

TWT 1446H

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

خُذْ مِنْ أَمْوَالِهِمْ صَدَقَةً

تُطَهِّرُهُمْ وَتُزَكِّيهِمْ بِهَا

وَصَلِّ عَلَيْهِمْ إِنَّ صَلَاتَكَ سَكَنٌ لَهُمْ

وَاللَّهُ سَمِيعٌ عَلِيمٌ

Roles and Responsibilities

Subjects	Roles & Responsibilities of Committee Members	Roles & Responsibilities of TWT Khidmatguzar	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Reference Material	Post Sherullah
Economic Well-Being Study	<ul style="list-style-type: none"> Identify a list of individuals eligible for the study (<i>Will be shared with Mawaaze</i>). Pre-define the schedule for setting up meetings between interviewees and interviewers. Facilitate the process and address any arising requirements dynamically to ensure the smooth conduct of interviews. Ensure trained committee members complete the task as per the defined target. Seek assistance from CA or accountant professionals if required to ensure accuracy and thoroughness in assessments. 	<ul style="list-style-type: none"> Support committee members in appraising Mumineen effectively and guiding them through the study. Ensure assigned committee members have the list of identified cases ready, and that the meeting schedule is set up well in advance. Oversee the smooth execution of interviews by providing logistical support. Ensure timely completion of the case study questionnaire on the TWT module and submission for review. 	<ul style="list-style-type: none"> Schedule interviews as per the targets based on the list shared by the Idaarah. Submit the final report on the module. 	<p>Identification of case will be shared: by 20th Shaban</p> <p>Scheduling to be finalized for interviews: <u>Within 3 days after identification.</u></p> <p>Duration of interview: - 30 min</p> <p>Completion of interviews: Within the allocated time as per schedule during Sherullah.</p> <p>Submission of final report on the module: <u>Within 24hrs days after interview.</u></p> <p>★ Last Date for submission of achievement is: - 20mi Sherullah 1446</p>	<ul style="list-style-type: none"> Economic Wellbeing Orientation presentation A video on How to conduct the interview and what is the methodology of submitting a report is available on TWT resource page. Product Life cycle document <p>https://umoorigtesadiyah.org/tw1446h/</p>	<p>A comprehensive report will be prepared outlining the outcomes of the entire exercise by Subject Matter experts and relevant information related to Mawaaze will be shared via RPO channel wherever required</p>
Case Management – SHND Counselling	<ul style="list-style-type: none"> Identify new SHND cases by expanding the organization's reach to provide support to those in need. Identify potential cases before Sherullah to ensure timely intervention. Review last year's catered cases and pre-plan for the upcoming year as part of EDP planning. Identify and evaluate potential candidates for financial and non-financial support based on SHND policy criteria. Ensure proper documentation and tracking of cases. 	<ul style="list-style-type: none"> Evaluate identified cases for completeness and accuracy before forwarding them to the head office for approval. Assist committee members in addressing queries related to SHND policies and procedures. Ensure timely submission of reports and case evaluations to the central office. 	<ul style="list-style-type: none"> Register case on the counselling module. Prepare the case file and commence counselling. <p><u>Submission to the head office: Within 7 days post</u></p> <p>Last Date for submission of achievement is: - 20mi Sherullah 1446</p>	<p>Identification of individuals: 20th Shaban</p> <p>Record the case for counselling within 1 working day.</p> <p>Assign Counsellor and initiate with counselling within 1 working days</p> <p>Ensure counselling is done and counselling report is submitted on Module in 3 working days.</p> <p>Evaluation and documentation by KG: <u>Within 3 days of receiving the case.</u> (Only applicable where TWT KGs are assigned)</p> <p>★ Total Turnaround time for completion of entire case may varies from 1 – 6 months.</p>	<ul style="list-style-type: none"> SHND Orientation presentation A detailed SHND criteria document is created and attached well in advance to target relevant audiences and ensure clarity and alignment effectively. Case needs to registered on below portal - https://counseling.dbohra.com/ 	<p>UI will assign Counsellor to assess the case and ensure the counselling is completed as per timeline.</p> <p>Post receipt of entire document Central team will initiate with approval process.</p>

