

Group leaders

Qualities:

- Taqwa fear of Allah
- Working only for Allah swt sake
- Passion to spread Allah swt deen
- Friendly
- Good in controlling and handling persons
- Responsible, punctual

Duties:

- Take Group session regularly.
- Give students their time and help them where needed
- Prepare lesson before hand and questions needed to be asked from tafseer, translation, tajweed.
- Start from right hand side in grouping
- Mark attendance on grouping sheet, If student absent ask next time reason for leave.
- Fill in the grouping sheet i.e. translation, tafseer and tajweed marking
- Always submit sheet (onsite /online) on time

Limitations:

- Don't share any material of Nurulqan institute (audio,video,written) with any other institute or person without permission ,all emails, material etc are amanah
- If in any case need any vacation during class days inform incharge 1 week prior to leave or in emergency same day before class
- Before going to vacation leave someone in your place and inform institute incharge about that particular person
- If students ask any questions during Group time regarding quran tafseer, fiqh tajweed don't answer them and forward it to class incharge / course incharge
- If any problem or issue report first to incharge.