TWT Products Lead Life Cycle

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This comprehensive document outlines the life cycles of various products under TWT 1446. This guide provides a strategic overview of the key stages each product undergoes, from initial awareness to successful conversion and completion.

Conversion points of targets for each product are highlighted in green.

Ashara Azaim

Al-Dai al-Ajal Syedna Mohammed Burhanuddin[RA] states:

> "دكانو بند كرے، اٰ ويپار تو دكان سوں چھے ؟ رازق تو خدا چھے،
> حسين نا بركة سي خدا روزي گھني اٰپسے، اٰ دس دن بند كرسو تو
> ايك ورس ني خدا تمنے ثواب اٰپسے انے بركة اٰپسے....مارا ساتھ
> حسين نو ماتم كروو مبارك كرجو انے تمنے سگلا نے ايك نا هزار
> عطاء كرجو، انے حسين پر ايك اٰنسو نا بدل الله جنة عطاء كرجو"

Al-Dāʿi al-Ajal Syedna Mohammed Burhanuddin[RA] , Surat Ashara, 1421 H, Majlis Khamis (5)

In the light of Huzurala's TUS irshād munīr, Mumineen must have planned for business closure during the days of Imam Hussain – Ashara Mubaraka. They can send a duʿāʾ ʿaraḍ to Ḥaḍrat ʿĀliyah, seeking prosperity in dīn and dunyā. While the primary goal is to maximize the number of mumineen who pledge Ashara Azam to close their businesses on the Tijaarat Raabehah website, the **targets provided this year will be counted exclusively for individuals in the categories of Businessmen, those in Service, and other Professionals.** It is essential to identify these individuals and ensure they submit the Ashara Azaim form.

1. **Visit Tijaarat Raabehah Website:**
   - Mumin visits the Tijaarat Raabehah website to access detailed information about Ashara Azam and its significance.
2. **Fill Ashara Azam Pledge Form:**
   - Mumin fills the Ashara Azam Pledge Form on the Tijaarat Raabehah website, providing details such as name, ITS, contact information, and commitment to participating in the event.
3. **Submission Confirmation:** ⟵ **Conversion Point**
   - Mumin receives confirmation of the successful submission of the Ashara Azam Pledge Form.

Target Audience – All Mumineen business entrepreneurs and service professionals. Khidmatguzars are tasked with identifying Mumineen in these specific categories, approaching them, and ensuring their pledge submission. While all Mumineen are welcome to submit the pledge, the success of this initiative will be measured based on submissions from the designated target audience.

Frequency - One Time per Mumin

Turn Around Time – Once a Mumin submits the pledge on the TR website, the achievement data will be updated and reflected in the TWT module within 24 hours.

Umoor Iqtesadiyah Relationship Officer

Khidmatguzars are tasked with identifying suitable Umoor Iqtesadiyah Officers to oversee and manage the implementation of the Husaini Scheme within their assigned Mouze. Each officer will be responsible for executing all activities related to the scheme and ensuring its smooth operation. The target allocation is set at approx. one Umoor Iqtesadiyah Officer for every 50 households within the Mouze.

The selected officers will serve for a validity period of one year, during which they will take full responsibility for their assigned households. A detailed Roles and Responsibilities (R&R) document will be provided to outline their duties and expectations. By appointing dedicated Umoor Iqtesadiyah Officers, this initiative aims to streamline the Husain scheme's implementation, enhance accountability, and foster stronger community engagement and participation.

1. **Identify Suitable Candidates:**
    - Select candidates who are capable and willing to take on the role of Umoor Iqtesadiyah Officer.
    - Ensure the selected individuals are well-informed about the scheme's purpose and their responsibilities.
2. **Submission of Details:** ← **Conversion Point**
    - Once the officers are identified, their details must be entered into the TWT portal accurately. On successful form submission the target will be marked as achieved.
3. **Training of Selected Officers:**
    - To support their roles, selected officers will undergo initial training sessions after Sherullah il Moazzam, with refresher training conducted every six months to keep them informed of any updates or enhancements.

Target Audience – The primary focus is on active committee members, experienced volunteers, or active members with the respect and ability to inspire others. Young and committed individuals are also key, as their dynamism and enthusiasm make them well-suited to take on responsibilities and drive the scheme forward. This group may include educated youth, professionals, or entrepreneurs with strong organizational and communication skills.

Frequency - The identification of Husain Scheme Officers is a one-time activity for each implementation cycle, with periodic reviews conducted to fill any vacancies or address performance concerns.