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar	Conversion of Activity Leads	🕒 Turnaround Time (TAT) for Activity Leads	Reference Material	Post Sherullah
EDP Administrative Meeting	<ul style="list-style-type: none"> 📅 Arrange the meeting with Tawalli us-Salaat and TWT Khidmat Guzaar. 📊 Provide an overview of the Umoor Iqtesadiyah committee for their Mawaaze. 📊 Present the 1445H EDP Plan and achievements. 🗣️ Discuss the 1446H EDP plan and align it with TWT target planning and achievement. 📊 Provide an TWT Planning document along with day wise activities planned and visit schedule calendar. 	<ul style="list-style-type: none"> 📅 Ensure joint meetings between Tawalli us-Salaat and committee members on the 1st day of Shehullah. 🗣️ Facilitate discussions and provide support on EDP objectives. 📄 Assist in the documentation and follow-up of action points. 📄 Identify potential areas for improvement based on meeting feedback. 	<ul style="list-style-type: none"> ★ Meeting conducted: Minutes of the Meeting to be uploaded on the TWT portal within 24hrs ★ Photos of the meeting to be uploaded on TWT portal before 1st Shehullah 1446 	<p>Committee member should share agenda of the meeting with KG along with EDP report by 2nd Shaban</p> <ul style="list-style-type: none"> ★ Committee member should inform the KG on meeting scheduling detail by 27th Shaban ★ Meeting date: 1st Sherullah 1446. <p><u>Duration of meeting: - 45 min</u></p> <p>Committee Member shared the detail implementation plan with KG during the meeting with day wise activities to be conducted</p>	<ul style="list-style-type: none"> 🔴 Agenda for conducting administrative training meetings. 🔴 Presentation templates for EDP plans and achievements. 🔴 Meeting agenda templates and reporting formats. 🔴 Product Life cycle document 	Work on the Action Items that were discussed in the meeting.
Renewable Energy (Solar)	<ul style="list-style-type: none"> 📄 Conduct surveys to assess solar energy potential. 🏠 Identify commercial and industrial setups for solar adoption. 🌞 Educate Mumineen on solar energy benefits. 📅 Committee member should identify potential mumineen commercial places, Jamaat Property, Residential Complex etc. Pre-define the schedule tafheem session with potential candidate. 	<ul style="list-style-type: none"> 🔍 Guide committee members in conducting surveys. 📄 Provide technical insights to potential adopters. 🗣️ Facilitate interactions with solar providers. 	<ul style="list-style-type: none"> ★ Register the potential candidates on the link provided. ★ The Idaarah will contact the registered leads and assess their eligibility. ★ Only qualified leads will be counted as conversions, ensuring that the lead count is not inflated by invalid entries. 	<p>Identification of potential commercial property to be done by 20th Shaban.</p> <ul style="list-style-type: none"> ★ First Qualification call: within 3 working days. ✓ <u>If the lead is qualified, it will be considered as conversion</u> and move toward next step. ✗ If it is not a qualified lead, it will be removed ★ Total Turnaround time for completion of lead varies from 3 to 6 months ★ Last Date for submission of achievement is: - 22mi Shehullah 1446 	<ul style="list-style-type: none"> 🔴 Renewable Energy Orientation presentation 🔴 Solar adoption case studies. 🔴 Service offerings and other resource materials are available on the TWT resource page. <p>https://umooriqtesadiyah.org/twt1446h/</p>	<p>The verified lead will be contacted to understand their requirements and proceed accordingly.</p> <p>It will take 3 to 6 months to convert the leads.</p>

