

Al-Huda

Student Guide

eBook



إِنَّ هُدَى اللَّهِ هُوَ الْهُدَى

Indeed (the) guidance of Allāh is the (only) guidance

[Al-Baqarah: 120]

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



First Name: _____ Last Name: _____

Father Name: _____ Group: _____

Home Address: _____

City: _____ Country: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Emergency Contact No.: _____

Vision

Qur'ān for All.
In Every hand, In Every heart.

إِنْ هُوَ إِلَّا ذِكْرٌ لِلْعَالَمِينَ

“It (Qur'ān) is but a reminder to the worlds.” [Saad: 87]

Mission

To serve humanity by imparting knowledge of the Qur'ān and Sunnah;
the way to attain peace in this world and success in the Hereafter.

فَلَوْلَا نَفَرَ مِنْ كُلِّ فِرْقَةٍ مِنْهُمْ طَائِفَةٌ لِيَتَفَقَّهُوا فِي الدِّينِ وَلِيُنذِرُوا

قَوْمَهُمْ إِذَا رَجَعُوا إِلَيْهِمْ لَعَلَّهُمْ يَحْذَرُونَ

“And it is not (proper) for the believers to go out to fight all together. Of every troop of them, a party only should go forth, that they (who are left behind) may get instructions in (Islamic) religion, and that they may warn their people when they return to them, so that they may beware (of evil).”

[At-Tawbah: 122]

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

الْأَرْحَمُنْ

عَلَّمَ الْقُرْآنَ خَلَقَ الْإِنْسَانَ

عَلَّمَهُ الْبَيَانَ

"The Most Merciful. Taught the Qur'ān. Created man.

[And] taught him eloquence." [Ar-Rahman 1-4]

Welcome to Al Huda

Established in 1994, Al Huda International Welfare Foundation is a non-profit organization working to promote authentic Islamic knowledge. Free of any political influence and sectarianism, Al Huda aims to present a true understanding of the Qur'ān and Sunnah and strives for the welfare of society.

Al Huda branches provide several structured Academic and Social welfare programs, from community outreach to online courses. A variety of publications and multimedia products are also widely available.

Al Huda Institute Islamabad began its educational program in 1994 catering to students of all ages and backgrounds. The various courses offered not only increase the students in their awareness and strengthen their knowledge but also help them find inner peace, develop good character and consciously serve humanity by applying and conveying the knowledge they have learnt.

CORE VALUES

SINCERITY

INTEGRITY

TOLERANCE

BENEVOLENCE

DEDICATION

DISCIPLINE

RESPECT

Qur'ān

the

Guidance

for mankind

Healing

for hearts

Mercy

for believers

يَا أَيُّهَا النَّاسُ قَدْ جَاءَ تُكْمُ مَوْعِظَةٍ مِنْ رَبِّكُمْ وَشِفَاءٌ لِمَا فِي الصُّدُورِ ۖ وَهُدًى وَرَحْمَةٌ لِّلْمُؤْمِنِينَ ۝
قُلْ بِفَضْلِ اللَّهِ وَبِرَحْمَتِهِ فَبِذَلِكَ فَلْيَفْرَحُوا ۖ هُوَ خَيْرٌ مِّمَّا يَجْمَعُونَ ۝

O mankind, there has come to you instruction from your Lord and healing for what is in the breasts and guidance and mercy for the believers.

Say, "In the bounty of Allāh and in His mercy in that let them rejoice; it is better than what they accumulate." [Yunus: 57-58]

قَالَ رَسُولُ اللَّهِ ﷺ خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

The Messenger of Allāh ﷺ said; "The best amongst you is the one who learns the Qur'ān and teaches it." [Bukhari]

قَالَ رَسُولُ اللَّهِ ﷺ الْمَاهِرُ بِالْقُرْآنِ مَعَ السَّفَرَةِ الْكِرَامِ الْبَرَّةِ وَالَّذِي يَقْرَأُ الْقُرْآنَ وَيَتَتَعْتَعُ فِيهِ وَهُوَ عَلَيْهِ شَاقٌّ لَهُ أَجْرَانِ

The Messenger of Allāh ﷺ said; "The expert of the Qur'ān is with the honorable scribes (angels). And the one who recites the Qur'ān with a stutter, and finds difficulty in its recitation, for him is double reward." [Muslim]

What to Expect?

What can you expect to gain from the Taleem al Qur'ān Course?

Academic Skills

- ...Correct recitation of the Qur'ān with rules of Tajwīd
- ...An understanding of the Qur'ān and Hadīth directly in Arabic
- ...Correct application of Arabic grammar
- ...Effective reading, listening, speaking and writing
- ...Critical analysis skills



Personal Management Skills

- ...Application of lessons from the Qur'ān and Hadīth in day to day life
- ...A positive and balanced attitude toward life
- ...Honesty, integrity, and excellence in character
- ...Problem solving and decision making skills
- ...Effective time management
- ...Self-motivation
- ...Constructive pondering and reflection
- ...Better family relations



Team Skills

- ...Effective group work skills
- ...A sense of responsibility and collective purpose
- ...Respect for diversity
- ...Ability to lead and support
- ...Ability to accept constructive criticism
- ...Mutual respect and appreciation for others



Syllabus Overview

لَقَدْ مَنَّ اللَّهُ عَلَى الْمُؤْمِنِينَ إِذْ بَعَثَ فِيهِمْ رَسُولًا مِّنْ أَنفُسِهِمْ يَتْلُوا عَلَيْهِمْ آيَاتِهِ وَيُزَكِّيهِمْ

وَيُعَلِّمُهُمُ الْكِتَابَ وَالْحِكْمَةَ وَإِنْ كَانُوا مِنْ قَبْلُ لَفِي ضَلَالٍ مُّبِينٍ

"Certainly did Allāh confer [great] favor upon the believers when He sent among them a Messenger from themselves, reciting to them His verses and purifying them and teaching them the Book and wisdom, although they had been before in manifest error." [Aal-e-Imran: 164]

	Course Code	Course	Required Texts
يَتْلُوا عَلَيْهِمْ آيَاتِهِ Recitation of the Qur'ān	QUR 100	al-Qur'ān - Recitation and Tajwīd	Plain Qur'ān <i>Mushaf-e-Uthmani</i> (Dar al Ma'rifah). Damascus AbdAllah,Muhammad Sabir <i>Yassarn al Qur'ān</i> (Marzak at Tawheed Publications)U.A.E Iqra Qaida.(Rozatul Atfal). Lahore
وَيُعَلِّمُهُمُ الْكِتَابَ Education of the Qur'ān	QUR 101	al-Qur'ān - Translation and Tafṣīr [Exegesis of the Qur'ān]	Word-to-word English/Urdu translation Qur'ān - set of 30 Juz. (Al Huda Publications). Islamabad Saheeh International. Translation of the Meaning of the Qur'ān. (Al-Muntada Al- Islami). Riyadh
	QUR 102	'Ulūm al-Qur'ān [Qur'ānic Sciences]	Abu Hisham. <i>Qur'ān-e-Kareem aur us kay chand Mubahis</i> (Al Huda Publications). Islamabad
	AQD 113	'Aqīdah [Islamic Theology]	Aziz,Zubaida. <i>Islami Aqaid..</i> (AlhudaPublications). Islamabad
	ARG 116	Arabic Grammar	Kausur,Shazia. <i>Arabi Grammar</i> (Al Huda Pulications). Islamabad
	ARW 117	Arabic Writing	<i>Read and Write the Qur'ān</i> Book1 (Alhuda publicatons). Islamabad

	Course Code	Course	Required Texts
وَالْحِكْمَةُ The Wisdom [Sunnah]	RLG 115	Study of Religions	Notes/Outline given
	IBD 119	Iblāgh-e-Dīn [Methodology of Da'wah]	Notes/Outline given
	HAD 103	al-Hadīth al-Nabawi [Prophetic Traditions]	Hashmi, Dr Farhat. <i>Rabbi Zidni 'Ilma.</i> (Al Huda Publications). Islamabad Hashmi,Dr.Farhat. <i>Kitab al Fitan.</i> (Al Huda Publications). Islamabad
	HAD 104	'Ulūm al-Hadīth [Hadīth Sciences]	Chishti,Khaleel ur Rahman. <i>Hadith ki ahmiat aur zarorat</i> (Al Fawz Academy) Islamabad Kilani,Muhammad Iqbal. <i>Itab e Sunnat kai Masail</i> (Hadīth Publications).Lahore
	HST 105	al-Sīrah al-Nabawiyyah [Biography of the Prophet ﷺ]	Al-Mubarakpuri,Safī ur Rahman. <i>Tajliyat-e-Nabuwat</i> (Darussalam).Riyadh
	HST 106	Heroes of Islam	Notes/Outline given
	Fiqh al-'Ibādāt [Fundamentals of Worship]	FQH 107	Fiqh of Tahārah
		FQH 108	Fiqh of Sawm
		FQH 109	Fiqh of Salāh
		FQH 110	Fiqh of Zakāh
		FQH 111	Fiqh of Hajj
		FQH 112	Fiqh of Life and Death
وَيُزَكِّيهِمْ Purification	ADB 114	Ādāb and Akhlāq [Islamic Ethics and Development of Character]	<i>Husn-e-Akhlaaq.</i> (Al Huda Publications). Islamabad
	DUA 120	Du'ā	Hashmi, Dr. Farhat. <i>Wa Iyyaka Nasta'een.</i> (Al Huda Publications). Islamabad <i>Qur'ānic and Masnoon Du'ās</i> (Al Huda Publications). Islamabad
	LMS 118	Life Management Skills	Notes/Outline given

