

Guidelines For Education and Training (Tarbiyat)

(For Primary and Secondary Institutions)

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Foreword

There are so many factors responsible for the education and training of the students, wherein home, society, educational institution and the state are the prime factors. At present the responsibility of education and training is shouldered mostly by educational institutions.

Education is a poly-polar process:

In educational institutions, the management, the head master and teachers share the responsibility of education and training of children. Coordination among these factors, aims and objectives, devotion in imparting education and training shall guarantee the success.

Viewing the standard of education and training in minority run/managed educational institutions, it has come to our knowledge that the present situation is not up to the mark, hence it requires special attention.

In this booklet observations and suggestions of experienced teachers and educationists with regard to education and training are taken into consideration, hence a target and certain guidelines are recommended, Whereby all these factors shall prove helpful to achieve the aim of an allround development of the students.

The Headmaster has to play a pivotal role in an educational institution and therefore his various responsibilities are enlisted as below:

1. Planning
2. Implementation
3. Optimum utilization of teachers
4. Supervision
5. Dealing with students
6. Dealing with parents

Beside the role of Head of the institution, suggestions are put forth for teachers and management as well. If the management, Head and teachers keep the guide-lines in implementing and imparting education to the young generation, we are confident that fruitful results will be achieved. The aim of presenting the guide-lines is definitely this.

May Allah bring up the upcoming generation on the Islamic footprints. We will be grateful if experienced teachers contribute with more and useful suggestions.

Since 2005, a number of editions of this booklet have been issued. After having incorporated suggestions received during this period, present edition has been published.

Wassalam

Delhi 14 April 2012

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Secretary

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Jama'at-e- Islami Hind

Action Plan and Guidelines in Respect Education and Training for Headmasters, Teachers and Management of Primary and Secondary Educational Institutions

Objectives:

1. Education and training of the students in accordance with Islamic ideology (view point)
2. Islamic education has to be imparted to the students which is necessary for a follower of Islam. Islamic education e.g. belief, Islamic law, life style of prophet and Islamic history has to be introduced. (make known to them)
3. Knowledge of syllabus in vogue is to be provided to the students to raise their confidence.
4. Arabic language is to be taught to the extent that they are able to understand Qur'ān and Hadith and to create interest of understanding Qur'ān and Hadith.
5. Developing their capability in mother tongue so that they can study standard books and write simple articles.
6. English and Regional languages are to be taught to their understanding. Capability of understanding English is to be raised to the extent that it can become means for higher education and it can also be used in day to day life.
7. Knowledge of Mathematics, Science, History and Geography is to be provided to the extent that they can understand various problems of life in the present scenario.

8. Education should be correlated with religious and moral training so that the pupils may become living models of Islamic character for the society and their ideology and practices are based on Allah's guidance only.
9. A sense of healthy competition is to be developed.
10. Students should follow the basic norms and coordinate it with their surroundings.
11. Developing the sense of sympathy and brotherhood in the students for the whole humanity and prepare them for the service of humanity irrespective of caste, creed, colour and religious beliefs.

Action Plan for the Head of the Institution

Planning:

1. Before the end of the academic year, the head of the institution is required to prepare the annual budget based on man-power and other resources and submit to the management for forthcoming year. The School Annual budget should be presented in details of income and expenditure in comparison to the last year budget. The details of requirement include furniture, books, science apparatus, charts, teaching aids, sports material, computers electronic gadgets, rooms, construction and repairing, teaching and nonteaching staff etc.
2. Before the opening of the school after vacation, teacher-wise and class-wise time tables be prepared so that on the first day of the session it can be implemented. In primary schools, efforts are to be made for specialisation in various subjects among the teachers. So from standard IV to VII, only one teacher is allotted one or two subjects from Urdu, Maths, Science, English and regional language.
 - a) Time table should be finalised in the staff meeting with mutual understanding.
 - b) Class-time table in bold letters must be fixed in respective classes. A copy of the time table also be kept in the office of the headmaster.
3. The Headmaster should also prepare a time-table for home work checking and it should also be fixed in headmaster's office as well as in the staff room.
4. The Annual plan of the co-curricular activities be prepared at the beginning of the academic year. At the beginning of the school, the staff meeting should be

arranged to discuss the annual plan. After discussion, the final plan and the dates of different activities should be mentioned in the student's diary. Following activities may be included in the co-curricular activities:

