

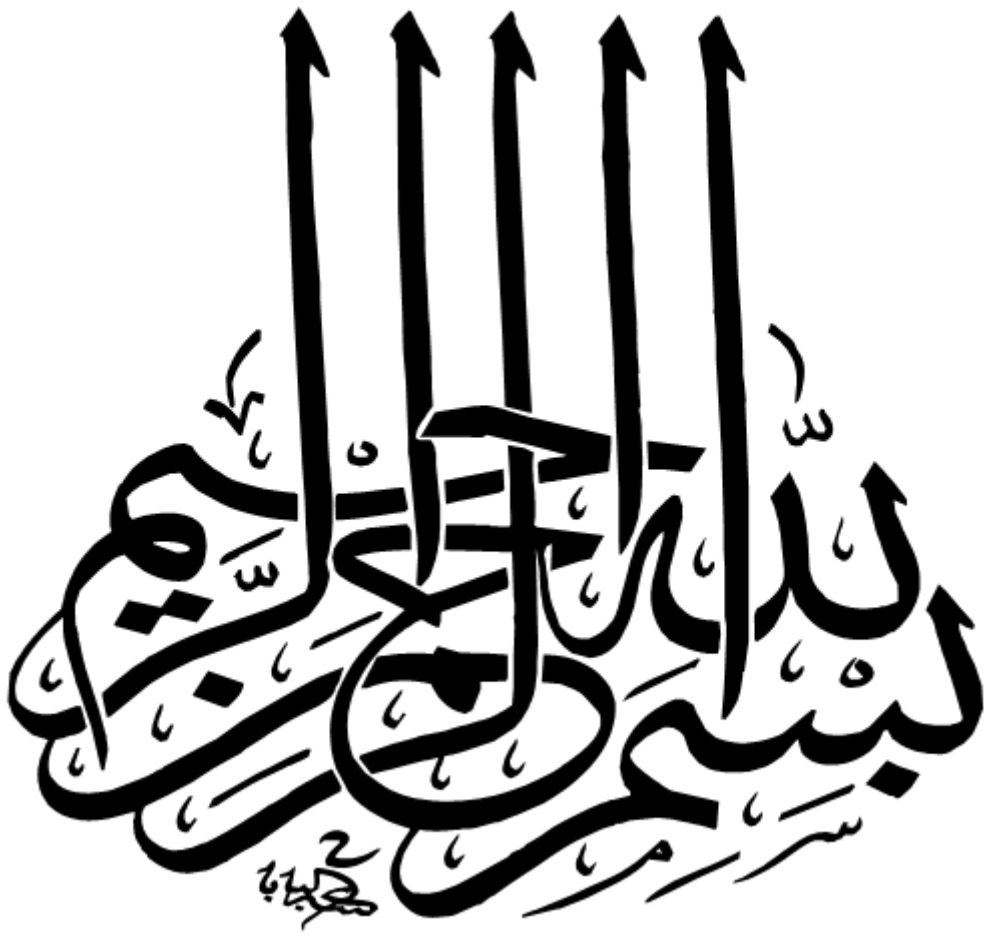
معهد دار الآثار

Student Handbook

3RD EDITION

2026

www.daarulaathaar.com



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PREFACE

This handbook provides vital information about our college, Mahdu Daaril Aathaar (DAI); admission procedures, academic programs, examination policies, and the support services available to you.

We encourage you to read through the entire document carefully and refer to it whenever needed. By adhering to the guidelines set forth, you will not only contribute to upholding the reputation of our college, but also achieve personal and academic excellence.

We are committed to providing a conducive learning environment where you can grow spiritually, intellectually, and socially, in shaa Allah. May your time here be filled with knowledge, wisdom, and a closer connection to Allah.

We look forward to supporting you in your journey of education and personal growth.

HOW TO USE THIS HANDBOOK

This handbook is the official guide for all students of Mahdu Daaril Aathaar (DAI). It contains essential information about admission, academic programs, examinations, fees, student conduct, and support services. You are encouraged to read it carefully and refer to it throughout your studies. By following the guidelines herein, you contribute to the reputation of the college and to your own academic and spiritual success.

GLOSSARY

Term	Meaning
ARB	Arabic Language
FQH	Fiqh (Islamic Jurisprudence)
HAD	Hadith (Sayings of the Prophet)
NAH	Nahw (Arabic Grammar)
SAR	Sarf (Arabic Morphology)
TAR	Tarbiyah (Islamic Education)
TAW	Tawheed (Islamic Monotheism)

A GLANCE INTO MAHDU DAARIL AATHAAR

1.1 INTRODUCTION

Islam is a religion founded upon knowledge, and Muslims are expected to learn about it in order to practice it as prescribed. At Mahdu Daaril Aathaar (DAI), our initiative is to revolutionize knowledge and its approach, so that it conforms with modern day reality. We believe schedules and/or locations as university students, homemakers, businessmen and women, should not deprive anyone of having a sound Islamic education.