Additional Resources

	Supplementary Texts	Digital Sources
al-Qur'ān - Recitation and Tajwīd	al-Khair, Umm. <i>The Tajweed Class</i> . (Government of Dubai)Dubai	al-Hudhaifi, 'Ali. SurahAl-Baqarah - Audio
	Ibrahim Mir Muhamdi, Muhammad. <i>Tuhfat al Qari</i> .(New Garden Town) Lahore	http://www.reciter.org
al-Qur'ān - Translation and Tafsiṛ [Exegesis of the Qur'ān]	Ibn Kathir, trans. Safi ur Rahman al-Mubarakpuri. <i>Tafsīr Ibn Kathir</i> (abridged). (Darussalam). Riyadh	http://farhathashmi.com/dn/Audio/Quran/ExplanationTafseer/tabid/77/Default.aspx
	Nadwi, Dr. Abdullah Abbas. <i>Vocabulary of the Qur'ān</i> . (Iqra International EducationalFoundation). Illinois	http://www.searchtruth.com/download.php
	Elias, Mufti Afzal Hoosen. <i>Qur'ān Made Easy</i> .(Zam Zam Publishers) Karachi	http://www.tafsīr.com/
	Yousaf,Salahuddin. <i>Ahsan al Biyan</i> . (Darussalam). Lahore	
	Kilani,Abdur Rahman. <i>Tayseer al Qur'ān</i> . (Maktba Alsalam).Lahore	
	Maudodi,Maulana. <i>Tafheem al Qur'ān</i> . (Tarjaman al Qur'ān).Lahore	
	Naumani,Abdur Rasheed. <i>Lughat al Qur'ān</i> .(Darul Ishaat).Karachi	
	Kilani,Abdur Rahman. <i>Mutrādifaat al Qur'ān</i> . (Maktba Alsalam).Lahore	
'Ulūm al-Qur'ān [Qur'ānic Sciences]	Qadhi, Yasir. <i>An Introduction to the Sciences of the Qur'ān</i> . (Al Hidaayah Publishers). Birmingham	
Arabic Grammar	Abdul-Rauf, Muhammad. <i>Arabic for English Speaking Students</i> . (Al-Saadawi Publications).Alexandria	
	Ahmed, Zahoor. <i>Essentials of Arabic Grammar for Learning Qur'ānic language</i> .	
	Hasan, Iffath Hafiza. <i>Qur'ānic Language Made Easy</i> . (Iqra BookCenter). Illinois	
Study of Religions		http://www.irf.net/irf/comparativereligion/index.htm

	Supplementary Texts	Digital Sources
Arabic Writing	Busool, Assad Nimer. <i>Learn the Arabic Alphabet through the Beautiful Names of Allāh</i> . (Goodword Books)New Delhi	http://english.islamway.com
	Mels. <i>Easy Steps in Arabic Writing</i> . (Muslim Education and Literary Services). Kent	
Iblāgh-e-Dīn [Methodology of Da'wah]	Ibrahim, I.A.. <i>Brief Illustrated Guide to Understanding Islam</i> . (Darussalam). Riyadh	http://www.irf.net/irf/main.htm
	Bucaile, Dr. Maurice. <i>The Bible, The Qur'ān and Science</i> . (Darussalam). Riyadh	
	Asad, Muhammad. <i>The Road to Makkah</i> . (Fons Vitae).Louisville	
	Chishti,Khaleel ur Rahman. <i>Islami Tarbeyat Gaheen</i> . (Al Fawz Academy). Islamabad	
	Chishti,Khaleel ur Rahman. <i>Dar e Qur'ān Ki Tayare kasay ki Jayae</i> . (Al Fawz Academy). Islamabad	
	Maudodi,Maulana. <i>Dae kai Osaaf</i> . (Tarjaman al Qur'ān).Lahore	
al-Hadīth al-Nabawī ﷺ [Prophetic Traditions]	an-Nawawi, Abu Zakariyyah Yahya bin Sharf, trans. Dr. Muhammad Amin Abu Usamah al-Arabi bin Razduq. <i>Riyaz al-Saliheen</i> . (Darussalam) . Riyadh	http://hadith.al-islam.com/Bayan/
	Alumari,Muhammad bin Abdullah Alkhateeb,trans.Maulana Abidur Rahman Kandhalvi. <i>Mishkat Sahreef</i> . (Darul Ishaat).Karachi	
	Board,Dars e Hadīth. <i>Dars e Hadīth</i> . (Adara Islah o Tablegh).Lahore	
'Ulūm al-Hadīth [Hadīth Sciences]	Khan, Maulana Wahiduddin. <i>Hadīth e Rasool ﷺ</i> . (Darultazkeer). Lahore	
	Hasan,Dr. Suhaib. <i>An Introduction to the Science of Hadīth</i> . (Darussalam). Riyadh	http://www.usc.edu/dept/MSA/
	Zubair,Dr.Idress. <i>Hadīth e Rasool ﷺ Aik Taruf Aik TajzeYa</i> . (Al Masood Publications).Islamabad.	

	Supplementary Texts	Digital Sources
al-Sīrah al-Nabawīyyah [Biography of the Prophet ﷺ]	al-Mubarakpuri, Safiur Rahman. <i>The Sealed Nectar</i> . (Darussalam). Riyadh	
	Khan, Maulana Wahiduddin. <i>Muhammad ﷺ The Prophet of Revolution</i> . (Darul Ishaat). Karachi	http://english.islamway.com/
	as-Sallaabi, Dr, 'Ali Muhammad, trans. Faisal Shafeeq. <i>Noble Life of the Prophet ﷺ</i> . (Darussalam). Riyadh	
	Puri,Qazi Muhammad Salman Mansor <i>Rahmat ulilalamin</i> .(Darrul Ishat). Karachi	
Heroes of Islam	Sieny, Prof. Muhammad Esma'il. <i>Heroes of Islam</i> . (Darussalam). Riyadh	
	Ghadanfar, Mahmood Ahmad. <i>Great Women of Islam</i> . (Darussalam).Riyadh	
	Ibn Muhammad, Sa'd, trans. Aisha Bewley. <i>Women of Medina</i> . (Ta-Ha Publishers). London	http://www.islamfortoday.com/companions.htm
	Nadvi,Shah Moinuddin. <i>Seerah e Sahabah</i> .(Idara e Islamiat).Lahore	
	Ghadanfar, Mahmood Ahmad. <i>Sahabiati e Mubasriat</i> .(Maktaba Qudosia).Lahore	
Arabic Grammar	Chishti,Khaleel ur Rahman. <i>Qawad e Zaban</i> .(Al Fawz Academy). Islamabad	
	Saqib,Atta ur Rahman. <i>Tayseer al Qur'ān</i> . (Qur'an Institute). Lahore	
Fiqh al-'Ibādāt [Fundamentals of Worship]	al-Jazairee, Abu Bakr Musa Jaabar. <i>Minhaj al-Muslim</i> .(Darussalam).Riyadh	http://farhathashmi.com/dn/audio/Fiqh/FiqhalIbadaat/tabid/480/Default.aspx
Fiqh of Tahārah	al-Jazairee, Abu Bakr Musa Jaabar. <i>Minhaj al-Muslim</i> .(Darussalam).Riyadh	
Fiqh of Sawm		
Fiqh of Salāh		
Fiqh of Zakāh		
Fiqh of Hajj		
Fiqh of Life and Death	Lahori,Hafiz Imran Ayyub. <i>Fiqh al Hadīth</i> .(Naumina Kutab Khana).Lahore	

	Supplementary Texts	Digital Sources
Ādāb and Akhlāq [Islamic Ethics and Development of Character]	Islahi, Muhammad Yusuf. <i>Etiquettes of Life in Islam</i> .(Markazi Maktaba Islami). Delhi	http://farhathashmi.com/dn/audio/Hadith/GoodCharacter/tabid/92/Default.aspx
	an-Nawawi, Abu Zakariyyah Yahya bin Sharf, trans. Dr. Muhammad Amin Abu Usamah al-Arabi bin Razduq. <i>Riyadh al-Saliheen</i> . (Darussalam). Riyadh	
	al-Qahtani, Saeed bin Ali bin Wahaf. <i>The Fortress of the Muslim</i> . (Darussalam). Riyadh	
	al Jauziya,Allama ibn Qayyum,trans. Muhammad Salman Kilani. <i>Minhaj al Qaseedain</i> (Qur'an Asan Tehreek). Lahore	
Life Management Skills	al-Qarni, Aaidh b. Abdullah. <i>Don't Be Sad</i> . (IIPH). Raleigh	
	Jummah,Muhammad Bashir. <i>Sharah e Zindagi Per Kamyabi Ka Safar</i> . (Milaad Publications).Karachi	
Dua	Haneef,Muhammad Attaullah.Payare Rasool ﷺ Ki Payare Duain. (Al Maktabah al Salfiah). Lahore	

Al Huda takes no responsibility for and does not necessarily agree with all content of the books and websites mentioned as additional resources.

Curriculum

Term 1		
Subject Code	Subject	Material Covered
QUR 100	al-Qur'ān - Recitation and Tajwīd	Juz 1 - 10
QUR 101	al-Qur'ān - Translation and Tafsīr	Juz 1 - 10
HAD 103	Al-Hadīth al-Nabawi	Complete Subject
HAD 104	'Ulūm al-Hadīth [Ittebā al-Sunnah]	Part 1
HST 105	al-Sīrah al-Nabawiyyah	Complete Subject
FQH 107	Fiqh of Tahārah	Complete Subject
ADB 114	Ādāb and Akhlāq	Part 1
RLG 115	Study of Religions	Christianity and Judaism
ARG 116	Arabic Grammar	Part 1
ARW 117	Arabic Reading & Writing	Part 1
Du'ā	DUA	Part 1

Term 2		
Subject Code	Subject	Material Covered
QUR 100-2	al-Qur'ān - Recitation and Tajwīd	Juz 11 - 20
QUR 101-2	al-Qur'ān - Translation and Tafsīr	Juz 11 - 20
QUR 102-2	'Ulūm al-Qur'ān	Complete Subject
HST 106-2	Heroes of Islam	Selection
FQH 109-2	Fiqh of Salāh	Complete Subject
FQH 108-2	Fiqh of Sawm	Complete Subject
ADB 114-2	Ādāb and Akhlāq	Part 2
ARG 116-2	Arabic Grammar	Part 2
ARW 117-2	Arabic Reading & Writing	Part 2
DUA 120-2	Du'ā	Part 2

Term 3		
Subject Code	Subject	Material Covered
QUR 100-3	al-Qur'ān - Recitation and Tajwīd	Juz 21 - 30
QUR 101-3	al-Qur'ān - Translation and Tafsīr	Juz 21 - 30
HAD 104-3	'Ulūm al-Hadīth	Part 2
AQD 113-3	'Aqīdah	Complete Subject
FQH 110-3	Fiqh of Zakāh	Complete Subject
FQH 111-3	Fiqh of Hajj	Complete Subject
FQH 112-3	Fiqh of Life and Death	Complete Subject
ADB 114-3	Ādāb and Akhlāq	Part 3
RLG 115-3	Study of Religions	Hinduism, Sikhism and Bhdhism
ARG 116-3	Arabic Grammar	Part 3
ARW 117-3	Arabic Reading & Writing	Part 3
LMS 118-3	Life Management Skills	Complete Subject
IBD 119-3	Iblāgh-e-Dīn	Complete Subject
DUA 120-3	Du'ā	Part 3

Subject sequence can be different

Student Code of Conduct

Attendance

Regular attendance is a must in order to qualify for the diploma. Students are required to maintain an attendance of 80% throughout the duration of the course.

