

Project Plan TWT 1445 H



شهر الله المعظم 1445 هـ

Vision & Mission

ترغيب المؤمنين ومساعدتهم على التطهير والتزكية

في امور الاقتصاد خاصة وامور الحياة الطيبة عامة

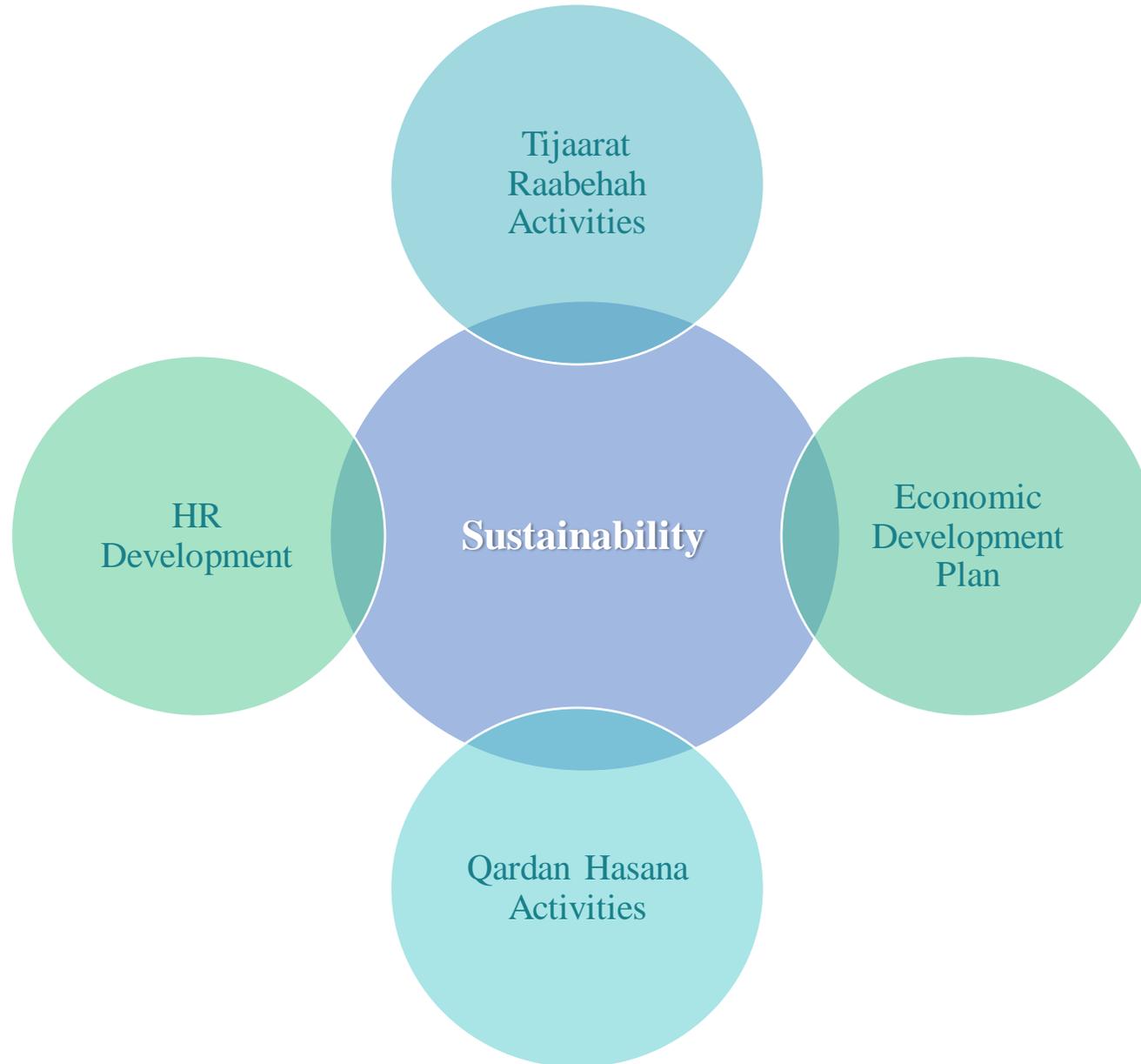
- تفهيم معاني التطهير والتزكية لاسيما النهو والصلاح والدعاء والسكون باداء **الزكوات** حسب الامر القرآني
- واستجلاب **مفاتيح الانزاق** والبركة بالدعاء من ولي الامر طع
- والاجال في **طلب الرزق الحلال** وتجنب المحرام
- **والتجارة الراجعة** حسب الشريعة المحمدية وارشادات حامياتها طع في كل عصر وزمان