All praise and adoration is due to almighty Allah, the Lord of incomparable majesty and unquestionable supremacy. We glorify, adore, and revere Him. We beseech His continuous blessings and benedictions upon the noblest of humankind, Muhammad, (peace and blessings be upon him) his household, his companions and the generality of the believing souls till the Day of Requit.

Verily, Islamic knowledge; i.e. the Sharee'ah is one of the most important necessities in the life of a Muslim and the Muslims' society as a whole in this modern world.

A sound knowledge that has its root in the Qur'an and Sunnah is the only hope of the Muslim nation. With it, they will be liberated from the darkness of ignorance. It is the only path to practicing the religion in the right way; a path to steadfastness and ultimately to Jannah.

There are series of narrations from the Qur'an and Sunnah about knowledge and its bearers; Allah says: *"...Allah will exalt those amongst you who believe and those who are given knowledge, in high degrees..."* (Al Mujaadilah:11).

The prophet (peace and blessings of Allah be upon him) was reported to have said from the hadith of Abu Hurairah (May Allah be pleased with him): *"...whoever treads a path, in search of knowledge, Allah makes easy for him (through that) a path to Jannah..."* (Muslim/2699).

The great scholar of Hadith, Al Haafidh Ibn Hajar commented on this, saying: *"Knowledge here refers to Islamic teachings that educate duty-bound Muslims on*

their religious duties, business dealings, and financial transactions. It also includes understanding Allah and His attributes, adhering to His commandments, following His injunctions, upholding His Laws, and glorifying Him above all diminutions”.

1.2 OVERVIEW

At Mahdu Daaril Aathaar (DAI), we've chosen a unique path in delivering online education that simulates on-site learning by ensuring there are prepared course materials for all our courses based on our curriculum. We present topics in engaging and interactive ways; audiovisuals, texts, tables, charts, etc. and there are frequent assessments to check students' understanding.

Our syllabus is designed in Arabic language to be taught in English and Arabic languages to give a fair mixing of the two languages. The course materials and learning audiovisuals are readily available and accessible on the learning platform.

1.3 VISION STATEMENT

To build a generation of Muslims who understand their religion as the only path to success in this life and the hereafter. We want every Muslim to be a student of knowledge like ourselves irrespective of their schedules and lifestyles.

1.4 MISSION STATEMENT

To establish a strong foundation for future generations by preserving and spreading Islam's pristine message -free from innovations and worldly influences- to Muslim households and communities worldwide.

1.5 MOTTO

Our motto is enshrined in the word of Allah wherein He says: “*So know, [O Muhammad], that there is no deity except Allah and ask forgiveness for your sin and for the believing men and believing women...*” (Muhammad:19).

الْعِلْمُ قَبْلَ الْقَوْلِ وَالْعَمَلِ

Knowledge before speech and deed.

1.6. CORE VALUES

- Sincerity (Ikhlas) – all learning is for the sake of Allah.
- Knowledge ('Ilm) – pursued with evidence and authenticity.
- Integrity (Amanah) – honesty in all conducts.
- Excellence (Ihsan) – striving for the highest standards.

ADMISSION AND ENROLLMENT

2.1 ADMISSION REQUIREMENTS

Candidates that meet the minimum requirements for admission as announced by the college will be granted admission into the college. Mahdu Daaril Aathaar (DAI) requires her students to be organized, committed, focused, and eager for knowledge.

The languages of instruction at Mahdu Daaril Aathaar (DAI) are Arabic and English. Since most students are not native Arabic speakers, they are required to have a strong command of English and a basic understanding of Arabic to succeed in the college. As part of the admission process, a language proficiency test is included as the entrance examination. We are confident that all admitted students will be able to keep up with the academic requirements.

2.2 GENERAL CONDITIONS FOR ADMISSION

Admission into our institution is guided by a set of essential criteria designed to ensure that students are well-prepared for academic and personal success.

1. Candidates **MUST** have a genuine interest in learning Islamic knowledge and adhering to the moral and ethical principles of Islam.
2. Candidates **MUST** meet the minimum admission requirements set by the college.
3. Successful candidates **MUST** agree to abide by the rules, regulations, and curriculum of the institution, respect instructors, and maintain academic integrity.
4. Candidates **MUST** be prepared to manage their time effectively and participate in live or recorded sessions as required.
5. Candidates **MUST** have a stable internet connection as DAI offers 100% online learning.
6. Candidates **MUST** possess basic digital literacy: ability to use a smartphone or PC, browser, email, and the LMS.
7. Candidates **MUST** provide accurate personal information during application.

2.3 OUR IDEAL STUDENT

1. A student who is ready to learn and implement; and whose life is based on the college's motto; knowledge before speech and deed.
2. A student who can thrive in a more personalized learning environment different from the traditional style of learning.
3. A committed student with strong English skills (speaking, reading, writing, and listening), driven by hard work and a passion to represent this institution as an ambassador.
4. A student who is self-motivated, disciplined, and able to manage time effectively.

