

PUNCTUALITY



Shukar

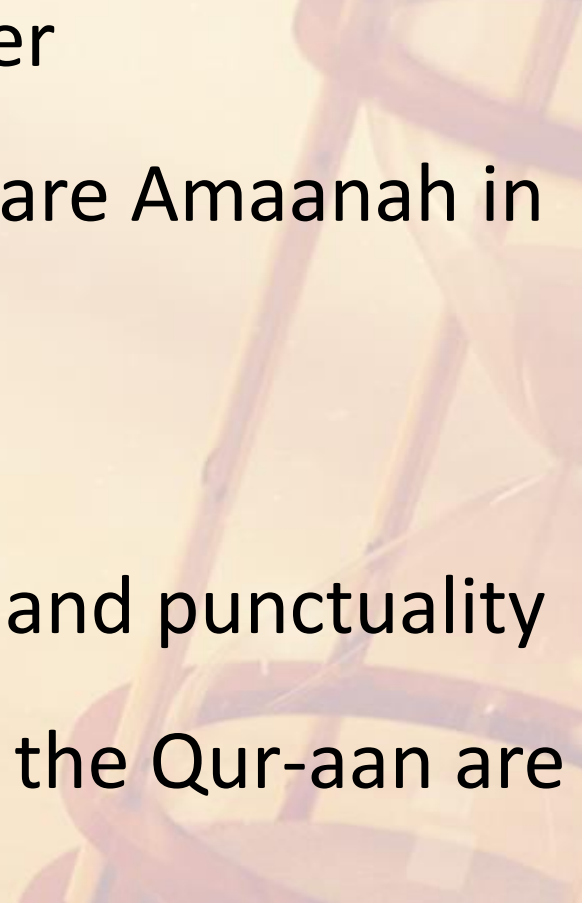
For the Position that Allah Ta'ala has blessed us with.

Shukar is of two types:

1. Verbal
2. Practical

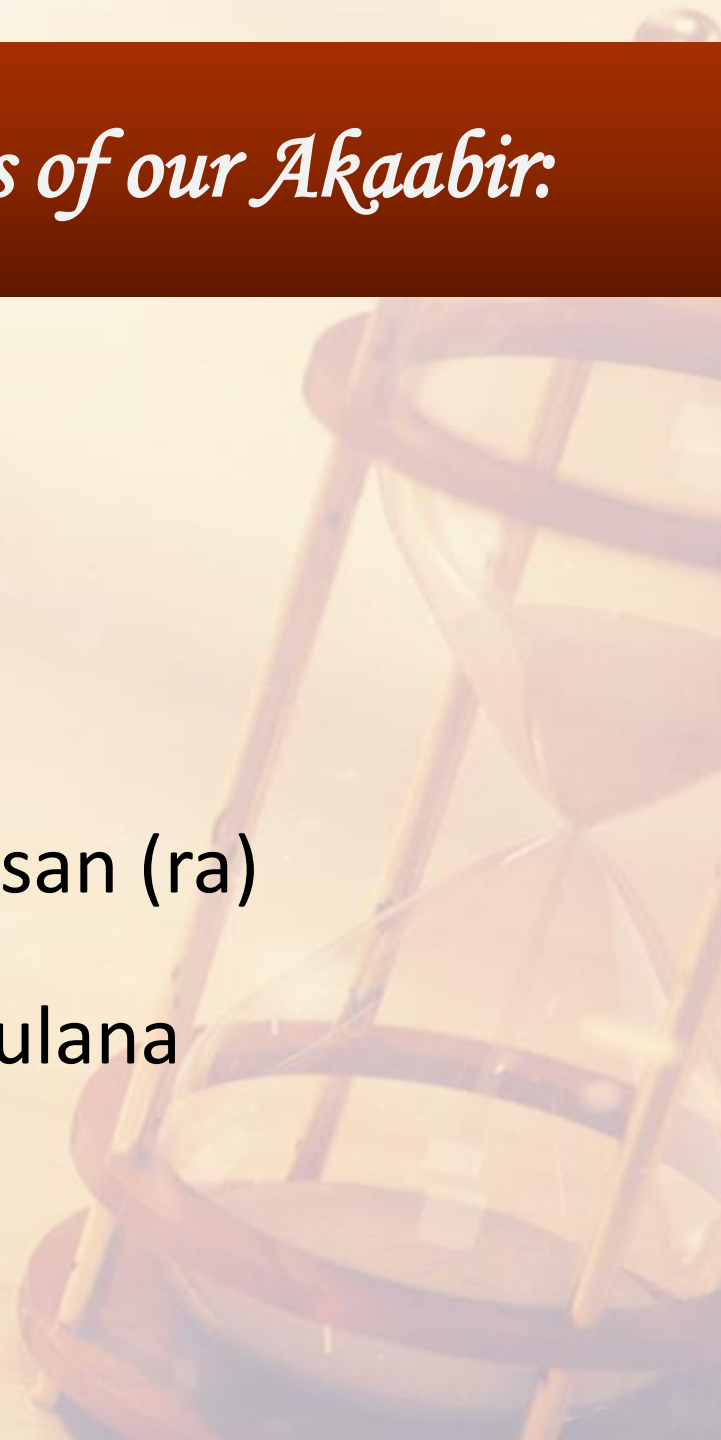


Punctuality

- The **KEY** Feature in a Teacher
 - Every child and every minute are Amaanah in our hands
 - Importance of time in Deen
 - Special award for attendance and punctuality
 - We as Asaatizah (teachers) of the Qur-aan are paid for our time
- 