TWT Module – Achievements will be updated in real-time upon form submission in the TWT Module.

Mohammedi Scheme Collector

Khidmatguzars are responsible for identifying suitable Mohammedi Scheme Collectors to oversee and manage the collection of Mohammedi Scheme within their assigned Mouze. Each officer will be entrusted with the responsibilities and activities related to the scheme. By identifying and onboarding dedicated Mohammedi Scheme Collectors, this initiative aims to ensure the effective collection of the scheme and foster greater community engagement and participation.

1. **Identify Suitable Candidates:**
    - Select candidates who are capable and willing to take on the role of Mohammedi Scheme Collectors.
    - Ensure the selected individuals are well-informed about the scheme's purpose and their responsibilities.
2. **Submission of Details:** ← **Conversion Point**
    - Once the officers are identified, their details must be entered into the TWT portal accurately. On successful form submission the target will be marked as achieved.
3. **Training of Selected Officers:**
    - To support their roles, selected officers will undergo initial training sessions after Sherullah, with refresher training conducted every six months to keep them informed of any updates or enhancements.

Target Audience – The primary focus is on active committee members, experienced volunteers, or active members with the respect and ability to inspire others. Young and committed individuals are also key, as their dynamism and enthusiasm make them well-suited to take on responsibilities and drive the scheme forward. This group may include educated youth, professionals, or entrepreneurs with strong organizational and communication skills.

Frequency - The identification of Mohammedi Scheme Collectors is a one-time activity for each implementation cycle, with periodic reviews conducted to fill any vacancies or address performance concerns.

TWT Module – Achievements will be updated in real-time upon form submission in the TWT Module.

Husain Scheme Contributors and Contributions

Husain Scheme is based on the premise that Qardan Hasana provided by mumineen to this Scheme will earn the mumin thawaab and is fully returnable. Khidmatguzars should encourage mumineen to participate in Husain scheme for more than 12 months of muddat.

There are following stages in Husain Scheme contribution -

1. **Account Login:**
   - Mumin logs in in the Qardan Hasana Software.
2. **Husain Scheme Contribution:**
   - Mumin selects the Husain Scheme Contribution tab and clicks on Contribute.
3. **Important Instructions:**
   - Mumin reviews and understands guidelines, terms, and conditions governing contributions within the Husain Scheme
4. **Commitment or On-the-Spot Contribution:**
   - Mumin decides whether to contribute on the spot or make a commitment for a later date.
5. **Husain Scheme Form Submission:**
   - Mumin enters relevant information such as contribution amount, date of return (should be minimum 12 months) in the detail form.
6. **Contribution Confirmation:** ← **Conversion Point**
   - Mumin successfully makes the contribution in the Husain Scheme for **minimum 12 months tenure** and receives confirmation of the successful transaction within the Qardan Hasana platform.

The target is to maximize both *"Husain Scheme Contributors"* and *"Husain Scheme Contributions."* The success relies on increasing both the number of contributors and the amount contributed.

Target Audience – All Mumineen

Frequency - One-time activity

TWT Module - Once a Husaini Scheme contribution is cleared, it will take up to 48 hours to reflect in the TWT module.

Husain Scheme New Accounts

Khidmatguzars should encourage mumineen to create Husain Scheme Accounts (if not already created) and encourage them to contribute minimum 1 rupee (₹1) in the account.

1. **Account Creation:**
   - Mumin creates an account by sign up / login in the Qardan Hasana Software.
2. **Account Verification:**
   - Mumin completes the verification process by verifying both mobile number & Email address.
3. **User Profile Completion:**
   - Mumin completes their user profile by entering relevant information in the profile section.
4. **Important Instructions:**
   - Mumin reviews and understands guidelines, terms, and conditions governing contributions within the Husain Scheme
5. **Husain Scheme Contribution:**
   - Mumin decides to contribute on the spot and proceeds to contribution page
6. **Husain Scheme Form Submission:**
   - Mumin enters relevant information such as contribution amount, date of return etc. in the detail form.
7. **Contribution Confirmation:**
   - Mumin successfully makes the contribution in the Husain Scheme and receives confirmation of the successful transaction within the Qardan Hasana platform.
8. **Amount Credited in Account:** ← **Conversion Point**
   - The successful transaction is verified by the Qardan Hasana software and amount is credited in the Mumin's Husain Scheme Account.