2.4 ONLINE APPLICATION AND ADMISSION PROCEDURES

Step 1: Review Admission Requirements

- Before applying, ensure you meet the general admission criteria.

Step 2: Complete the Online Application Form

- Visit the official college website and navigate to the **Admissions** page.
- Fill out the **Online Application Form**, providing accurate personal details.

Step 3: Pay the Application Fee

- Pay the **application fee** via the designated payment gateway.
- Keep the transaction receipt for reference.

Step 4: Take the Entrance Examination

- Take the **entrance exam** and obtain at least the minimum grade to be admitted into the college.

Step 5: Admission Decision & Offer Letter

- Successful applicants will receive an **admission offer letter** via email.

Step 6: Orientation & Matriculation

- All students will attend an **online orientation session** to familiarize themselves with the learning platform, academic policies, and course expectations.

Step 7: Start Learning

- Access the student portal, pay your tuition and begin your academic journey.

2.5 CONDUCTIVE LEARNING ENVIRONMENT

Mahdu Daaril Aathaar (DAI) offers a very conducive and safe learning environment, free of distractions for students to learn using their PCs or smartphones on the go through the college website. The platform is secure and only accessible to the enrolled students and the college staff.

All our staff and students are to uphold this secure policy created by the college and be good digital citizens anywhere they are by abiding by the college rules and regulations.

2.6 DURATION OF PROGRAM

Mahdu Daaril Aathaar (DAI) runs a **30-month** intensive academic exercise. The college operates on a session basis; divided into three academic trimesters per session.

- **Each trimester: 14 weeks**
 - 11 weeks for lectures
 - 1 week for mid-trimester tests
 - 1 week as free week for exam preparations
 - 1 week for examinations
- After the first and second trimesters: 2-week holiday
- End of session: 4-week break

2.7 FEES AND PAYMENT STRUCTURE

Applicants are obliged to pay an **application fee** of **₱2,000.00**.

The tuition payment pattern is presented below:

PAYMENT	AMOUNT (₱)
Trimester	20,000.00
Monthly	10,000.00

- **Trimester Payment (₱20,000.00):** This is a single, one-time payment. Choosing this option grants you unrestricted access to all learning contents for the entire trimester. There are no additional charges or hidden fees once this payment is completed.
- **Monthly Payment (₱10,000.00):** This option requires a payment of ₱10,000.00 at the beginning of each month of the trimester. Under this plan, you will pay monthly to maintain continuous access to the learning content.
(**Note:** Over a standard 3-month trimester, this plan totals ₱30,000.00).

2.8 DEFERMENT OF ADMISSION

Any student who wishes to defer their admission due to ill-health or other unforeseen circumstances must meet the following conditions:

- (a) Must be duly registered.
- (b) Must have paid all required fees and received the necessary approval.

The student should then submit a written application to the college. The management will review the application and make the necessary decisions.

2.9 WITHDRAWAL FROM THE COLLEGE

Any student who is absent from the college's activities for half of a trimester without proper notification and permission will be considered to have withdrawn from the college.

2.10 DISCIPLINARY SYSTEM

As each student is responsible for maintaining discipline and representing the college well, a disciplinary committee has been established to enforce actions against any student who fails to adhere to the rules.

Offenses include, but are not limited to:

- Cheating, plagiarism, collusion, identity fraud
- Disruptive and offensive behaviors in live classes
- Disrespect toward staff or fellow students
- Unauthorized sharing of course materials

Sanctions include warning, probation, suspension, and outright expulsion.

CURRICULUM

3.1 COURSE PLAN PER TRIMESTER

Trimester 1

S/N	COURSE CODE	COURSE TITLE
1	ARB 1	Lessons in Arabic Language I
2	FQH 1	Fiqh of Purification
3	HAD 1	Fundamentals of the Religion I
4	TAW 1	Foundation of Islamic Creed

Trimester 2

S/N	COURSE CODE	COURSE TITLE
1	ARB 2	Lessons in Arabic Language II
2	FQH 2	Fiqh of Prayer (As-Solah)
3	HAD 2	Fundamentals of the Religion II
4	TAW 2	Affirming Names and Attributes

Trimester 3

S/N	COURSE CODE	COURSE TITLE
1	ARB 3	Lessons in Arabic Language III
2	FQH 3	Fiqh of Obligatory Charity (Az Zakah)
3	HAD 3	Morals and Values
4	NAH 3	Word and its Kinds
5	TAW 3	Islam

Trimester 4

S/N	COURSE CODE	COURSE TITLE
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1	ARB 4	Lessons in Arabic Language IV
2	FQH 4	Fiqh of Fasting (As-Siyam)
3	HAD 4	Forbidden Acts and Prohibitions
4	NAH 4	Declinable Words
5	TAW 4	Iman (Belief)