Elocution competition, essay writing, good hand-writing competition, poetic recitation and Qur'ān recital competition, competition of memorising of Quranic chapters (suras) and Hadith, spelling competition, Azan competition, sports competition, class room decoration competition, drawing competition, general knowledge, scientific and geographical quiz, verse recitation contest, tests of islamic knowledge, scholarship exams, word games, educational card based games and prize winning questions etc., preparation of learning toys, album preparation, exhibition (science, craft, drawing), herbarium sheet preparation, postal tickets collection, coins collection, weekly programme e.g. salat week, health and hygiene week, social service week, books week, prevention from sinful activities week etc., annual gathering/ cultural programme, seerat programme, prize distribution programme, felicitation programme, send-off (fare-well) programme, students' gathering, medical check-up, excursion (picnic), symposium, seminar, wall magazine etc. The main motto in organizing activities should be creativity.

5. For various activities, incharges should be nominated at the beginning of the academic session and every incharge should be assigned with his responsibilities and the requirements of incharges should also be fulfilled as far as possible. In order to give a practical form to various kinds of activities, accept the suggestions of staff members, and distribute the work among them according to their interest and ability. Representation of students is also to be ensured as per need. They too can be helpful and cooperative in all these activities. For the students, this will be a learning activity.

Incharges of various kinds of activities could be nominated as follows:

(1) Discipline (2) Sports (3) Assembly (4) Library (5) Training (6) Staff-room (7) Furniture (8) Laboratory (9) Cultural programme (10) Annual programme (11) Health and Hygiene (12) Plantation (13) Thought for today (14) Wall papers (15) Publication (16) School day (17) Daily attendance Counselling and guidance (18) Book bank (19) Drawing examination (20) Scholarship exam (21) School examination (22) Prayer arrangement (23) Students gathering (Ijtemaat) (24) Inter school competition (25) Books exhibition (26) Science exhibition (27) Excursions (28) Week celebration etc.

6. Organise various kinds of educational competitions every now and then at the class level and at the inter class level at least once in a year. Several schools and organisations also organise various kinds of competitions in which participation of maximum number of students should be ensured in different categories and disciplines. Teachers should organise rehearsal in the presence of the headmaster of those participants who are going to participate in outside competitions.

7. The Head of the institution belonging to the high school should get the suggestion of teachers and accordingly plan effectively for VIII to X standard at the beginning of the school so that it can be implemented in the nick of time. Keeping in view class VIII and IX students' educational standard, classify them and teach accordingly. Plan class IX syllabus in such a way that it should be completed by the end of February and their summative exam can be arranged in the month of March. After the declaration of summative exam result, the teaching for class X should be started from April 1st. A Foundation course based on basic concept should also be prepared for weak students. During the vacation, extra classes should also be arranged for the completion of these courses. This type of programme would be for VIII, IX and X also.

8. Here an outline of planned syllabus for class X is mentioned of an institution, where the summer vacations are start from 1st May. Dates can be fixed by the institution as per their need.
- a) Regular teaching of class X should be started from April 1st (one month before the commencement of the summer vacation.)
 - b) Extra classes should be arranged during the summer vacation.
 - c) 1st formative test be conducted in the month of June and 2nd formative test be conducted in the month of August.
 - d) Completion of the syllabus before the first semester Exam.
 - e) First Summative test be conducted at the end of December. After the result, a meeting of parents/guardians of class X students should be arranged.
 - f) Extra classes during winter vacation.
 - g) The previous exam papers should be solved by the students.
 - h) First practice examination from 10th to 20th January. Second practice examination from 25th Jan. to 5th Feb. Third Practice exam from 10th Feb. to 20th Feb. Students and the teachers should be guided by keeping in view the result of these examinations. And necessary steps should be taken for the improvement of the performance of students.
 - i) Day boarding can be arranged. For that, the management, parents and students can be taken into confidence well before the commencement of the session. In case of Day boarding, there will be no

requirement of separate tuition. It can also be arranged for other classes.