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar	Conversion of Activity Leads	🕒 Turnaround Time (TAT) for Activity Leads	Reference Material	Post Shehullah
HR Consultancy	<ul style="list-style-type: none"> 👥 Identify and pitch HR services to potential Mumineen. 📌 Organize local awareness initiatives. 🗣️ Train local influencers to act as HR advisors. 📞 Establish a referral network within the community. 	<ul style="list-style-type: none"> 👥 Develop targeted HR solutions based on community needs. 🗣️ Train committee members to pitch services effectively. 📄 Oversee the lead conversion process. 	<ul style="list-style-type: none"> ★ Leads received from Mauze will be verified by Idaarah SME within 3 days. ★ Only after confirmation will the lead be taken into achievement. 	<p>First Qualification call: <i>Within 3 working days</i> ✓ <i>if the is qualified, the lead will consider as conversion</i> and move toward next step of Screening Process. ✗ If it is not a qualified lead, it will be removed.</p> <p>Total Turnaround time for completion of lead will be varies from 3- 4 months</p> <p>★ Last Date for submission of achievement is: - 23mi Sherullah 1446</p>	<ul style="list-style-type: none"> 📌 HR consultancy service offerings document. 📌 Set of questionnaires which can be used to analyse requirement. 📌 Training materials. 📌 Product Life cycle document <p>https://umoorigtesadiyah.org/twt1446h/</p>	<p>The verified lead will be contacted to understand their requirements and accordingly proceed ahead.</p> <p>The qualified leads will be contacted and closed before 1st Zilhaaj</p>
Partnership	<ul style="list-style-type: none"> 🔍 Identify new deeds that need to be created and identify mumineen whose deeds need to be renewed. 💻 Assist Mumineen in online deed submission. 👉 Promote the benefits of formal partnerships. 📄 Review and forward deeds for faster approvals. 📊 Track the submission and approval process. 	<ul style="list-style-type: none"> 📄 Assist in Deed submission. 🕒 Ensure committee members meet submission deadlines. 📊 Monitor progress and identify bottlenecks. 	<p>New Deed Achievement – ✓ This will be considered when a Deed is submitted to the Idaarah through Amil Saheb OR TWT Khidmat Guzar.</p> <p>Renewal Deed Achievement – ✓ When submitted to the Idaarah through Amil Saheb OR TWT Khidmat Guzar. <i>(If an expired deed is requested for dissolution on the module that will also count as a target achieved against deed renewal)</i></p> <p>Deed is submitted to the Idaarah using Partnership Module.</p>	<p>Identification of individuals: 25th Shaban</p> <p>Scheduling to be tafheem discussion with Partners along with Committee members and TWT/KGs.</p> <p>★ All New and Renew deeds to be submitted before 10th Sherullah 1446</p> <p>Follow-up with Central team for review and finalization of document signoff 4 working days</p> <p>Total Turnaround time from deed submission to Misal Shareef distribution 3- 6 weeks</p>	<ul style="list-style-type: none"> 📌 Partnership deed Awareness campaign 📌 Partnership Manual 📌 Product Life cycle document <p>https://umoorigtesadiyah.org/twt1446h/</p> <p>Partnership Deed Module tab will be live mamureen.net for Khidmat Guzar</p>	<p>Any remaining deeds that were not closed during Sherullah will be catered by or before 1st Zilhaaj</p>

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Sherullah
Training and Acceleration Program (TAP)	<p>👥 Execute sessions as per set targets (minimum 2 sessions per mawaaze). <i>Ensure maximum 50 participants per session.</i></p> <p>📅 Pre-define participants and submit daily updates.</p> <p>💬 Collect feedback from attendees and improve sessions accordingly.</p> <p>📅 Coordinate with trainers and schedule sessions in advance.</p> <p>Committee members to ensure attendance are recorded for participant on TWT module</p>	<p>👥 Oversee participant engagement and attendance tracking.</p> <p>📌 Ensure trainers are onboarded as per guidelines.</p> <p>📅 Communicate session schedules within mawaaze well in advance.</p> <p>📄 Ensure logistics are arranged logistics and ensure smooth execution.</p> <p>👥 Engage local influencers to drive attendance.</p>	<ul style="list-style-type: none"> ★ Registration of the participants is received. ★ Attendance is captured with ITS. ★ Assessment and feedback of the participants are gathered post-event. Preferable to have Workshop scheduled on Saturday or Sunday or Post Maghrib 	<p><u>Committee Member</u> to ensure registration of participation should begin: 15 days before the Sherullah</p> <p><u>Committee members</u> to share the Training dates, Venue and Time along with participant count during the 1st Sherullah Meeting</p> <p><u>Committee Member to ensure Venue to be ready day before the event</u></p> <p>★ Ensure Assessment: Immediately post-program.</p> <p>★ Feedback: Link to be shared Immediately post-program.</p> <p>📄 Training program data to be updated on the portal on the same day</p> <p>★ Last Date for submission of achievement is: - 20mi Sherullah 1446</p>	<p>📌 Trainer onboarding guidelines.</p> <p>📌 Venue setup checklist.</p> <p>📌 Marketing and awareness materials are available on the TWT resource page.</p> <p>📌 Product Life cycle document</p> <p>Feedback, Assessment, Registration :- https://twtproject.org/twt/FAR</p> <p>Training content is uploaded on resource page https://umooriqtesadiyah.org/twt/1446h/</p>	<p>Compile an analysis report based on the received feedback.</p> <p>Acknowledge the positives and address areas for improvement.</p> <p>Share the participation certificate.</p>
Qardan Hasana – Mohammedi & Husain Scheme collection, Husain Scheme New Accounts	<p>📌 Encourage Mumineen to participate in Husaini Scheme for more than 12 months.</p> <p>👥 Maximize participation in Mohammedi Scheme in terms of amount.</p> <p>📄 Prepare a list of mumineen who have not yet contributed in Husain scheme as potential targets by 1st Sherullah.</p>	<p>📌 Conduct bayan and awareness sessions to boost participation.</p> <p>💻 Support committee members in record-keeping and software updates. Monitor UI officers' adherence to guidelines.</p> <p>📄 Ensure timely data submission for all mawaaze.</p> <p>👉 Organize personalized follow-ups with potential contributors as per the</p>	<ul style="list-style-type: none"> ★ Husaini scheme - 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. ★ Mohammedi scheme - Qardan Hasana Committee Member uploads the signed Mohammedi scheme Panchnama document to the software. 	<p>Husaini Scheme new account -</p> <ul style="list-style-type: none"> ➤ Account Profile approval within 24 hours by committee members ➤ Contribution done online – Reconcile within 24 hours by committee members ➤ Contribution done via Cheque's – Cheque to be submission in Bank and account entries to be posted within 2 working days ➤ Data will be reflected in Power BI dashboard within 24hours 	<p>📌 Standard template to provide data if QH software is not available.</p> <p>📌 Training materials is available on TWT resource page.</p> <p>📌 Product Life cycle document.</p> <p>https://umooriqtesadiyah.org/twt/1446h/ https://qardanhasana.org/</p>	<p>Encourage mumineen to regularly participate in Qardan Hasana.</p> <p>Ensure effective and robust collection mechanism.</p>