Trimester 5

S/N	COURSE CODE	COURSE TITLE
1	FQH 5	Fiqh of Hajj and Umrah
2	NAH 5	Non-Declinable Words
3	SAR 5	Arabic Morphology and its Scale
4	TAR 5	Rights
5	TAW 5	Essential Creed Affairs

Trimester 6

S/N	COURSE CODE	COURSE TITLE
1	FQH 6	Fiqh of Buying and Selling
2	NAH 6	Abrogative Particles
3	SAR 6	Rulings of Verb and Noun
4	TAR 6	Etiquettes
5	TAW 6	Major Sins

Trimester 7

S/N	COURSE CODE	COURSE TITLE
1	FQH 7	Fiqh of Family Affairs
2	NAH 7	Accusative Complements

3	SAR 7	Derived Words and Adjectives
4	TAR 7	Actions of the Hearts
5	TAW 7	Benefits and Harms

Trimester 8

S/N	COURSE CODE	COURSE TITLE
1	FQH 8	Fiqh of Human Interactions
2	NAH 8	Grammatical Followers
3	SAR 8	Diminution and Attribution
4	TAR 8	Diseases of the Heart and their Cure
5	TAW 8	World of the Unseen

3.2 COURSE DESCRIPTION

3.2.1 ARABIYYAH (ARABIC LANGUAGE)

ARB 1 - Lessons in Arabic Language I

Demonstrative pronouns and classes. Definite and indefinite articles. The moon and sun letters. Concept of a noun owning another. The Article of Call. Adjectives and their clauses. Personal pronouns and their classes. Possessive pronouns. Duality, forms, and usages. Plural forms of nouns.

ARB 2 - Lessons in Arabic Language II

Demonstrative pronouns in plural forms. Relative pronouns. Verb types and configurations. Numerals (1-10). Adjectives related to color and states. Declinable and Non-declinable words.

ARB 3 - Lessons in Arabic Language III

“Inna” and associates. “Kaana” and associates. Composite Numerals (11-20). Verbal configuration. Timing and clock. Numerals (21-30). Attached (Possessive) pronouns. Nominalization.

ARB 4 - Lessons in Arabic Language IV

Expressing negativity. Configuration of the verb “uri:d”. Subjunctivals of present tense. Apocopatives of present tense. Interrogative article. Numerals (20 – 400000). Nominal sentence. Verbal sentence. Kinds of verbs.

3.2.2 FIQH (ISLAMIC JURISPRUDENCE)

FQH 1 - Fiqh of Purification

Introduction to Fiqh. Purification and types. Waters and classes. Containers. Relieving oneself. Ablution. Wiping over leather sandals. Ritual bath. Sand ablution. Menses and postpartum bleeding. Impurities and getting cleansed from filths.

FQH 2 - Fiqh of Prayer (As-Solah)

Introduction to prayer. Calling and establishing prayers. Prayer times. Conditions, pillars and obligatory parts of prayer. Voluntary parts, disliked, and invalidators of prayer. Congregational prayer. *Jumu'ah* prayer. Supererogatory prayers. Collective obligation prayers. Prayers of the excused ones. Prostration of forgetfulness.

FQH 3 - Fiqh of Obligatory Charity (Az-Zakat)

Introduction to charity. Wealth to take *zakat* from. *Zakat* on livestock. *Zakat* on gold, silver and what is in their place. *Zakat* on proceeds of sales. *Zakat* on grains, fruits, and honey. *Zakat* on mineral resources and treasure. Rightful owners of *zakat*. *Zakat* on debts. *Zakat al-Fitr*. Voluntary charity.

FQH 4 - Fiqh of Fasting (As-Siyam)

Introduction to fasting. *Ramadan*. Excuses that warrant not fasting. Recommended and disliked acts in *Ramadan*. Invalidators of fast. Paying up missed fast. Recommended fasting. At *Taraweeh* prayers. *Al I'tikaf*. *Laylatul qadr*. Issues around fasting.

FQH 5 - Fiqh of Hajj and Umrah

Introduction to pilgrimage. *Mawaqeeat* of pilgrimage. Pillars of pilgrimage. Attributes of pilgrimage. Places to visit in *Madinah*. Sacrificial animals for pilgrims. Ransom on prohibited acts of pilgrimage. Lesser pilgrimage (*Umrah*). Sacrificial animal for *'id al- Kabir*.

FQH 6 - Fiqh of Buying and Selling

Introduction to buying and selling. Choice in business transactions. Forbidden transactions. Usury. Loan and mortgage. Kinds of transaction. Lost items.

FQH 7 - Fiqh of Family Affairs

Marriage. Marriage proposal and its etiquettes. Dowry. Forbidden women in marriage. Marriage feast and reconciliation. Divorce. Period of waiting. Return to wife after divorce. Taking oaths and comparing one's wife to one's mother. Divorce at the wife's instance and oath of condemnation. Birth sacrifice.