Goal

تتمة اقتصاية

Economic Development

Objectives



Role of the Khidmat Guzar

REPRESENTATIVE

A khidmatguzar will act as a representative of two Idaarahs namely Qardan Hasana and Tijaarat Raabehah in their assigned mauze.

ADVISOR

A khidmatguzar will advise/educate mumineen on the various TWT subjects from deeni and duniyavi perspective.

FACILITATOR

A khidmatguzar will identify and resolve challenges faced by mumineen and delegate it towards the TR or QH committee for further action and execution.

SURVEYOR

A khidmatguzar will examine records of mumineen as required and submit survey forms / verification reports.

Execution



Collective



Direct



Individual



Indirect

Individual Visits Approach

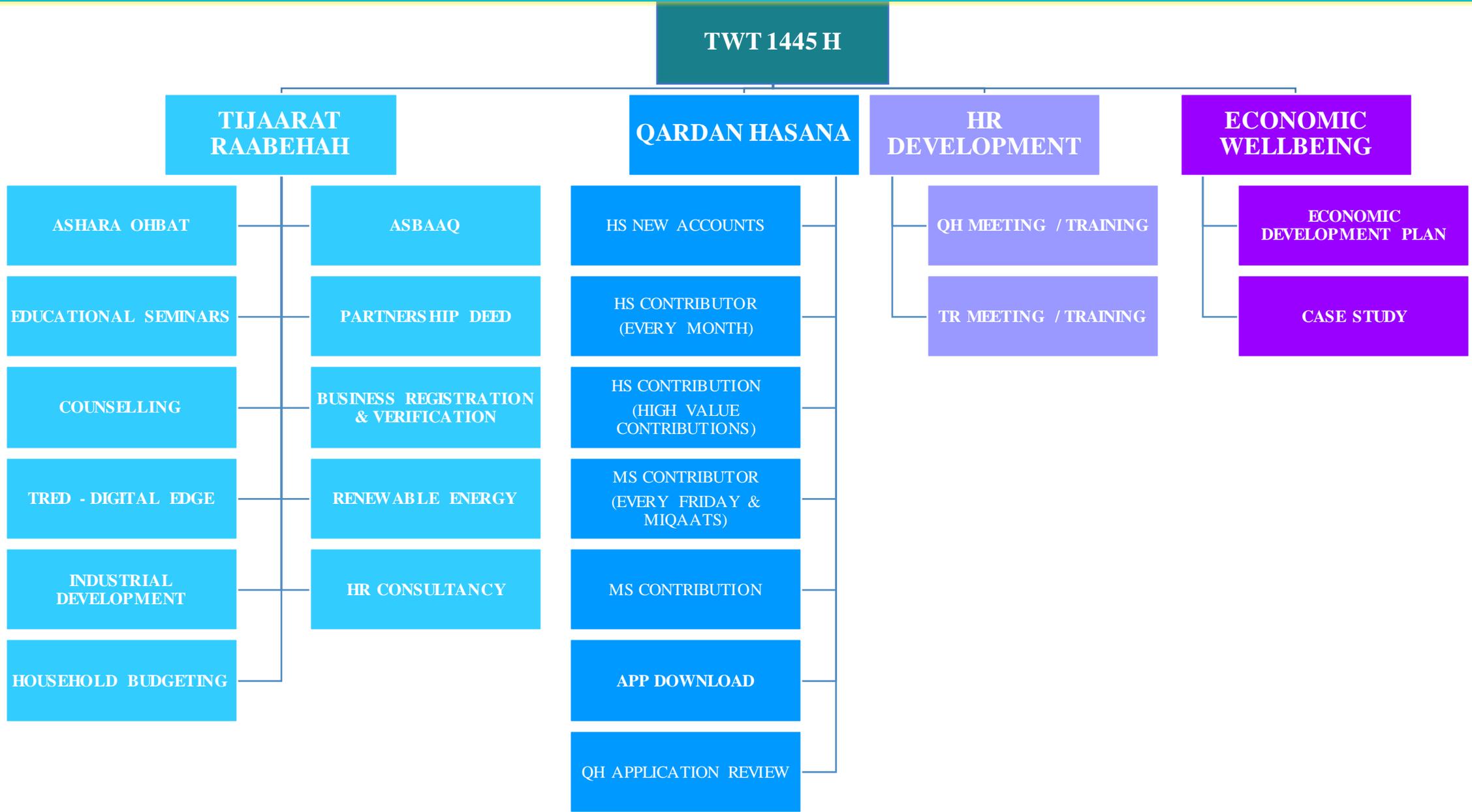
A Khidmatguzaar should **emphasize** the following issues while interacting with mumineen during their shop/house visits, as these areas have an impact on receiving Barakat in his livelihood:

- 1 **Performing namaaz (daily) on time** Importance of performing namaaz (daily) on time. Sometimes mumineen either miss it or procrastinate in customer rush hours and other reasons
- 2 **Reciting Quran and dua** Habit of reciting Quran and dua daily.
- 3 **Dua/tasbeeh/namaaz** Suggestion of dua/tasbeeh/namaaz for barakat in business.
- 4 **Financial activities** Awareness of financial activities which involve interest or unethical practices.

After providing **substantial elaboration** on these points, he should **then proceed** towards other TWT subjects.

Note: Give at least half an hour's notice before visiting a mumin's house/shop. Ensure to take signature on consent form before collecting any information/data.

TWT 1445 H MIND MAP



Key Performance Indicators (KPIs)

Sr.	Topic	Key Performance Indicators
1	Tijaarat Raabehah Activities	<p>1.1. Ashara Ohbat & Azaim forms submitted by businessman / professionals.</p> <p>1.2. Asbaaq on Baab al-Buyoo`.</p> <p>1.3. Educational Seminars on 2 topics.</p> <p>1.4. Facilitate business sustainability and growth by guiding potential mumineen to utilize the products & services of Idaarah. (Partnership deeds registration, Counseling (startup/diversification), Dbohra business registration, Trade Desk Business Verification, TRED-Digital Edge, Renewable Energy, Industrial Development, HR Consultancy, & Household Budgeting.)</p>
2	Qardan Hasana Activities	<p>2.1. Opening of new accounts in Husain scheme and regularizing the opened accounts through monthly participation.</p> <p>2.2. Ensure Qardan Hasana collection mechanism is in place and carried out in proper way on all miqaats</p> <p>2.3. Ensure every household has downloaded Qardan Hasana App.</p> <p>2.4. Review & enhance Qardan Hasana interview & evaluation process.</p>
3	HR Development	<p>3.1. Ensure committee members are operating as per their roles and are able to fulfill their responsibilities.</p> <p>3.2. Overall Assessment of QH and TR committees.</p> <p>3.3. Identify new business counsellors.</p> <p>3.4. Conduct administrative meeting.</p>
4	Economic Wellbeing	<p>4.1. Prepare Economic Development plan with QH and TR committees.</p> <p>4.2. Prepare case studies of mumineen who have attained economic well-being through either giving or taking Qardan Hasana and by giving Ziyafat to Aqa Maula TUS.</p>