Permission for Leave

Students who require a leave of absence in case of an emergency must notify their Group Incharge in written form. Students taking a leave of absence must complete missed work by listening to audio lectures and taking the relevant tests on the assigned test dates.

Tardiness

Students are accountable to their Group Incharge for tardiness. Students must report to the Group Incharge Reception to sign-in late. Appropriate action will be taken in the case of repeated tardiness.

Early Dismissal

Learning Qur'ān should be the number one priority for students. If due to unavoidable circumstances, the student must leave before the end of the day, they must notify their Group Incharge and sign out at the Reception desk. Students will not be called out from class except in case of an emergency.

After School Hours

Al Huda is not responsible for students after school hours. While waiting for a ride, students must remain in the designated waiting area and refrain from loitering on the premises.

Late Admissions

Students who miss an entire term of the course must make-up the term when the following course starts.

Standards of Behavior

Students are expected to conduct themselves with respect and courtesy for the ideas, rights and property of others. They should not use or borrow the belongings of another without consent. Students must comply by the rules of the Institute and respect all those in a position of authority.

Dress Code

It is compulsory for all students to maintain the dress code for disciplinary purposes. The uniform consists of:

- ...head scarf according to the assigned colour of your course.
- ...Plain white, full sleeved, knee length shirt with shalwar.
- ...Winters: Black sweater or black shawl.

Expectations

- ...All students must wear the uniform while on school premises.
- ...Uniform must be well maintained (clean, no short shirts and half sleeves).
- ...Simple small jewellery is permitted. Studded collars, giant beads and jangling bracelets are not allowed.

Prohibited Items

- Students are not allowed to use the following items during classes:
- ...Cameras, mobile, or any other electronic items of distraction.
 - ...Recording Devices

Politics and Racism

Over-heated discussion and debate on politics, as well as any form of racism, be it verbal or physical, is not allowed.

Use of Technology

Photo-copying facilities are available on-site at some campuses. Students may request photocopies for which nominal charges apply.

Medical Policy

Al Huda will not be held responsible for any injury or accident with in its premises. Any accidents on the school premises must be immediately reported to the Reception Desk. First aid equipment is available on-site. If a student falls ill during the school day, she should contact her Group Incharge.

Passing Percentage

Students are expected to show a positive, open-minded and a ready to learn attitude. All work and assignments should be completed on time, and to the highest standard.

Subjects	Passing Percentage
al-Qur'ān - Recitation and Tajwīd	80%
al-Qur'ān - Translation and Tafsīr	80%
Other subjects	50%

Plagiarism and Cheating

Academic dishonesty is not allowed. This includes, but is not limited to, plagiarism, cheating, forgery or misconduct during a testing situation, and misinterpretation of original work. Plagiarism is the action of taking and using, as ones own, the thoughts, writings or inventions of another. It could be an idea, design, passage or work. If students are found to be involved in any form of plagiarism or cheating appropriate measures will be taken.

Financial Assistance/Sponsor ship

Eligible students will be provided with financial assistance. Students may apply for assistance by filling out the Financial Assistance Form available at Sponsor ship office.



Services and Facilities

Library

Library books are accessible for students and are to be used in the Library alone. Students are recommended to use the Library facility for research work in course studies.

Academic Support

Students who require extra help in their studies should contact their Group Incharge, who will make arrangements as required.

Book Store / Stall

Students can purchase course material, stationery, and white head scarves from the Book Store / Stall. The Book Store also sells a variety of other items; including a wide selection of audio lectures, books and cards.

Canteen

During lunch breaks, students can eat in the Canteen area, where tea and other refreshments are available for purchase. Food must not be taken out of the Canteen area.

Mothers with small children

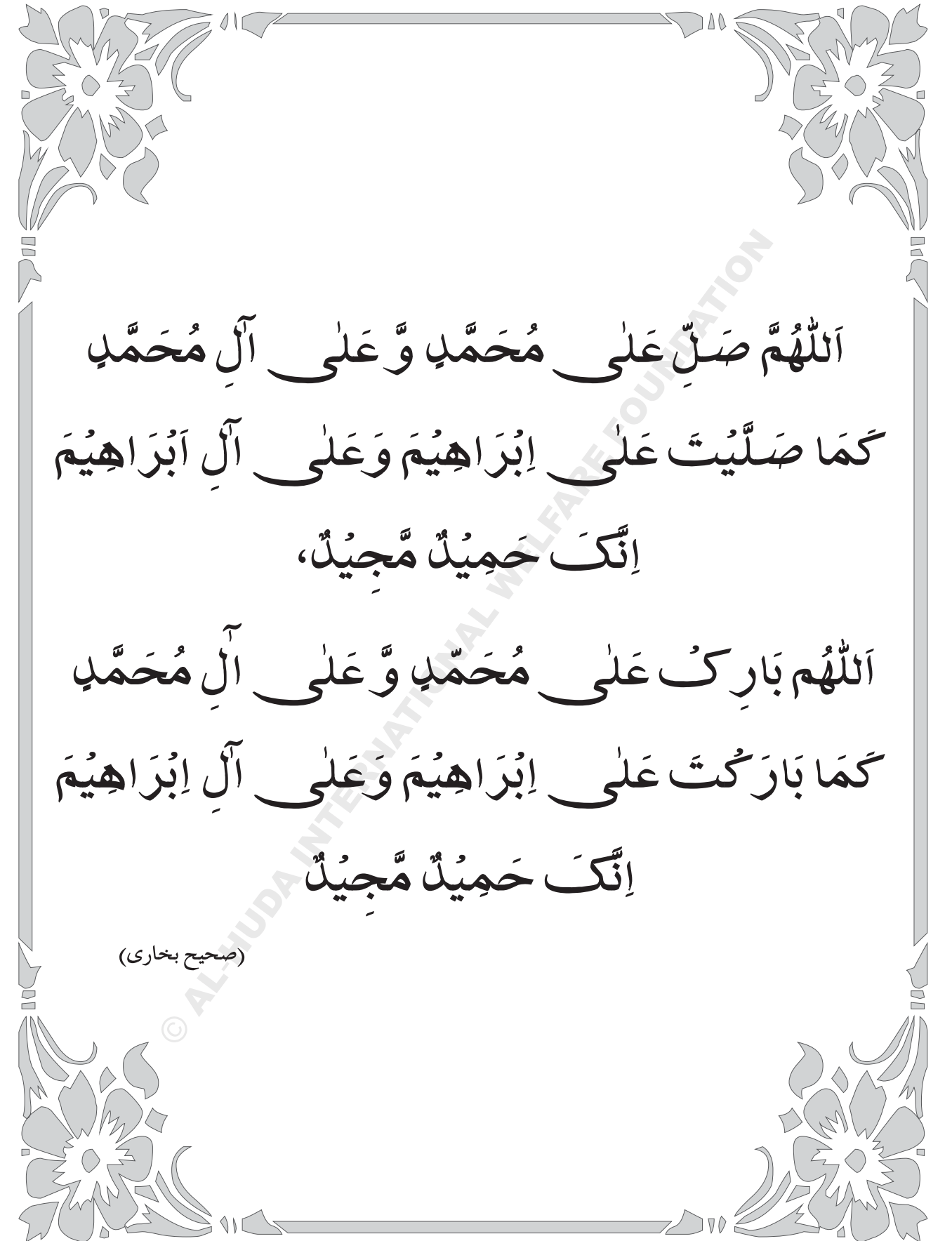
Mothers should refrain from letting their children wander into the Class. Mothers should have their child's attendant and should prepare activities for their children to keep them occupied while class is in progress.

Lost and Found

Students are requested to write their name on all books and other personal items. Students should also avoid bringing valuable items and large amounts of cash. Any misplaced items will be placed in the 'Lost and Found' box at Reception. Al Huda will not take responsibility for any lost items or cash.

Parking

Students are requested to follow the proper etiquette of parking, keeping in mind the designated parking spots and traffic flow.



Successful Studying

Preparing to Study

Make sure your study place:

- ...Is available to you whenever you need it. If you are using a study place that you must share with others, work out a schedule so that you know when you can use it.
- ...Is free from distraction and interruption.
- ...Includes reference sources and supplies such as pens, pencils, paper and whatever else you may need.
- ...Has sufficient place to store your study materials.
- ...Has a comfortable chair to avoid discomfort or pain.
- ...Has sufficient light to avoid strain or discomfort.

Study Tips

Before Class

- ...Keep a folder for tests, assignments and other important documents.
- ...Complete all assigned work before you come to class.
- ...Bring all note-taking materials with you to class [e.g. pens, pencils, notebooks, and any required texts].

During Class

Tajwīd

- ...Use the same Mus’haf throughout the course.
- ...Sit with correct posture and remain alert and active.
- ...Recite out loud after the teacher - this is a key tip to help you improve your Tajwīd.
- ...Listen carefully and pronounce each letter properly.
- ...Follow along in the Mus’haf with a pencil and mark where needed.

Tafsīr

- ...Write your notes clearly and legibly to save time.
- ...Write the lesson number and date in your Juz at the start of class.
- ...Ensure you have extra post-it notes or pages at hand for extended Tafsīr notes.
- ...For the word analysis write the verse number, Arabic word, root letters and their definition on the plain page opposite to the corresponding verse.
- ...Keep a highlighter at hand to mark a favorite verse, or any important ideas or concepts.
- ...If there is a summary at the end of class, pay close attention and note down the points.

Subjects

- ...Keep a separate note-book for each subject [e.g. Husn-e-Akhlaaq, Seerah].
- ...Keep post-its handy and write in the margins for subjects which do not require a separate note-book [e.g. Fiqh of Tahārah].
- ...Jot down details or examples that support the main ideas. Pay special attention to details not covered in the textbook.

After Class

- ...Write your monthly reflections/favorite verse from the Qur’ān.
- ...Review your notes within twenty-four hours. This will reinforce what you have learnt, and establish the foundation for what you will cover in the next class.
- ...While reviewing your daily lesson reflect on the core message.
- ...Follow up the material you are unsure about by using reference sources. You may also ask your teacher or discuss with your friends.
- ...Summarize your notes. Identify and list key terms and concepts. You can write them on tabs and insert them in the relevant pages, or clearly write the key words on the page with a different colored pen, or highlight the key terms.



Etiquette of the Qur'ān

Do...