FQH 8 - Fiqh of Human Interactions

Fiqh of foods. Fiqh of slaughtered animals. Fiqh of clothing. Oath- taking. Solemn promises or vows. Capital offence and its kinds. Blood money. Will. Burial procession.

3.2.3 HADITH (SAYINGS OF THE PROPHET)

HAD 1 - Fundamentals of the Religion I

Essence of knowledge. Intention. Islam, Iman, and Ihsan. Creation and sustenance. Religion is ease. Sanctity of the Muslim's blood. Adherence to

religious injunctions. Acts of goodness. Oppression. Virtues of remembrance. Rights of Muslims.

HAD 2 - Fundamentals of the Religion II

Allah's mercy. Unity of the Muslims. Purification. Enjoining good and forbidding evils. Speak right. Truthfulness and lies. Patience and lenience. Trust. Eating from your handiwork. Charity. Contentment.

HAD 3 - Morals and Values

Reconciliation between people. Assisting one another in good deeds and piety. Forbidding miserliness. Spending in the right course. Making judicious use of free time. Struggle in the cause of Allah. Condonation. Justice. Fulfilling agreement. Being with the righteous. Following the leaders.

HAD 4 - Forbidden Acts and Prohibitions

Lying against the prophet. Consuming usury. Fornication. False testimony. Seeking knowledge for worldly purposes. Bankruptcy. Prohibition in prayer. Prohibition in fasting. Prohibition in transactions. Issues relating to women. What Allah has prepared in paradise.

3.2.4 NAHW (ARABIC GRAMMAR)

NAH 3 - Word and its Kinds

Introduction to Arabic Grammar. Speech and its related matters. Words and its classes. Noun: attributes and types. Verb: attributes and types. Particles and its classes. Sentence and its types.

NAH 4 - Declinable Words

Declinable and Non-declinable words. Attributes of declension. *Al Muthanna* and its associates. *Jam'u al-Mudhakkar As-saalim* and its associates. *Jam'u*

al-Muannath As-saalim and its associates. Broken plurals. Diptotes. The five nouns. Declension of present tense. Invisible parsing.

NAH 5 - Non-Declinable Words

Non-declinable words. Definite and Indefinite words. Interrogative Nouns. Particles of response. Conditional sentences and their particles. Subjunctivals of present tense. Apocopatives of present tense.

NAH 6 - Abrogative Particles

Nominal sentences. Subject of a sentence (Active). Subject of the passive. “*Kaana*” and its associates. Particles similar to “*Laysa*”. “*Kaada*” and its associates. “*Inna*” and its associates. “*Dhonna*” and its associates. Verbs that require three objects in accusative position. Prepositions. Adjunction.

NAH 7 - Accusative Complements

Object (Accusative). Cognate accusative. Accusative of purpose. Adverbial object. Concomitant object. Exception. Circumstantial expression or phrase. Characterization. Expressing exclamation. Vocative phrases.

NAH 8 - Grammatical Followers

Adjectives. Affirmation. Conjunction. Apposition. Numerals and its rules. Implementation of infinitive words. Implementation of the active participle. Implementation of the passive participle. Adjective resembling the active participle. Comparative and superlative nouns.

3.2.5 SARF (ARABIC MORPHOLOGY)

SAR 5 - Arabic Morphology and its Scale

Introduction to Arabic Morphology. Morphological balance. Original and extra letters. Root and augmented forms of verbs. Root and augmented forms of nouns. Extra letters and its signs. Sound verbs and defective verbs. Past, present,

and imperative verbs. Transitive and intransitive verbs. Active and passive verbs. Emphatic “Nun” with verbs.

SAR 6 - Rulings of Verb and Noun

Assigning verbs to pronouns. Assigning verbs to sound verbs. Assigning verbs to defective verbs. Masculine and Feminine. Signs of Femininity. *Al Maqsur*, *Al Manqus*, and *Al Mamdud*. Broken plural, collective noun, and generic noun.

SAR 7 - Derived Nouns and Adjectives

Nouns in terms of rigidity and derivation. Infinitive tense. Active participle. Passive participle. Adjective resembling the active participle. Intensive forms. Comparative and superlative nouns. Noun of instance and noun of state. Noun of time and noun of place. Noun of tool.

SAR 8 - Diminution and Attribution

Diminution. Expressing descent. Elision and substitution. *Hamzah* of connection and *Hamzah* of separation.

3.2.6 TARBIYAH (ISLAMIC EDUCATION)

TAR 5 - Rights

The rights of Allah over the servants. The rights of the prophet. The rights of the companions. The rights of the scholars. The rights of the parents. The rights of the children over the parents. The rights of spouses. The rights of relatives. The rights of neighbors. The rights of the guest and the host. The rights of the shepherd and the flock.