	<p>🎯 Distribute collection targets across days to avoid last-minute rush. Ensure completion of daily collection entries and submission of MS Panchama.</p> <p><i>QH Committee member should ensure proper bayaan and awareness sessions is conducted.</i></p>	<p>list prepared by the committee members. Encourage existing contributors to refer new participants.</p> <p>📄 Ensure that cheques and Panchnama are updated on the software by the end of the day or, at the latest, by the following morning</p>	<p>★ Husain scheme New Account - Mumin successfully makes his first contribution in Husain scheme through the Qardan Hasana app or by giving a cheque.</p>	<p>of posting completed in QH Software.</p> <p>Mohammedi Scheme contribution</p> <ul style="list-style-type: none"> ➤ Collection to be done Every Friday and Layali Fazela by MS collectors. ➤ Create Panchama within 24hours ➤ Account entries to be posted within 1 working days ➤ Data will be reflected in Power BI dashboard every Monday of posting completed in QH Software. <p>Husaini Scheme contribution</p> <ul style="list-style-type: none"> ➤ Daily Tafheem to be done to mumineen ➤ Encourage mumineen to contribute for 12-month tenure ➤ Account entries to be posted within 1 working days ➤ Data will be reflected in Power BI dashboard every day post 12 PM of posting completed in QH Software. <p>Initial contact with the Mumin should be built Within 24 hours of tafheem/ individual approach.</p> <p>Follow-up to be done Within 3 days for conversion.</p>		
--	---	---	--	--	--	--