- ...Listen silently to the Qur'ān and pay close attention to what is being recited.
- ...Touch the Text of the Qur'ān while in the state of wudhu.
- ...Seek refuge with Allāh from the Shaitan before beginning recital of the Qur'ān.
- ...Recite the Qur'ān without haste, and in a pleasant voice, distinctly pronouncing each letter.

Do Not...

- ...Speak when the Qur'ān is being recited.
- ...Yawn while reciting the Qur'ān.
- ...Place other books on top of the Qur'ān - be it a Mus'haf or your Juz.
- ...Place the Qur'ān on the floor.
- ...Lean on the Qur'ān.
- ...Doodle on the Qur'ānic text

Study Etiquette (Class and Group)

Do...

- ...Arrive on time.
- ...Come prepared.
- ...Fill in the front rows first.
- ...Sit in an appropriate manner and do not leave gaps.
- ...Make space for newcomers.
- ...Be considerate and show respect for the teacher and all others.
- ...Actively participate in group discussions.
- ...Memorize and revise your lesson to attain maximum benefit from Group Study.
- ...Avoid whispering.
- ...Seek permission before leaving class or Group Study.

Do Not...

- ...Leave the class during lectures unnecessarily.
- ...Pass notes.
- ...Eat, drink or chew gum during class.
- ...Jump over benches.
- ...Vandalize benches, walls or any other school property.

My Daily Study

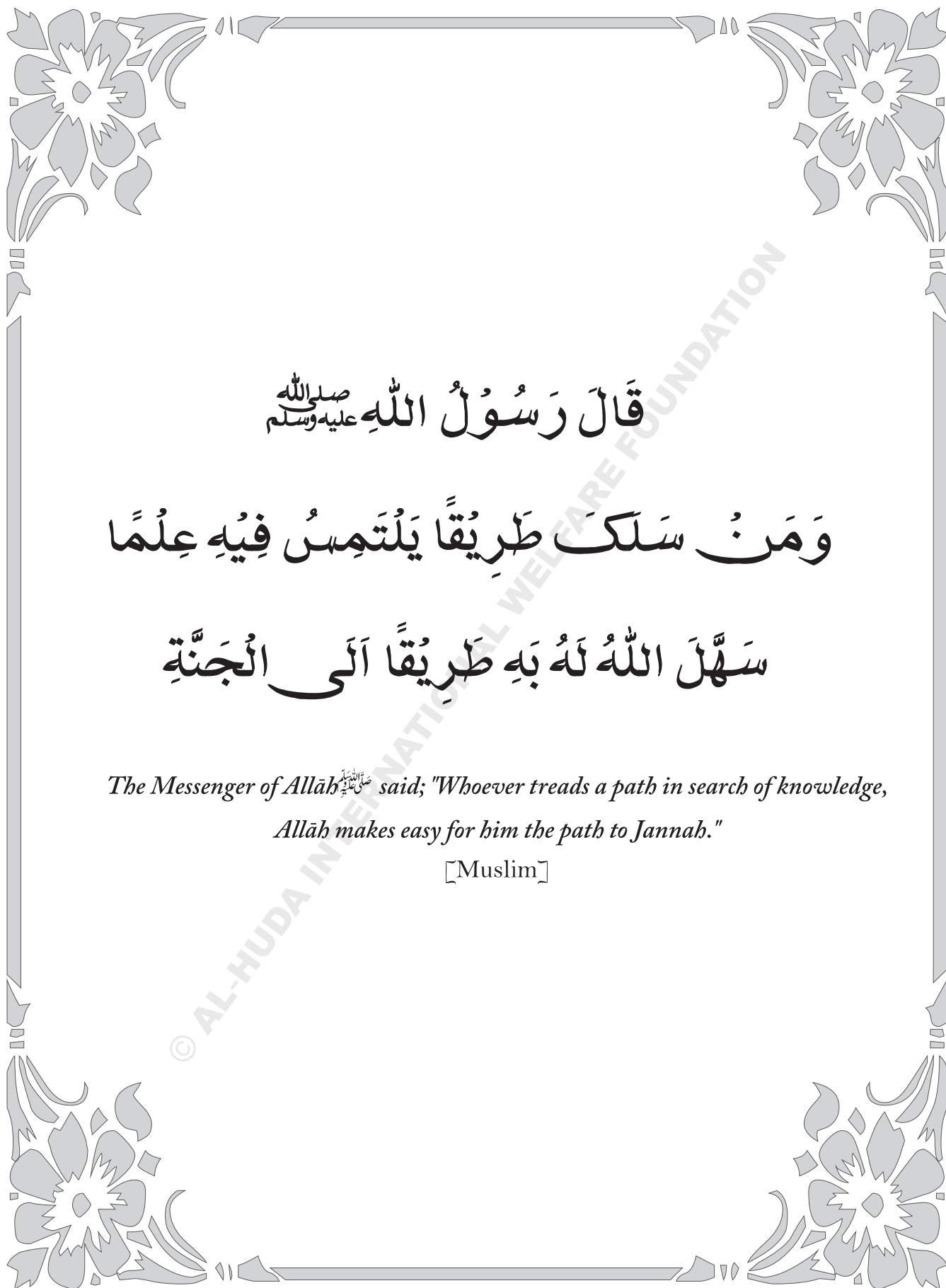
Today...

- Did I recite my Tajweed lesson 3 times?
- Did I memorize/revise the word-to-word translation 7 times?
- Did I write my reflections?
- Did I complete my Tafsīr/Subject homework (if any)?
- Did I revise my Tafsīr/Subject notes before class?
- Did I revise my daily duas?

كُونُوا رَبَّانِينَ بِمَا كُنْتُمْ تُعَلِّمُونَ الْكِتَابَ وَبِمَا كُنْتُمْ تَدْرُسُونَ

Be pious scholars of the Lord because of what you have taught of the Scripture and because of what you have studied.

[Aal-e-Imran: 79]



قَالَ رَسُولُ اللَّهِ ﷺ

وَمَنْ سَلَكَ طَرِيقًا يَلْتَمِسُ فِيهِ عِلْمًا

سَهَّلَ اللَّهُ لَهُ بِهِ طَرِيقًا إِلَى الْجَنَّةِ

*The Messenger of Allāh ﷺ said; "Whoever treads a path in search of knowledge,
Allāh makes easy for him the path to Jannah."
[Muslim]*

Goal Setting

وَلْتَنْظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍ

And let every soul look to what it has put forth for tomorrow [Al-Hashr: 18]

An essential part of successful learning is setting goals. Set goals for yourself to improve your listening, reading, speaking and writing skills.

Skill 1: Listening

...Qur'ān Recitation
...Lectures on different Islamic topics

Skill 2: Reading

...Qur'ān Recitation (Tajwīd)
...Plain Arabic Text (e.g. Ahadīth)
...Book Reading (e.g. Seerah)

Skill 3: Speaking

...Public Speaking (e.g. practice reading a short passage in front of family and friends)
...General - day-to-day (e.g. use positive terminology, speak articulately and concisely)

Skill 4: Writing

...Arabic Writing
...Poems
...Journal Writing
...Comprehension

When setting goals remember to make them (SMART) :

Specific

Manageable

Achievable

Realistic

Time-bound

Massive Action Plan

Skill: _____

Write three steps you will take to enhance this skill

1. _____
2. _____
3. _____

Effective Learning

Be Organized

Keep all material and work ready at hand.

Focus

Be attentive and alert.

Sit near the front

Avoid distractions and be eager to learn.

Take Notes

The more you write, the more you will remember, the more you will absorb and understand.

Open Mind

Avoid judging and jumping to conclusions. Steer clear of bias.

Participate

Be actively involved in interactive discussions led by the speaker.

Do not interrupt

Write down any questions or comments to ask at the appropriate time.

LISTEN

READ

WRITE

SPEAK

LISTEN Attentively

...To understand

...To take lessons

...To gain wisdom

...To increase your vocabulary

...To expand your knowledge

...To discover new ideas

...To learn from the experiences of others

...To be aware of your surroundings

...To be listened to

...To _____

...To _____

Listen to an Islamic lecture at least once a month. Write a summary of what you learnt at the end of the lecture.

Listen to the recitation of the Qur'ān daily. Analyze - how much did you understand? Write down what you can do to improve your listening skills



READ

Every day

- ...To increase your vocabulary
- ...To expand your imagination
- ...To explore new avenues of thought
- ...To develop critical thinking
- ...To discover new ideas
- ...To learn from the experiences of others
- ...To understand different cultures
- ...To _____
- ...To _____

Read at least two pages of a book or an article everyday

You can read...

- ...In the car
- ...While waiting
- ...Before going to bed
- ...While relaxing in the garden

Write the names of some of the books you would like to finish reading by the end of this course



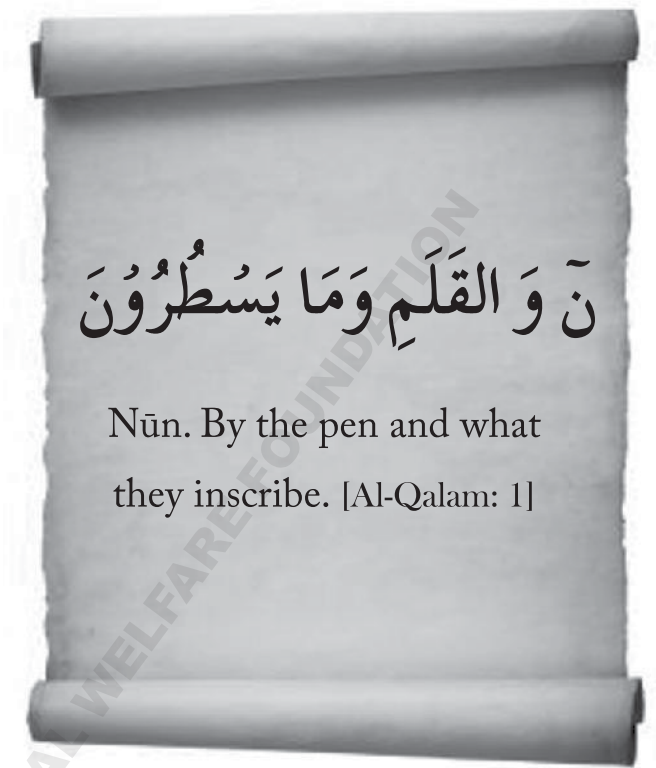
WRITE

Every day

- ...To organize your thoughts
- ...To release your emotions
- ...To learn sentence structure
- ...To express your views
- ...To inspire and motivate
- ...To capture special moments
- ...To record your ideas
- ...To open people's minds
- ...To convey a message
- ...To _____
- ...To _____

Keep a journal to express your thoughts. Write at least two sentences everyday after Tafsīr class.