TAR 6 - Etiquettes

Etiquette with Allah. Etiquette with the prophet. Etiquette of sleeping and waking. Etiquette of eating and drinking. Etiquette of supplication. Etiquette of

walking. Etiquette of the house. Etiquette of the mosques. Etiquette of speech. Etiquette of visiting the sick. Etiquette of the market, buying, and selling.

TAR 7 - Actions of the Heart

Sincerity. Piety. Patience. Thanksgiving. Satisfaction. Reflection. Accountability. Reliance. Repentance. Bashfulness. Devotion.

TAR 8 - Diseases of the Heart and their Cure

Diseases of the hearts. Negligence. Following one's whims. Love of the world. Forbidden desire. Passionate love. Argument and dispute. Arrogance. Envy. Hatred. Greed.

3.2.7 TAWHEED (ISLAMIC MONOTHEISM)

TAW 1 - Foundations of Islamic Creed

Introduction to the correct creed. Sources of creed. Introduction to Tawheed. Kinds of Tawheed. Worship. Kinds of Worship.

TAW 2 - Affirming Names and Attributes

Kinds of Tawheed. Allah's Attributes. Kinds of Allah's Attributes. Deviations and its kinds. Distortions in the names and attributes of Allah. Principles on proofs of Allah's names and attributes. Dealing with the attributes of Allah. Religion.

TAW 3 - Islam

Al Islam. *Laa ilaaha illAllaah*. Conditions for *Laa ilaaha illAllaah*. Muhammad: The messenger of Allah. Invalidators of Islam. Associating partners with Allah. Disbelief. Hypocrisy. Sunnah and Innovation.

TAW 4 - Iman (Belief)

Belief. Belief in Allah. Belief in Angels. Belief in the Books. Belief in the Messengers. Belief in the Last Day. Belief in Destiny. Loyalty and Disavowal. Intercession and its tools. Virtuousness. Disbelief in Idol worship.

TAW 5 - Essential Creed Affairs

Good deeds. Patience on destiny. Guidance. Slaughtering for other than Allah. Seeking blessings. Seeking rain by meteorology. Fortune telling. Superstition. Some forbidden speeches. Some forbidden acts. Feeling secure from Allah's plan and despairing of Allah's mercy.

TAW 6 - Major Sins

Killing. Disobedience to parents. Neglecting prayer. Fornication. False Testimony. Consumption of intoxicants. Oppression. Unlawful consumption of wealth. Gambling. Waylaying people. Bribery.

TAW 7 - Benefits and Harms

The Companions. Extremism. Enjoining good and forbidding wrong. Segregation in Islam. Obedience and following rulers. Islamic schools of thought. Prophets and their miracles. Saints and their miracles. Etiquette of Da'wah. Signs of the Last Hour.

TAW 8 - World of the Unseen

The World of the Unseen. Events in the grave. Events of the day of judgement. The Paradise. The Hell-fire.

3.3 COURSE CHART

ARB 1	FQH 1	HAD 1				TAW 1
ARB 2	FQH 2	HAD 2				TAW 2
ARB 3	FQH 3	HAD 3	NAH 3			TAW 3

ARB 4	FQH 4	HAD 4	NAH 4			TAW 4
	FQH 5		NAH 5	SAR 5	TAR 5	TAW 5
	FQH 6		NAH 6	SAR 6	TAR 6	TAW 6
	FQH 7		NAH 7	SAR 7	TAR 7	TAW 7
	FQH 8		NAH 8	SAR 8	TAR 8	TAW 8

NB: Students enrolled in the **Intermediate Level** program will not be required to take ARB courses.

3.4 WEEKLY SCHEDULE

Time Zone: WAT (GMT+1)

TRIMESTER 1 & 2

DAY	COURSE	TIME
SUNDAY	ARB	TAW
TUESDAY	FQH	
THURSDAY	HAD	

TRIMESTER 3 & 4

DAY	COURSE	TIME
SUNDAY	ARB	TAW
TUESDAY	FQH	NAH
THURSDAY	HAD	

TRIMESTER 5 - 8

DAY	COURSE	TIME
SUNDAY	SAR	TAW
TUESDAY	FQH	TAR
THURSDAY	NAH	

3.5 LEARNING OUTCOMES AND RECOMMENDED RESOURCES

Each course has defined learning outcomes and recommended textbooks/resources. These are provided in the individual course syllabi available on the student portal upon registration.

STAFF

4.1 LIST OF STAFF

1. Abu Labeebah Al Edewiyy	Mudeer/Director
Email: dai.edewiyy@gmail.com	
2. Abu Ziyad Bucharest	Registrar
Email: dai.bucharest@gmail.com	
3. Abu AbdilMuhsin Onilalupon	Head of Staff
Email: dai.onilalupon@gmail.com	
4. Abu Qotadah Al Asaliy	Member
Email: dai.asaliyy@gmail.com	
5. Abu AbdiLlaah Al Amaaniy	Member
Email: dai.alamaaniy@gmail.com	
6. Abu Aishah Al Athariyy	Member
Email: dai.alathariy@gmail.com	

4.2 RELATIONSHIP WITH STAFF

As the college operates online, all communication with staff shall be conducted through email. Students must ensure that their correspondence is respectful and polite. If there is a complaint about a staff member, it should be officially submitted via the college's email.