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	🕒 Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Sherullah
Ashara Ohbat	<ul style="list-style-type: none"> 🔍 Identify Mumineen who are involved in business, service, or professional work within the mawaze by 20th Shaban. 📄 Ensure that the Ashara Azaim forms of the above mumineen are filled out and submitted in a timely manner. 	<ul style="list-style-type: none"> 👥 Reach out to identified Mumineen for tafheem and ensure they are aware of the Ashara Ohbat and its importance. 📄 Ensure that the Azam forms are filled out and submitted as required. 	<ul style="list-style-type: none"> ★ Mumin receives confirmation of the successful submission of the Ashara Azam Pledge Form. ★ Completion of form submission: The form should be filled soon after the approach 	<p>Identification of Mumineen: 25^{mi} Shaban.</p> <ul style="list-style-type: none"> ★ Ashra Ohbat tafheem or Session to be held 3rd Sherullah 1446H <p>Daily tafheem of individual</p> <p>Regular circulate the Ashra Ohbat form link and ensure mumineen fill the form.</p>	<ul style="list-style-type: none"> 📌 Submit the Ohbat form on the TR website. 📌 Guidelines for tafheem and encouraging participation amongst mumineen are available on the TWT resource page. <p>https://tijaaratraabehah.org/ashara-campaign/</p>	<p>Compile Azam report will be araz in Huzurlah TUS for dua Mubarak.</p>
Industry Development (IDD)	<ul style="list-style-type: none"> 🏭 Identify people in manufacturing or want to move to manufacturing. 📅 Pre-schedule the discussion with KG/TWS during Sherullah 📄 Identify the potential for industry development in your mawaaze. 📌 Initiate with creation of IDD setup and identify ideal experts / consultants at the Mawaaze or Jamiat level for review and consideration. 	<ul style="list-style-type: none"> 📄 Re-evaluate the identified case. 📄 Ensure the potential details are shared with the central office for screening and evaluation. 👤 KG should identify a POC in local mauze who will support IDD related initiate in their local mauze. 	<ul style="list-style-type: none"> ★ Leads received from Mauze will be verified by Idarah SME within 3 days. ★ Only after confirmation will the lead be taken into achievement. 	<p>Identification of potential mumineen business who are looking forward for industry consultancy: 20th Shaban.</p> <p>Visit calendar to be prepared and interaction to be schedule understanding requirements</p> <p>Upload potential case via TWT portal and update the questionnaire.</p> <p>First Qualification call: Within 2 working days</p> <ul style="list-style-type: none"> ✓ If the is qualified, the lead will consider as conversion and move toward next step of Screening Process. ✗ If it is not a qualified lead, it will be removed. <ul style="list-style-type: none"> ★ Total Turnaround time for completion of lead will be varies from 3-6 months ★ Last Date for submission of achievement is: - 23^{mi} Sherullah 1446 	<ul style="list-style-type: none"> 📌 A guidebook for establishing IDD offices, which will equip committee members and Khidmat Guzars to conduct successful meetings and set up the offices effectively. <p>https://umoorigtesadiyah.org/twt/1446h/</p>	<p>Committee members work toward market survey to understand the need of mawaaze.</p> <p>Work towards creating pool of experts in the mawaaze</p> <p>Have a joint call with central office, to understand the services under IDD & its charges.</p>

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Sherullah
<p>DBohra Business Registration and Verification</p>	<ul style="list-style-type: none"> 📌 Create awareness about the Dawoodi Bohra Business Directory, highlighting its role in fostering collaboration and growth among businesses. 📌 Promote the platform to fellow Mumineen, emphasizing the benefits of mutual support. 👥 Identify the target audience and register businesses that can benefit from the offerings, instead of using a mass approach. 📍 A team to conduct 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. 	<ul style="list-style-type: none"> 📌 Promote the DBohra Business Directory initiative to targeted Mumineen, explaining its importance and potential benefits. 👉 Support in getting new businesses registered on the Dbohra platform. 📞 Implement a follow-up process to ensure businesses complete their registration and are included on the platform. 	<ul style="list-style-type: none"> ★ Mumineen fill out the detailed business registration form, providing comprehensive information about their products, services, and contact details. ★ 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. 	<p>Awareness creation and promotion: Ongoing efforts by the marketing team.</p> <p>Registration of new businesses: Up till 20th Shehrullah as per the targets.</p> <p>Verification of already registered businesses to be completed: Up till 20th Shehrullah as per the targets.</p>	<ul style="list-style-type: none"> 📌 Promotional materials and messaging to guide the promotion of the directory and its benefits. 📌 pre-defined guidelines for business registration and verification are available on the TWT resource page. <p>https://umoorigtesadiyah.org/twt1446h/</p> <ul style="list-style-type: none"> 📌 Product Life cycle document <p>https://dbohra.com/</p>	<p>Efforts must be exerted to ensure all the mumineen businesses are registered on Dbohra.</p>
<p>Identification of Counsellors</p>	<ul style="list-style-type: none"> 👥 Identify potential areas within your mawaze where there is a need for counsellors. 🕒 Identify and shortlist potential candidates for the counselling role. 🎯 Assign 1 counsellor per 200 households or based on the need for mawaze. <p>Mawaze registering over 100 cases should aim for 3-5 counsellors.</p>	<ul style="list-style-type: none"> 👉 Support committee members in identifying potential candidates for counselling. 📄 Ensure that the details of potential candidates are shared with the central office for screening and evaluation. 📞 Communicate the benefits and responsibilities associated with the counselling role to potential candidates. 	<ul style="list-style-type: none"> ★ Register the potential candidates on the link provided. ★ The Idaarah will contact the registered leads and assess their eligibility. <p>Only qualified leads will be counted as conversions, ensuring that the lead count is not inflated by invalid entries.</p>	<p>Identification of potential candidates to be done by 20th Shaban.</p> <p>Upload potential candidate via TWT portal.</p> <p>First Qualification call: Within 3 working days</p> <ul style="list-style-type: none"> ✓ If the lead is qualified, it will go for the Screening Process. ✗ If it is not a qualified lead, it will be removed. <ul style="list-style-type: none"> ★ Total Turnaround time for onboarding the potential candidate takes 1-2 months ★ Last Date for submission of achievement is: - 22mi Sherullah 1446 	<ul style="list-style-type: none"> 📌 A guidelines document related to the counsellor identification and onboarding has been made available on the TWT resource page. <p>https://umoorigtesadiyah.org/twt1446h/</p>	<p>The conversion process of the Qualified leads will begin within a month.</p> <p>Training of the selected counsellors will be done post selection i.e. within 3 months.</p>