Target Audience – All Mumineen

Frequency - Recurring

TWT Module - Once a Husaini Scheme contribution is cleared, it will take up to 48 hours to reflect in the TWT module.

Mohammedi Scheme Contributors and Contributions

1. **Amount Collection:**
    - Qardan Hasana Committee Member collects the Qardan Hasana amount from participating mumineen in the Mohammedi Scheme.
2. **Counting:**
    - Qardan Hasana Committee Member counts the collected amount
3. **Panchnama Document Creation:**
    - Qardan Hasana Committee Member creates a Panchnama document, documenting details of the collected amount and the total sum.
4. **Entry in the Software:**
    - Qardan Hasana Committee Member enters the collected amount and details into the Qardan Hasana software for proper record-keeping.
5. **Bank Deposit:**
    - The total amount collected is deposited into the local bank account designated for Qardan Hasana.
6. **Document Upload:** ← **Conversion Point**
    - Qardan Hasana Committee Member uploads the signed Panchnama document to the software

The target is to maximize both *"Mohammedi Scheme Contributors"* and *"Mohammedi Scheme Contributions."* The success relies on increasing both the number of contributors and the amount contributed. Achievements will be counted as per Number of Transactions and Amount Value collected as per Panchnama posted in the Qardan Hasana Software.

Target Audience – All Mumineen

Frequency - Recurring

TWT Module - It will take up to 48 hours for the information to reflect in the TWT module after the Panchnama document is uploaded to the software.

Qardan Hasana Application Review

The objective of quality of evaluation audit is to have

- Accuracy of profile
- Completeness of the application
- Proper documentation as per the purpose of the application.
- To check if proper evaluation been done on the basis of the recommended guidelines

Committee members to pre-identify Qardan Hasana applications for interview review.

Phase 1: Software Audit

1. **Applicant Details:**
    - The quality of evaluation audit begins with a thorough examination of the applicant's profile and work details within the software.
2. **Application Review:**
    - The audit assesses the completeness of the application, focusing on the information provided by the applicant.
3. **Evaluation Analysis:**
    - The audit involves a comprehensive evaluation of the application, examining the accuracy and adherence to quality standards.
4. **Submit Application Review** ← **Conversion Point**
    - The individual scores for each audit parameter are aggregated to calculate an overall audit score.

Phase 2: Call with Committee

1. **Organization of Call:**
    - A call is organized by the operations team or takes place during designated committee meetings (e.g., UKK calls)
2. **Sharing Audit Findings:**
    - During the call, the audit findings are shared with the relevant committee members.

Target Audience – Identified special Mumineen Qardan Hasana Application

Frequency - One Time

TWT Module – Achievements will be updated in realtime after form submission on the TWT module.

Economic Well Being Case study

1. **Initiation and Data Collection:**
    - Commence the economic well-being assessment
    - Identification – those cases whose repayment has been completed 1 year ago
2. **Data Input:**
    - The Khidmatguzar inputs collected data into the predefined Excel format, selecting relevant fields and entering information accurately.
3. **Score Generation:** ← **Conversion Point**
    - Based on the predefined formulas within the Excel a score is generated reflecting the economic status of Mumineen.
    - Data to be submitted on the TWT module
4. **Analysis and Interpretation:**
    - Analyze the score report to interpret economic well-being trends among Mumineen after Qardan Hasana to mumineen / After Moulas Tus Visit - Ziyafat - Qadam - Majlis

Target Audience – Identified special case Mumineen

Frequency - One Time

TWT Module - Achievements will be updated in realtime after form submission on the TWT module.

Partnership New Deeds

In view of the wishes of al-Dai-Ajal Syedna Aali Qadr Mufaddal Saifuddin TUS Mumineen are urged to amend their existing partnership deeds or draft new partnership deeds that adhere to laws and guide Mumineen.

1. **Receive Partnership Information:**
   - Mumin receives information about the importance of having a partnership deed according to Shariah, either through community announcements or communication from local authorities.
2. **Contact Aamil Saheb:**
   - Mumin reaches out to the Aamil Saheb to express interest in creating his/her partnership deed.

5. **Fill and Submit Partnership Deed:** ⟵ **Conversion Point**
   - Aamil Saheb or Coordinator fills out the partnership deed, by providing required details, and submits the completed form on amalat website.

