



**MAJLIS KHUDDAMUL
AHMADIYYA NIGERIA
2022- 2025
WORKPLAN FOR ALL
DEPARTMENT**

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TARBIYYAT

S/N	MONTH	HEADINGS	DETAILS	REMARKS
1	DECEMBER	Establishing the importance of regularity in Salat and observing Salat in Congregation	<p>1. Book to study: The Islamic Mode of Worship by Hazrat Mirza Bashir-ud-Deen Mahmood Ahmad, Khalifatul Masih II(ra)</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage members of the Majlis on the importance of Salat, observing it at its proper time and encourage them on observing it in congregation.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the amount of impact the Dars section had on the lives of the members of the Majlis especially throughout the year.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity.</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
2	JANUARY	Establishing the habit of reading and pondering over the Holy Quran, Books of Ahadith (esp. Sahih Bukhari), Ruhani Khazāin/Malfuzat as advised by the Promised Messiah a.s himself should be addressed	<p>1. Book to study: MALFUZAT of The Promised Messiah & Mahdi a.s Vol 1 Pages 1- 70</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage members of the Majlis on the importance of developing the habit of reading and pondering over the Holy Qur'an, books of Ahadith, Ruhani Khazāin/Malfuzat.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who have developed such habit especially throughout the year.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
3	FEBRUARY	To enlighten every Khadim through	1. Khilafat and Mujaddidiyat An Expositon by Hadhrat Hāfiz Mirza Nasir	1. The Nāzim and Muntazim officers should ensure that the book

		<p>seminars and lectures on the importance of having a strong connection with the Khalifa of the time and the various means that can be employed for its fruition.</p>	<p>Ahmad Khalifatul Masih III rh</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage members of the Majlis on the importance of developing a strong connection with the Khalifa of the time</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who have worked on developing such connection especially throughout the year.</p>	<p>to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
4	MARCH	<p>Educate every Khaddim on the importance of adopting Islamic morals in their daily lives.</p>	<p>1. Book to study: MALFUZAT of The Promised Messiah & Mahdi a.s Vol 1 Pages 71-140.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and educate members of the Majlis on what Islamic morals are and how to adopt them in their daily lives.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who find it hard adopting Islamic morals in their daily lives and what has been done to help such situation.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>

5	APRIL	<p>Educate every Khaddim on the importance of inculcating values such as truthfulness, respect for elders, love for children and respect for the institution of the Jama'at.</p>	<p>1. Book to study: MALFUZAT of The Promised Messiah & Mahdi a.s Vol 1 Pages 141-210.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage members of the Majlis on the importance of developing values such as truthfulness, respect for elders, and love for children and respect for the institution of the Jama'at.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who are working assiduously on developing such values especially throughout the year.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
6	MAY	<p>Encouraging every Khaddim to exercise at least the following acts of goodness; voluntary fast, brotherhood and well-being of humanity, honesty, obedience, truthfulness, loyalty, sacrifice, forgiveness, offering nawafil to gain the blessings of Allah e.t.c.</p>	<p>1. Book to study: MALFUZAT of The Promised Messiah & Mahdi a.s Vol 1 Pages 211-279.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage members of the Majlis on the importance of exercising Islamic acts of goodness; voluntary fast, brotherhood and well-being of humanity, honesty, obedience, truthfulness, loyalty, sacrifice, forgiveness, offering nawafil to gain the blessings of Allah.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who are working assiduously on developing such acts especially throughout the year.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
7	JUNE	<p>Promote scheme of Hizf-e-Qur'an amongst the Majlis.</p>	<p>1. Book to study: THE ESSENCE OF ISLAM VOLUME I Extracts from the Writings, Speeches, Announcements and Discourses of the Promised Messiah Hadrat Mirza Ghulam Ahmad of Qadian [May peace be upon him], Pages 347-49</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and encourage</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve</p>

			<p>members of the Majlis on the importance of developing a strong love and respect towards the Holy Qur'an leading them to memorise as many portions from it as possible</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who have memorised large portions from the Holy Qur'an especially throughout the year and a form of reward can be given to encourage others to do the same.</p>	<p>as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
8	JULY	Motivate Khuddam to participate in Waqfe Arzi scheme.	<p>1. The Devotion of Life Its Importance and Blessings by Dr. Iftikhar Ahmad Ayaz, OBE Ameer Jamaat U.K. (1997-2001), Pages 1-81</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and educate members of the Majlis on the concept of Waqfe Arzi scheme and why it is important for every member of the Majlis to make out time and participate in the blessed scheme.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who understand what Waqfe Arzi is all about and those who have participated in it throughout the year.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
9	AUGUST	Promote Waqfe Zindagi scheme amongst Khuddam.	<p>1. The Devotion of Life Its Importance and Blessings by Dr. Iftikhar Ahmad Ayaz, OBE Ameer Jamaat U.K. (1997-2001), Pages 83-179.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and educate members of the Majlis on the concept of Waqfe Zindagi scheme and why it is important for a section of every member of the Majlis to devote their life under this blessed scheme.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be</p>

			understand what Waqfe Zindagi is all about and those who are ready to devote their lives towards the blessed scheme.	sent at the end of the month to the appropriate office.
10	SEPTEMBER	Encourage the Khuddam to participate in the system of Wasiyyat.	<p>1. THE WILL by HADRAT MIRZA GHULAM AHMAD THE PROMISED MESSIAH AND MAHDI AS) Founder of the Ahmadiyya Muslim Jama'at.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein they enlighten and educate members of the Majlis on the concept of Wasiyyat and why it is important for eligible members to join the scheme.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should devise a means to measure the number of members who understand what the system of Wasiyyat is all about and those who have subscribed to it as well as those who have not.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
11	OCTOBER	Arrange speeches on Social vices during various programs of the Majlis to be presented by respected elders of the Jama'at.	<p>1. The Detroit Address by Hazrat Mirza Tahir Ahmad rh.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should organise Dars sections wherein respected elders of the Jama'at are invited and topics regarding social issues are discussed upon.</p> <p>3. Office of Tarbiyyah from Ilaqa to Muqami should make sure members of the Majlis attend such programs in great numbers especially members who have not been regular in meetings as well as new converts.</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of the impact of what has been studied be carried out.</p> <p>2. Tarbiyyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity</p> <p>3. Report concerning how the work plan has been executed should be sent at the end of the month to the appropriate office.</p>
12	NOVEMBER	Involve parents in the moral training of Khuddam, establish relationship with the members of the Majlis by visiting them regularly.	<p>1. I Solemnly Pledge Hazrat Khalifatul Masih V's Expectations of Officeholders by National Tarbiyat Department USA.</p> <p>2. Office of Tarbiyyah from Ilaqa to Muqami should should draw such programs as will enable them to involve</p>	<p>1. The Nāzim and Muntazim officers should ensure that the book to study for this month has actually been studied by each and every member, practical questions from the book should be forwarded to the members and a practical survey of</p>

			<p>the parents of the members of the Majlis in their Tarbiyya either directly or indirectly, informing them of their assessment in programs arranged from the start of the year.</p> <p>3. A good relationship should be maintained by means of visitation.</p>	<p>the impact of what has been studied be carried out.</p> <p>2 Tarbiyah officers should serve as a model to other members of the Majlis, he should try to reform himself and his family members before going to others and he should try to implement the Tarbiyyah work-plan to the best of his capacity.</p>
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MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: ISHAAT (MEDIA AND
PUBLICATIONS)

S/N	MONTH	HEADINGS	DETAILS	REMARKS
	Throughout the year	Writing of articles	Encourage members to write articles for publication in MASQ website (www.nigerianmuslimwriters.org), Al-Irfan, and The Truth newspaper.	Submission of activities report at the end of each month.
		Production of newsletter	Produce a news report of events that occurred in muqam, dil'a or ilaqa during the month.	
		Book review	Participate in book reviews announced by the Mulk periodically.	
		Members' subscription	Encourage members to subscribe to (or purchase) The Truth, Review of Religions, and Al-Irfan publications.	