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Shehrullah
Qardan Hasana Application Review	<ul style="list-style-type: none"> Identify cases for review, including those in process and pending for interviews by 20th Shaban. Pre-define the schedule for interviews with applicants and communicate the dates and times well in advance. Facilitate the interview process and address any arising issues to ensure smooth conduct of interviews. Seek assistance from professional auditors or Tawalli us-Salaat KG if no Khidmat Guzar is allocated. 	<ul style="list-style-type: none"> Ensure committee members have the list of identified cases ready, and that the meeting schedule is set up well in advance. Participate in Qardan Hasana interviews alongside the interviewer, carefully observe the proceedings, and document the observations. Ensure timely completion of case reviews and submission of comments on the QH software. 	<ul style="list-style-type: none"> Submit application review on the TWT reporting module. The individual scores for each audit parameter are aggregated to calculate an overall audit score. 	<p>Identification of Qardan Hasan case: 20th Shaban</p> <p>Evaluation Meeting to be scheduling to be done: 27th Shaban</p> <p>Duration of interview: - 20 min</p> <p>Submission of final review report: Within 24hrs post review.</p> <p>★ Last Date for submission of achievement is: - 23mi Sherullah 1446</p>	<p>◆ A guidelines document related to the application review has been made available on the TWT resource page.</p> <p>https://umooriqtesadiyah.org/twt1446h/</p>	A comprehensive report will be prepared outlining the outcomes of the entire exercise.
Project Baaseteen	<ul style="list-style-type: none"> Support in creating case file for the identified cases Support in completing Counselling, Household budget, creating Business plan and action plan. Identify area's where mumineen can be supported for upliftment such as :- rental shop, training, purchase of material etc. 	<ul style="list-style-type: none"> Visit the mumineen identified for Basateen project. Understand his current situation. Support in completing Counselling, Household budget, creating Business plan and action plan. Ensure proper case file is created and uploaded on counselling module. Ensure the report is shared with central office for release of fund. Follow-up with central office for the case closure Workshop to be conducted for the identified mumineen. 	<ul style="list-style-type: none"> Identified cases to be uploaded on Counselling module under "Basateen" Counsellor to be assigned within 24hours. Ensure Counselling is completed within 24 hours from the assignment of case. Ensure the counselling report to be submitted on counselling module. Respective RDM will verify the case file and "Mark as complete" counselling module. <p>Post which it will be consider as conversion of target</p>	<p>Identification of final case: 25mi Shaban</p> <ul style="list-style-type: none"> Counselling to be done between 1st to 10th Sherullah 1446H Final report to be submitted on module within 3 days completion counselling. Submission of final review report: Within 2 days RDM will review and final approval within 24hours <p>★ Last Date for submission of achievement is: - 23mi Sherullah 1446</p>	<p>◆ Workshop content will be made available on TWT resource page.</p> <p>https://counseling.dbohra.com/</p>	Committee member should regular gather update on the Case and ensure need/support is provided to uplift the mumineen business.