3. **Verification Process:**
   - Idarah verifies the deed and either approves it or sends it back for necessary changes, providing feedback to the concerned parties.
4. **Print & Upload Approval:**
   - Upon approval, the option to print and upload the deed becomes visible. Aamil Saheb prints the form, obtains signatures from the partners and witnesses, and uploads the signed document on Amalat.
5. **Approval Process:**
   - The signed form is sent to Sigatul Qaza for approval. Tijaarat Rabehah department also reviews and approves the partnership araz.
6. **Hazrat Aaliyah's Approval:**
   - The partnership araz is submitted to Hazrat Aaliyah for approval. If approval is granted, the partnership deed proceeds to the next stage.
7. **Misaal Preparation and Upload:**
   - Upon receiving approval, the Idarah prepares the misaal and uploads it on Amalat
8. **Distribution of Misaal:**
   - Aamil Saheb prints the approved misaal and provides copies to the partners, completing the process of creating and approving the partnership deed.

Target Audience – Mumineen doing business in partnership

Frequency: Once every 5 years

Partnership Renewal Deeds

- **Expired Deeds -** All those deeds which are completed earlier and have received Misaal Shareef and the validity of the Deed is expired will fall into this category.
- **Renewal Procedure -** Procedure of a renewal deed is as same as filling up a new deed.
- **Website -** Click on “add new partnership” on the portal and fill all details with updated duration, ratios, clauses, etc. (previous deed can be referred)
- **Unchanged Data -** Make sure that the company name & partners are not changed, only then it will be counted as a renewal. If the company name is changed or partners are added/removed, it will be counted as a new deed and not a renewal deed.
- **Submit –** Submit filled partnership deed form for Idarah to review. ⬅Conversion Point
- Data of all expired deeds will be provided to Khidmat Guzar in excel sheet.

Target Audience – Mumineen whose Partnership deeds are expired

Frequency: One Time

Identify New Counselor

As per *Khushi Mubarak* of Al-Dai al-Ajal Syedna Mohammed Burhanuddin RA, today his mansoos Al-Dai al-Ajal Syedna Aali Qadr Mufaddal Saifuddin TUS through Al-Tijaarat al Raabehah aims to build a platform for mumineen where one mumin could help another in their business by sharing their valuable experience and knowledge.

For this purpose, the office urges Lajnat-il-Tanmiyat-il-Burhaniyah in every zone to form a team of counsellors who are capable to guide, advise, mentor and assist mumineen in their businesses so that they are able to achieve profitability, growth and sustainability in today's competitive environment.

Lajnat-il-Tanmiyat-il-Burhaniyah will provide mumineen access to counselors and experts who will offer guidance and assistance to strengthen small, medium, and large businesses and help them start, run, grow, sustain, and diversify for the future. So that every businessman in the community can achieve the success and prosperity they desire as well as the success that lies in store for them.

1. **Counselor Registration:**
    - Initiate the process by submitting the counselor registration form.
2. **Registration Review and Approval:** ⟵ **Conversion Point**
    - Idarah reviews and approves the registration of qualified individuals as business counselors, ensuring they meet the necessary criteria and guidelines.
3. **Role and Responsibility Awareness:**
    - Successful registrants are provided with information about their roles and responsibilities as business counselors, ensuring clarity on expectations.
4. **Case Study Qualification:**
    - To further qualify counselors, they are assigned case studies to complete, assessing their ability to analyze and provide solutions to business scenarios.
5. **Certified Service Provider (CSP) Training:**
    - Counselors attend the Certified Service Provider Training program, a mandatory training to enhance their skills and knowledge in business counseling.
6. **Attendance and Certification:**
    - Counselors attend the training sessions and, upon successful completion, receive certification, signifying their readiness to offer business counseling services.

Target Audience – Mumineen who have strong business accumen

Frequency - One Time

TWT Module –The Achievement data will be updated and reflected in the TWT module after 24 hours of form submission.

Identify New SHND Case

1. **Outreach and Expansion:**
    - Identify new SHND cases by expanding the organization's reach to provide support to those in need.
2. **Case Identification:**
    - Identify and assess new cases requiring support and intervention. Respond to emerging needs within the community and provide timely assistance to individuals in distress.
3. **Counselling Website Registration:** ← **Conversion Point**
    - Register a new SHND case on the counseling portal - https://counseling.dbohra.com
4. **Case Review and Assessment:**
    - The Case Management Team regularly reviews and assesses incoming cases
5. **Financial Assessment:**
    - Team conducts counseling sessions with the client to determine the financial assessment. Assess the amount to be granted in grants / Qardan Hasana based on the client's needs and circumstances.
6. **Support and Assistance:**
    - The case management team provides comprehensive support and assistance to individuals in distress by following established protocols and procedures to ensure a consistent and empathetic approach.

