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7. If leave is required for any other circumstances such as Marriage, Maternity, Haj, Umrah, Tabligh Jamaat, Khanqah, etc, other than any of the above official holidays, then the following rules will be applied.
 - i. A **suitable replacement must** be provided subject to the approval and authorisation of the Ta'limi Board Shurah.
 - ii. The application for leave form must be submitted at least 30 days in advance for their approval.
 - iii. The Ta'limi Board Shurah will, according to the circumstances of the leave, decide whether the leave will be paid or unpaid.
 - iv. In the case of attending a funeral, sudden illness or unforeseen circumstances **the Supervisor and the Ta'limi board Office must be contacted telephonically as early as possible and be informed of one's intended absence and the reasons thereof.** A suitable replacement must be provided, if possible.
 - v. If the absence is due to illness (more than two days), then a doctor's letter must be produced.
 - vi. If any Mu'allim/ah intends to terminate their employment at any given time, then at least three months advance notice must be provided so that a suitable replacement can be found.

Discipline

Discipline is of primary importance for the success of any educational programme.

1. Reprimand those pupils who, out of sheer laziness, do not perform well or are misbehaving or are disruptive in class.
2. When the situation demands, pupils should be disciplined.
3. Try not to reprimand him/her in front of peers.
4. Be sure that the disciplinary measure is;
 - Appropriate for the misdemeanour;
 - It is for the rectification/rehabilitation of the pupil; and
 - Not venting your [the Mu'allim/ahs] anger.
5. After every reprimand, be normal to the pupil, NEVER allow the disciplinary action to shut the doors of communication between you and the pupil.
6. Respectable disciplining and reprimanding of a pupil is an integral part of his/her "islaah" [rehabilitation] process.
7. **ALL FORMS OF CORPORAL PUNISHMENT ARE *TOTALLY ILLEGAL AND AS SUCH, UNACCEPTABLE!***
8. The Mu'allim/ah shall not be defended by the Ta'limi Board in any case/s arising out of corporal punishment.

Self preparation

1. The Mua'llim/ah should ensure that he/she prepare his/her lessons beforehand.
2. The success or failure of any lesson rests largely on how confident and prepared the teacher is.

3. Every teacher must adhere to the timetable by moving on to the next subject when the allotted time expires. By not doing so, one can disrupt the entire programme of the Madrasah.
4. All records, viz. the daily prep-book, register, pupils progress sheets, time sheets, etc. must be completed on time. It is the duty of the Mu'allim/ah to seek advice from any colleague or the supervisor should any difficulty be experienced in completing any required record.
5. The syllabus breakdown is given as a guide to how much must be taught in each month. The Mu'allim/ah must endeavour to keep up to the said guide. Should there be any need to vary in any way, the Supervisor must be consulted.

Workshops (Muzaakarah)

1. Workshops are held to assist the teachers in achieving their objectives. **Attendance at all workshops is compulsory.**
2. Mu'allim/ahs who do not present themselves at these workshops are depriving themselves of important information and education on pertinent issues.
3. Disciplinary procedures would be instituted for those who do not attend the workshops without providing valid written proof for their absence.

Dressing & Conduct

1. While the Mu'allim/ah is under the jurisdiction of the Ta'limi Board only during Madrasah hours, children nevertheless observe their Mu'allim/ahs even after class hours. Therefore, those who have committed themselves to become teachers of Deen must teach Deen practically all the time, even after official Madrasah times. Hence the Mu'allim/ah must at all times, even out of Madrasah, adhere to Islamic conduct and appearance. Any public and open violation of the Shariah, even after Madrasah hours, totally contradicts any commitment to be a teacher of Deen and defeats the purpose for which one was employed as a Mu'allim/ah. Thus disciplinary procedures could be instituted for any such public and open violation, especially aspects pertaining to appearance and conduct.
2. For the purpose of supervision, the Supervisor will have to enter the class. This may be for general administrative supervision or to attend a lesson. During the supervisor's presence, the Mu'allimah must don the Niqaab. This applies even if she does not generally don the Niqaab. Thus, it will be the Mu'allimah's duty to always have a niqaab on hand. Mu'allimahs must don plain black loose fitting cloaks or Abaayas. Please abstain from wearing jeans and tight fitting pants also.
3. Mu'allim/ahs should also ensure that pupils attend Madrasah in appropriate dress. Boys should be made to wear kurtas and topees. Girls must wear cloaks and burkaas. Baaligh girls must be made to wear loose fitting cloaks to conceal their body shapes as well as the Shar'ee niqaab.

