

Isha'at: Department Syllabus

2026-2027

A Reminder
of the Isha'at
Secretary's
Roles:

The
Purpose of
this Guide:

Book
Introduction
Lesson Plan:

Responsibilities of Secretary Isha'at according to the *Lajna Constitution*:

- 55. She shall be responsible for publicizing the activities of Lajna Ima'illah Mulk and the outstanding activities of its branches.
- 56. She shall be responsible for printing and publishing gazettes, periodicals and books which Lajna Ima'illah Mulk decides to publish.
- 57. She shall maintain the income and expenditure account of all Lajna publications.

Responsibilities of Secretary Isha'at according to the *Recommendations by Central Lajna*:

- Secretary Isha'at should encourage Lajna members to write essays and articles and to undertake research projects.
- Articles should be written and sent to the newspapers and magazines in defence of Islam.
- Books Stalls should be arranged at Lajna events, and an account should be kept of Income and expenses.

- This document sets out to provide Local Secretary Isha'at with a **step-by-step lesson plan** explaining the different ways in which their responsibilities can be carried out during their Halqa's monthly meetings/ clubs.
- Ultimately, the ideas listed below are not necessary to follow nor are they the only options. They are simply a set of guidelines for you to **adapt, experiment, change, or follow**; so long as you are **fulfilling your role** as Secretary Isha'at, Insh' Allah!

- There are numerous ways in which a new book can be introduced to the Halqa, below are some examples.
- **Recommended Time Allocation:** 10-15 minutes (conditional on the time allotted to you by your Sadr).

Visual Presentation/ Talk:

- Create a presentation with the aim of **enticing** the book to your audience.
- Include **information** about the **author**.

Book Club Lesson Plan:

- Include **information** about the **time period** in which it was written and **why**.
- Include **information** about the relevance of the book in **Islam**, as well as in our **contemporary lives**.
- Include **information** about the **background** of this book (what led to its publication and any other interesting facts relating to its birth).
- Another segment that could be included within your presentation (or even as a talk) is a slide that presents the **book as a solution to modern-day problems**.
- Invite your audience to **view a snippet** of the book. For this, you should select a **small extract** that can be displayed on your slides for all to read.
- Make sure to pick a section that encourages your audience to **want to know more** and forces them to truly think about the ideas presented before them. You want to encourage them to understand that, by reading this book, they will **gain an abundance of knowledge and benefit**.
- Don't forget to include **pictures** of the book, namely the **front cover**!
- It is equally important to include a slide detailing **how** one can **access the book**, whether this be virtually, or physically, as well as the **available translations**.
- Your opinion matters: as Secretary Isha'at, your Lajna will **value your opinion**, so it is important to make sure you convey any emotions and ideas relating to the book **positively** and **enthusiastically**. This could be presented as a **"Book Review"** segment within your presentation.
- It is not necessary that only you provide your opinion- encourage any **other Lajna who have read the book** previously to likewise relay their admiration and love for the book!

- When it comes to holding a book club, the options are endless. Below are some tried and tested examples; however, you are free to **conduct this in whatever way works best for you and your members**!
- Remember, this can be conducted **virtually** as well as **in person** and should be accessible for both **English and Urdu speakers**.
- In order to **prevent having to hold 2 book clubs** for English and Urdu speakers, some Secretaries have found that holding it at **one time on Zoom**, then separating ladies into an Urdu group and an English group via **breakout rooms** has been most effective.
- **Recommended Time Allocation:** 20-30 minutes (conditional on the time allotted to you by your Sadr).

Group Reading:

- One of the most common ways of holding a book club is through group reading sessions.
- Firstly, you must pick a book that can be accessed by all.
- This includes **English and Urdu speakers**, as well as those who will require **a physical or virtual copy**. Keep in mind, when it comes to reading, you will encounter some **SEN scenarios**, especially regarding cases of dyslexia. Please **be sensitive** when asking people to read aloud and

How to Fill
Out the
Quarterly
Report Form:

respect their decision not to, should they choose this (as **they are not required to disclose this to anyone**).