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: SIHAT-E JISMANI

S/N	MONTH	HEADINGS	DETAILS
1	January	Health talk and exercise	Health talk: Hypertension causes and prevention Self defence: front neck grip and 10-minute daily workout
2	February	Health talk and exercise	Health talk: Diabetes- signs, and prevention 10-minute daily workout Self defence: back neck grip
3	March	Health talk and exercise	Health talk: First aid treatment Health screening at dila or ilaqa Track and field event
4	April	Health talk and exercise	Health talk: Healthy lifestyle. Track and field event
5	May	Health talk and exercise	Health talk: Prevention of communicable and non-communicable diseases 10-minute daily work out Indoor games
6	June		Health talk: Oral health 10-minute daily work out
7	July	Health talk and exercise	Health talk: substance and drug abuse 10-minute daily workout
8	August	Health talk	Health talk: Mental health First aid essentials
9	September	Health talk and exercise	Health talk: Kidney care Inter muqam /inter dil'a competition Indoor and field event
10	October	Health talk and exercise	Health talk: Sexual healthcare including prevention & treatment of STIs 10-minute daily workout
11	November	Health talk and exercise	RIDE FOR PEACE 10-minute daily workout Health talk: Prostate cancer
12	December	Health talk and exercise	Health talk: Obesity 10-minute daily workout

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: KHIDMAT-E-KHALQ

MONTH	HEADINGS	DETAILS	REMARKS
THROUGHOUT THE YEAR	Blood donation Events Poverty alleviation Refreshment	Members should be encouraged and mobilized to donate blood to health facilities and/or blood banks in their jurisdiction. Members in a muqam, dil'a or ilqaqa are to be encouraged to join, en masse, halal celebrations of members in the locality such as nikah, aqeeqah, aminul Qur'an, housewarming, acquisition of car, etc. In conjunction with Nazim sanat-o-tijarat, unemployed members should be informed on any employment opportunities. Nazim khidmat-e-khalq should ensure adequate and good refreshment is provided to participants of majlis meetings and events at muqam, dil'a and ilaqa.	
JANUARY AND FEBRUARY	Family wellbeing	Members would be advised and encouraged to treat their families to the best of Islam's teachings. Missionaries in our localities can be of help in delivering lectures on this.	Family can serve as model for others
MARCH, APRIL AND MAY	Welfare visitation	Visit to motherless homes, prisons, hospitals, old people's home, etc	
JUNE	Participate in jama'at and circuit welfare week	Members are to actively participate in the welfare week activities organized by their respective jama'ats and/or circuit.	
JULY AND AUGUST	Emergency response	Emergency response team would be formed where members are enlightened on how to take on emergency cases (first aid). Medical doctors and other professionals should be involved.	This would increase safety and also improve knowledge about first aid
SEPTEMBER AND OCTOBER	Helping students	In collaboration with Nazim Amoor-e-tuluba, students that need financial assistance should be helped in accordance with what the muqam, dil'a or ilaqa can afford. Such students should also be advised to apply for the Nigerian jama'at scholarship scheme.	Increase the zeal of prospective students to strive hard and study, also improve literacy level among members.
NOVEMBER	Participate in jama'at and circuit welfare week	Members are to actively participate in the welfare week activities organized by their respective jama'ats and/or circuit.	

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TALEEM

MONTH	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK	5 TH WEEK
JANUARY 2023	Concept of Taoheed. (Qamar, pp. 3-4)	The Need for Islam. (Essence of Islam Vol.1, pp12 - 18)	Memorization of The Holy Qur'an with meaning. (Quran chapter 105-110).	Brief history of Al-Khulafahu Ar-Rashiduun: Hazrat Abu Bakr and Hazrat Umar, R.A. (Qamar, pp. 5-7)	Perfect Reality of Islam. (Essence of Islam Vol.1 pp 18 - 23)
FEBRUARY 2023	Blessing of Islam (Essence of Islam Vol.1, pp23 - 27)	Memorization of Qaseedah 30-35 with meaning.	Continued Beneficence of Islam (Essence of Islam Vol.1, pp27 - 29)	Enduring sign of the Truth of Islam. (Essence of Islam Vol.1 pp29 - 33)	
MARCH 2023	Brief history of Al-Khulafahu Ar-Rashiduun: Hazrat "Uthman and Hazrat Ali, R.A. (Qamar, pp. 7-10)	Book reading The Ocean of Light: Purpose behind the book. (pp. 1-7)	Full scriptural exposition on the death of Jesus Christ (as) and his second coming. (Qamar, pp. 10-16)	Quarterly Assessment	
APRIL 2023	Enduring Signs of the Truth of Islam (Essence of Islam pp.29-33)	Memorization of the Holy Qur'an with meaning. (Qur'an chapter 99-104)	ALLAH THE EXALTED Personal Experience with God (Essence of Islam pp.35-40)	Book reading The Ocean of Light: Chapter 1 (pp. 7-14)	Book reading The Ocean of Light: Signs of the Advent of the Messiah. (pp. 15-22)
MAY 2023	Book reading The Ocean of Light: Condition of the Muslim Scholars.	Belief in the Unity of God Established through the Holy Prophet ^{sa} (Essence of	Concept of khatama Nabiyyin. (Qamar, pp.43-	Islamic lunar calendar with explanation. (Qamar, pp. 48-50)	

	(pp. 22-32)	Islam pp.41-43)	48)		
JUNE 2023	Book reading The Ocean of Light: Condition of the Muslim Laymen. (pp. 32-42)	God's Beauty, Beneficence and Unity taught by the Holy Qur'an (Essence of Islam pp.43-49)	Book reading The Ocean of Light: Condition of the Muslim Laymen. Continued.... (pp. 43-52)	Quarterly Assessment	Monthly Assessment
JULY 2023	The Holy prophet Muhammad in the bible. (Qamar, pp.32-37)	Memorization of Qaseedah 36-40 with meaning.	Defective Concepts of God in Other Religions. (Essence of Islam pp.50-53)	Hadhrat mirza Ghulam Ahmad: SOLITARY RETREAT IN HOSHIARPUR (Qamar, pp. 21-26)	Memorization of the Holy Qur'an with meaning. Quran chapter (92-98)
AUGUST 2023	Hadhrat Mirza Ghulam Ahmad: Signs of the eclipse (Qamar, pp. 27-32)	The Holy prophet Muhammad in the bible. (Qamar, pp.37-43).	Book reading The Ocean of Light: Condition of the Muslim Laymen. Continued.... (pp. 53-63)	Book reading The Ocean of Light: Condition of the Muslim Laymen. Continued.... (pp. 64-73)	
SEPTEMBER 2023	Memorization of Qaseedah 41-45 with meaning.	Book reading The Ocean of Light: Condition of the Muslim Laymen. Continued.... (pp. 74-84)	Book reading The Ocean of Light: Condition of the Muslim Laymen. Continued.... (pp. 85-87)	Quarterly Assessment	
OCTOBER 2023	Book reading The Ocean of Light: Plight of Muslim Rulers (pp. 88-95)	Book reading The Ocean of Light: Plight of Muslim Rulers. Continued.... (pp. 96-99)	Upbringing of Muslim children. (Introductory pages of Salat, the Muslim prayer book)	Book reading The Ocean of Light: Promiscuous women have destroyed our Nation. (pp. 100-107)	Memorization of the Holy Qur'an with meaning. (Qur'an chapter 89-91)
NOVEMBER 2023	Book reading The Ocean of Light: Promiscuous	Book reading The Ocean of Light: Promiscuous	Book reading The Ocean of Light: Evils of the age	Book reading The Ocean of Light: Evils of the age. Continued....	