- j) Zero period can be arranged wherein teachers or experts from other schools can be invited for academic excellence of students.
9. In every session, two meetings of the subject committee should be arranged. In every school, there should be a subject committee of teachers for every subject where the concerned teachers discuss their problems and ways of solving them on the basis of their experience and if there are many schools run by the same management a coordination committee comprising of the related subject teachers can also be formed by the management.
 10. Prepare monthly and annual action plan and inform the management and concerned responsible authority.
 11. Whenever you are going to make an action plan, you should have to keep in mind the important aims and objectives of different activities, their action plan, budget, responsible persons and necessary instructions.
 12. Programme should always be reassessed at the end of the session in view of the past experiences for the betterment of the future plan. Get the report in writing from the incharge of the activity. It is also desirable to attach photographs for the authenticity of report.
 13. By keeping in view the need of the institution, educational and teaching activities can be determined by getting the suggestions of the teachers. It can be done during winter and summer vacation.
 14. Extra classes during vacation should be properly planned, specially for class X and a target should be fixed as per syllabus.

Implementation:

1. To create an educational atmosphere, school campus and classes be decorated with charts and maps. The school walls be educative.
2. Students should be encouraged to appear in the All India “National Talent Search Examination” (NTSE), Elementary and Intermediate drawing examinations and other competition. Necessary guidance be provided.
3. Following books be read for getting the recent information of the rules and regulations necessary for administration:
 - a) School code and service rules pertaining to the concerned states.
 - b) Educational books and magazines.
 - c) Govt. Circulars related to educational and welfare schemes.
 - d) Books published on rules and regulations for administration.
 - e) Fann-e-Taleem-o-Tarbiyat (Art of teaching and training) by Afzal Husain.
4. At the end of the academic year, a detailed report regarding the working and performance of the teachers be prepared and submitted to the office of the management with submissions, recommendations and suggestions.
5. Visit book be maintained in every school wherein guests and the visitors can put their impressions and suggestions.
6. Being a supervisor and head of the institution, it is obligatory on his part to realize the importance of his post and position and study the history of great leaders. For that, exemplary educationist, historical elite and extraordinary personalities are to be viewed and get

inspiration from their work. Especially Hazrat Muhammad (PBUH), his life and teaching be studied as a teacher, a thinker and a great practitioner.

7. Head of the institution from pre primary school should remember that at this level, teaching should be in accordance with the pre-primary school technique of teaching and the teachers also be prepared on these lines. Teaching aids and playing kits also be provided.
8. Quarterly and annual reports with regard to the working of the school be provided to the management.
9. The School calendar be prepared wherein religious and moral teaching be kept as optional subject in the syllabus.
10. The Head of the institution, being leader in the school, should also be an academicians and should take special interest in the academic field for the improvement of standard of education and training. He should also create conducive atmosphere for the well being of the teachers and students with regard to their knowledge, learning and moral character.

Optimum Utilization of teachers:

1. At the beginning of the year, it is obligatory on the part of the headmaster to prepare a log book (observation book) for every individual teacher and observe the lesson regularly and make entries in the log book with suitable suggestions.
2. Daily lesson note books should also be seen and find out whether annual and the unit plans are properly followed by the teachers?
3. Headmaster is responsible for maintaining good relations among the teachers and other members of the staff. Cordial and harmonious atmosphere should always be maintained.

4. Newly appointed teachers to be acquainted with the aims, objectives and mode of working of the management and its expectations, also be made known to them. Other teachers also be reminded with the details of the same.
5. After the appointment in the second phase of the interview, headmaster should observe teacher's adjustability, and performance behaviour and accordingly inform the management for necessary action at the experimental level.
6. If any dispute arises and cannot be resolved by mutual understanding, the matter in writing should be brought to the notice of the management.
7. For the study of teachers and the students, proper course of study be determined by the headmaster and it should be separate from standard IV to X. Required number of books should also be decided class wise. In every week, one or two periods be kept in the time-table for library reading or leisure periods be also utilized for library reading. There should be a separate library for students and teachers and suitable books, magazines, newspapers be purchased according to the need. The Charge of both the libraries be given to suitable teacher so that he could think for the improvement and implementation of the scheme. Test of the students and the teachers should also be taken on any particular book. At the beginning of the year, content test of the related subject be arranged for teachers.
8. Staff meeting be arranged and the matter related to the enhancement of the educational standard be discussed there in.
9. The Head of the institution should always be thoughtful about the educational, ideological and Professional development of the teachers and arrange training programmes for their development. If possible, get the assistance of other headmasters, experienced teachers and