Students may also interact with peers and instructors through the DAI Community.

EXAMINATIONS, GRADES & GRADUATION

5.1 ASSESSMENT AND EVALUATION

The assessment and evaluation of students will be based on three metrics:

- (a) **Continuous Assessment Module Test** - This is taken at the end of each module of lecture. A single attempt is allowed and the score obtained is recorded. It takes 30% of the total trimester course grade.
- (b) **Mid Trimester Test** - This is conducted midway through the trimester (7th week). It takes 20% of the total trimester course grade.
- (c) **Examination** - The final examination comes up towards the end of every trimester (14th week). It accounts for 50% of the total trimester course grade.

5.2 PASS MARK

Each course shall be examined to a maximum of 100 marks. The minimum pass mark for each course is 50%. Any student that obtains a score less than this shall retake the course.

The percentage grading scale for the college is however shown below:

Mark Range (%)	Letter Grade	Interpretation	التقدير
100 - 90	A+	Exceptional	ممتاز مرتفع
89 - 80	A	Excellent	ممتاز
79 - 70	B	Very Good	جيد جداً
69 - 60	C	Good	جيد
59 - 50	D	Pass	مقبول
49 - 0	F	Fail	راسب

5.3 REPETITION OF COURSES

- Any student who misses an examination will have the course marked as outstanding and must retake it upon submitting an official request before graduation.
- Any failed course must be retaken until it is successfully passed. Students are required to repeat only courses in which they received a grade of **F** at a cost. Once the course is passed, the minimum passing grade will be recorded in place of the failed grade.

5.4 REQUIREMENT FOR GRADUATION

To successfully graduate, a candidate must have cumulatively obtained at least the minimum grade obtainable. Course evaluation shall consist of the following:

- (a) Continuous Assessment Module Test
- (b) Mid Semester Test
- (c) Examination

5.5 CODE OF ACADEMIC INTEGRITY

Academic integrity is a fundamental principle at DAI. We emphasize that knowledge is a trust (Amanah) and must be pursued with sincerity (Ikhlas) and accountability (Mas'uliyah). Maintaining honesty and integrity in education is essential for personal growth and adherence to Islamic values. Every student is expected to uphold the highest ethical standards in learning, and conduct.

Examples of academic misconducts are:

- **Cheating** – Using unauthorized resources during exams, copying answers, or seeking help dishonestly.
- **Collusion** – Working with others on individual assignments without instructor's permission.
- **Identity Fraud** – Having someone else complete an assignment, exam, or giving someone else unauthorised access to the learning platform and materials.

- **Disruptive Behavior** – Engaging in actions that disrupt the learning environment, such as offensive communication or cyberbullying.
- **Plagiarism** – Presenting others' work as your own.

Any student found guilty of any academic misconduct will face disciplinary actions.

5.6. EXAMINATION RULES AND MISCONDUCT

- Examinations are conducted online through the LMS.
- Students must log in with their own credentials.
- Proctoring: Assessments are generally proctored. Refreshes and tab switches are noted by the LMS.
- Late submission: For MCQs, the LMS auto-submits once the time runs out. As for theoretical questions, there's no late submission, as you can no longer submit once the time allotted expires.
- Technical failure: In case of technical failure, reach out to the college's administration.

Any misconduct will be handled per Section 2.10 and 5.5.

OUR WEBSITE

6.1 OVERVIEW

The official website of our college is www.daarulaathaar.com. It serves as a comprehensive platform for students, staff, and prospective applicants. It is designed to provide easy access to essential information and resources that enhance the academic experience.

The site is fully responsive, adapting seamlessly to all devices, including desktops, tablets, and smartphones, allowing users to access information anytime, anywhere.

6.2 STUDENT PORTAL

The dedicated student portal provides personalized access to course materials, academic records, grades, and important announcements. Students can also submit assignments and communicate with teachers through this secure platform. This page is regularly updated to support current academic content.

How to Access:

- Visit the website and navigate to the **Student Dashboard** page.
- Enter your username and password.
- Navigate through the dashboard to access courses, assignments, and resources.
- Complete quizzes and submit assessments as required.

6.3 COMMUNICATION CHANNELS

The website features a dedicated contact page with email addresses and phone numbers, ensuring that students can easily reach out for assistance.

Additionally, there is an academic calendar that highlights events and important dates of the academic session, helping students stay informed. Also, our website provides links to our platforms on Facebook, YouTube, and Instagram, providing

updates on college events, news, and announcements. Students are encouraged to follow these accounts for updates about the college.