	women have destroyed our Nation. Continued.... (pp. 107-114)	women have destroyed our Nation. Continued.... (pp. 114-118)	(pp. 119-126)	(pp. 127-135)	
DECEMBER 2023	Attributes of God (Essence of Islam, Vol.1, pp.53 - 61)	Book reading The Ocean of Light: Evils of the age. Continued.... (pp. 136-147)	Memorization of the Holy Qur'an. (Qur'an ch. 86-89)	Book reading The Ocean of Light: Need for a Reformer (pp. 148)	Quarterly Assessment

What is new?

- ✓ First of all, it should be noted that according to Sadr sahib's directive, this is still the same workplan used in 2022 bar some little changes made to address ta'leem officers' concern.
- ✓ As a result of some complaints the ta'leem department of Mkan received last year, that certain activities on the workplan are without reference, this updated workplan has taken care of such complaints, by ensuring that all activities on the workplan are well referenced.
- ✓ For this year 2023, a new book titled **"The Ocean of Light"** written by the promised Messiah has been introduced to the workplan in place of **"Islam's response to contemporary issues"**.

For questions and clarifications, feel free to get in touch with us through our mail : taleem@khuddam.ng

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TAHRIK-E-JADID

MONTH	HEADINGS	DETAILS
JANUARY AND FEBRUARY	Enlightening members on the blessed scheme	Ten-minutes talk to be given at all Ilaqat, Dil'a and Muqam meetings Excerpts on Tahrik-e-jadid should be shared on social media frequently
MARCH	Introducing the requirements of Tahrik-e-jadid scheme to members	Apart from the financial sacrifice, Tahrik-e-Jadid scheme has other requirements; These principles will be extracted from the saying of the khulafa to keep members abreast of the principles and demands of tahrik-e-jadid
APRIL	Appraisal of khudam performance in the scheme	Tahrik-e-jadid Promises would be collated through ilaaqat and Dil'a tahrik-e-jadid Nazimin
MAY	Requirements of Tahrik-e-jadid cont'd	Ten-minutes talk to be given at all Ilaqat, Dil'a and Muqam meetings Excerpts on Tahrik-e-jadid should be shared on social media frequently
JUNE	Literature Review	Page 106-109 of the book "An introduction to financial sacrifice" will be read
JULY	Enlightening and Encouragement of members on Waqf	Lectures would be given on Waqf-Arzi and Zindegi and members would be encouraged to partake in the schemes as required in Tahrik-e-jadid scheme
AUGUST	Appraisal of khuddam performance in the scheme	Tahrik-e-jadid Promises would be collated through ilaaqat and Dil'a tahrik-e-jadid Nazimin
SEPTEMBER	Enlightenments and Encouragements cont'd	Sayings of the Khulafa on tahrik-e-jadid would be shared on social media to motivate members
OCTOBER	Enlightenments and Encouragements cont'd	Sayings of the Khulafa on tahrik-e-jadid would be shared on social media to motivate members.
NOVEMBER	Launching of a new tahrik-e-jadid year	Tahrik-e-jadid year begins on 1 st of November and would be launched by his holiness. Instructions and advice of his holiness would be shared to members to get them prepared for the new financial sacrifice year
DECEMBER	Appraisal of Khudam participation in the last Tahrik-e-jadid year	Data will be collated in this regard through ilaaqat and Dil'a

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA

2022-2025 WORKPLAN

DEPARTMENT: AI'TMAD

MONTH	HEADINGS	DETAILS
JANUARY	MKA constitution	Ensure all office bearers and general members familiarize themselves with the constitution and Khuddam pledge. (Ref: www.khuddam.ng).
FEBRUARY	Record updating	Creating folder for Circulars, correspondence, letter and other documents from the Mulk and Markaz.
MARCH	MKAN assets	Establish a sign-out system of all assets of the Majlis
APRIL	Refresher courses	Trainings should be organized by the qaideen for the relevant members of Ai'tmad on best practices in writing minutes of meetings. Resource persons could be members who are professional company secretaries in the locality.
MAY	MKAN mini ijtema	Motamid should facilitate and organize Mini ijtema program by consulting the guidelines for MKAN events and submit the program to the Mulk.
JUNE	MKAN ijtema	Motamid should facilitate full attendance of members at the Ijtema and COVID-19 safety compliance.
JULY	MKAN workshop	Motamid should facilitate and encourage officer's participation in workshop organized at the ilaqa level.
AUGUST	System and asset inventory	Ensuring new and old assets are recorded. Including library update
SEPTEMBER	Majlis e shura proposal & delegates	Facilitation and submission of Shura Proposals Delegate List to the Mulk.
OCTOBER	Annual reports	Presentation of Annual Report of the Majalis to the Mulk. This should be in accordance with Mulk approved guidelines.
NOVEMBER	Mka constitution	Continuous Familiarization with Majlis khuddam constitution and guidelines of Majlis Khuddam Ahmadiyya Nigeria.

Regular Monthly Duties of the Motamid

- Keeps record of minutes of Majlis-e-Amila meetings and relays information on relevant matters as appropriate.
- Submission of current Month's report to Dila'a Qaid and National Markaz latest by 5th of the following month.
- Arrangement of date, venue and time for Amila meetings. Meetings should be held at least once in a month.
- Preparation of meeting Agenda; to be made ready to Nazimeen before meeting commences.
- Maintain meeting records and attendance.
- Take minutes of Ijlas Amila (Amila meeting) and other meetings with a record of decisions made.
- Creation of distinct folders for each Nazim and project in place.
- Maintain a record and log book of all correspondence with appropriate reply.
- Keep an up to date inventory of all fixed and movable assets of the Majlis with an update at least quarterly.
- Co-ordinate activities among nazimeen.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TARBIYYAT NAU MUBAEEN

Purpose of the Office

The office of Tarbiyyat Nao Mubaeen is saddled with the responsibility of ensuring that the new converts are steadfast in their faith which invariably makes them active members in the Majlis Khuddam and Jama'at in general.