Deliverables

Tijaarat Raabehah

	Subject	Description	Minimum Target
1	ASHARA OHBAT	<ul style="list-style-type: none"> Ensure all the businessman and professionals have filled the Ashara Azaim form. Approach Mumineen who do not close their businesses during Ashara Mubaraka or come late in the waaz or attend waaz after 7mi Moharram. 	As per target sheet
2	ASBAAQ	<ul style="list-style-type: none"> Conduct Asbaaq on Baab al Buyoo. Educate mumineen about the fraudulent practices, Ponzi Schemes, refrain from using shortcuts to gain money. 	As per target sheet
3	EDUCATIONAL SEMINARS	<ul style="list-style-type: none"> Conduct seminar on any of the two topics. (Business Ethics, Business Mindedness and Entrepreneurship, Household Budgeting, Partnership, Finance for Non-Finance, Transform Business from Credit to Cash, Financial Terminologies). 	2 programs As per target sheet
4	PARTNERSHIP DEED	<ul style="list-style-type: none"> Family businesses and other partnership businesses/firms should be explained the necessity and benefits of the partnership deed. Partnership Deeds whose draft is in-process/pending to be sent for signoff should be completed. Expired Partnership Deeds should be renewed. 	As per target sheet
5	COUNSELLING	<ul style="list-style-type: none"> Identify new business counsellors locally with a range of skills and expertise. Cases pending for counselling should be processed and counselling for those cases should be scheduled and completed. Identify cases that have good business potential and need expert advice who would hand hold the applicant in every area of business and give business solutions for growth, profitability and sustainability. 	As per target sheet

Deliverables

Tijaarat Raabehah (continued)

	Subject	Description	Minimum Target
6	BUSINESS REGISTRATION & VERIFICATION	<ul style="list-style-type: none"> Form a team from mauze to register the businesses on DBohra portal and complete business verification process for unverified businesses on Dbohra portal. 	As per target sheet
7	TRED - DIGITAL EDGE	<ul style="list-style-type: none"> Encourage small & midsize business entrepreneurs to establish their brand and digital presence to increase sales. Identify potential mumineen and encourage to avail the services provided by the Idaarah. 	As per target sheet
8	RENEWABLE ENERGY	<ul style="list-style-type: none"> Educate Umoor Iqtisadiyah committee members about the benefits of renewable energy and energy efficiency and empower them to make informed choices about their energy consumption. Identify mumineen/jamaat properties for installation and encourage to participate in this revolution. Provide details about the consultation services provided by the Idaarah. 	As per target sheet
9	INDUSTRIAL DEVELOPMENT	<ul style="list-style-type: none"> Encourage potential mumineen entrepreneurs to get into manufacturing. Identify manufacturers seeking help for the sustainability or growth of their business ventures. Encourage mumineen to utilize the consultation services provided by the Idaarah. 	As per target sheet
10	HR CONSULTANCY	<ul style="list-style-type: none"> Encourage medium & large businesses to establish an organized and professional organizational structure and environment to maximize employee productivity and increase business efficiency. Encourage potential businesses to avail the consultation services provided by the Idaarah. 	As per target sheet

Deliverables

Tijaarat Raabehah (continued)

Subject

Description

Minimum
Target

11

**HOUSEHOLD
BUDGETING**

- The households, who are striving for financial planning and are struggling to maintain basic income-expense accounts, should be assisted with one-to-one interaction.

As per target
sheet

Deliverables

Qardan Hasana

	Subject	Description	Minimum Target
12	HUSAIN SCHEME NEW ACCOUNTS	<ul style="list-style-type: none">Encourage individuals to open Husain Scheme accounts through participation.	As per target sheet
13	HUSAIN SCHEME CONTRIBUTIONS	<ul style="list-style-type: none">Encourage regular participants to participate from higher amount and for longer duration.	As per target sheet
14	HUSAIN SCHEME CONTRIBUTOR	<ul style="list-style-type: none">Those mumineen who contribute on yearly basis or few times a year, should be encouraged to contribute on monthly basis.	As per target sheet
15	MOHAMMEDI SCHEME CONTRIBUTOR	<ul style="list-style-type: none">Maximize participation on all the 6 miqaats (4 jumua, 16mi and Lailatul Qadr)	As per target sheet
16	MOHAMMEDI SCHEME CONTRIBUTION	<ul style="list-style-type: none">Encourage mumineen to participate in Qardan Hasana as per their economic stability.	As per target sheet
17	QARDAN HASANA APP DOWNLOAD	<ul style="list-style-type: none">Encourage mumineen to use Qardan Hasana App for smooth transactions.	As per target sheet
18	QARDAN HASANA APPLICATION REVIEW	<ul style="list-style-type: none">Participate in Qardan Hasana interviews alongside the interviewer, carefully observe the proceedings, and document the observations. Provide a comprehensive report to the office, including suggested solutions for any identified issues. Additionally, if there are administrative concerns, make a note of them and include them in the report.	As per target sheet