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Tarbiyah (Islamic nurturing)

1. The primary objective of the Mu'allim/ah must be the imparting of Deeni Ta'leem and the Tarbiyah (Islamic Nurturing) of the children under one's care all solely for the **Pleasure of Allah Ta'ala**.
2. Since tarbiyah is just as important as ta'leem, the Mu'allim/ah will always guide pupils in matters of conduct, dressing, behaviour, etiquette, etc. Ways and means of getting across effectively to the children must be devised by the Mu'allim/ah, keeping in mind the background, socio-economic conditions and level of understanding of each child.
3. The Mu'allim/ah should be meticulous in moulding the habits and the speech of the pupils in accordance to Deen. The Mu'allim/ah should make use of the appropriate words such as please, Jazakallah, etc. to demonstrate to pupils the proper usage of these words. The Mu'allim/ah should then pay heed to the pupils speech and remind them of these words in the appropriate circumstances.
4. At no time should the Mu'allim/ah use abusive or vulgar language when addressing the pupils.
5. Little children are drawn to those who display a gentle nature and teach them with love and affection. Together with love and affection, firmness is also required so that children do not get out of hand. However, at no time is any form of corporal punishment allowed. Should any problem occur which cannot be handled by the Mu'allim/ah, refer it to the supervisor.
6. It is imperative that the shar'ee rules regarding the intermingling of sexes should be upheld at all times. Boys and girls should always be made to sit separately.
7. **Pupils should be encouraged to keep the Madrasah classrooms clean and tidy. All litter** must be disposed of in the bin.

General

1. Do not conduct business transactions in the classrooms or anywhere else on the Madrasah premises and neither should the Mu'allim/ah be asking any pupils to purchase items for them.
2. The time of the children must be used profitably and constructively. If the work for that day has been completed, the rest of the time should be used for revision. Children should never be allowed to sit idle just waiting for the time to pass.
3. It is the duty of the Mu'allim/ah to ensure that all children perform the Zuhr and Asr Salaah. If they have not performed Zuhr Salaah, they should be made to perform the same before class commences. Asr Salaah must be performed before they leave. There is no excuse for children, 10 years and over for not performing their salaah.
4. **Mu'allim/ahs should not use their cell phones during Madrasah hours.**

Incentive for Mu'allim/ah

While the Mu'allim/ahs true compensation and reward for service rendered to the Deen of Allah Ta'ala will only be in the *Aakhirah*, merely as a token of appreciation an incentive based increase is offered for excellent work produced. Incentive based salary increases will be provided every year on the following criterion;

1. **Attendance**
2. **Punctuality**
3. **Dressing**
4. **Time sheet/register/prep book/Pupils progress cards filled in correctly**
5. **All Records handed in timeously**
6. **Parents Meetings. At least thrice a year**
7. **Attendance at all workshops**
8. **Completing of the syllabus for the grade especially in Surahs , Duas and Hadith**
9. **Class performance in Half yearly and Final examinations**
10. **General performance and progress**

Any defaults will affect your percentage increase in the following year.

Conclusion

Any further rules or guidelines may be added as deemed necessary or the existing guidelines may be varied. Such additions or variations will be binding.

Teachers should dedicate themselves to the service of Allah Ta'ala's Deen with sincerity and await the true reward in the hereafter. This is the key to success in both the worlds. The above issues have been raised in the spirit of naseeha (advice) with the hope of improving the Ummah. May Allah Ta'ala guide us all. *Aameen*.

I _____ (Name in full) will try to the best of my ability to abide by the above guidelines solely for the pleasure of Allah Ta'ala.

Signature

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