Activities

1. Enlighten and encouraging the new converts.
 - Office of Nao Mubaeen from Ilaqa to Muqami should enlighten and encourage the newconvert on the Jama'at activities and Khuddam programs.
 - Officers in charge should make sure that he calls them on phone a day before any program, including general meeting.
2. Islamic books reading.
 - Recommended Islamic books precisely Invitation to Ahmadiyya, condition of Bia'at should be read by the new convert and monitored by the officer in charge. Nau Mubaeen syllabus should be adopted.
 - Tarbiyya classes should be organized for Nau mubaeen every month.
 - Time to time questions should be giving to them for assessment.
3. Connection with Huzur.
 - The new converts should be encouraged to always listen to huzur sermon.
 - If capable, they should be encouraged to have MTA Dish so as to have a good spiritual connection with khalifat.
4. Having a good relationship with them. Officers in charge should try as much as possible to encourage the old members to please have a good friendship with them.
5. Ijtema for Nau Mubaeen: To be held in July 2022.
6. All Nao Mubaeen officers at all levels must work in collaboration with Muhtamim Tarbiyyat Nau Mubaeen at Ijtema, workshop, and Jalsa Salana for the welfare of our new convert.
7. Monthly report should be submitted by all majalis, including the tajnid of nau mubaeen in their jurisdiction.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: ATFAL

	Activity	Period	Zone (s)	Officers to Handle
1	Atfal Weekly Darsul-Islam	2-3 Hrs Every Weekend	Muqam	Grassroots
2	Atfal Monthly Camp	Friday Evening to Sunday Morning. Every 3 rd Weekend of the month.	Dil'a	Grassroots
3	Atfal Regional Ijtema and Islamic Vacation Course	3 rd Term Holiday. A week program, Monday to Sunday	Regional	Muhtamin Atfal Naibeen Muhtamim Atfal
4	Atfal Picnics and Excursion	Yearly, mostly after Festivals	Dil'a, Ilaqa.	Grassroots
5	National Nazeemin Atfal Re-Orientation Course	2 nd Week in March, 2022	All Majalis	Muhtamin Atfal Team
6	Atfal Tajneed	All through the year	Muqam, Dil'a, Ilaqa, Regions and Mulk.	Tajnid and Atfal departments
7	Atfal Academic Excellence Award. Mathematics Competition. Spelling Bee Essay Competition	Date to be decided by each States. It could be held during Atfal Day Celebration.	Dil'a, States, Regions and Mulk	Amoor-e-Tuluba and Atfal departments
8	Atfal Sporting events which should include: football, Table Tennis, Sprint Events, Taekwondo, Indoor Sport etc	During Weekly Dars, Monthly Camps, Atfal Day Celebration, IVC.	Muqam, Dil'a, State, State.	Muhtamin Atfal Team, Nazeem Atfal team and the Offices of Sehat-e- Jismani at all levels.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: AMOOR-E-TULUBA

S/N	MONTH	HEADINGS	DETAILS	REMARKS
1	JANUARY	Student Database Development	<p>The goal of this exercise is to develop a dynamic multi-level database of all students in secondary schools and universities across Nigeria. Each Muqam, Dil'a, Ilaqa and Region is expected to curate, maintain and periodically (bi-annually/annually) update this database to reflect changes over time. Through the Qaid Ilaqa, the aggregated compiled list (in MS Excel Format) should be sent to the MKAN Ai'tmad and the Office of Amoor-e-Tuluba through the following email addresses:</p> <p>aitmad@khuddam.ng</p> <p>umuretalabah@khuddam.ng</p> <p>The details that should be captured in the database include, but limited to the following: Name (first and surname), DOB/Age, Educational Level, School/Institution, Programme of Study, Estimated Year of Completion, Phone Number (Personal and Parent), Email Address (Personal and Parent), Khuddam Info (ATFAL/MKAN ID, Jama'at, Dil'a, State), Career Ambition, Proposed Course of Study (Sec. Students), etc.</p> <p>To facilitate the realization of this robust data aggregation, it is advised that (as deemed necessary) an individual should be appointed as Nazim Amoor-e-Tuluba. This person will coordinate the collection of details of all students. Also, at each local level, a WhatsApp/Telegram Group should be created to facilitate ease of dissemination of crucial information as well as encourage continuous engagement with the students. Appropriate permission should be sought from the local Qaid who will collaborate with secretary Ta'lim, Missionary and President.</p>	The indicative deadline for this submission is January 31, 2022.
2	FEBRUARY	Mentoring and Coaching Programme	<p>There are significant opportunities for personal and career development through mentoring and coaching. Students can leverage the learning and experience of senior members to carve a great path for their lives through guided discussions on making personal, academic and career decisions.</p> <p>Nazim Amoor-e-tuluba should conduct a survey to determine if students within his jurisdiction have mentors and coaches. Using the analysis of the survey result, the Nazim should design a fit-for-purpose</p>	The List of Students and Prospective Mentors should be sent to the National Office not later than 31 March 2022.

			<p>programme that caters to the needs of students in his domain.</p> <p>Examples of approaches can include: Seminar (Physical or Virtual, for example, through WhatsApp) Record and/or share original videos on mentoring and coaching to all students and their parents.</p> <p>A list of all students (and their key details) interested in having a mentor should be collated and forwarded to the Muhtamim Amoor-e-Tuluba through the Qaid Ilaqa. The National Office will work with relevant parties to assign mentors to the students.</p> <p>Also, the Nazim Amoor-e-Tuluba should engage with senior members within the jama'at to identify and encourage people interested in mentoring younger members. The name, jama'at, professional and contact details of these persons should be compiled and shared to Muhtamim Amoor-e-Tuluba through the Qaid Ilaqa.</p> <p>VERY IMPORTANT: Organise Tutorial Classes for Students preparing for UTME Exams (adjust dates as necessary).</p>	
3	MARCH	MKAN National Essay and Speech Competition for Students in Secondary School and Higher Institution	<p>The Nazim Amoor-e-Tuluba at each MKAN level should work to facilitate the participation of students in upcoming competitions.</p> <p>The first stage of the Essay Writing and Speech Competition will be coordinated at the Ilaqa level. The best 5 participants will be selected at each ilaqa competition and their names will be forwarded to the National Office.</p> <p>The topics for the essay competition can be any of the following:</p> <p>Secondary Level An Ahmadi Youth: My Role in Building a Better Nigeria My Education, My Future: Education in a Digital Age Seeking Knowledge to Serve Allah and Humanity: Why and How</p> <p>Higher Institution Social Media: A Tool for Tabligh in a Digital Age Cybercrime and Peer Influence: Taming the Rising Storm of an Emerging Norm Nigeria in 2030 and 2050: The Roles and Impact of</p>	All names of the top 5 candidates in both competitions should reach the National Office not later than 31 March 2022

