-Bidayah wan-Nihayah & Tafseer Ibn-Rajab.

- البداية والنهاية ، الكامل في التاريخ ، تاريخ ابن كثير ،
- تفسير ابن عطية ، تفسير البغوي ، تفسير الطبري ، تفسير ابن رجب

Marked home assignments will be given after the completion of each unit.

The passing percentage is 85% in each term.

Late submission of assignment will lead to deduction of marks.

Total 66 Classes

2. Hifz/Tahfeez:

Hifz of Surah Al-e-Imran, from Ayah 1, using the Uthmani Script with correct pronunciation, to gain a deeper understanding of the rules on Imam `Asim as transmitted by Imam Hafs.

Only oral tests will be administered. The passing percentage for this module is 90% in each term.

Total 32 classes

3. Hifz, Seniors

Starting with Hifz of Surah Ash Shura, from Ayah 1, using the Uthmani Script with correct pronunciation, to gain a deeper understanding of the rules on Imam `Asim as transmitted by Imam Hafs.

Only oral tests will be administered. The passing percentage for this module is 90% in each term.

Total 32 classes

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4. Advanced Arabic Grammar – Level 2:

Balaghah syllabus will be covered along with Tahleel wat Tarkeeb of Surah Al Mominoon. Worksheets will be given every week.

Passing percentage is 85%

Total 32 classes

Attendance:

Students must sign in upon arrival at the registration desk and be settled with books and stationery in place at 9:45 am sharp or at the start time of the module.

Late arrival up to 5 mins may be excused for genuine reasons only. Arrival after the time will be considered late. Three lates will be considered one absent. Early departure will also be marked as an absence.

Students are expected to have full attendance. However leeway is allowed for sickness, emergency situations, etc. and may be availed in dire circumstances only. All students must have a minimum 85% attendance in each term in order to obtain a certificate for the course. Students should inform the administration beforehand in case of foreseen absence.

In case of unexpected leave, kindly submit a written application explaining the absence to the attendance in charge.

Requirement per term 85% for Certificate Eligibility.

Certificates:

Students who have fulfilled the attendance requirement and obtain the minimum, each term, in their registered module/s will be eligible for a certificate on completion of the course unless stated otherwise.

Categories of Certificates:

- I. Certificate for Completion of Course: Students with minimum 85% attendance and the required percentage 85% or 90% in the relevant component.



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II. Certificate for Listeners: must maintain the minimum 85% attendance.

III. Certificate of 100% Attendance for Students: on maintaining 100% attendance in both terms.

Ground Rules & Miscellaneous:

- Constantly remind yourself to have sincerity towards Allah (SWT) and learn to seek His pleasure only.
- The language of instruction will be Urdu.
- Classes will be held twice a week, on Tuesdays and Wednesdays. The course will be taught over a period of 10 months, including winter holidays and Ramadan break.
- Grammar Worksheets and Fahm assessments are of paramount importance because the information that you take in during class is only retained in short term memory. Every person requires some pressure and incentive to revise and strengthen that memory.

The Prophet Muhammed (SAW) himself used to be examined by Jibraeel (AS).

- Listen attentively and actively while taking notes.
- Take responsibility for making this class beneficial and successful.
- Enable others to listen attentively by providing a peaceful environment so classmates can concentrate and focus.
- The class will not be held on a public holiday. Classes may be cancelled in case of a strike. The administration will post a notification in the WhatsApp group in case of closure.
- Students must enroll in the course and attend their desired module/s regularly. They have the option of attending any number of modules. The decision to attend or drop a module should be made after attending 2 classes.
- There will be a 15 minute break between the modules.
- Homework will be graded.
- There will be no written / theoretical tests in class.
- An oral test will be taken for Tajweed.



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- Cell phones should preferably be turned off or certainly turned on silent and no vibration. {In case of cell phone ringing during the class, a fine of Rs.500 must be given to admin member. The money will be used as Sadqa}.
- Students should ask questions in the allotted time and not during the lecture. {Except in Grammar}.
- Kindly return from the 15 minute break without delay.
- Snacks should be eaten with great care to avoid dropping food crumbs.
{Water bottles may be brought into the class.}
- Mingle with peers during the 15 minute break but in low soft tones.
- A lost and found box will be placed in the class for students to place or claim items.
- Students are expected to dress in accordance with Shariah dress code as there is no uniform. Everyone is expected to follow the Shariah dress code when leaving their home.
- Submit the homework on time and work independently. Your home assignments are your amanah. You are not allowed to share notes of the class with one another.
- Show respect to the instructors, volunteers and peers.
- Be patient if you see anything which you do not like.
- Be humble, polite, caring and respectful towards Islamic teachings.
- Please do not walk with shoes on the carpeted area. Place shoes in the shoe bag provided.
- Approach the admin for air conditioner temperature control, lights and fans rather than adjusting yourself.
- Should anyone wish to contribute Zakat or Sadqa please put in the box.
- Students are requested not to give any money or gift of any kind to Ta'meer or Al-Ilm's domestic staff (maids/guards/employees). Students can contact Ta'meer admin if they want to help any domestic staff.
- Park cars responsibly so as not to block other cars. Driver should also be instructed to do the same.



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- Students can be dropped at the building entrance but at home time are requested not to call their cars at the building entrance.
- Coordinate with your driver and set a place where you can go and sit in the car. Drivers cannot bring the car on 21st Commercial Street at off time at all. Traffic wardens will be present outside to ensure discipline. Kindly instruct your drivers to cooperate and not get into arguments with them.
- Only those ladies who cannot walk to the next street can avail the facility of gate pass, allowing their car to pick them from the building entrance.
- Ta'meer admin will issue gate pass to those who are unable to walk to reach to their cars. (Kindly talk to admin if you want to avail this facility.)
- Seating is on first come first seated basis; no one can reserve seats.
- The Student Utility Charges per term is Rs. 16000. Token registration of Rs. 3000 to be paid in cash on registration day (5th August) to reserve the seat. The balance for term 1 (Rs 13,000), must be paid online or deposited in the account within two days of registration. Details will be shared upon acceptance and initial registration.

Admission process (ONLY for new hifz students)

- Step 1: Interested candidate should send name and modules of interest to the following number through a WhatsApp text 0322 2215766 (also mentioned on the poster). No calls please.
- Step 2: The candidate will visit us for an interview on 5th August 2025, between 10 to 11:30 am, Al-Ilm Institute.
- Step 3: Accepted candidates will fill the admission form, pay a token deposit of Rs. 3000 for first term SUC and deposit the balance amount of first term before 07th August 2025 6pm PST to confirm her seat.



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Ta'meer Team:

Programme Coordinator: Aiasha Amir

Hifz Instructor: Nosheen Ausaf Kidwai

Arabic Grammar & in-depth study Instructor: Aiasha Amir

Administrator: Naziha Saleem

Academic Team: Erum Rahman & Sadaf Hassan

Event Organizer: Fauzia Nasir

Finance In-charge: Nadia Hanif

Attendance In-charge: Abeera Sultan

- Students are most welcome to give us their precious suggestions to help us improve.
- We all are available to handle your queries.
- Abide by the programme ground rules.
 - May Allah SWT bless all of us His best tawfeeq to complete this task with excellence and khair. Aameen
 - Lots of dua's

TA'MEER ON-SITE TEAM

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12th August 2025 till 20th May 2026

12-C, 21st Commercial Street, Defence Phase 2 Extension, Karachi, Pakistan.