Deliverables

HR Development

	Subject	Description	Minimum Target
19	QARDAN HASANA ADMINISTRATIVE MEETING / TRAINING	<ul style="list-style-type: none">• Conduct administrative training meeting with the Qardan Hasana committee members on any one of the following:<ul style="list-style-type: none">- HR work delegation- Strategic planning- Husain scheme yearly planning	As per target sheet
20	TIJAARAT RAABEH AH ADMINISTRATIVE MEETING / TRAINING	<ul style="list-style-type: none">• Conduct administrative training meeting with the Tijaarat Raabehah committee members on any one of the following:<ul style="list-style-type: none">- HR work delegation- Strategic planning	As per target sheet

Deliverables

Economic Wellbeing

	Subject	Description	Minimum Target
21	ECONOMIC DEVELOPMENT PLAN	<ul style="list-style-type: none">Discuss the economic development opportunities of mauze's mumineen (businesses expansion, growing industries, home industries expansion, etc.) to be done together with QH and TR committees.	As per target sheet
22	ECONOMIC GROWTH	<ul style="list-style-type: none">Identify suitable cases for assessment who have attained economic well-being through either giving or taking Qardan Hasana and by giving Ziyafat to Aqa Maula TUS.	As per target sheet

Course of Action

Step 1

Conduct a meeting with Aamil Saheb and TR & QH committee members for project scheduling (Use the calendar provided).

Step 2

Get the list of potential individuals to be approached during Shehrullah.

Step 3

Go through the resource material.

Step 4

Prepare a detailed plan and allocate budget for all the activities scheduled during Shehrullah.

Step 5

Set up a provisional office for TWT.

TWT Planning Calendar

TWT 1445 - Calendar

Sherullah-II-Moazzam 1445H - Mauze

Tutaherohum Wa Tuzakkihim Beha (TWT) Barnamaj - 1445H						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
19 February	20	21	22	23	24	25
10 Shabaan-UI-Kareem	11 Shabaan-UI-Kareem	12 Shabaan-UI-Kareem	13 Shabaan-UI-Kareem	14 Shabaan-UI-Kareem	15 Shabaan-UI-Kareem Shab-E-Baraat	16 Shabaan-UI-Kareem
26	27	28	29	1 March	2	3
17 Shabaan-UI-Kareem	18 Shabaan-UI-Kareem	19 Shabaan-UI-Kareem	20 Shabaan-UI-Kareem	21 Shabaan-UI-Kareem Orientation Program for Khidmat Guzaars and mawaaze	22 Shabaan-UI-Kareem	23 Shabaan-UI-Kareem
4	5	6	7	8	9	10
24 Shabaan-UI-Kareem	25 Shabaan-UI-Kareem	26 Shabaan-UI-Kareem	27 Shabaan-UI-Kareem	28 Shabaan-UI-Kareem	29 Shabaan-UI-Kareem	1 Sherullah-II-Moazzam
TWT Module Orientation for Khidmat Guzaars			Khidmat Guzar introduction with mauze Team		Sherullah-II-Moazzam Pehli Raat	TWT Intorduction Bayan in mauze Individual Visits to begin
11	12	13	14	15	16	17
2 Sherullah-II-Moazzam	3 Sherullah-II-Moazzam Asbaaq	4 Sherullah-II-Moazzam Asbaaq	5 Sherullah-II-Moazzam	6 Sherullah-II-Moazzam	7 Sherullah-II-Moazzam	8 Sherullah-II-Moazzam
			Mohammedi Scheme Collection		Training 1	
			Asbaaq	Asbaaq	Household Budget - focused tafheem	Household Budget - focused tafheem
			TR Admin meeting / training	QH Admin meeting / training		
18	19	20	21	22	23	24
9 Sherullah-II-Moazzam	10 Sherullah-II-Moazzam	11 Sherullah-II-Moazzam	12 Sherullah-II-Moazzam	13 Sherullah-II-Moazzam	14 Sherullah-II-Moazzam	15 Sherullah-II-Moazzam
QH application review Asbaaq	QH application review Asbaaq	QH application review Asbaaq	Mohammedi Scheme Collection		Training 2	
Ashara Azaim	Ashara Azaim	Ashara Azaim	Asbaaq	Asbaaq	Qardan Hasana app. banner	Husain Scheme tafheem
			Ashara Azaim	Ashara Azaim		
25	26	27	28	29	30	31
16 Sherullah-II-Moazzam	17 Sherullah-II-Moazzam	18 Sherullah-II-Moazzam	19 Sherullah-II-Moazzam	20 Sherullah-II-Moazzam	21 Sherullah-II-Moazzam	22 Sherullah-II-Moazzam