Observe a leaf and describe what you noticed below



SPEAK

Eloquently and Concisely

- ...To inspire and motivate
- ...To communicate ideas
- ...To convey a message
- ...To spread the greeting of peace
- ...To maintain good relations
- ...To share meaningful experiences
- ...To put a smile on people’s faces
- ...To show respect and good will
- ...To learn to speak with confidence
- ...To speak with purpose
- ...To give good advice
- ...To _____
- To _____

خَلَقَ الْإِنْسَانَ ۖ عَلَّمَهُ الْبَيَانَ

He (Allāh) created man,
[And] taught him eloquence.
[Ar-Rahman: 3-4]



Set a time in the week when you will read a short paragraph out loud to yourself, your family friends, or classmates. This will enhance your speaking skills and increase your confidence.
List possible ‘Read Aloud Topics’

Be An Ideal Muslim

PROSTRATE	PARENTS	
FAMILY	MAKE DU'A	FAST
SPEND	GENTLENESS	PATIENCE
	AVOID	GAIN REWARD

PROSTRATE

Be the closest to Allah

...At the places of prostration in the Qur'ān

...When you are overwhelmed by gratitude to Allāh

...When going through a good time

...When going through a difficult time

...To feel humble

...To experience Allāh's Magnitude

...To have your dua's answered



وَأَسْجُدْ وَاقْتَرِبْ

*But prostrate and draw
near [to Allāh]. [Al-Alaq: 19]*

Salah

Source of Tranquility

...The standing before Allāh

...Five times a day

...With humility and presence of mind and heart

...Praying nawafil in the early hours of the night

...Praying Ishraaq nawafil

Write three ways in which you can improve your Salāh

1. _____
2. _____
3. _____

PARENTS

Your way to Paradise

...Make Du'a for them

...Respect them

...Appreciate them

...Give charity on their behalf

...Recognize their needs

...Look after them

...Fulfill their wishes

...Overlook their mistakes

...Speak kind words to them

...Be gentle with them

...Spend on them

..._____

..._____

Acts of kindness you can do for your parents on a weekly basis [e.g. make tea for your mother]

1. _____

2. _____

3. _____



رَبِّ ارْحَمْهُمَا كَمَا رَبَّيْتَانِي صَغِيرًا

*My Lord, have mercy upon
them as they brought me up
[when I was] small. [Al-Isra: 24]*

YOUR FAMILY

Has a right upon you

...Love them

...Know them

...Care for them

...Spend time with them

...Listen to them

...Understand their needs

...Help them

...Speak kindly to them

...Spend on them

...Tolerate them

...Overlook their faults

...Convey the message of Deen to them with wisdom

..._____

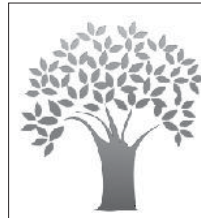
..._____

Acts of kindness you can do for your family on a weekly basis [e.g. make breakfast every Saturday]

1. _____

2. _____

3. _____



وَأْتِ ذَا الْقُرْبَىٰ حَقَّهُ

And give the relative his
right [Al-Isra: 26]

MAKE DU'A

For all your needs

...At times of acceptance

...With full conviction

...With concentration

...With hope

...With humility

...In times of ease and difficulty

...Calling on Allāh by His beautiful names

...After praising Allāh and reciting durood



وَلَمْ أَكُنْ بِدُعَائِكَ رَبِّ شَقِيًّا

*And never have I been in
my supplication to You, my
Lord, unhappy.* [Maryam: 4]

Are you...

Depressed?

Feeling blue?

Finding life difficult?

Overwhelmed by emotions?

Looking for someone to talk to?

Seeking a solution?

Make Du'a to Allāh, He Alone is the One who can Answer your Prayer

Make a list of personal Du'ās you would like to make. You can make Du'a after the Adhan, Salāh, recitation of the Qur'ān, etc.

FAST

Develop Self Control

To complete missed fasts from the months of Ramadan

...To increase in Taqwa

...To control desires

...In the month of Ramadan

...In the month of Sha’ban

...On Mondays and Thursdays

...On the day of ‘Arafah

...On the 9th and 10th/ 10th and 11th of Muharram

...13th, 14th, 15th of every Islamic month

...During the first 10 days of Dhul-Hajj



الصَّيَامُ جُنَّةٌ

“Fasting is a shield.”

[Muslim]

How many fasts have you missed from the previous months of Ramadan? _____

When and how can you make them up?

...Weekends

...Holidays

...The winter months

...Soon after Ramadan

...At the same time as other members of your family or friends

SPEND

For the sake of Allah

...On your family

...On your relatives

...On your neighbors

...On the orphan

...On the needy

...On those who need but do not ask

...On local welfare projects

...In private and in public

...Spontaneously

...From that which you love

...Share a beneficial audio lecture, book, Du’a card with someone

...Give your Zakāh

...Do not spend on haram

...Do not waste your spending by reminding of the favor, causing hurt, or showing off



أَنْفِقْ يَا ابْنَ آدَمَ يُنْفَقَ عَلَيْكَ

Spend, O son of Adam,
you will be spent upon.

[Bukhari]

Write three ways you can spend for the sake of Allāh on a monthly basis

1. _____

2. _____

3. _____

GENTLENESS

R o a d t o H a p p i n e s s

What is Gentleness?

- ...To be mild in temperament or behavior; kind, gentle or tender.
- ...To be moderate in action, effect, or degree; not harsh or severe.
- ...To be a means of benefit to others.

Being gentle means...

- ...To be firm in principle but gentle in conduct.
- ...To show flexibility and humility when dealing with different people and situations.
- ...To be kind and humble to those lower in status than you.
- ...To spread good will amongst others.
- ...To speak gently.

...To _____

...To _____

Self Analysis

...When dealing with people - whether initiating the conversation or responding to someone - is my manner and style of speech gentle or demanding?

...Note down three things that you disliked/found harsh in another person. Do you possess any of these traits yourself? If yes, what can you do to reform yourself?

What did I not like	Do I have it?	What can I do to change it?

PATIENCE

K e y t o s u c c e s s

What is Patience?

- ...The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
- ...To control yourself when you are faced with something you dislike and to restrain yourself from something you like, while at the same time continuing to do good with others.
- ...To deal rationally with situations and not emotionally.

Being patient means...

- ...To persevere in any given situation despite facing obstacles along the way.
- ...To not complain upon distress.
- ...To refrain from a negative response when someone causes you harm.
- ...To be grateful.
- ...To forgive, overlook and pardon.
- ...To trust Allāh.
- ...To bring about positive change in yourself.

...To _____

Self Analysis

During this week, when something that you dislike occurs, note down your first/instant reaction

AVOID

Leave what displease Allāh

- ...Lying
- ...Cheating
- ...Deception
- ...Jealousy
- ...Arrogance
- ...False accusations
- ...Bad suppositions
- ...Backbiting
- ...Slander
- ...Harboring grudges
- ...Greed
- ...Selfishness
- ...Mocking and taunting
- ...Theft
- ...Arguments
- ...Screaming and shouting
- ...Ignoring others
- ...Excessive speech
- ...Not returning Salaam
- ...Always finding fault in others
- ...Harshness
- ...Laxity about personal hygiene
- ...Using others things without asking
- ...Borrowing and not returning things
- ...Rejecting sound advice
- ...Hurting other people's feelings
- ...Pretension
- ...Interrupting others
- ...Judgmental attitude
- ...Always showing anger
- ...Interference in others personal matters
- ...Not fulfilling responsibility
- ...Excessive sleep
- ...Procrastination



وَأَنَّهُ عَنِ الْمُنْكَرِ

GAIN REWARD

Do what pleases Allāh

- ...Patience
- ...Integrity
- ...Trustworthiness
- ...Open-heartedness
- ...Humility
- ...Hold a good opinion of people
- ...Speak well about people
- ...Forgive people
- ...Generosity
- ...Altruism
- ...Encourage and motivate to good
- ...Give charity
- ...Beautiful speech
- ...Give importance to others
- ...Greet others with warmth
- ...Gentleness
- ...Smile
- ...Take care of personal hygiene
- ...Seek permission before using others belongings
- ...Fulfill trusts and responsibilities
- ...Accept sound advice wholeheartedly
- ...Listen carefully
- ...Show mercy
- ...Mind your own business
- ...Give good advice
- ...Make Du'ā for others
- ...Accept your mistakes
- ...Help others
- ...Take others with you in doing good
- ...Be approachable
- ...Be cooperative
- ...Use time wisely
- ...Make Du'ā



فَاُتَّبِعُوا الْخَيْرَاتِ

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Notes

In the Beginning...

Success is to begin with the end in mind

Ultimate success lies in the recognition of the reality of life

To recognize the reality of life, we must learn and gain knowledge

Gaining knowledge gives direction and purpose to our lives

Begin your school year with a renewed intention to live life purposefully. Look forward to the year and aim to make the most of your new-found opportunity. Ponder on the Divine Words of the Qur'ān, explore the world around you, meet new people, discover yourself and uncover hidden abilities and talent.

Four key points to help tread the steps to success:

Purpose
Know your goal.

Attitude and Behavior
Positively mould and beautify your attitude and behavior with others.

Conviction
Have complete conviction and belief.

Decisiveness
Be decisive, determined and dedicated.

فَمَنْ زُحْزِحَ عَنِ
النَّارِ وَأُدْخِلَ الْجَنَّةَ
فَقَدْ فَازَ

Only he who is saved far
from the Hellfire
and admitted to
Paradise will have
attained success.
[Aal-e-Imran: 185]

Month.....

Reflections (Qur'ān e Majīd)

Ayat of the Month:

Month.....

Reflections (Others)

Quote of the Month:

Month.....

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RESOURCE GUIDE

Table of Content

- TimeManagement
- HealthyLiving
- StressManagement
- My PersonalDu'ās
- My AmanahLog
- ReadingLog
- SunnahChecklist
- TajwīdRules
- The IslamicCalendar
- CoursePlanner
- Directory

Time Management



Sleep early, Rise early - The most productive part of your day is the time after Fajr.

Plan - Use a planner to organize daily tasks.

Divide - Break down major tasks into smaller sub tasks.

First things first - Put the most important things at the top of the list, and do them as early in the day as possible.