Target Audience – Mumineen who require financial assistance in starting a business

Frequency - One Time

TWT Module - The Achievement data will be updated and reflected in the TWT module after 24 hours of case creation.

DBohra New Registration

1. **Website Visit:**
   - Mumineen visit the DBohra website to explore and engage with the services offered by the platform.
2. **Account Creation with ITS:**
   - Mumineen create their accounts by logging in with their ITS id
3. **Business Addition:**
   - Logged-in mumineen add their business to DBohra - basic details about their business.
4. **Business Registration Form Submission:** ← **Conversion Point**
   - Mumineen fill out the detailed business registration form, providing comprehensive information about their products, services, and contact details.
5. **Confirmation Email:**
   - Mumineen receive a confirmation email acknowledging the successful registration of their business on DBohra.
6. **Explore Other Businesses:**
   - Mumineen, now registered on the platform, explore other businesses within the same category, fostering a sense of community and promoting cross-mumineen business interactions.

Target Audience – Mumineen who are in business

Frequency - One Time

TWT Module - The Achievement data will be updated and reflected in the TWT module after 24 hours of business registration.

DBohra Business Verification

1. **Physical Verification Visits:**
    - Each assigned team conducts physical visits to identified businesses, verifying the accuracy of data available on DBohra. The focus is on confirming Business Type, Address, Name, Product Category, and Product Details.
2. **Comparison of Data:**
    - Teams meticulously compare the information available on DBohra with the actual details obtained during the physical visits, ensuring alignment and accuracy.
3. **Rectification of Variations:**
    - In cases where variations exist in Business Type, teams work to rectify these variations within the DBohra system, ensuring uniform and accurate representation.
4. **Enter ITS ID on Verification:** ⟵ **Conversion Point**
    - After updating the information on the admin panel, user is prompted to enter their ITS id for record purposes on successful submission, the business is marked as verified.

Target Audience – Mumineen who have registered their businesses on DBohra

Frequency - One Time

TWT Module - The Achievement data will be updated and reflected in the TWT module after 24 hours of business verification.

Renewable Energy

Khidmatguzars are entrusted with the significant task of promoting renewable energy adoption within the community by focusing on solar energy solutions. This initiative aligns with the commitment to sustainability and cost efficiency while encouraging businesses to transition toward eco-friendly energy sources**. Identify 1-2 industries or commercial establishments** within their respective Indian Jamiyat that can benefit from transitioning to solar energy.

1. **Identification of Industries and Commercial Setups:**
    - Identify 1-2 industries or commercial establishments within their respective Indian Jamiyat that can benefit from transitioning to solar energy.
    - Prioritize businesses with high energy consumption or those that could significantly reduce their operational costs through solar adoption.

2. **Lead Registration Form:**
    - Initiate the process with interested clients by encouraging them to submit a lead form on the registration page. This form gathers basic information about the client and their interest in renewable energy solutions.

3. **Preliminary Consultation (30 mins):** ⟵ **Conversion Point**
    - Commence with a 30-minute preliminary consultation to understand the client's energy needs, discuss feasibility, and introduce renewable energy solutions.
    - If the lead is marked as qualified following the consultation call, it will be considered a conversion.

4. **Remote Site Assessment:**
    - Renewable Energy team conducts a remote assessment of the site to gather data for designing a solar energy solution tailored to the client's requirements.

5. **3D Design of Solar Plant:**
    - Renewable Energy team generates a 3D design of the proposed solar plant, including shading analysis and a generation report.

6. **Final Report and Vendor Comparison:**
    - Renewable Energy team prepares a final report that includes a vendor comparison, aiding the client in making an informed decision.

7. **Decision-Making Support Consultation (1 hour):**
    - Renewable Energy team engages in a one-hour consultation to provide decision-making support to the client in finalizing the solar energy solution.

8. **Onboarding Document Preparation:**
    - Renewable Energy team prepares necessary onboarding documents.

