

Department of Umoore Talibaat

Annual Program

2021-2022

“It is the duty of every Muslim man and every Muslim woman to acquire knowledge.”

(Hadith, Ibne Majah)

RULES AND REGULATIONS:

115A. Duties of Secretary Umoore Talibaat shall be as follows:

- i. Secretary Umoore Talibaat should be one who is involved in the field of teaching or learning.
- ii. Secretary Umoore Talibaat shall make arrangements for the education of female students who are illiterate.
- iii. Secretary Umoore Talibaat shall strive to bring back into education those female students who leave education after secondary school.
- iv. Secretary Umoore Talibaat shall endeavour to provide guidance to female students in every country from school level to higher education level and shall try to resolve their general issues.
- v. All matters related to female students shall be resolved under the supervision of Secretary Umoore Talibaat.
- vi. Sho'ba Umoore Talibaat shall be influential in organising seminars in educational institutions on topics related to Tabligh and social issues and shall provide guidance to female students in their efforts to advance the cause of service to mankind.
- vii. The Ahmadiyya Muslim Women's Student Association shall work under Secretary Umoore Talibaat.
- viii. Election of Office Bearers AMWSA shall take place every year at the time of Annual Ijtema and approval of elected members shall be obtained from Hadhrat Khalifat ul Masih.
- ix. All Office Bearers of AMWSA shall be from among the female students.
- x. Secretary Umoore Talibaat shall keep a complete record of all the female students under the Ahmadiyya Muslim Women's Student Association.

Note: Sho'ba Umoore Talibaat shall also be established at Majlis Level.

WHO IS AN ELIGIBLE MEMBER OF THE DEPARTMENT OF UMOORE TALIBAAT?

Any Lajna member who meets the requirements below falls under the department of Umoore Talibaat. The member must be:

1. 15 years or above **AND**
2. Is currently studying or enrolled in a course

DIFFERENCE BETWEEN DEPARTMENT OF UMOORE TALIBAAT AND AMWSA:

All Majalis Umoore Talibaat secretaries have certain duties and obligations which they must fulfil to achieve the goals of the department. Majalis Umoore Talibaat Secretaries are issued with tasks which must be completed within certain timeframes. These tasks are developed from the guidelines outlined in the Constitution and are a means of achieving the goals of the department.

AMWSA is a separate association that falls under the department of Umoore Talibaat. The tasks and goals of AMWSA and Umoore Talibaat are different.

As per 115A rule vii of the Lajna Constitution, AMWSA shall work under secretary Umoore Talibaat. Therefore, although the two departments have different goals the work of AMWSA will be coordinated and conducted under the supervision of Umoore Talibaat secretaries.

AMWSA does not have a Majalis secretary. The purpose of AMWSA is to establish associations at universities. Once an association is formed in a university, AMWSA will have a president, general secretary and a treasurer.

ANNUAL GOALS:

All Majlis should aim to meet the following goals this year. Please note, important directives may be distributed from time to time, therefore it is imperative that each Umoore Talibaat Secretary regularly check her email.

1. Update Database

- Update data each quarter and submit it with the department's quarterly report form on or before 10th of each quarter.
- Recognise any recent graduates or students who have successfully completed their studies, ideally after their academic year ends.

2. Department Waqfaat e Nau, AMWSA & Department Umoore Talibaat Program

- At the State level, collaborate with Department Waqfaat e Nau and AMWSA to organise one program for Lajna Waqfaat e Nau and AMWSA members in your state, offering team building games and activities. The program should aim to foster sisterhood and camaraderie amongst Lajna members.

3. Study & Careers Session

- At a state level, organise programs, workshops, study & careers session offering advice to students / prospective students in need of education and career guidance in your state.

This should include a presentation on the various modes of learning available in Australia. As per Huzoor e Anwar's (may Allah be his helper) instructions to Waqfaat e Nau, the following fields are suggested: Journalism, Education, Religious Education, Educational Sciences, Linguistics, Secretarial, Medical and related professions.

4. Support

- Provide support to Lajna in your Majlis.
- The support you provide to members will depend on what they are seeking. For example, if a Lajna member is seeking advice regarding a course she is interested in, refer her to a Lajna member who is currently working or undertaking studies in that field.
- The support provided must be logged by secretaries in the department's quarterly report form.

Please note: State level refers to Umoore Talibaat Secretaries within a state working as a team to plan, organise and run an event at a state level, rather than an individual Majlis level.

COMMUNICATION GUIDELINES:

National Department Umoore Talibaat will have a Whatsapp Group approved by Respected National Sadr Lajna Australia. Our Whatsapp group is for departmental information or updates only. If you have any questions or issues, please email, message or call Muawina Umoore Talibaat.

Please ensure that you regularly check your emails and WhatsApp notifications and **acknowledge** that you have received correspondences.

If the National Department asks you to send information to members of your Majlis, you **must** do this via your Majlis Sadr. She must be aware of your activities also.

REQUEST FOR LEAVE:

If you require leave, please notify National Department Umoore Talibaat that you will be going on leave and provide the details of your assistant.

Please also ensure your assistant is aware of the roles and responsibilities undertaken in this department and that they are able and prepared to continue your work while you are on leave.

REPORTING:

The department has a quarterly report form that must be completed and submitted by Majlis secretaries. The report is a quarterly assessment of your majlis activities and performance in relation to the department of Umoore Talibaat.

Majlis database must be submitted each quarter with the report even if there are no updates. Majlis secretaires must ensure that they have an updated copy of student's database throughout the year.

Majlis secretaires must submit the report on the **10th of each quarter**. This includes:

- 10th March 2022
- 10th June 2022
- 10th September 2022
- 10th December 20212

Details of any support provided to a Lajna member, or any event held for students must be included in the report.