Time bound - Set a realistic time-frame within which to achieve your goals.

Concentrate - Focus on completing one task before moving on to the next. Keep away from all the things that might distract you.

Use slots of time - When you need a break from studying, do some form of constructive physical activity [e.g. go for a walk, stretch, do your laundry].

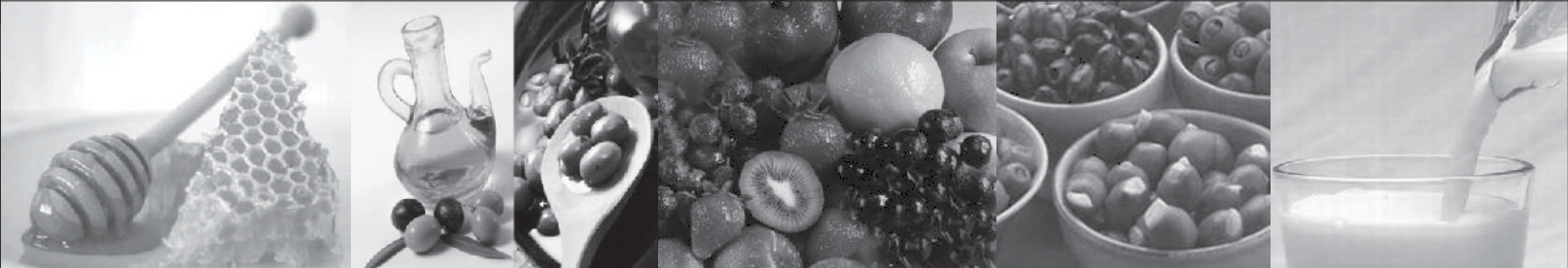
Learn to say ‘No’ - When you have work to do and your friend asks you to go shopping, realize that it’s ok to say no!

Don’t fret - Spending an entire evening worrying about a task you need to complete, doesn't complete the task.

Be flexible - Although you may be committed to finishing each task, know that something might happen to prevent you from doing so. Re-schedule the task to a more appropriate time.



Healthy Living



Good health is one of the greatest blessings from Allāh (s.w.t.). To gain the maximum benefit from life, it is important to maintain a healthy lifestyle. Eating a balanced diet and doing some form of physical activity daily is an excellent way to stay fit and healthy. The Prophet ﷺ was reported to have said that a healthy and active believer is better and more beloved to Allāh (s.w.t.) than a weak one.

How can you maintain a healthy lifestyle?

Hygiene

- ...Eat fruits rich in water [e.g. watermelons].
- ...Take a shower daily
- ...Keep clothing and all personal belongings clean
- ...Remove excess/unwanted body hair
- ...Perform wudu properly
- ...Use a miswak

Miswak (tooth stick) – is a preventative and curative measure for diseases of all parts of the mouth, including the teeth, gums, tongue, throat, larynx, etc. The Prophet ﷺ said, “*The miswak cleanses the mouth and pleases the Lord.*” [Al-Nasai]

Nutrition

- ...Eat lawful and pure
- ...Maintain a balanced diet by eating from all food groups – limit in-take of salt, sugar, junk foods, sodas, saturated and trans-fats
- ...Always have breakfast - it is the most important meal of the day. Breakfast provides you with essential nutrients and prevents lethargy
- ...Avoid overeating as this will have an adverse effect on the digestive system and cardiac Health

Recommended Foods and Drinks

Honey – Allāh (s.w.t.) says about honey in the Qur’ān, “*In it is healing for the people.*” [Al-Nahl: 69].

Az-Zuhri said, “*Eat honey because it is good for the memory.*” Drink honey mixed in water in the morning on an empty stomach.

Dates – An excellent source of energy, dates are easily digestible, high in iron and very nourishing. In addition to satisfying hunger, they are a cure for many illnesses of the body. ‘Ajwa (Pressed, Dried Dates) – The Prophet ﷺ said, “*He who eats seven dates of ‘Ajwa in the morning will not be harmed by poison or magic the rest of that day.*” [Bukhari]

Olives – The Prophet ﷺ said, “*Eat the Zait (olive oil) and use it as an ointment, because it is produced by a blessed tree.*” [Al-Tirmidhi]. Massaging the body, including the head with olive oil has numerous benefits, such as revitalizing the body and increasing physical strength.

Habbah Sawdaa (The Black Seed) – Abu Hurairah (r.a.) related from the Prophet ﷺ that he said, “*Use the Black Seed, because it contains a cure for every type of illness, except for death.*” [Bukhari].

Black seed oil helps against muscular pains, hemorrhoids, and spots. There are other numerous benefits of the Black Seed, the details of which can be found in *Healing with the Medicine of the Prophet ﷺ* by Imam Ibn al-Qayyim al-Jawziyyah.

Milk – An essential source of calcium; it assists in strengthening bones and teeth. Allāh (s.w.t.) says in the Qur’ān, “*And indeed, for you in grazing livestock is a lesson. We give you drink from what is in their bellies between excretion and blood pure milk, palatable to drinkers.*” [Al-Nahl: 66]

Water – It is essential that you drink a sufficient amount of water daily. Water prevents the body from dehydration, cleanses the system, and is a source of numerous other benefits.

You may have heard of drinking eight glasses of water a day, but the actual amount of water a person needs depends on their weight and activity level.

The following equation will determine how much water you need daily:

Weight (in pounds)/2 = Amount of water needed daily (in ounces)

If you find that you are not drinking enough water; try the following:

- ...Carry water with you in a bottle or small container.
- ...Keep a glass of water next to you whenever you sit for a prolonged period of time.
- ...Eat fruits rich in water [e.g. watermelons].

Exercise:

- ...There is a famous saying, “*After lunch take a nap, and after dinner take a walk.*”
- ...Get up and move! Find activities that you enjoy and alternate between different sports so you Don’t get bored.
- ...Do some form of physical exercise for at least 10 minutes daily [e.g. morning walk, sit-ups]. This will also help reduce stress.

Sleep:

- ...Go to bed early and wake up early in the morning.
- ...The Prophet ﷺ said, “*When you are ready for bed, wash (perform ablution) as you would do for Salāh.*” [Bukhari]
- ...Read the Masnoon duas before going to sleep.
- ...Lie down on your right side and place your right hand under your right cheek when going to sleep.
- ...It is a sunnah of the Prophet ﷺ to take a light afternoon nap (e.g. 15-20 minutes); this will help you relax.

Stress Management

Read the morning and evening dua's daily.

*Do Istikhaarah – to seek khair
(good) from Allāh.*

*Recite the Qur'ān out loud
after Fajr as part of your
daily routine.*

*Do not blame. Rather, focus
on the lessons.*

Smiling is a charity.

Keep a diary and note down important thoughts and ideas as they come to you.

To breathe deeply, inhale slowly through your nose. Hold the breath for a few seconds, then exhale slowly. Repeat several times.

*Walk early in the morning
in the fresh air*

Seek Allāh's Help

Make Du'ā to Allāh with the firm conviction that it will be answered. It is the solution to all problems. Remember - only Allāh can change situations and the hearts of people.

Turn to Salāh

Salāh prevents from the great sins
And opens the doors to good.

وَأَسْتَعِينُوا بِالصَّبْرِ وَالصَّلَاةِ

"And seek help through patience and prayer." [Al-Baqarah: 45]

Listen to and Recite the Qur'ān

There is healing and mercy in the Words of Allāh.

Be Positive

Have hope - remember that no day remains the same.

Smile!

Smiling is a two-way mechanism. We do it when we're happy and relaxed, and doing it can also make us feel relaxed and happy.

Write

Writing can be a means of emotional release. Make a list of all the things that are on your mind. Cross out those things that you feel are not achievable at that moment. Take selected items from the list, group them according to similarity, and make a weekly plan for yourself of when and how you want to achieve those tasks.

Take a Deep Breath

Breathing from your diaphragm oxygenates your blood, which helps you relax almost instantly.

Walk

Walking releases bottled up emotions and forces you to breath deep.

My Personal Du'ās

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My Amaanah Log

“Indeed, Allāh commands that you should return the trusts to those whom they are due.”

[Al-Nisaa: 58]

Amaanah - a trust, promise, guarantee, pledge, agreement, to assure and swear. Amanah is also used to define a situation in which one person is keeping another person's belonging in trust.

To be trustworthy is a command of Allāh, and also an essential part of good character. It is the foundation to maintain happy relationships in this world, and the key to success in the Hereafter.

Use this Amaanah Log to keep track of all your trusts.

[illegible]

Reading Log

[illegible]

Sunnah Checklist

Doyou...	Yes	No
Smile often?	<input type="checkbox"/>	<input type="checkbox"/>
Recite the Masnoon Du'ā for waking up?	<input type="checkbox"/>	<input type="checkbox"/>
Use a Miswaak?	<input type="checkbox"/>	<input type="checkbox"/>
Say the Du'ā for entering the washroom?	<input type="checkbox"/>	<input type="checkbox"/>
Do wudu in the Masnoon way?	<input type="checkbox"/>	<input type="checkbox"/>
Read the Shahada after performing wudu?	<input type="checkbox"/>	<input type="checkbox"/>
Say the Du'ā for leaving the washroom?	<input type="checkbox"/>	<input type="checkbox"/>
Reply to the call of Adhan?	<input type="checkbox"/>	<input type="checkbox"/>
Do tasbih after Salāh?	<input type="checkbox"/>	<input type="checkbox"/>
Recite Ayat al-Kursi after Salāh?	<input type="checkbox"/>	<input type="checkbox"/>
Wash your hands before eating?	<input type="checkbox"/>	<input type="checkbox"/>
Say Bismillah before eating?	<input type="checkbox"/>	<input type="checkbox"/>
Drink honey water before breakfast?	<input type="checkbox"/>	<input type="checkbox"/>
Eat an odd number of dates?	<input type="checkbox"/>	<input type="checkbox"/>
Eat with the right hand from the food in front of you?	<input type="checkbox"/>	<input type="checkbox"/>
Rinse your mouth after eating?	<input type="checkbox"/>	<input type="checkbox"/>
Drink water sitting?	<input type="checkbox"/>	<input type="checkbox"/>
Drink water in three sips?	<input type="checkbox"/>	<input type="checkbox"/>