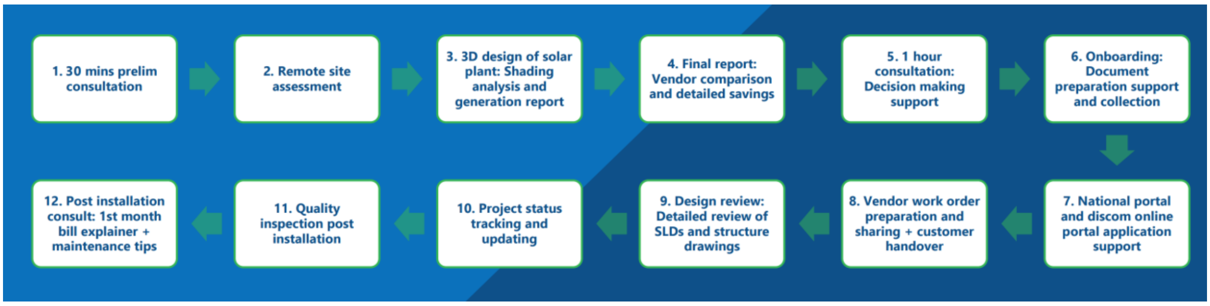
9. **Vendor Work Order Preparation and Sharing:**
    - Renewable Energy team prepares the vendor work order detailing the agreed-upon terms and shares it with the customer for confirmation.

10. **Design Review:**
    - Renewable Energy team conducts a detailed review of Single Line Diagrams (SLDs) and structure drawings to ensure alignment with the solar plant design.

11. **Project Status Tracking and Updating:**
    - Renewable Energy team regularly tracks and updates the client on the project status.

12. **Quality Inspection Post Installation:**
    - Renewable Energy team conducts a thorough quality inspection post-installation to verify that the solar plant meets the defined standards and specifications.

13. **Post-Installation Consultation:**
    - Renewable Energy team engages in a post-installation consultation, explaining the first-month bill & providing maintenance tips to optimize solar energy performance.



Target Audience – Mumineen who have registered on DBohra

Frequency - One Time

TWT Module – The achievements will be reflected on the module once the lead is marked as qualified after the initial consultation call.

Industry Development Division

The Industrial Development Division (IDD) is responsible for identifying and supporting Mumineen interested in manufacturing or transitioning into the manufacturing sector. The initiative aims to facilitate industrial growth, provide expert consultancy, and establish structured IDD offices within various Mawaaze.

1. **Identification**
    - Identify Mumineen expressing interest in shifting from trading/services to manufacturing.
    - Engage with business owners, entrepreneurs, and professionals who have the potential to scale into manufacturing.

2. **Registration on TWT Module**
    - Register the identified Mumineen on the TWT module for tracking and monitoring.
    - Ensure accurate data entry, including business details, industry preferences, and potential investment scope.

3. **Lead Qualification**
    - Leads submitted by Khidmatguzars will be verified by Idarah SME within 3 days.
    - If the lead is interested and qualified, only then after successful verification and confirmation will the lead be counted as an achievement. ⟵ **Conversion Point**

Human Resource Consultancy

1. **Lead Form Submission for HR Consultancy:**
    - Mumineen interested in HR consultancy submit a registration form expressing their requirements and HR needs.
2. **Connect with Point of Contact (POC):** ⟵ **Conversion Point**
    - The HR Consultancy team connects with the designated POC to establish communication, gather initial information and qualify the lead.
    - If the lead is marked as qualified following the consultation call, it will be considered a conversion.
3. **Scheduled Consultation Call:**
    - HR Consultancy team schedules a consultation call to comprehensively understand the organization's requirements.
4. **Proposal Sharing:**
    - HR Consultancy team shares a detailed proposal based on the agreed-upon solutions, including a price list and terms and conditions.
5. **Contract Sharing and Advance Invoice:**
    - Once the organization agrees to the proposal, HR Consultancy team shares a contract with them outlining the terms and conditions.
6. **Assignment Deployment:**
    - Assign the HR consultancy assignment to a team member capable of addressing the specific needs identified during the consultation. Initiate the execution phase.
7. **Internal Review for Timeliness and Quality:**
    - HR Consultancy team internally reviews the services provided to ensure they align with the agreed timelines and maintain the expected quality standards.
8. **Final Invoice and Closure:**
    - Once the HR consultancy requirements are met, raise the final invoice for the services rendered. Close the assignment officially.
9. **Revenue Team Involvement for Financial Recording:**
    - Revenue team to ensure real-time recording of financials and maintain transparency in financial processes.

Target Audience – Mumineen who have registered on DBohra

Frequency - One Time

TWT Module - The achievements will be reflected on the module once the lead is marked as qualified after the initial consultation call.