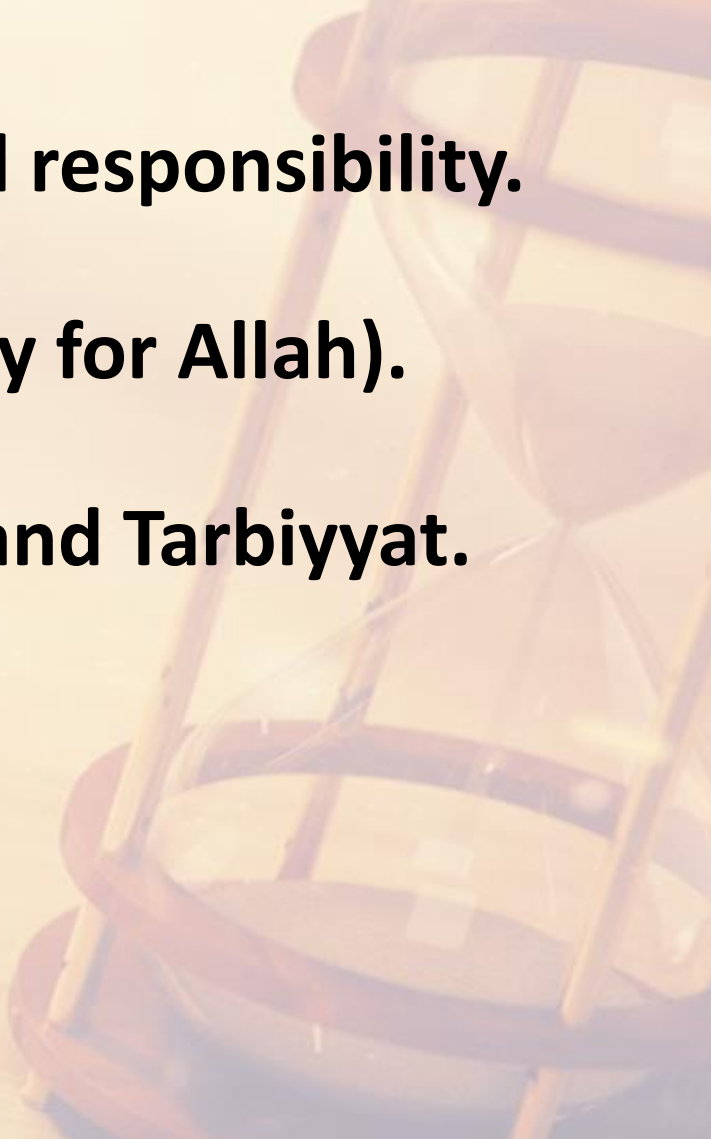
A few incidents from the Lives of our Akaabir:

- Hadhrat Mufti Mahmood (ra)
 - a) ---> **As a student**
 - b) ---> **Daily routine**
- Hadhrat Moulana Haamid Hasan (ra)
- Hadhrat Shaikul Hadeeth Moulana Muhammad Zakariyyah (ra)



Advice of:

Hadhrat Moulana Ibraheem Pandor (db)

- **Difference between duty and responsibility.**
 - **To do some work **LILLAH** (only for Allah).**
 - **Difference between Taleem and Tarbiyyat.**
 - **Holidays of our akaabir.**
- 

A few Rules regarding:
Attendance, Punctuality & Leave

1. Attendance and punctuality are of utmost importance. The time code must be strictly adhered to. The Mu'allim/ah must be in class at least **FIVE MINUTES BEFORE** Madrasah commences and leave only **FIVE MINUTES AFTER** Madrasah time finishes. The time book must be filled accordingly by inserting the **accurate** and not the **approximate** time of arrival.
2. The Mu'allaim/ah should never leave the learners alone in the classroom without supervision especially when school premises are being used.

...cont. Rules Regarding: *Attendance, Punctuality & Leave*

3. The Mu'allim/ah should endeavour to boost the attendance and punctuality of the children. An effort must be made to encourage other learners in the area who are not attending any Madrasah to join the class of the Mu'allim/ah.
4. All official paid leave will coincide with the government school holidays at the end of each term in accordance to the Ta'limi Board Year Planner.
5. National public holidays will also be regarded as official paid leave.
6. Both the **Eids** will also be regarded as official Paid leave.

7. If leave is required for any other circumstances such as Marriage, Maternity, Hajj/ Umrah, Tabligh Jamaat, Khanqah, etc other than any of the above official holidays then the following rules will be applied.
 - a) A **suitable replacement** must be provided subject to the approval and authorisation of the Ta'limi Board Shura.
 - b) The application of leave must be submitted at least 30 days in advance for their approval.
 - c) The Ta'limi Board Shura will according to the circumstances of the leave decide whether the leave will be paid or unpaid.

...cont. Rules Regarding: *Attendance, Punctuality & Leave*

- d) 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 ones intended absence and the reason thereof.** A suitable replacement must be provided, if possible.
- e) If the absence is due to illness more than two days, then a doctors letter must be produced.
- f) If any Muallim/ah intends to terminate their employment at any given time at least three months advanced notice must be provided so that a suitable replacement can be found.

In essence, the key factor that brings the most amount of barakah in our ILM is ISTIQAAMAT (Steadfastness). If we as Asaatizah are weak in this regard, then what can we expect from our students? May Allah Ta'ala bless us all with the ability to fulfil this great amanah in the way that will please Him.

Ameen

