



Welcome Call / Interview Guidelines

**For SUBUL US SALAAM 2020
ANSAARS**

Assalamu alaikum wr wb Dear Ansaars,
Check Your Email Inbox for the Shared Students List to
Welcome Call / Interview

- Add assigned sisters cell numbers in your Contact List
- Message them nicely (as given in sample)
 - NOTE: If number won't show up on whatsapp then do mention in the Subul Us Salaam Ansaar Group)
 - So that they can be reached Via email

Message
sample

English

Assalamu alaikum wr wb , Dear Sister _____

We have received your form in Subul Us Salaam 2020 Course. Alhamdulillah

🕌 My name is _____ I am NurulQuran Ansaar and your helper in this Journey of Quran 📖 with understanding and In Shaa Allah will help you through the admission process. Biiznillah.

📞 I would like to speak to you today between _____ time, InShaaAllah 📞

Please wait for my call 📞

• If this time is not suitable for you then please let me know what time i can call you. Please reply.

Jazakallahu Khayran Kaseera

Looking forward to help you in admission and answer your queries.

Your NurulQuran Ansaar

Message
sample

Urdu

السلام علیکم ورحمة اللہ و برکاتہ ڈیئر سسٹر، _____

الحمد لله بمیں سبیل السلام ۲۰۲۰ میں آپ کا فارم موصول ہوا۔

میرا نام _____ ہے۔ میں نورالقرآن انصار اور ﴿﴾

فہم قرآن کے اس بابرکت سفر میں آپ کی مددگار ہوں اور ان شاء اللہ اس کورس میں داخلہ ﴿﴾ کے تمام مراحل کو مکمل کرنے میں آپ کا ساتھ دوں گی باذن اللہ۔

میں آج ----- سے ----- بجے کے دوران آپ سے بات کروں گی

ان شاء اللہ ﴿﴾

میرے فون کا انتظار کیجئے ﴿﴾

اگر یہ وقت بات کرنے کے لیے مناسب نہیں تو پلیز آپ اپنی سہولت کے مطابق کوئی اور وقت جب ہم بات کر سکیں بتا دیجئے۔

کیجئے reply

جزاکم اللہ خیرًا کثیر

آپ کی نورالقرآن انصار

Welcome Call DO's & DON'Ts

Do's

[Keep call short and pleasing]

- Be humble, Be Kind, Be a helper
- Ask if this time is suitable to talk
- (If have already asked in the chat then no need to ask again –can continue next steps)
- If any men pick the call, do not panic , straightly inform them this call is from NurulQuran to help so and so through Admission process in so and so course. ask them to give the phone to ____ (name of that sister)

Avoid

[No long talk]

- Don't be bossy and dictate
- Try not to just start talking with out asking if suitable time
- Do not ask too personal information e.g. her age , kids ages , married or not
- During the conversation do not add or introduce any new rules to course
- Don't assure or confirm any new things which is not requirement of course
- Do not give high hopes of spoon feeding with notes and with 24hrs any time available type of help

Welcome Call / Interview STEPs

1

- 1. Respectfully say Salaam and Introduce yourself as NurulQuran Helper/ Ansaar want to help in Admission process.
-
- Ask if this time is suitable to talk (if already had set time in chat no need to ask again)
 - Make sure you are talking to the one who filled the form (applicant)
 - Mention that we have seen/received your form, Appreciate for choosing the Journey of SUBUL US SALAAM 2020
 - Ask nicely what is her purpose of joining this course?
 - Ask why do she think this course (selfpaced) is more suitable for her ? (than any Fixed Online/Onsite)
 - Explain the **COURSE PATTERN** and How it will be conducted at WhatsApp
 - Explain them **FEE PAYMENT Procedure** too
 - Ask When do she aim to complete this course? (Set the time frame to complete this course)
 - Ask the student if she have any queries

Welcome Call / Interview STEPs

2

- Once everything is done and you got to know the student is Serious and Committed and willing to fulfil the requirements.
- Give them Fee Payment Link / Account Number
- <http://nurulquraninstituteonline.com/courses/2020/ss2020-fee.php>
- Fee Waiver or Concession
(for those who cannot afford to pay for genuine reason)
- <http://nurulquraninstituteonline.com/machform/view.php?id=16>

Welcome Call / Interview STEPs

Once everything is done and you got to know the student is Non Serious or Not Committed only want to be listener and be added in any WhatsAPP group.

Then do mention in Sheet and also in Ansaar group , so they can be added in whatsapp group quickly without delay .