management. These training programmes can be arranged for the teachers of other institution working under the same management and other schools which are ideologically integrated can also be included in such programmes. A day in a month can be reserved for this purpose. There should be a variety based on necessity in the programme e.g. Extension lectures, model lessons, educational and training based subject (topics) introduction of books, critical analysis of the text book, summary etc. At different levels, the outcome of educational and training programmes should be assessed with the help of competent persons.

10. If there are opportunities, teachers may be deputed for seminars, orientation or workshop programmes organized by other agencies.

Supervision:

1. The Headmaster should go around the classes twice a day to get himself acquainted with classroom and campus activities and provide necessary guidance where ever it requires. If there is any wrong done by anyone, the concerned person should be asked to attend the office and there in a polite manner he should be instructed to rectify the wrong he did.
2. During the round, he should mark the activities like hygiene, etiquettes and manners, Salat (prayer), collective lunch, maintenance of discipline during the recess and teaching according to norms should also be observed.
3. Working of incharges be assessed every now and then. There should not be interference in their routine work but be aware of the situation. Co-operation and guidance should always be handy.

Dealing with students:

1. In order to get the information with regard to the social background of the student a questionnaire be prepared and the teacher concerned fill it.
2. Special attention be focussed on moral education. Discipline and moral maturity can be obtained through Allah's fear. Every matter be solved by keeping in view educational and psychological need. Don't get diverted from your stand, whenever any problem arises due to disappointment.
3. In higher education, by keeping in view the interest of the students, Maths and Science can be taught in English gradually. (Try to make high school classes semi-English as far as Maths and Science are concerned)
4. Necessary guidance be provided with regard to education and vocation.
5. At third, fifth and eighth level basic skills be tested and remedial steps be taken.

Dealing with parents:

1. Keep half an hour or more reserved daily for guardians to see you. Also remain in touch with the guardians through the students. Keep record of the discussion.
2. Get the cooperation of the guardians for the improvement of the educational standard of their wards. For this, Parent-teachers association be formed by keeping in view government's rules and regulations.
3. Guardian meetings be held quarterly at least four in the whole academic year. Schedule must be as under:
 - ⇒ First meet in July (as per standard)
 - ⇒ Second meet in Sep. (at the school level)

- ⇒ Third meet after the result of the first summative exam (class wise)
- ⇒ Fourth meet in Feb. after the fourth test (at the school level)

Before the meeting teachers and the class teachers should take note of the individual's problems and guardians concerned be acquainted with these during the one to one meeting.

Necessary guidance with regard to the childrens' standard of education be given and their acceptability be assured.

- a) During the meeting general address with regard to the participation of the guardian in the learning of their wards be arranged. Efforts should be made to give printed material.
- b) Extracts from the book of Afzal Husain i.e. Fanne Taleem-o-Tarbiyat (Art of teaching and training) be provided to the guardians.
- c) Mode of conducting meeting:-
 - i) In every meeting, representative from the management, a member from the planning committee, the head of the institution and teachers should participate beside the guardians.
 - ii) Record of the participation of guardian be maintained in such a way that student and his parent's presence always be in a clear vision. If it is found that the parents remain absent twice from the meeting, the concerned student should be asked to bring his parent for the next meeting.
 - iii) Relations between teachers and the guardians should always be congenial. Educate the guardians accordingly.

Action Plan for Teachers (Male & Female)

1. Teachers should always make efforts to enhance their ideological and educational status and to achieve this goal, they should get benefit from the training programmes organised for them.
2. They should aim to achieve command over their subjects.
3. Hand-writing is of prime importance, make it legible and attractive and try to obtain teaching skills and improve educational capabilities.

For educational development and enhancement of knowledge, make use of the school library regularly. Go through at least two books in a month and note down the important contents so that it can be remembered and used on various occasions.