			<p>Nigerian Ahmadi Students and Professionals Covid-19: A Divine Wake-Up Call?</p> <p>Any of these topics can also be picked for the speech contest, which will be in form of a recorded 3-minute video. The video recordings will be assessed at the Ilaqa Level and the best 5 candidates should be picked. The candidates may choose to record a new video based on feedback or send the same video to the National Office for assessment.</p> <p>Qaid Ilaqa should constitute a committee to oversee the implementation of this programme.</p> <p>Please note that the Ilaqa is expected to issue an e-certificate of participation to all candidates in the competition. This will assist in documenting their efforts and achievement in terms of extra-curricular activities.</p> <p>The National Office will facilitate the second phase of the competition. The details of the second phase will be shared in due course. All participants will be issued an e-certificate, while the top three winners will receive additional recognition.</p>	
4	APRIL	Academic and Career Development Programme 1.0	<p>Nazim Amoor-e-Tuluba should encourage students to download and register on the following Apps:</p> <p>Khan Academy (secondary students in particular) Edx Future Learn Udemy And others that have educational benefits.</p> <p>The following topics should be discussed: Career Options and Pathways in a Changing World The Benefits of Internships: Working to Learn before Working to Earn</p> <p>VERY IMPORTANT: organize tutorials for students writing WAEC and NECO exams.</p>	<p>Take records of attendance and share relevant reports.</p> <p>Keep records of courses taken and completed by students on the various Apps.</p>
5	MAY	Academic and Career Development Programme 2.0	<p>Discuss the following topics: CV writing Cover Letter writing Interviewing Skills There are tons of videos online, including on YouTube. Share the links on the WhatsApp group and engage students to discuss their learning.</p> <p>Take a survey of students that highlights:</p>	<p>Share the result of the survey to the National Office through the Qaid Ilaqa not later than 31 May 2022.</p>

			<p>Students who have prepared a CV and Cover Letter at least once</p> <p>Students who have never prepared a CV and Cover Letter</p> <p>Students who have attended a formal interview at least once</p> <p>Students who have never attended a formal interview</p> <p>Ask all students to prepare a sample CV and cover letter for a role in a company or institution for a job or an internship position.</p>	
6	JUNE	Student Database Development	Further updates should be made to the student database collated in January.	The updated list should be sent to the Muhtamim Amoor-e-tuluba
7	JULY	Academic and Career Seminar	<p>Organise a Career and Academic Seminar at the Ilaqa Level.</p> <p>The following should be in attendance:</p> <p>Students</p> <p>Parents</p> <p>Mentors</p> <p>Invited Guests</p>	Report to be shared to the National Office not later than 31 July 2022
8	AUGUST	Academic and Career Development Programme 3.0	<p>Organise series of session (mix of physical and online) to unpack the following topics:</p> <p>Critical Listening</p> <p>Reflective Listening</p> <p>Critical Writing</p> <p>Reflective Writing</p>	Records of attendance and participation should be reported to the National Office
9	SEPTEMBER	Academic and Career Development Programme 4.0	<p>Update database of students to reflect transitioning into new classes/levels</p> <p>Orientation for students</p> <p>New Senior Secondary Students</p> <p>Newly Matriculated Students</p> <p>Final Year Students</p> <p>New Postgraduate Students</p> <p>Compile list of:</p> <p>Graduated students</p> <p>Students with high academic achievements</p> <p>Students seeking international postgraduate scholarship</p>	Updated Database, Compiled List and Records of attendance and participation should be reported to the National Office
10	OCTOBER	Academic and Career Development Programme 5.0 & Seminar on Academic Scholarship And	<p>Discuss:</p> <p>The Power of Volunteering for Community Development</p> <p>Building Leadership Competencies as a Student</p> <p>SEMINAR- NATIONAL PROGRAMME</p> <p>Scholarship Opportunities in Nigeria</p>	Records of attendance and participation should be reported to the National Office not later than 30 October

		Fellowship & Career Development Programmes	International Scholarship and Fellowship Opportunities International and Local Career Development Programme	2022
11	NOVEMBER	National Mentoring and Coaching Open Day 1.0	<p>National Mentoring and Coaching Open Day This programme is designed to provide free access to MKAN Career and Entrepreneurship Commission (CAREC) and the Office of Amoor-e-Tulubah during the entire month. Students can reach out directly to request 30-minute mentoring or coaching session.</p> <p>The session should be replicated locally as much as possible.</p>	Records of participation should be reported to the National Office not later than 30 November 2022
12	DECEMBER	Academic and Career Development Programme 7.0 & Leadership Retreat	<p>Vision and Goal Setting Exercise The Namzim Amoor-e-tuluba should encourage students to set vision (30 years) and short, medium and long-term goal (2 years, 5 years and 10 years) for themselves. They should create a Vision Board, which is a graphical display of their goals and milestones and how they plan to achieve them.</p> <p>Leadership Retreat for Nazimeen Amoor-e-Tuluba This session is designed to equip and enhance nazimeen with core skillset and knowledge that will make them more effective in supporting the growth and development of the students they oversee.</p>	Records of attendance and participation should be reported to the National Office not later than 31 December 2022

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: WAQAR-E-AMAL

S/N	MONTH	HEADINGS	DETAILS
1	THROUGHOUT THE YEAR		<p>Nazim waqar-e-amal should encourage members to participate in providing manual labour during mosque construction or renovation.</p> <p>Nazim waqar-e-amal in each muqam should supervise weekly cleaning of mosques before the Jumah service.</p> <p>Nazim waqar-e-amal at various majalis should urge members to perform waqar-e-amal services (e.g. fumigation, arranging chairs, cleaning, serving food, and tidying up) during various functions of the majlis and jama'at.</p>
2	FEBRUARY	Exemplary Waqar-e-amal (Ilaqa)	<p>An exemplary waqar-e-amal should be conducted in public places (outside the jamaat facilities) - public infrastructures such as buildings, roads, drainages.</p> <p>At least two hours should be spent in the exercise and minimum of 15% of the ilaqa tajnid should participate in the exercise.</p>
3	MARCH	Personal chores and hygiene	Nazim Waqar-e-amal should encourage members to perform personal chores themselves e.g. washing their own clothes, ironing, cleaning their own rooms, disposing of garbage, etc
4	APRIL	At muqam and dil'a levels	Cleaning of the mosque before Ramadan tafsir, disposal of refuse and clearing of Eid ground at the end of the month (for Eid-el-Fitri).
5	JUNE	National Waqar-e-Amal	Cleaning of ijtema ground both before and after event.
6	JULY	At muqam and dil'a levels	Clearing of the Eid Ground (Preparation for Eid-il-Adha).
7	SEPTEMBER	Exemplary Waqar-e-amal (Dil'a)	<p>An exemplary waqar-e-amal should be conducted in public places (outside the jamaat facilities) - public infrastructures such as buildings, roads, drainages.</p> <p>At least two hours should be spent in the exercise and minimum of 15% of the dil'a tajnid should participate in the exercise.</p>
8	NOVEMBER	Exemplary Waqar-e-amal (muqam)	<p>An exemplary waqar-e-amal should be conducted in public places (outside the jamaat facilities) - public infrastructures such as buildings, roads, drainages.</p> <p>At least two hours should be spent in the exercise and minimum of 20% of the muqam tajnid should participate in the exercise.</p>