Upliftment cases (Bassateen)

Project Baaseteen is designed to support Mumineen in setting up sustainable businesses by providing structured financial and business planning assistance. Khidmatguzars play a crucial role in identifying, evaluating, and supporting eligible cases, ensuring smooth execution and follow-through.

1. **Outreach and Expansion:**
    - Identify and visit Mumineen eligible for Project Baaseteen, assessing their current financial and business situation.
    - Gather necessary details and create a comprehensive case file for each identified applicant.
2. **Counseling Website Registration:**
    - Register a new "Baaseteen" case on the counseling portal - https://counseling.dbohra.com
3. **Counseling & Business Planning:**
    - Support applicants in completing counselling sessions, household budgeting, business planning, and action planning.
    - Facilitate the counselling process and ensure completion within 24 hours from the time of assignment.
4. **Counseling Report:**
    - Upload the counselling report on the Counselling Module for further verification.
5. **Financial Support & Case Finalization**
    - Identify a suitable rental shop if needed as part of the business setup.
    - RDM will verify the case file and "Mark as complete" on counselling module, post which the case will be counted as a conversion. ⟵ **Conversion Point**
6. **Fund Release & Follow-Up:**
    - Follow up with the central office for case closure and successful disbursement of funds.

Target Audience – Mumineen engaged in roadside businesses who require assistance in setting up a formal shop can benefit from structured support under Project Baaseteen.

Frequency - One Time

TWT Module - The Achievement data will be updated and reflected in the TWT module after 24 hours of case Marked as Complete by the RDM.

Training and Acceleration Program (TAP)

The Training and Acceleration Program (TAP) is an initiative by Umoor Iqtesadiyah aimed at addressing the skill gaps identified in various Mouzes through surveys and need assessment reports. Based on these findings, targeted training programs have been developed to equip Mumineen with essential business and financial knowledge, enabling them to strengthen their businesses and financial well-being.

Training Topics for This Year's TWT

This year's topics consists of eight key training topics, with each Mouze assigned one or two based on their specific needs:

1. **Business Ethics**
2. **Ashara Ohbat**
3. **Business Mindedness & Entrepreneurship**
4. **Partnership Deed**
5. **Household Budgeting**
6. **Transforming Business from Credit to Cash**
7. **Understanding Financial Practices**
8. **Finance for Non-Finance**

Steps involved in Training and Acceleration Program -

1. **Training Preparation**
    - Identify a subject matter expert (SME) or an experienced trainer for the assigned topic.
    - Identify a suitable venue based on participant capacity and accessibility within the Mouze.

2. **Event Creation**
    - Register the training event on the TWT portal under the Educational Seminar section.
    - Mention details like Training Tioic and Training date
    - Skip this step if details are already prefilled

3. **Event Registration**
    - Mumineen can register using the FAR link - https://twtproject.org/twt/FAR
    - Committee members can also register participants on their behalf.

4. **Event Attendance**
    - On the day of the training, Mumineen mark their attendance on the same link.

5. **Event Assessment**
    - Participants complete an assessment and submit their responses via the FAR link to measure learning outcomes.

6. **Event Feedback**
    - Feedback is gathered through the same FAR link to improve future training sessions.

7. **Event Submit on TWT** ← **Conversion Point**
    - Khidmatguzars (KGs) will enter attendance data on the TWT Module and officially mark the event as completed.

Target Audience – Mumineen entrepreneurs, business owners, professionals, and individuals seeking financial literacy and business growth. It is designed for those looking to enhance their business acumen, improve financial management, and transition to more sustainable business practices. The program also caters to young professionals and aspiring entrepreneurs who want to develop an entrepreneurial mindset and gain industry-relevant skills.

Frequency - One Time

TWT Module - The Achievement data will be updated and reflected in the TWT module once the event is marked as completed on the TWT module.

EDP Administrative Training

The EDP Administrative Training is designed to ensure that Economic Development Plans (EDP) are well-structured, effectively implemented, and aligned with mouze dynamics. This training enables Committee Members, Tawalli us-Salaat, and TWT Khidmatguzars (KGs) to collaborate on executing the EDP strategy efficiently.

1. **Plan Meeting:**
   - Committee member should share agenda of the meeting with KG along with EDP report

2. **Meeting Schedule:**
   - Ensure joint meetings between Tawalli-us-Salaat and committee members

3. **Meeting Agenda:**
   - Facilitate discussions and provide support on EDP objectives.
   - Present the 1445H EDP Plan and achievements.
   - Discuss the 1446H EDP plan and align it with TWT target planning and achievement.