Sunnah Checklist

Do you...	Yes	No
Say Alhumdulillah after eating or drinking?	<input type="checkbox"/>	<input type="checkbox"/>
Say the Du'ā for drinking milk?	<input type="checkbox"/>	<input type="checkbox"/>
Comb your hair beginning with the right side?	<input type="checkbox"/>	<input type="checkbox"/>
Apply perfume and oil?	<input type="checkbox"/>	<input type="checkbox"/>
Say the Du'ā for wearing new clothes?	<input type="checkbox"/>	<input type="checkbox"/>
Say Bismillah while putting on or taking off your clothes?	<input type="checkbox"/>	<input type="checkbox"/>
Take off and put on your shoes beginning with the right?	<input type="checkbox"/>	<input type="checkbox"/>
Say ‘Allāh u Akbar’ when going up the stairs?	<input type="checkbox"/>	<input type="checkbox"/>
Say 'Subhan Allāh' when coming down the stairs?	<input type="checkbox"/>	<input type="checkbox"/>
Say Salaam to those you know and those you don't know?	<input type="checkbox"/>	<input type="checkbox"/>
Make wudu before sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Apply surma before sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Read or listen to Surah Al-Mulk before sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Dust your bed before lying down?	<input type="checkbox"/>	<input type="checkbox"/>
Say the Du'ās before sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Cut your nails within fourty days?	<input type="checkbox"/>	<input type="checkbox"/>
Take a ghusl on Friday?	<input type="checkbox"/>	<input type="checkbox"/>

Tajwīd Rules

وَرَتِّلِ الْقُرْآنَ تَرْتِيلًا

"And recite the Qur'an in slow, measured recitation." [Al-Muzzammil: 4]

Makhraj of the Letters	
Letters	Pronounced from:
خ غ	The top of the throat
ح ع	The middle of the throat
ء ه	The bottom of the throat
ق	The innermost part of the tongue
ك	The innermost part of the tongue but slightly in front of the letter
ج ش ي	The middle of the tongue
ض ل	The side of the tongue
ط ت د ظ ذ ث ن ص س ز ر	The tip of the tongue
ف ب و م	Pronounced from the lips

Tafkheem Letters	
ظ خ ط غ ض ص ق	These 7 letters will always be pronounced with emphasis irrespective of the sign they carry

Mudd Aslee Letters (ا ي و)				
If a	Is followed by	Letter	Example	Lengthen for 2 harakaat
Fat'hah َ		ا Alif	نَا	
Kasrah ِ		ي Yaa Sakin	ذِي	
Dhammah ُ		و Waw Sakin	مُو	

Qalqalah Letters	
د ج ب ط ق	These 5 letters will be pronounced with an echo or bounce if they appear with a sukoon

Rule of Laam (ل) in the Word Allāh (الله)	
If after a letter with a 'Fat'hah' or 'Dhammah' the word الله appears then the laam (ل) in Allāh will be read with emphasis/heavy mouth. E.g. إِلَّا الله / عَبْدُ الله But if after a letter with 'Kasrah' the word الله appears laam (ل) in Allāh will be read lightly. E.g. بِسْمِ الله	

Punctuation Signs			
ط م قف ٠	Stop at the word		
ج	Can stop or continue at the word		
لا	Continue reading without stopping		

E.g.	Read as	E.g.	Read as
عَلَيْمًا ٠	عَلَيْمًا	كُرَّةٌ ط	كُرَّةٌ ط
بِهِ ط	بِهِ ط	مَاءٌ ط	مَاءٌ ا

Mudd Laazim Letters Examples					
E.g.	Read as	E.g.	Read as	E.g.	Read as
نَ	نُونٌ	الرَّ	إِلْفٌ لَامٌ رَ	يَسَ	يَ سَيْنٌ
قَ	قَافٌ	ضَالًا	ضَالٌ لَاءٌ	حَمَ	حَ مِيمٌ

Ghunna	
Ghunna is that nasal sound which comes the nose. It occurs on نَ , مَ , and ءَ َ ُ .	

Noon Saakin (نْ) and Tanween (ً َ ُ) Rules				
If نْ or ً َ ُ	Is followed by	Letters	Nasal Sound	Rule Applied
		اء ح ع خ غ	No	Izhaar
		ي م ن و	Yes	Idghaam with ghunna
		ل ر	No	Idghaam without ghunna
		ب	Yes	Iqlaab
		ث ت ج د ذ ز س ش ص ض ط ظ ف ق ك	Yes (light/hidden)	Ikhfaa

Meem Saakin (مْ) Rules				
مْ	Is followed by	Letters	Nasal Sound	Rule Applied
		م	Yes	Idghaam e Shafawee
		ب	Yes (light/hidden)	Ikhfaa e Shafawee
		Any letter Except ب and م	No	Izhaar e Shafawee

The Islamic Calendar

MUHARRAM

The Sacred Month

About Muharram

"Verily, the number of months with Allāh is twelve months (in a year), so it was ordained by Allāh on the Day when He created the heavens and the earth; of them, four are sacred. That is the right religion, so wrong not yourselves therein." [Al-Tawbah: 36]

One of the four sacred months, Muharram marks the start of the new Islamic Calendar.

Virtue of Muharram

Abu Hurairah (r.a.) said, "The Messenger of Allāh ﷺ said; "The best of fasting after Ramadan is fasting in Allāh's month of Muharram." [Muslim]



SAFAR

The Month of Traveling



About Safar

Traditionally a time when caravans set out for Syria or Yemen, Safar marks the second month of the Islamic Calendar.

This time of the year was considered to be cursed as many catastrophes and calamities took place. This belief has been proven to be false and without any foundation.

Jaabir (r.a.) said, "I have heard the Prophet ﷺ saying; "The descending of illness and evil superstition befalling in the month of Safar is untrue." [Muslim]

RABI' AL-AWWAL

The First Spring

About Rabi' al-Awwal
The third month of the Islamic Calendar.

It is on the twelfth of this month that many commentators claim the Prophet ﷺ was born. The Prophet ﷺ and Abu Bakr (r.a.) also migrated from Makkah to Medina in this month.



RABI' AL-THANI

The Second Spring



About Rabi' al-Thani
Named for the last vestiges of spring, Rabi' al-Thani marks the fourth month of the Islamic Calendar.

JUMADA AL-AWWAL

The First

About Jumada al-Awwal

This is the month in which the Prophet ﷺ married his beloved first wife Khadijah (r.a.) 15 years prior to Prophethood. This is also the month in which the Battle of Moota took place, in which Khalid bin Walid (r.a.) was proclaimed by the Prophet ﷺ as being "One of the Swords of Allāh."



JUMADA AL-THANI

The Second Dry Month



About Jumada al-Thani
Also known as Jumada al-Akhir, it marks the continuation of the dry months, and is the sixth month of the Islamic Calendar.

It is reported that on the fourth of this month Abu Salama (r.a.) Passed away.

RAJAB

The Month of Respect

About Rajab
Rajab is one of the four sacred months and is the seventh month of the Islamic Calendar.

The Prophet ﷺ is reported to have ascended to the Heavens on the 27th of Rajab (Miraj). Prior to the advent of Islam, Arabs would hold a general truce in this month to allow for religious pilgrimage. The second oath of Aqabah also took place on the twelfth of this month.



SHA'BAN

The Dividing Month



About Sha'ban

Sha'ban is the eighth month of the Islamic Calendar and literally means consecutive escalation, or an undisturbed increase.

Qibla, the direction to be faced for Salāh, was reverted back to the "Ka'aba" in Makkah (after being converted to Baitul Muqaddas in Jerusalem for a short period of time). This event took place two years after the Hijrah on the 15th of Sha'ban.

Fasting in Sha'ban

Ibn Hajar (may Allāh have mercy on him) said; "The Prophet ﷺ observed more voluntary fasts in Sha'ban than in any other month, and he used to fast most of Sha'ban." [Bukhari and Muslim]

A'ishah (r.a.) said; "The Messenger ﷺ used to fast until we thought he would never break his fast, and not fast until we thought he would never fast. I never saw the Messenger of Allāh fasting for an entire month except in Ramadan, and I never saw him fast more than he did in Sha'ban." [Bukhari and Muslim]

RAMADAN

The Month of Great Heat

About Ramadan

Ramadan is the ninth month of the Islamic Calendar, and is one of the most blessed and well known. It was in this month that Allāh chose to reveal His Divine Book - the Holy Qur'ān.

"Fasting is prescribed for you as it was prescribed for those before you, that you may attain taqwaa." [Al-Baqarah: 183]

Fasting has been ordained by Allāh, and is one of the fundamental pillars of Islam.



The supplication of the fasting person never goes unanswered; "There are in the month of Ramadan in every day and night those to whom Allāh grants freedom from the Fire, and there is for every Muslim a supplication which he can make and will be granted." [Ahmad, Sahih]

Virtues of Fasting

On the Day of Judgement, Fasting will say; "O My Lord, I prevented him from food and desires so accept my intercession for him." [Ahmad, Hasan]

Fasting is a means for one's sins to be forgiven. The Prophet said; "He who fasts Ramadan due to Iman and hoping for reward (from Allāh), then his past sins are forgiven."

[Bukhari and Muslim]

SHAWWAL

The Month of Hunting



About Shawwal

The tenth month of the Islamic Calendar, literally Shawwal means uplift or breakage. The first day of this month is dedicated to celebrating Eid al-Fitr.

Before Islam, Arabs believed that any marriage held in Shawwal would be unsuccessful.

Fasting in Shawwal

It is Sunnah to keep six fasts in the month of Shawwal. Abu Ayyub Ansari (r.a.) narrated that the Prophet ﷺ said; "If one throughout his life keeps the fasts of Ramadan and keeps six consecutive fasts in Shawwal, it will be as though he has kept a whole life time fasts. And if one keeps the six consecutive fasts for the one month of Shawwal, it will be as though he has observed fast all year round." [Muslim]

DHUL-QA'DAH

The Month of Rest

About Dhul-Qa'dah

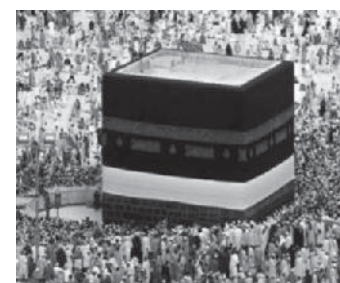
Dhul-Qa'dah is one of the four sacred months and is the eleventh month of the Islamic Calendar.

Dhul-Qa'dah was traditionally a time when business activities slowed down in the Hijaz. It is also one of the months among the months of Hajj.



DHUL-HIJJAH

The Month of Pilgrimage



About Dhul-Hijjah

Dhul-Hijjah is the twelfth and final month of the Islamic Calendar. It is in this sacred month that the fifth pillar of Islam, the performance of Hajj, is fulfilled.