4. Introspect and assess self weaknesses and within a stipulated time, get them rectified.
5. In order to get over the content of the subject of teaching, text books back and fore be read carefully. Language teachers always be in command of the language of teaching.
6. The Annual and unit plan of the subject be submitted at the beginning of the school in the office of the headmaster.
7. Syllabus based on capability competencies be understood thoroughly and taught accordingly.
8. Activities in the text book should be got completed through the students.

9. Home work should be checked in accordance with the time-table fixed for the same, and necessary correction be made and be produced on demand by the headmaster.
10. Teachers should always be in the habit of writing their daily lesson notes. They should always come prepared to the school and lesson-notes be kept on the table of the headmaster at the commencement of the school.
11. Adopt at least five students every year and their all round development be assured so that these students prove their excellence at every stage.
12. Interact with the parents whenever it is required and contact at least five of them every month. Be conscious that teaching is not affected.
13. At the primary level, teachers should always stress upon three basic trends i.e. reading, writing and arithmetic (3Rs).
14. At the high school level, students should always be able to handle various apparatus during the experiment.
15. During the teaching of the language, an atmosphere of the concerned language be created and the students be asked to answer in the same language.
16. Arrange practical activities every week and keep half a day reserved for it.
17. A programme of remedial teaching be arranged for the weak students.
18. Students should always be made habitual of offering Namaz and practice them chanting basics of Namaz with translation. Memorized Qur'anic verses, sayings of the holy Prophet (PBUH), Duas and tables be repeated so that all these are permanently settled in their minds.
19. Apart from formative and submative examinations, class tests also be arranged.

20. Names of those students who topped in the subjects should be notified on the school notice board.
21. Entries and other records be completed in time and it should be neat and clean in all respect.
22. Always participate in subject meeting.
23. Notices from the headmaster and the incharge be read carefully and follow the instructions given therein.
24. In order to understand the students background, a questionnaire be prepared and get it filled.
25. At the beginning of the school, annual planning of the subject be completed within a week and concerned teacher put the class annual plan in the class room.
26. Always be careful while punishing, keep in view the problems, related matters, psychology, age and the background of student. Avoid corporal punishment. Self dignity of the students always be in view, specially while talking.
27. Teachers must always keep in mind that he is an ideal for the students. He should be careful about his dress, his behaviour, his mode of sitting and way of expressing, suitability of time etc. Always be in accordance with the Islamic etiquette.

Action Plan for The Management

1. It is a must on the part of the management to provide financial assistance and man power or required staff and other accessories in time, for example teaching staff, building, laboratory, apparatus, library, play ground and other essential materials etc.
2. At the time of appointment, the staff should be made aware of the mission, mode of work, code of conduct for teachers and they be asked to act according to the norms. At the time of appointment of teachers, those teachers be preferred who are qualified in educational and other professional skills.
3. Try to have good relations with the headmaster, the teachers and other members of the staff.
4. It is better to encourage headmaster and teachers to work with devotion and their good work be wholeheartedly praised.
5. The matters which are related with the education and teaching, the headmaster and the teachers should be taken into confidence while taking any decision.
6. Syllabus of Deeniyat be fixed and in accordance with the same, teachers be given training in technique of teaching.
7. A Part time or fulltime librarian be appointed in the school.
8. A proforma based on “National Accrediation and Appraisal Council” be prepared for the assessment of school work.
9. Inspection and visit schedule be prepared.

10. An action plan in detail be prepared for day boarding with the help of headmaster.
11. Educational and learning standard of the school should always be kept in view by the academic staff and they should be given co-operation from the society and the management.
12. Extension programme for teachers and the students be organised by the management.
13. Classes can be divided into sections keeping in view their class strength.
14. School working time can be determined by keeping in view the age of the students, building facility and the climatic conditions.
15. After the tenth standard examination, a camp can be organised for the personality development of the students with the consent and co-operation of the headmaster.
16. Prizes for various competitions among students be declared and necessary arrangement be made for their distribution.
17. Talented students be adopted and higher education be provided to the deserving students out of them by the management.
18. It is obligatory on the part of the management to provide all sorts of assistance for the educational, ideological and technical development of the students, teachers and the headmaster. Every kind of co-operation be extended to these institutions.
19. Management orientation programme be organised and also the participation of all the members in these programmes be ensured.