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TABLIGH

S/N	MONTH	HEADINGS	DETAILS	REMARKS
1	JANUARY	Truthfulness of Ahmadiyyat.	The true concept of Naasikh wa Mansuukh in the Holy Qur'an (abrogation and abrogated verses in the holy Qur'an). Islamic punitive measures (Ahkaamul Huduud) with emphasis on adultery, blasphemy and apostasy). (All to be anchored in form of paper presentations by erudite scholars within the jama'ah across all majalis)	Cement the faith. Inspire confidence and install the zeal for Tabligh. Knowledge expansion.
2	FEBRUARY	Preaching practice.	The truth of Islam in the Bible should be discussed under the following headings. Unity of God in the Bible and five pillars of Islam. The True concept of original sin, atonement and salvation. (All to be held in form of paper presentations followed by group discussions under the direct supervision and tutelage of versatile scholars in the field of comparative religious knowledge across all majalis)	Familiarity with the Bible. Self-defense against scriptural attacks. Loss of faith prevented.
3	MARCH	Question and answer sessions. National Tabligh Seminar.	House to house preaching and distribution of relevant pamphlets and other publications of the jama'at across all majalis should take place, starting with the regular non-Ahmadi faces at our mosques all around and to at least 15% of the respective neighbourhood. Contacts should be taken and religiously traced. Organizing formal question and answer sessions for non-Ahmadis and non-Muslims as well, with necessary support from scholars around. This is to be repeated every other month. This shall be held at the national Secretariat, Ojokoro Lagos on the 19 - 20 March 2022 for all Dil'a and ilaqa Nazimeen Tabligh.	Public awareness. Bi'at winning strategy. Loss of Bi'at prevented. Training the preachers. Capacity building.
4	APRIL	Public Lectures.	Reaching out to the public with the message of Islam/ Islaamul Ahmadiyyah at the muqam, dil'a, and ilaqa levels <u>every two months</u> . Further distribution of pamphlets and other relevant publications to non-Ahmadi muslim attendees with their contacts taken and judiciously traced.	Increased public awareness. Winning new friends for the jama'at. Harvest of Bi'at.
5	MAY	Truthfulness of Ahmadiyyat.	Death of Prophet Isa(as) in the light of the Holy Qur'an, Hadith, Aathar and submissions of reputable Islamic scholars.	Zeal for Tabligh further enhanced. Knowledge

			His second coming. (All to be anchored in form of paper presentations by erudite scholars within the jama'at)	expansion. Conviction enhanced.
6	JUNE	Preaching practice Ijtema	Divinity and sonship of Jesus Christ. The truth about crucifixion. Muhammad in the Bible (continuation) Reaching out to the public with the message of Islam/ Islaamul Ahmadiyyah at the national lecture to take place at the national ijtema. Road procession during the national ijtema'. Ask me about Islam tent to be pitched at the Ijtema	Self defence against scriptural attacks. Ability to engage christians in scriptural discussions enhanced.
7	JULY	Huzur Sermon. National Tabligh Expedition to the Eastern part of the country.	Sourcing for sermons of Huzur Aqdas(ABA) on Tabligh related issues, discussing them and making the direct text available either in prints or via soft copies. The Tabligh Expedition shall cater for areas of intellectual challenge beyond the reach of the dil'a and ilaqa.	Reading Huzur Sermon encouraged. Responding to intellectual challenges as posed by the detractors of the jama'at. Giving the local qidaat a sense of belonging.
8	AUGUST	Tabligh Budget form. Tabligh meeting.	This must be filled and submitted to National Markaz before 14th August 2022 Tabligh teams should meet across all majalis, facilitated by national Tabligh team, to review their performance and their level of compliance with the work plan and device means for necessary adjustments where needed.	Access to financial assistance when necessary. Monitoring and evaluation
9	SEPTEMBER	Preaching Practice.	Divinity of the Bible. The truth about ascension and descension of Jesus Christ	Superiority of the holy Qur'an emphasized. Enhanced prowess to engage the christians in scriptural discussions.
10	OCTOBER	Truthfulness of	Khatmun Nubuwwah.(From the light of the holy	Ability to defend

		Ahmadiyyat.	Qur'an) The truth about the Advent of Maseehud dajjal. (Continuation)	the jamaat's viewpoint. Appreciation of the jamaat's viewpoint.
11	NOVEMBER	National Tabligh Week (November 1st - 7th 2022) Truthfulness of Ahmadiyyat.	Tabligh Expedition to the Northern and Eastern parts of the country majorly to areas where intellectual challenges beyond the capacity of the dil'a and ilaqa in that region, also to feature mapped out activities to be carried out religiously across all dil'at with a detailed report to be submitted no later than 10 November 2022. Truthfulness of the promised Messiah (As) (From the light of the holy Qur'an)	Engaging the detractors of the jama'at. A sense of belonging given to the local majalis. Further conviction enhanced.
12	DECEMBER	Revision of all the previous lessons.	Taking the topical issues one after the other through group discussions, informal debates and short test to be coordinated by resourceful persons across all majalis.	Refreshing the memory. Scholarship.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: ISHA'AT (AUDIO-VISUAL)

S/N	MONTH	HEADINGS	DETAILS
2	JANUARY 2022	Activities (Taleem, Tarbiyya, Tabligh, Sanato-Tijarah etc).	To make Audio/Video recordings and take good photograph of the events holding for the month in respective Dil'a and Ilaqa.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
3	FEBRUARY	MTA Dish/Decoder Installation Training	To train members on how to install MTA Dish/Decoder and produce a tutorial video alongside a step-by-step document to serve as reference note. This will be facilitated at the national level.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
4	MARCH	Hint on effective recordings	To orientate members on how to ameliorate noise during interviews/lectures recordings.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
5	APRIL	Uploading of Ramadan 1443AH Clips on Soundcloud	To collate and upload available Ramadan lecture clips for members to listen on MKAN Media App through soundcloud.
6	MAY	Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
7	JUNE	Documentation on Cloud	The Muhtamim Isha'at (A/V) collates all MKAN events document and pass it to Muhtamim Tajneed and/or Muhtamim Isha'at (Media & Publications) for cloud upload. To make Audio/Video recordings and take good photograph of MKAN events holding for the month in respective Dil'a and Ilaqa.
		Tree Planting	To make Audio/Video recordings and take good photograph of Tree Planting events and other MKAN activities highlighted for the month.
8	JULY	Evaluation of needed equipment and procurement of Equipment	The procurement of equipment needed to deliver efficiently should be prioritised. Support from members may be considered with permission if need be.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.

9	AUGUST	Activities (Taleem, Tarbiyya, Tabligh, Sihat-e-Jismani etc)	To make Audio/Video recordings and take good photograph of the events holding for the month in respective Dil'a and Ilaqa.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
10	SEPTEMBER	Activities (Taleem, Tarbiyya, Tabligh, Khidmat-e-khalq etc) and Training	To make Audio/Video recordings and take good photograph of the events holding for the month in respective Dil'a and Ilaqa. Topic: Comprehensive Studio Set-Up and Live Broadcast
11	OCTOBER	Seeratun-Nabiyy & Shoora	To make Audio/Video recordings and take good photograph of the events holding for the month in respective Dil'a and Ilaqa.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.
12	NOVEMBER	Tabligh Week, Welfare Week, and Ride for Peace.	To make Audio/Video recordings and take good photograph of Tabligh week, Welfare week and Ride for Peace alongside other MKAN activities highlighted for the month should be considered.
		Audio clip of Huzur Friday Sermons	To make Audio recordings of Huzur Friday Sermons available to MKA Nigeria Majlis and upload on Soundcloud account for future reference and easy access.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: TAJNEED

MONTH	DETAILS
THROUGHOUT THE YEAR	To create and keep the record of all members of the Majlis Khudam ul Ahmadiyya Nigeria and update their relevant details. Monthly review of members both Khudam and Atfal who moved in and out of Muqam, Dil'a or Ilaqa. Monthly reports submission. Creation of new Majalis if there is a need to create any. IJTEMA registration of participants (May/June 2022). ID card and Tag production (from April 2022)