TWT Planning Calendar

Tutaherohum Wa Tuzakkihim Beha (TWT) Barnamaj - 1445H

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	31
16 Sherullah-II-Moazzam	17 Sherullah-II-Moazzam	18 Sherullah-II-Moazzam	19 Sherullah-II-Moazzam	20 Sherullah-II-Moazzam	21 Sherullah-II-Moazzam	22 Sherullah-II-Moazzam
Washeq Raat	DBohra reg & Bussiness verifi	Washeq Raat	Maulana Ali Sahadat - Vaaz	Washeq Raat	DBohra reg & Bussiness verifi	Lailatul Qadr
Husain Scheme participation		DBohra reg & Bussiness verifi	Mohammedi Scheme Collection			
DBohra reg & Bussiness verifi			DBohra reg & Bussiness verifi	DBohra reg & Bussiness verifi		
1 April	2	3	4	5	6	7
23 Sherullah-II-Moazzam	24 Sherullah-II-Moazzam	25 Sherullah-II-Moazzam	26 Sherullah-II-Moazzam	27 Sherullah-II-Moazzam	28 Sherullah-II-Moazzam	29 Sherullah-II-Moazzam
DBohra reg & Bussiness verifi	FGD on economic well being	FGD on economic well being	Nabi na Naam	Nabi na Naam	Nabi na Naam	Nabi na Naam / Washeq Raat
	DBohra reg & Bussiness verifi	DBohra reg & Bussiness verifi	Mohammedi Scheme Collection			
	Skill assessment submission	Skill assessment submission		Closure report submission	Closure report submission	
8	9	10	11	12	13	14
30 Sherullah-II-Moazzam	1 Shawwal-al-Mukaram	2 Shawwal-al-Mukaram	3 Shawwal-al-Mukaram	4 Shawwal-al-Mukaram	5 Shawwal-al-Mukaram	6 Shawwal-al-Mukaram
Eid-UI-Fitr Raat	Eid-UI-Fitr					

Budget Template

TWT PROGRAM BUDGET - 1445H				
JAMIYAT & MAUZE NAME :				
HOUSE COUNT :				
DATE :				
SR NO	CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DETAILED REMARKS
1	Computer Accessories, Repairs and maintenance	XXX		<i>Include list of IT accessories required and activity against such assets are required.</i>
2	Equipment Rental(projector/screen/stalls etc.)	XXX		<i>Rental for use of equipment etc. required for the program</i>
3	Food and Refreshments	XXX		<i>expenses associated with food & refreshments for program conductors and audience if required</i>
4	Marketing and promotional materials	XXX		<i>Include expenses such as banners, flyers, promotional material etc. that are required to promote the activities under TWT program</i>
5	Speaker fees / honorariums etc.	XXX		<i>Fees or honorariums that are required to be paid to third party subject experts for delivering & sharing their knowledge</i>
6	Internet Expenses	XXX		<i>Include internet related expense (if any) associated with TWT program</i>
7	Stationery	XXX		<i>Routine stationery requirements to be included here</i>
8	Staff cost / temporary staff cost	XXX		<i>Any TWT program related staff or temporary staff cost to be included</i>
9	Expenses concerning Travel	XXX		<i>Travelling and associated expenses such as expense related to train travel, bus travel, stay etc. to be included</i>
10	Others (if any)	XXX		<i>Any miscellaneous genuine expense towards TWT that are no covered above</i>
Total		-		
Contribution by Jamaat				
Deficits (if any)		-		

Resource Material

<https://umooriqtesadiyah.org/twt1445h/>