



*Al A'in*  
*Institute Of Islamic Studies*  
ISLAMIC INSTITUTE FOR WOMEN  
(A NON-PROFIT ORGANIZATION)

No : 11, Elibank Road, Colombo - 05, Sri Lanka.  
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**ENROLMENT FORM**  
**ALIMAH COURSE**

MAIN SUBJECT OF TEACHING	BASIC ISLAMIC PRINCIPLES IN LIFE
YEAR	2014
PERIOD	4 YEARS
SYLLABUS	REFER ATTACHMENT
MEDIUM	<b>ENGLISH</b> - Basic English knowledge is a requirement
AGE OF STUDENT FOR ENROLMENT	13+
CLOSING DATE OF ENROLMENT	20 <sup>TH</sup> DECEMBER 2013
CLASS COMMENCING DATE	02 <sup>ND</sup> WEEK OF JANUARY 2014

**PERSONAL INFORMATION**

FULL NAME OF THE APPLICANT		
DATE OF BIRTH		
PERMANENT PLACE OF RESIDENCE		
HOME ADDRESS		
TELEPHONE LAND ~ MOBILE		
SCHOOL ATTENDED		
QUALIFICATION		
MARITAL STATUS		
NO OF CHILDREN		
FATHER / HUSBAND NAME IN FULL		
CONTACT TELEPHONE NO		

*I hereby certify that the above personal details provided are true and correct*

.....  
Signature of Parent / Husband – Date

**Please return the Original ENROLMENT FORM duly perfected page 1 – 2**

**APPLICANTS DECLARATION**

Having read and understood the rules / regulations and conditions of the Madrassa, I hereby undertake to abide and follow it to the best of my ability. I am also aware that in the event of any violation or deviation from the above said Madrassa rules that I would need to abide by any decision taken by the Madrassa

**Signature of Applicant - Date**

**STUDENT INTERVIEW & REVIEW (Office use)**

Date of interview :

Interview remarks :

Date of admission :

Admission / Registration No :

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For Principal – Date

### **MADRASSA IN SESSION / FEE**

Monday to Thursday – 8.00am to 3.00pm

Friday – 8.00am to 11.00am

Poyaday and Public Holiday – Till 01.00pm

**(Five days a week)**

Minimum Registration fee Rs: 3,000.00

Minimum Monthly maintenance fee Rs: 2,000.00

### **PAYMENT TO BE MADE BY CASH ONLY**

(Those who wish may contribute in addition to what is indicated as the minimum fee)

Note: Students are requested to pay the monthly maintenance fee once in two months

### **ADVISORY COMMITTEE & MANAGEMENT**

Mufti Ismail – Johannesburg South Africa, Mufti Rizvi – Sri Lanka

President: Maulana Fazil

Principal: Maulana Muadh

### **RULES AND REGULATIONS**

Males are not permitted within the Madrassa premises

Parents / Guardians could meet teachers for consultation by prior appointment at Madrassa office

Messages to students can be conveyed through the security / Madrassa maids

Accompanying maids are allowed to stay in the maids waiting area

Students are requested to check Notice Board regularly

Students are requested to leave the Madrassa premises maximum within half an hour (30 minutes) from the schedule closing time

Hand phones must be switched off before entering the Madrassa premises

Usage of hand phones for urgent purposes is permitted only during interval, inside the admin office

Phone messages to students will be entertained only in case of an Emergency by the administration office (011-4517940) - Outgoing calls will be charged

Madrassa policy is NOT to accept or allow staff to solicit donations or gifts from students / parents or anyone

Madrassa will not accept responsibility of students who leave the Madrassa without the permission of the teacher / administrator

Students should not follow any other course while following the ALIMAH course

## **STUDENTS DISCIPLINE / DRESS CODE**

Arguments / bad language / gossiping / criticism are strictly prohibited

Radios / tape recorders / magazines / books / or any other items with animated pictures are strictly prohibited to be brought into the Madrassa

Students are advised not to bring in any valuables as the Madrassa will not be held responsible for any loss or theft

Students are prohibited to bring or chew gum within the Madrassa premises

Students consuming or serving others with food items inside the classroom is disallowed and should have their food and drink during the interval at the canteen

The Madrassa requires students to be dressed in Madrasa uniform

Students are advised to prevent wearing of any decorative costumes and be simple

Hair should be kept fully covered at all times

When coming and going out of Madrassa, Students should wear fully covered dress and their face should be covered

## **ATTENDANCE / PUNCTUALITY**

Students arriving late should sign in the 'late arrival register'

Students are not permitted to get late on a regular basis

Students are not permitted to get absent on a regular basis

(In the case of absentees, a letter of excuse from parents / guardian must be submitted)

Students who fail to attend the Madrassa for over a week without prior permission / notification and without approval and not regular in their attendance / punctuality will have to face dismissal without notice

Madrassa will not grant leave for students unless in case of an emergency

Students must prevent / avoid requesting for leave two weeks prior to examinations

Madrassa will not grant leave or permission to students for any outside activities during Madrassa days

Students are not permitted to undertake any other studies or duties during the Alimah course

It is a requirement that students attend the Madrassa for any extra curricular activities. Prior notification will be provided

Students are not permitted to leave the premises during Madrassa hours

Students who feel unfit to attend sessions are advised to use the rest room with the permission of administrator

**Students who wish to discontinue studies should inform in writing.**

Madrassa will continue with the regular sessions uninterrupted as usual even during local holidays (Madrassa will declare holidays during Ramazan / Hajj and in the months of April / December )

## **Alimah course – SYLLABUS**

- Arabic grammar
- Arabic language
- Hadeeth
- Fikh
- Thajweed
- Adab
- Urdu
- Memorizing surahs
- Home science

## **CONCLUSION**

**Allah bestowed all humans with two precious assets**

**That's Qur'an and Hadeeth**

The path of eternal success remains in reading, understanding, practicing and propagating

**Our sincere wish is that this short span of course should be a basic key to achieve this objective ~**

**MADRASSA AIN** (Ain means Spring)