- **After CALL is DONE, Kindly UPDATE the Report in EXCEL SHEET in detail.**

- **Note : If they have little complex queries**

Don't hesitate to take mashwarah with Senior Admins

Student ID

- Once the applicant pay the fee , ask them to email the receipt to nqss2020@nurulquraninstitute.com or share the receipt to you if they cannot email. Then Ansaar should update the FEE Admin.
- Once payment confirmation is received in email or via any ansaar , Fee Admin will Issue the Student ID and Email them and update you as well.
- Inform the student that they Keep this Student ID safe and use it to Mark Attendance of the Lessons and write on Tests & Assignments before submitting.

Just a Note

[Course Page with all COURSE DETAILS] <https://nurulquran.com/nqss2020>

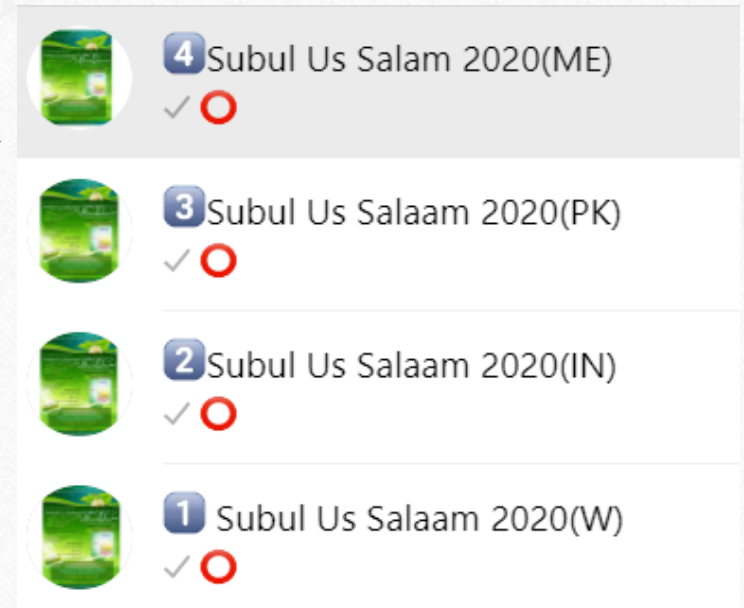
- Once form is filled, applicant is added in one of the following group according to their residing country

ME Middle East

PK Pakistan

IN India

W West (US Canada UK Europe)



If student is not added ask them to email nqss2020@nurulquraninstitute.com full name & correct phone number

Basic Info of Course to give students (if needed)

SUBUL US SALAAM 2020

Correspondence Course

- Duration : Self Paced
- NOTE: Must be able to complete within (3.5yrs) not more than that.
- Medium of communication: WHATSAPP
- Tajweed, Translation and Tafseer are the CORE features of this course along with Basic Fiqh, Seerah, Duas & personality development

BOOKS

Purchase books from local Islamic Bookstore

- Lafzi Tarjuma Quran Set (Juz 1-30) {By Maulana Fateh Mohd Jallandhari}
 - Tafheem Us Sunnah Book Series {By Muhammed Iqbal Kilani}
- Kitab ut Tawheed, Itteba e Sunnat Kay Masayel, Kitaab Ut Taharah,
Kitaab Us Salaat, Kitaab Us Saum, Kitaab Us Zakaat, Kitaab Ul Hajj
- Tajweed (material will be provided)
 - <https://nurulquran.com/reading-material> (use pdf until books purchase)
 - *Books Contact : Pakistan +92 300 8338033 India +91 78590 90559*

Course Pattern

[Inform the applicant patiently until clarity]

- After admission is confirmed , Students with Students IDs will be added in WhatsApp SUBGROUPS with assigned Helper/Ansaar to help them with LESSONs.
- Lesson wise audios and related material will be provided to the student individually.
- As soon as a student finishes 1 lesson, next lesson will be provided individually.
- There will be Once a month Circle Time with the helper (NQ Ansaar) to note the progress of the course and to help in academics Tajweed, Translation & Tafseer
- There will be 2 Tests and 1 Assignment in each Juz besides Books and Seerah open book assignments and Duas oral assessments.



If any doubts

Feel free to Contact
Course Admins

Reminder
for
NQSS2020
Ansaar

- Do your best & leave the rest to Allah subhanawataAla
- Any time if for any genuine reason you cannot fulfill assigned duty then Immediately with out delay inform ahead of time not last min. Also replacement / backup is appreciated during that short pause.

JazakaAllahu Khayran Kaseera

هَلْ جَزَاءُ الْإِحْسَانِ إِلَّا الْإِحْسَانُ

Indeed! the reward of goodness is nothing but goodness.

[Al-Quran, 55:60]