- Once you have an **appropriate book** you may begin your session. The idea is that members make the time in their lives **to engage with Jama'at literature**. So, provide them with the option of **reading 3-4 pages at home** beforehand, and then discuss the **concepts** in the club.
- You may find that your members prefer this, or they may prefer to **read the book together**, or simply just **discuss**. This is a **decision that you should make** depending on whatever will **best suit your members!**
- If you are reading as a **group**, either you, or someone you have selected who is happy to read, should read the book, in **chronological order**.
- Make regular **pauses** to briefly **explain** any difficult **vocabulary** or **concepts**.
- It is recommended to **hold off on questions** and observations made by listeners until the **very end** to ensure the reading is completed.
- Once the set reading is completed in that session, it is up to you how you wish to **discuss** what has been read.
- You could prepare some **prompts** to encourage a discussion, a **quiz**, or even open up the floor to a **spontaneous discussion**. This can include relevant **links** to the **Holy Qur'an, Hadith, The Promised Messiah (as), Beloved Huzoor (aba) or any other Islamic History**. Personal **opinions** and observations are also welcome (so long as they are **positive and supportive**).
- You can also allocate different sections to different members of the book club who are **happy to contribute**.
- You will have many **wise and educated Lajna** in your Halqa, this is the time to **use that knowledge!**
- **Invite** and **encourage** these members to come and provide some **insight, opinion, and education** relating to any topics they might be an **expert** in.
- For example, if your reading is relating to the Holy Qur'an then you may want the input of a Hafiza or scholar. If it is relating to the upbringing of children, then perhaps a young or experienced mother; both viewpoints are beneficial. If it revolves around education then invite a teacher, etc. **Look out for any Student Lajna whose studies may also prove beneficial here.**

The report form has been designed to keep a **record** of your quarterly activities.

- It is marked out of **50 marks**, consisting of **8 sections- 6 of which are worth marks**.
- The report for every three months is to be **submitted** in the following months: **8th of January, 8th of April, 8th of July, and the 8th of October**.
- For some of the marks you will see the following symbols: **>50%** full marks, **<50%** half marks.

- “>50% full marks” means that you will only receive full the full marks awarded to that question if more than 50% of your total Tajneed are included in the number you are providing.
- “<50% half marks” means that if less than 50% of your total Tajneed are included in the number you are providing, then you will only receive half of the marks awarded to that question.
- You must also collect the tajneed (attendance) of your halq.

A section-by-section guide is as follows:

PLEASE GIVE TAJNEED OF THE MAJLIS

1)Book Club (6 marks)

- 1.1 Did you arrange a book club? Yes= 2, No= 0 (2 marks)
- 1.2 Number of participants who attended the book club? >50% 4 marks, <50% 2 marks (4 marks)
- 1.3 Name of the book that was presented at the book club? (No marks)

2)Book Introduction (4 marks)

- 2.1 Have you introduced a Jama'at book in this quarter? Yes= 4, No= 0 (4 marks)
- 2.2 Name of the book that was introduced? (No marks)

3)Newsletter (17 marks)

- 3.1 Have you produced a Newsletter this quarter? Yes=15, No= 0 (15 marks)
- 3.2 How many Lajna have accessed the Newsletter? >50% 2 marks, <50% 1 marks (2 marks)

4)An Nusrat (6 marks)

- 4.1 How many Lajna read An Nusrat online? >50% 6 marks, <50% 3 marks (6 marks)

5)Bookstall (15 marks)

- 5.1 Did you hold a bookstall in your Majlis? Yes=15, No=0 (15 marks)

6)Record of Income and Expenditure (2 marks)

- 6.1 Are you keeping an up-to-date record of income and expenditure? Yes=2, No=0 (2 marks)

7) Does your Majlis have any Lajna or Nasirat members interested in participating in Isha'at work as writers, designers, proofreaders, or researchers?

- If you know of any potential names (University students in the field, people with experience, or anyone who is keen!) then you should ask them for their contact details and pass them on to your Sadr Sahiba.

8) Any notes/suggestions?

- This is your chance to have your voice heard; to feedback anything positive, advice/ ideas, and questions or challenges you are facing.