4. **Minutes of the Meeting:** ⟵ Conversion Point
   - Minutes of the Meeting to be uploaded on the TWT portal within 24hrs

5. **Photo Upload:**
   - Photos of the meeting to be uploaded on TWT portal

Comprehensive Survey

The Comprehensive Survey is a structured initiative to collect, update, and verify critical demographic, business, education, and qualification data of Mumineen. This data will serve as the foundation for Umoor Iqtesadiyah (UI) activities and Economic Development Plan (EDP) planning in the coming years. Below are the steps involved –

1. **Data Collection & Form Update**
   - Committee Members initiate the data update process by collecting relevant information.
   - If needed, they can take support from the Umoor Dakheliyah Coordinator to gather existing records.

2. **Data Survey**
   - Conduct surveys to update demographic, business, education, and qualification details in the Comprehensive Form on the TWT Module.

3. **Upload on TWT Module** ⟵ **Conversion Point**
   - Once data is collected, Committee Members upload the completed data template onto the TWT Module – Comprehensive Survey Section.
   - Ensure all fields are accurately filled, avoiding duplication or errors.

4. **Post-Submission Data Verification**
   - After submission, Regional Planning Officers (RPOs) verify the submitted data for accuracy
   - Discrepancies or missing information will be flagged for follow-up with the concerned Committee Members.

5. **Data Utilization & Strategic Planning**
   - Verified data will now serve as the base for Umoor Iqtesadiyah activities and EDP plan.
   - The collected information will help define goals, set strategies, and allocate resources for economic development initiatives.

6. **Reconciliation & Continuous Improvement**
   - The survey will be re-conducted periodically to update incremental data

Comprehensive Survey will play a vital role in strengthening the economic and educational landscape of the local mouze community.

Al Fiqho Thummal Matjar

This year, during Ramazan 1446H, the Al Fiqho Thummal Matjar course will be conducted in nine designated Mawaaze, offering Mumineen an opportunity to enhance their understanding of business principles rooted in Shariyat Mohammediyah.

Applicable Mawaaze for the Course:

1. Mufaddal Mohallah – Kuwait
2. Houston
3. Dubai
4. Chicago
5. Madras
6. Kolkata
7. Nagpur
8. Surat
9. Cairo

1. **Course Enrolment:**
   - Enrolment is through an interview selection process, ensuring that participants are well-suited for the course.
   - Mumineen from the above mouze can apply for the course

2. **Course Structure & Delivery:**
   - Module 1 will be taught in a classroom setting, ensuring an interactive learning experience for Mumineen.
   - Module 1 is divided into 15 sessions, with each session lasting approximately 45 minutes.

3. **Assessments & Evaluations**
   - Throughout the program, students are required to complete:
     i. Formative Assessments – To track ongoing progress.
     ii. Assignments – Practical applications of the concepts learned.
     iii. Final Assessment – A comprehensive evaluation at the end of the course.

Mumineen from these nine Mawaaze are strongly encouraged to enroll and benefit from this specialized course, which integrates Fiqh-based business ethics with practical financial and trade applications.

Al Muzakeraa Al Iimiyah Haula Fiqh Al Tijaarat

Al Muzakeraa Al Iimiyah Haula Fiqh Al Tijaarat sessions are designed to enhance Mumineen's understanding of trade and financial practices within the framework of Shariyat Mohammediyah. These sessions will be conducted across both TWT and non-TWT Mawaaze, ensuring widespread participation.

1. **Session Structure & Delivery**
    - Total Sessions: 5
    - Duration per Session: 30 - 35 minutes
    - Conducted By: Mamureen and Tawalli ul Salaat
    - Location: Masjid / Markaz

2. **Assessment & Participation**
    - Each session will include a pre-assessment to evaluate participants' understanding before the discussion.
    - Sessions will be structured to encourage engagement, discussions, and real-life applications of Fiqh in business.

3. **Targeted Outcomes**
    - Strengthen Fiqh-based business knowledge among Mumineen.
    - Provide clarity on trade ethics, contracts, and financial dealings within Islamic principles.
    - Ensure practical implementation of Fiqh concepts in daily business operations.

Mumineen from both TWT and non-TWT Mawaaze are encouraged to attend and actively participate in these insightful Muzakera sessions.

THANK YOU