

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

IJLAS `AAM GUIDELINES



**DEPARTMENT OF A`ITEMAD
MAJLIS KHUDDAMUL AHMADIYYA CANADA**

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Introduction:

For any Majlis an Ijlas `Aam is one of the most important monthly activity as its an amazing source of training our Khuddam brothers. Monthly Ijlas `Aam not only serves to train Khuddam but at the same time gives confidence to Qaidin in organizing events as well as allows them to develop public speaking skills.

According to Khuddamul Ahmadiyya constitution, holding at least one Ijlas `Aam per month is one of the assigned tasks of Mutamad. Hence, holding monthly Ijlas `Aam is the responsibility of Mutamad Sahib.

Below guidelines are being provided to help Qaidin and Mutamadin improve quality of Ijlasat `Aam however these are not a strict template to follow only. Qaidin being leaders of their respective Majalis are welcome to add to below guidelines if they think it would help to further improve the Ijlas `Aam quality.

Ijlas `Aam Topics of This Year (2021):

This year following Ijlas `Aam topics have been approved for Khuddam. Qaidin and Zauma are requested to prepare Ijlas `Aam presentations on below topics.

Month	Topic
January	The Holy Quran
February	Musleh Mau'ud ra
March	Promised Messiah as
April	Ramadan
May	Khilafat
June	Institution of Marriage in Islam
July	Salat
August	Tabligh
September	The Holy Prophet pbuh
October	Financial Sacrifices

It is instructed by respected Sadr Majlis that Atfal Ijlasat `Aam should be held separately.

Guidelines:

Please observe following guidelines when organizing an Ijlas `Aam:

- Use program agenda (file name "Ijlas `Aam Program Agenda Template.docx") for your Ijlas `Aam which is included in this package.
- Try to have different presenter for each agenda item in your program e.g., separate person for Tilawat and Translation.
- For the purpose of training as many Khuddam as possible in your Majlis, try to give opportunity to new presenters every month.
- Hard copy of program agenda, main presentation & pledge should be kept on the head table for the chairperson.
- If possible, a separate screen for the head table should be arranged to watch the main presentation, otherwise when main topic presentation starts, chairs should be arranged for the head table members to watch the main presentation.
- Pledge of Majlis Khuddamul Ahmadiyya should be led by the highest officer bearer of Majlis Khuddamul Ahmadiyya Canada present at the time.
- Qaid Majlis to be seated on the right-hand side of the chairperson.
- Mutamad Majlis to be seated on the left-hand side of the chairperson.
- It's preferred to have all members of the head table wearing Majlis Khuddamul Ahmadiyya scarf during the Ijlas `Aam
- A decent size screen or a projector screen with a projector must be arranged for the Ijlas `Aam.
- In the case if Majlis is creating the Ijlas `Aam presentation themselves then it is to be reviewed by regional Mutamad Sahib before using it
- Beautification of the head table and the surrounding area should especially be looked after to give a pleasant and welcome feeling e.g., use of flowerpots and flower vases.
- Mutamad Sahib of the Majlis to make sure to listen to all presenters of the program at least once to provide his feedback and be satisfied of the quality.

- Content of program agenda should be synced with the topic of Ijlas `Aam. Regional Mutamad Sahib to provide help in providing content with help of a Murabi Sahib if required.
- It's preferred to have final presentation of the Ijlas `Aam be proofread by a Murabi Sahib to point out any mistakes/errors.
- Attendance in each Ijlas `Aam to be at least 50% of the Majlis Tajnid.
- Local Sadr Sahib Halqa to be extended invitation of the Ijlas `Aam each month and to be seated on the head table on left hand side of the chairperson if Sadr Halqa Sahib is not a chairperson.
- Qaid Sahib's opening remarks in every Ijlas `Aam is a must.
- At least 10 minutes time must be allocated for Khuddam to give their feedback, comments or suggestions before the end of Ijlas `Aam.
- Announcements of the Ijlas `Aam in the Majlis should be done utilizing Saiqin system through phone calls at a bare minimum. Otherwise, house visits are preferred.

Virtual Ijlas `Aam Guidelines:

- During Covid-19 restrictions it's expected that all Majalis and Halqajat holds monthly Ijlas `Aam virtually using meeting hosting solutions like Zoom or Google Meet.
- Qaidin and Zauma may use any hosting platform of their choice to hold an Ijlas `Aam. Using khuddam.ca email address an Ijlas `Aam could be held on Google Meet for free as part of Majlis Khuddamul Ahmadiyya G-Suite.
- It is expected that all presenters of the program must join the program with their video on, with proper lighting and background. Furthermore, Mutamadin of Majalis are requested to check this before the start of the Ijlas `Aam.
- Link to join Ijlas `Aam must not be shared in any WhatsApp group chat rather it should be emailed to all Khuddam in the Majlis.
- It's also recommended to set a password or a PIN for Ijlas `Aam which should be used to join.
- Any content that is to be shared with all Khuddam must be reviewed and approved by Qaid Majlis before sharing.