Fasting in Dhul-Hijjah

Abu Qataadah (r.a.) reports in a part narration from the Prophet ﷺ concerning the fast observed on the day of Arafat, "I have full confidence in Allāh for the one who observes a fast on the day of Arafat that his previous year's and the proceeding year's sins are forgiven." [Muslim]

Abu Hurairah (r.a.) reports from the Prophet ﷺ; "Amongst all days there are none better to engage in sole worship of Allāh than in the ten days of Dhul-Hijjah. To observe a fast on any of these days is equivalent to fasting throughout the year. To actively engage in prayer and worship throughout any of these nights holds reward equal to (that gained) on the "Night of Power" (Laylatul-Qadr)." [Tirmidhi]

Course Planner

Year.....

Days

Month

1	2	3	4	5	6	7
8	9	10	11	12	13	14
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City	Address	Phone No.
Islamabad (Head Office)	7A.K. Brohi Road, H-11/4, Islamabad, Pakistan.	+92-51-4866125-9
Karachi (Institute)		+92-21-35844041-2
Lahore (Branch)	9-P,Gulberg 2,Lahore, Pakistan.	+92-300-8223166
Peshawar (Branch)	85-St.2,Sector K-3, Phase 3, Hayatabad, Peshawar, Pakistan.	+92-91-5830398 +92-91-5829200
Rahim Yar Khan (Branch)	By Pass Road, link AbasiaTown Rahim Yar Khan, Pakistan.	+92-68-5000742 +92-3009675046
Multan (Branch)	14-E-1 Officer's Colony, Multan, Pakistan.	+92-61-6521918
Attock (Branch)	Choi East, Mohallah Karbala near Gura Kabsrastan, Attock, Pakistan.	+92-57-2702588 +92-57-2703191
Abdul Hakeem (Branch)	Hisham house nearSMG School AbdulHakeem, Pakistan.	+92-65-2016344
Sahiwal (Branch)	Scheme.3,Block.27-Z, Farid Town, Sahiwal Pakistan.	+92-40-4552291 +92-3007836902
Murree (Branch)	P.O Village Berotee Ba-rasta Sunny Bank, Murree, Pakistan.	+92-343-5386756 +92-344-5980062

AL -HUDA Canada

City	Address	Phone No.
Mississauga (Institute)	5671 McAdam RdMississauga, ON L4Z 1N9	905 624-2030 647 869-6679 Fax: 905 624-2028

AL -HUDA Display Center

City	Address	Phone No.
Islamabad	3-Malik Plaza, Block16C, F-8Markaz, Islamabad, Pakistan. Shop#1, Cheema Chatta Plaza, near Metro Store, I-11	+92-51-2817038

AL -HUDA Sale Offices

City	Address	Phone No.
Islamabad	7 A.K. Brohi Road, H-11/4,Islamabad, Pakistan.	+92-51-4866125-9
Karachi		+92-21-35844041-2

AL -HUDA E-mails

For general queries:	info@alhuda.pk
For fiqhi questions:	alhuda.international@gmail.com

AL -HUDA Websites

www.alhudapk.com
www.farhathashmi.com
www.alhudainstitute.ca

Family

Family

Family

Family

Personal Contacts

[illegible]

Personal Contacts

[illegible]

سنیئے سنائیے

ڈاکٹر فرحت ہاشمی صاحبہ کے آڈیو لیکچرز

Cassettes / CDs / DVDs

F067	اب بھی نہ جاگے تو!	1
F068	قرآن کی کریمیں.... مری کے کوساروں پر	1
F072	السلام علیکم	1
F073	مذاق مذاذاً	1
F075	فضول باتیں کس لئے؟؟؟	1
F078	پردہ کیوں کریں؟	2
F082	ہم دورا ہے پر	1
F083	مہمان نوازی	1
F084	فائدہ مند تجارت	1
F087	مسلمان کیسا ہوتا ہے؟	1
F088	صدقہ کرنے سے مال کم نہیں ہوتا	1
F089	ذوق پریشانی سے نجات	1
F090	وقت گزرتا جائے	2
F091	غصہ جانے دو	2
F092	اللہ۔۔۔ میرا رب	1
F094	شیطان۔۔۔ کھلا دشمن	1
F095	گفتگو کا سلیقہ	1
F096	کیا آگے بھیجا کیا پیچھے چھوڑا؟	1
F097	حسد کی آگ	1
F098	نکاح مبارک	1
F099	محبوب کے لئے محبوب چیز	1
F101	کیا چاہیے دنیا یا آخرت؟	2
F102	رسول اللہ ﷺ کی شادیاں	1
F103	حبیب ﷺ سے میرا تعلق	1
F104	اللہ تیرا شکر	1
F105	نماز تہجد۔ قرب الہی کا ذریعہ	1
F106	حب رسول ﷺ	1
F107	خلاوت قرآن کیسے کریں؟ (مسنون طریقے)	1
F108	مناقشہ کون؟	1
F109	نیک کیسا ہے؟	1
F110	بہترین کی طرف	1
F111	چپے ہوئے لوگ	1
F112	عورت معمرا انسانیت	1
F113	تقویٰ کی زندگی۔ کامیابی کی زندگی	1

کوڈ نمبر	عنوان	واہم
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قرآن مجید با محاورہ ترجمہ و تفسیر		
FQ1999	فہم القرآن 1999 (اردو) ڈاکٹر فرحت ہاشمی	60
FQ2000	فہم القرآن 2000 " "	60
FQ2002	فہم القرآن 2002 " "	60
FQ2003	فہم القرآن 2003 (سنڈی) فرح ہمای	31

قرآن مجید، لفظی ترجمہ و تفسیر از ڈاکٹر فرحت ہاشمی		
TQ1998	تعلیم القرآن پارہ 1-7 (1998-99)	
TQ2002	تعلیم القرآن پارہ 1: 30 (2002) (MP3)	422

مشرق موضوعات پر لیکچرز از ڈاکٹر فرحت ہاشمی		
F001	نماز کیا کھاتی ہے؟	1
F002	شرک کیا ہے؟	2
F004	حقوق العباد	1
F009	عدل، احسان، صلہ رحمی	1
F010	خواب اور اسکی حقیقت	1
F011	اللہ نور السموات والارض	1
F012	ازدواجی زندگی میں کامیابی کا راز	1
F013	انسان اللہ کی جتنی ہے	1
F014	نماز فرض ہے	1
F015	اللہ کے خوبصورت نام	2
F016	اللَّهُمَّ صَلِّ عَلٰی مُحَمَّد	1
F017	خوشگوار باہمی تعلقات	1
F048	اللہ کی قدر کیجیو	1
F049	دراخت کی تہہ فرش ہے	1
F050	ہوم ورک	1
F051	شیطان کے جھکاڑے	2
F052	بچوں کی تربیت کیسے کریں؟	2
F053	جنت کا سودا	1
F054	رُخس کے بندے	1
F060	بھتیوں کا امتحان	1
F064	دروازے (جنت اور جہنم کے)	1
F065	مسادات مردوزن	1
F066	دعوتیں اور تحفے	1

پڑھیں اور پڑھائیے

پمفلٹس، کتابچے اور کتب

عنوان	
جمعہ کا دن مبارک دن	➤
عشرہ ذوالحجہ، عید الاضحیٰ اور قربانی	➤
درد و سلام۔۔۔ الصلاۃ علی النبی ﷺ	➤
محرم الحرام	➤
لیٹک عمرہ	➤
نماز باجماعت کا طریقہ	➤
عید مبارک	➤
غسل میت اور کفن پہنانے کا طریقہ	➤
آخری سفر کی تیاری	➤
رجب اور شبِ معراج	➤
فتنوں کے دور میں (کیا کرنا چاہئے)	➤
سفر کی دعائیں	➤
حج بیت اللہ	➤
میرا بیٹا میرا مرنا (سب رب العالمین کے لئے)	➤
رجب اور شبِ معراج	➤
صفر کا مہینہ اور بدشگونیاں	➤
الاسماء الحسنیٰ	➤
الاسماء السود (قرآن پاک کی سوئوں کے نام)	➤
بارک اللہ لک (شادی مبارک کا رُز)	➤
واپاک نستعین (صبح شام کے اذکار حفاظت کی دعائیں)	➤
کتبیرات	➤
رہبر حج	➤
ابوبکر صدیقؓ	➤
زا و راہ	➤
جب آفات آئیں	➤
قرآن مجید منتخب آیات اور سورتیں	➤
رب زدنی علماً (علم کے موضوع پر احادیث)	➤

F114	خود پسندی	1
F115	اللہ کے محبوب بندے	1
F116	برائی کو روکو	1
F117	اللہ ہی کے ہو کر ہو	1
F118	تیسری قسم کے لوگ (اعراف والے)	1
F119	حرص وہوس۔ دین کے دشمن	1
F120	سنو تو سہی!	1
F121	کچھ کرو تو سہی!	1
F122	سچے مومن	1
F123	دنیا کی حقیقت	1
F124	رشتوں کو جوڑیے	1
F125	ممبر بہت ضروری ہے	1
F126	خود فریبی	1
F127	فتنہ جال سے حفاظت کیسے؟	1
F128	ارادے جن کے پختہ ہوں	1
F129	ذکر الہی۔ فضیلت واجبیت	1
F130	جب موت آئے گی	1
F131	اتراؤ مت	1
F132	جہاد، جہاد، جہاد	1
F133	قابلِ قدر لوگ	1
F134	تعلیم و تربیت ساتھ ساتھ	1
F135	روز قیامت کیا ہوگا؟	1
F136	امتحان تو ہوگا	1
F137	روشنی کا سفر	1
F138	دنیا کے اے مسافر!	1
F139	اللہ کے مددگار	1
F140	اللہ کا رنگ۔ بہترین رنگ	1
F143	اتحاد کیسے ممکن ہے؟	1
F144	سادگی میں آسانی	1
F145	اجنبی لوگ	1
F146	شہرت کے طالب	1
F149	توکل علی اللہ	1
F150	مجھے جینے دو	1
F152	حرمِ رسول ﷺ اور ہم	1
F153	قوی مومن۔ کمزور مومن	1
F154	دہن کو نصیحتیں	1
F155	اچھی نیت اچھا پھل	1
F156	انسان اللہ کی نظر میں	1
F157	بچے کی پرورش (پہلا قدم)	1
F158	اسلام میں عورت کا مقام	1

Notes

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Notes

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"When Allah wishes
good for someone
He bestows upon him
the understanding of Deen"
[Bukhari]

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