MAJLIS KHUDDAMUL AHMADIYYA
NIGERIA 2022-2025 WORKPLAN
DEPARTMENT: SANAT-O-TIJARAT

S/N	MONTH	HEADINGS	DETAILS
1	JANUARY	Establishing a database of Khuddam with their professions	Collating and having a pool of khuddam members across all the ilaqaat with their skills, professions and businesses. This we intend to achieve through our nazim sanat-o-tijarah at each ilaqa. Office holders at the Muqam level will collect the data and send, through their dil'a sanat-o-tijarat, then to the mulk for proper recording.
2	FEBRUARY	Basic skills training	Basic computer usage and MS office training will be organised as both online and offline for khuddam members across all muqamaat.
3	MARCH	Basics of automobile checks and driving training	Tajneed of members who can drive and has basic knowledge of automobile checks will be taken and training will be done for those who are not up to the task.
4	APRIL	Basics of first aid training	In conjunction with the khidmat khalq, we shall organize training for members on how to give first aid training and use the first aid box. This will be done as both virtual and physical.
5	MAY	Basic household skills (checking electrical faults, carpentry works etc)	Basic household skills training such as checking and fixing minor electrical faults, basic carpentry works and other minor household works that could be used to attend to issues at home in a case where professionals are not available or out of reach.
6	JUNE	Professional skills and trades	From our database, we shall identify professionals among us and also others who are supposed to take professional exams or training and support them to get it done. This will be done in conjunction with CAREC in sha Allah
7	JULY	Generating income for majlis.	Each muqam and dil'a should identify a business or trade they can do jointly as a muqam, dil'a or ilaqa and begin it with proper monitoring and reporting. Khuddam uniforms and accessories will be made available to each dil'a for sales at each muqam. It could be physical or online businesses.
8	AUGUST	Job search techniques, resume writing/critiquing thinking skills and interview skills.	In conjunction with CAREC, we shall ensure trainings are organised for job search techniques, resume writing/critiquing thinking and interview skills.
9	SEPTEMBER	Training on business registration, Tax calculation and business support from Islamic banks	Seminars/webinars on the importance of registration with CAC and SMEDAN will be organised. Also, tax calculation for businesses and staffs training will be organised. Affordable registration will be made available for all willing members.
10	OCTOBER	Business support for startups	Branding and digital marketing training and support for startups and existing businesses.
11	NOVEMBER	Grants and loans for businesses	Training and guidance on how to benefit from loans and grants for businesses.

12	DECEMBER	Showcasing / exhibiting businesses at trade fairs and programmes	Trainings on how to exhibit business at trade fairs and programmes will be organized at the national level. Provision for members who wish to exhibit their businesses will be made available for members both online and offline.

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: MUHASIB

S/N	MONTH	HEADINGS	DETAILS
1	THROUGHOUT THE YEAR	ADVANCES AND LOANS BUDGET MONITORING	Supervise the settlement of advances and loans Update of the debtors' schedule with email addresses and other necessary details of borrowers. Reconcile with the Maal team on payments made into MKAN accounts. Follow up with all Ilaqat on compliance with electronic payment system of MKAN. Review the monthly income and expenditure prepared by the Maal team and compare with the budget. Investigate any significant variances and recommend remedial actions.
2	JANUARY TO MARCH 2022	ANNUAL FINANCIAL STATEMENT AUDIT CONTINUES Q1 AUDIT	Request of the Financial Statements and other relevant documents from Maal team for the Audit. Co-ordination of the audit of the ilaqaat, dil'at and muqamat for the three-month period ended 31 January 2022. Finalisation of audit of the mulk accounts for the year ended 31 October 2021. Commencement of the 2021/2022 Audit – Mulk, Ilaqat, Dil'at and Muqamat. The account to be audited will be that of November 2021 to January 2022
3	APRIL AND MAY	AUDIT OF Q1 ACCOUNTS	Finalisation of the 2021/2022 Audit – Mulk, Ilaqat, Dil'at and Muqamat. The account to be audited will be that of November 2021 to January 2022.
4	JUNE	AUDIT OF IJTEMA ACCOUNTS (Mulk only)	Obtain the total income and expenditure analysis for the MKAN Ijtema from Mohtamim Maal. Verify the validity and appropriateness of each line item. Ensure that invoices or receipts are available and properly kept for assets purchased and other major expenditure lines.
5	JULY	AUDIT OF Q2 ACCOUNTS Inventory count	Q2 2021/2022 Audit – Mulk, Ilaqat, Dil'at and Muqamat. The account to be audited will be that of February 2022 to April 2022. Observe the inventory count organized by Muavin Sadr and Motamid at the Secretariat
6	AUGUST	Visitation AUDIT OF Q2 ACCOUNTS	Visits to selected majalis across Nigeria for on-site assessment of audit activities Finalisation of Q2 2021/2022 Audit – Mulk, Ilaqat, Dil'at and Muqamat. The account to be audited will be that of February 2022 to April 2022.
7	SEPTEMBER	PREPARATION FOR SHURA Secretariat project audit	Support the Maal team in preparation of the Mulk budget that will be presented at the Shura. Obtain Schedule of Values (SOV) from Mohtamim Mal/Sadr's office. Validate the expenditure recorded in the period. Book an inquiries session with the project manager to understand and corroborate the project status.

		(Mulk only)	
8	OCTOBER	AUDIT OF Q3 ACCOUNTS Inventory count	Q3 2021/2022 Audit – Mulk, Ilaqat, Dil’at and Muqamat. The account to be audited will be that of May 2022 to July 2022. Observe the year-end inventory count organized by Muavin Sadr and Motamid at the Secretariat
9	NOVEMBER	Majalis audits Visitation	Co-ordination of the audit of the ilaqaat, dil'a and muqamat Visits to selected majalis across Nigeria for on-site assessment of audit activities
10	DECEMBER	Audit plan	Planning of 2022/2023 Audit Exercise

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: ADDITIONAL TARBIYYAT (RISHTA NATA)

Mandate

1. Train and educate the members regarding the importance and sanctity of the institution of marriage within Islam, as well as importance of timely marriages and marrying within the jama'at.
2. Make reformatory plans to guide khuddam on how to tackle marital issues.
3. Increase the interest and participation of khuddam in the Rishta nata system of the jama'at.