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Sherullah
Comprehensive Survey	<ul style="list-style-type: none"> Committee member to conduct the comprehensive survey Update the Comprehensive Form on TWT module If required they can take support of Umoor Dakheliyah Co-ordinator- Gather the information available. Upload the data template on TWT module 	<ul style="list-style-type: none"> Ensure the Survey is completed for the mawaaze with help of Committee member. 	Updated survey document to be submitted on TWT module.	<ul style="list-style-type: none"> Last Date for submission of achievement is: - 25mi Sherullah 1446 	<ul style="list-style-type: none"> Survey template will be share before via TWT module. 	<p>Detail verification of data submitted will be done by RPO for their specific Mawaaze.</p> <p>Now this data should become base for all UI activities and EDP planning going forward</p>
Umoor Iqtesadiyah Relationship Officer	<ul style="list-style-type: none"> Identify an individual who will serve as the point of contact (POC) between the committee and Mumineen, ensuring smooth communication and implementation of various programs. 	<ul style="list-style-type: none"> Assist committee members to identify an individual. Update details of the identified Officer on the TWT Module. in case of a shortage of human resources, other Khidmatguzaars may be appointed 	<ul style="list-style-type: none"> Based on the number of households in each Mauze, one UI Officer should be appointed for every 50 households. 	<ul style="list-style-type: none"> Individual to be identified and name to be submitted on the TWT Module during Sherullah. Last Date for submission of achievement is: - 28mi Shabaan 	<ul style="list-style-type: none"> Details of the UI officer guidebook uploaded on TWT resource page. https://umooriqtesadiyah.org/twt1446h/ 	Throughout the year, the Umoor Iqtesadiyah Officer should play an active role for both departments of Umoor Iqtesadiyah: Tijarat Rabeha and Qardan Hasana.
AI Muzakerat al Ilmiya	<ul style="list-style-type: none"> Spread awareness among mumineen about the Muzakeraat and ensure mumineen attend them. 	<ul style="list-style-type: none"> Conduct the sessions within 15 days of Sherullah. Dates to be finalised beforehand and informed to mumineen 	<ul style="list-style-type: none"> Sessions – 5 Duration – 30 minutes Location – Masjid / Markaz Activity report updated on TWT Module 	<ul style="list-style-type: none"> Last Date for submission of achievement is: - 25mi Sherullah 1446 	<ul style="list-style-type: none"> Details of the Muzakeraat available on the resource page. https://umooriqtesadiyah.org/twt1446h/ 	
AI Fiqho Thummal Matjar	<ul style="list-style-type: none"> Liaison with central office. Identify potential mumineen for this course and register them Become POC for AFSM in their mawaze Support in Shortlisting the participant as per guidelines shared. Infrastructure coordination to be done with Molimen. 	<ul style="list-style-type: none"> Allocate KG will coordinate with Local POC in understanding the mawaze dynamic. Define the time slot. Ensure the message is communicated for each session properly to participant. Ensure Attendance guidelines is followed. Ensure the Assessment are held properly. 	<ul style="list-style-type: none"> Sessions – 15 sessions Duration – 45 minutes Location – MSB, Attalim OR any other location as finalised. <p>Mawaaze applicable for course are: -</p> <ol style="list-style-type: none"> Mufaddal Mohallah – Kuwait, Houston, Dubai, Chicago, Madras, Kolkata, Nagpur, Surat, Cairo 	<ul style="list-style-type: none"> Last Date for course completion is: - 25mi Sherullah 1446 	<ul style="list-style-type: none"> Details of the AFSM course available on the resource page 	

Subjects	Roles & Responsibilities (R&R) of Committee Members	Roles & Responsibilities (R&R) of TWT Khidmatguzar (KG)	Conversion of Activity Leads	Turnaround Time (TAT) for Activity Leads	Supporting Details	Post Sherullah
Reporting	<ul style="list-style-type: none"> ✓ Daily Activities report submission in Huzurata TUS. ✓ 15mi report: - Cut-off date for data to be consider will be 10mi Sherullah. ✓ 30 mi report: - Cut-off date for data to be consider will be 25mi Sherullah ✓ Photo report ✓ Video Report ✓ Feedback report ✓ Training report <p>Daily activities are planned Dedicated Photographer is allocated to captured properly.</p> <ul style="list-style-type: none"> ✓ Feedback to mumineen to be promoted and recorded daily basis. 	<ul style="list-style-type: none"> ✓ Daily Activities report submission in Huzurata TUS. ✓ 15mi report: - Cut-off date for data to be consider will be 10mi Sherullah. ✓ 30 mi report: - Cut-off date for data to be consider will be 25mi Sherullah ✓ Photo report ✓ Video Report ✓ Feedback report ✓ Training report ✓ Skill Evidence report 	<p>Ensure daily activities are planned.</p> <p>Dedicated Resource is allocated to ensure all Photos are captured.</p> <p>Dedicated resources are allocated to ensure all report are submitted to central team on daily basis on time.</p> <p>Feedback and Tassawwurat is captured and promoted</p>	<p><u>Committee Member need to ensure</u></p> <p>Daily Activities report – Daily report to be submitted by 12pm to Central team.</p> <p>Photo report – Daily report to be submitted by 12pm to Central team</p> <p>Video report – Daily report to be submitted by 12pm to Central team</p> <p>15mi report: - Cut-off date for data to be consider will be 10mi Sherullah. 30 mi report: - Cut-off date for data to be consider will be 25mi Sherullah</p>	<p>✦ Reporting template to be shared well before.</p>	<p>Progress reports are submitted in Huzurata TUS on daily basis for Dua Mubarak</p>
Jamaat HS contribution	<ul style="list-style-type: none"> ✓ Encourage Jamaat or Any local Sanstha to contribute in Husaini Scheme under BQHS. 	<ul style="list-style-type: none"> ✓ Tafheem local Sanstha to contribute in Husaini Scheme under BQHS. ✓ Ensure at least One HS contribution is done from the Mawaaze 	<p>All jamaats must at least do one transaction in Sherullah</p>	<p>After e-transfer of amount. Please send a separate and new email on husainscheme@burhaniqardan.org with the following information for each contribution done electronically, within 24 hours:</p> <ol style="list-style-type: none"> 1. ITS No (for Individual or Company) 2. Account Name (for Trust) 3. Amount 4. UTR No. 5. Sender A/C No. 6. Contribution Date 7. Return date (mandatory) 8. Mobile No. 9. PAN number & copy (if not previously submitted) 10. Bank details (cheque copy) for new registration 	<p>✦ Reference 1443H Murasalaat were sent to all mawaazey</p>	

Topic	Subject Matter Experts	Email	Contact Number
Economic Development Plan	Hussain Bhai Kalawadwala	hussain.kalavadwala@hqhb.in	9819676354
	Taher Bhai Nadeem	taher.nadeem@hqhb.in	9868563940
Partnership	M Idrees Bhai Kotawala	idrees.kotawala@hqhb.in	7567101452
HR Consultancy	Zainab Ben Bootwala	zainab.bootwala@hqhb.in	9820358942
	Fatema Ben Bagasrawala	fatema.bagasrawala@hqhb.in	8454859644
Renewable Energy- Solar	Juzer Bhai Contractor	juzer.contractor@hqhb.in	9727741291
Counsellor Management & Identification	Huzefa Bhai Rajkotwala	huzefa.rajkotwala@hqhb.in	7738648283
Economic Well being	Taher Bhai Nadeem	taher.nadeem@hqhb.in	9868563940
Qardan Hasana Application Review	Shabbir Bhai Saiffee	shabbir.saiffee@hqhb.in	9224348685
Industry Development Division (IDD)	Taher Bhai Chinwala	taher.chinwala@hqhb.in	9664295678
Household Budgeting	Shk Murtaza Bhai Jasdanwala	murtaza.jasdanwala@hqhb.in	9819329204
DBohra Business directory	Sakina Ben Vohra	sakina.vohra@hqhb.in	9372683781
SHND cases and Consultancy (Case Management)	M. Qasim Bhai Kaydawala	qasim.kaydawala@hqhb.in	7067369968
	Hussain Bhai Bagasrawala	hussain.bagasrawalla@hqhb.in	97734 48076
	Moiz Bhai Darbar	moiz.darbar@hqhb.in	9664991976
Workshop / Training Programs	Fatema Ben Porbandarwala	fatema.porbanderwala@hqhb.in	7506638679
Project Baaseteen	Taha Bhai Tarwala	taha.tarwala@hqhb.in	9699967644
	M. Qasim Bhai Kaydawala	qasim.kaydawala@hqhb.in	7067369968
Muzakerat Ilmiya	M. Shabbir Bhai Lohawala	shabbir.lohawala@hqhb.in	8128832052
Comprehensive survey	M. Hussain Bhai Vohra	husain.vohra@hqhb.in	75750 39652
TR Office Setup	M.Mohammed Bhai Dohadwala / Yusuf Bhai Sapatwala	mohammed.dohadwala@hqhb.in / yusuf.sapatwala@hqhb.in	7208429798 / 9224348685
AFSM (Al Fiqho Thummal Matjar)	M.Murtaza Bhai Ajmerwala	murtaza.ajmerwala@hqhb.in	8905196843
Jamaat HS contribution	Shk Mufaddal bh Chandanwala	husainscheme@burhaniqardan.org	9833713452

Disclaimer

"The content provided in this course/booklet/template is for informational and educational purposes only. While every effort has been made to ensure the accuracy and reliability of the information presented, it is not intended to serve as legal, medical, financial, or professional advice.

The creators, owners, instructors, and organizers of this content do not accept any responsibility for any loss, harm, or damage arising from reliance on the information provided.

The creator is the sole owner of the course content and intended solely for personal and educational use. Unauthorized reproduction, distribution, or use of the materials is strictly prohibited. Also, it may not be reproduced, distributed, or used for commercial purposes without prior written permission."

By accessing this content, you acknowledge and agree to this disclaimer.