Recommended book: Garments for each other

MONTH	TASK	DETAILS
THROUGHOUT THE YEAR	Updating of Tajneed	Progressive update, cleaning up and confirmation of our data, relating to married, single, widowers and widows. Nazim additional Tarbiyyat (Rishta nata) at the Ilaqa will co-ordinate collection of data and submit collated data to the Mulk
JANUARY	Intention: Being aware of our marital status and responsibilities	Prepare our minds to accept responsibility and positively take charge of our marriage and marital life with the intention of obedience to Allah and seeking His endless pleasure.
FEBRUARY	Importance and blessings of getting married within the fold of Ahmadiyya	Emphasizing the pristine teaching to stay within the fold and choose Ahmadi muslim ladies as spouses. Nazim additional Tarbiyyat (Rishta nata) at all levels should arrange a session with unmarried members to discuss the importance of marrying with the jama'at.
MARCH	Weeks of Virtue – to seek the pleasure of Allah in our family. <i>This can be done throughout the year</i>	Tag each week of this month with a virtue and practically work towards it. Week 1: Week of Gratitude – consciously thank Allah throughout the week for His endless favors in your marital life, reflecting on the positive parts with humility and hope. Week 2: Week of forgiveness – seek the forgiveness of Allah and the forgiveness of each other, paying attention to overlooking the faults of your spouse and family members. This is important for the establishment of an atmosphere of tranquility. Week 3: Week of Deliberate progress – pay attention to the progress of your spouse by praying towards this and giving the needed support as appropriate, even at our inconvenience. This is a form of Jihad. Week 4: Week of Reflections – Reflect on the progress made so far from week 1 to 4. Take stock of your collective achievements, resolve to strongly make it a permanent part of your life – Allah's pleasure and peace in our home is the

		ultimate goal
APRIL	Emotional Intelligence Singles corner	<p>Keeping calm in the event of provocation at home – Avoidance of anger. Abu Huraira reported: A man came to the Prophet and he said, “Advise me.” The Prophet, peace and blessings be upon him, said, “Do not be angry.” The man repeated his request and the Prophet said, “Do not be angry.” Source: Ṣaḥīḥ al-Bukhārī 6116</p> <p>Empathy - putting ourselves in our spouses’ shoe to feel their pain and limitations takes us closer to that peaceful marital goal.</p> <p>Nazim additional trabiyyat(Rishta nata) at all levels should arrange sessions with unmarried khuddam to discuss the following topics: - sacred union of marriage - ill effects of dating</p>
MAY	Visitation Rishta nata system of the jamaat	<p>Pay visits to other couples or family in company of our family. Let us try to go along with gifts. The Prophet ﷺ said, exchange gifts, as that will lead to increasing your love for one another. (Bukhari)</p> <p>Invite a missionary or a member of the jamaat’s Rishta nata committee to explain to members the functions of the Rishta nata system and how they operate. Provide opportunity for members to ask questions.</p>
JUNE	Dispute Resolution Mechanism & Helping couples with marital challenges.	<p>Pay attention to members with marital challenges especially those yet to have a child with the aim of finding customized solution.</p> <p>Check for couples struggling with divorce and try as much as possible to halt or avoid the ugly outcome via jama`at-established mechanism.</p>
JULY	Fasting & Prayer, then family Picnic Singles corner	<p>We cannot sustain our family or marital existence with just our plans. Let us approach the Best of Planners with Fasting on Monday 24th and Thursday 28th July. A family get-together or Picnic to unwind and give our respective families the needed time see us in “human” form</p> <p>Arrange sessions with unmarried khuddam to discuss the following topics: - marriage: half of faith - timely marriage</p>
AUGUST	Series: 1 Discussion Essentials of a Healthy Marriage: Selflessness	<p>More marriages are broken up by selfishness than any other reason. We may blame it on finances, lack of commitment, infidelity or many more, but the root cause for most of these reasons is selfishness. Qur’an 2:208 “And of men there is he who would sell himself to seek the pleasure of Allah; and Allah is Compassionate to His</p>

		<p>Servants” Ensure this topic is discussed at MKAN meetings this month.</p>
SEPTEMBER	<p>Series: 2 Discussion Essentials of a Healthy Marriage: Honesty & Trust</p> <p>Singles corner</p>	<p>Healthy marriage partners certainly discuss kids, schedules, grocery, lists, utility bills. They also communicate hopes, dreams, fears, and anxieties. They discuss changes that are taking place in their life, hearts and souls. In all these items listed above, if honesty and trust are missing, we may be “building castle in the air”. Ensure this topic is discussed at MKAN meetings this month.</p> <p>Educate parents of atfal and unmarried khuddam regarding the following matters (Dil’a qaideen can influence this month’s circuit Dars to focus on these areas):</p> <ul style="list-style-type: none"> - social issues, such as dating, peer pressure - timely marriages - marriage within jama’at - intertribal marriage, cultural diversity
OCTOBER	<p>Series: 3 Discussion Essentials of a Healthy Marriage: Patience & Forgiveness</p>	<p>Because we are all not perfect, patience and forgiveness will always be needed in our marital journey and experience. Successful marriage partners learn to show sufficient patience and forgiveness to their spouse. They will humbly admit their faults and not expect perfection from their spouse. They will not bring up past issues to use against their spouse. They will not seek to take revenge when errors occur. Forgive your spouse and show forbearance, it will set your heart and marriage free. Qur’an 70:6 “So be patient with admirable patience”.</p>
NOVEMBER	<p>Does True love exist in a marriage and what does it look like?</p> <p>Singles corner</p>	<p>Do you ever wonder what life would be without your wife? Do you wake up feeling grateful and that you wake up with your spouse in your house? How often do we express and convey our love and act it. Let us share experience and give practical experience of love. Showing it as well to our spouse. Ensure this topic is discussed at MKAN meetings this month.</p> <p>Educate parents of atfal and unmarried khuddam regarding the following matters (Dil’a qaideen can influence this month’s circuit Dars to focus on these areas) :</p> <ul style="list-style-type: none"> - social issues, such as dating, peer pressure - timely marriages - marriage within jama’at - intertribal marriage, cultural diversity <p><i>[Repetition is deliberate]</i></p>
DECEMBER	<p>The pristine institution of Nikah</p>	<p>Working with the singles. Aiding their struggle in getting married within the fold.</p> <p>Encouraging our married brothers willing to marry more than one wife to lawfully do so within the prescribed means and limit, while maintaining and preserving the existing Nikah.</p>

...Remember to smile at home

MAJLIS KHUDDAMUL AHMADIYYA NIGERIA
2022-2025 WORKPLAN
DEPARTMENT: UMOOMI

<i>S/n</i>	<i>Month</i>	<i>Theme/Topic</i>	<i>Physical Drill</i>	<i>Report Submission</i>	<i>Training Course</i>
1.	January	Uniform & Code of Conduct	Parade & Taekwondo	Umumi Report Format	Nil
2.	February	Surveillance & Patrolling	Parade & Driving	Umumi Report Format	Instructor Training Course
3.	March	Effective Communication Codes & Practices	Taekwondo & Driving	Umumi Report Format	
4.	April	Conduct of Personnel (CoP) Professionalism & Public Relation Theory	Parade & Taekwondo	Umumi Report Format	Nil
5.	May	Complaints & Investigation	Parade & Driving	Umumi Report Format	Special Training Course
6.	June	Report Writing: Documentation and Evidence	Taekwondo & Driving	Umumi Report Format	Protocol & Security Summit
7.	July	Dispute Resolution Principles	Parade & Taekwondo	Umumi Report Format	Basic Training Course
8.	August	Traffic Control & Parking Tactics	Parade & Driving	Umumi Report Format	
9.	September	Use of Force Theory & Security Gadgets	Taekwondo & Driving	Umumi Report Format	Nil
10.	October	Crowd Control & Access Control	Parade & Taekwondo	Umumi Report Format	General Orientation Course
11.	November	Health & Safety	Parade & Driving	Umumi Report Format	
12.	December	Emergency Response Theory	Taekwondo & Driving	Umumi Report Format	Squad Refresher Course