6.4 DAI COMMUNITY

The DAI Community is a dedicated online space for our students to connect, collaborate, and support one another in their academic journey. It is designed to foster a vibrant learning community where students can ask questions, discuss topics, seek clarification, and build brotherhood and sisterhood in seeking knowledge. There is a separate community for every subject offered at DAI. This allows discussions to remain focused, organized, and relevant. To access the DAI community, visit daarulaathaar.com/community.

6.5. REQUIREMENTS

- Device: PC, laptop, tablet, or smartphone (with a good camera)
- Internet: Stable connection
- Browser: Latest version of Chrome, Firefox, Safari, or Microsoft Edge
- Software: PDF reader, word processor.
- Google Drive Account
- Stationery: Notebooks and pens.

CONTACT INFORMATION CENTRE

For enquiries about the college, you can reach out via the following means:

+2347038348977 or **daarulaathaar@gmail.com** or **registrar@daarulaathaar.com**.

7.1 COLLEGE ADMINISTRATION

7.1.1 Mudeer/Director

Abu Labeebah Al Edewiyy

dai.edewiyy@gmail.com

7.1.2 Registrar

Abu Ziyad Bucharest

dai.bucharest@gmail.com

7.1.3 Head of Staff

Abu AbdilMuhsin Onilalupon

dai.onilalupon@gmail.com

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Admissions & Enrollment

Q: What are the admission requirements?

A: The admission requirements consist of a completed application form and a minimum qualifying marks necessary for admission.

Q: How do I apply to the college?

A: You can apply online through the college website by filling out the application form and paying the application fees to write the entrance examination.

Q: What do I need to get prepared for the entrance examination?

A: Prepare on basic Arabic and English language rules, lexis and structures and some simple questions about Islam.

Q: Can I defer my admission?

A: Yes. See Section 2.8 for conditions.

2. Academic Programs & Learning

Q: What courses are offered in the college?

A: We offer courses in Arabic language, Fiqh, Tawheed, Hadith, and many more.

Q: How are the courses structured?

A: Courses have audiovisual lectures, reading materials, quizzes, and examinations

Q: On what days are the courses delivered?

A: Courses are delivered on Sundays, Tuesdays, and Thursdays according to the class schedules.

Q: Do I need to attend live classes?

A: While the courses are taught on our LMS, some programs require attendance in-live virtual classes.

Q: How are examinations conducted?

A: Examinations are conducted online through our Learning Management System (LMS). They include multiple-choice questions, essays, or oral assessments via video conferencing.

Q: How can I communicate with my instructors?

A: You can reach out to instructors via email, LMS messaging, discussion boards, or scheduled virtual office hours.

Q: What technical requirements do I need to be successful?

A: Basic digital literacy; i.e. ability to use a smartphone/PC, browser, and email.

Q: Is there a class outline (syllabus)?

A: Yes, upon admission, students would have access to the student handbook; where details about the courses are presented.

Q: Who do I contact for more information?

A: For more questions, reach out to us via WhatsApp: +2347038348977 or

Email: daarulaathaar@gmail.com

3. Tuition

Q: What are the tuition fees?

A: See Section 2.7

Q: Can I pay tuition in installments?

A: Yes, flexible payment plans are available to ease payment.

Q: When do I have to pay the tuition?

A: Every student must have paid tuition before gaining access into the learning platform.

4. Learning Management System (LMS)

Q: What platform does the college use for online learning?

A: We have an LMS incorporated in our website as a comprehensive online learning platform where students can access course materials, live classes, assignments, and exams.

Q: How do I log in to the platform?

A: You can log in using your student credentials with which you registered.

Q: Can I access my courses on mobile devices?

A: Yes, the LMS is mobile-friendly and can be accessed through smartphones and tablets.

5. Certification & Graduation

Q: How long does it take to graduate from the college?

A: The duration of the program is 30 months (2½ years).

Q: Will I receive a certificate upon graduating from the college?

A: Yes, all students who successfully complete their courses will receive a certificate.

APPENDICES

CLOSING MESSAGE FROM THE MUDEER

A Word from the Mudeer

Dear Student,

All praise is due to Allah, the Most Compassionate, the Most Merciful. May His peace and blessings be upon the final Messenger, Muhammad (peace and blessings be upon him).

On behalf of the entire staff of Mahdu Daaril Aathaar (DAI), I welcome you to this blessed journey of seeking knowledge. You have taken a step that many aspire to but few complete; the step of dedicating yourself to learning the religion of Allah upon clear evidence and sound understanding.

This handbook has been prepared to guide you through every stage of your academic life at DAI. But a handbook alone cannot transform you. It is your sincerity (Ikhlas), your discipline, your patience (Sabr), and your reliance upon Allah (Tawakkul) that will carry you through. Knowledge is a trust (Amanah), and every bearer of knowledge will be questioned about what they learned and what they did with it.

We encourage you to:

- Seek knowledge for the sake of Allah alone and not for degrees, titles, or worldly gain.
- Act upon what you learn, for knowledge without action is a proof against you, not for you.
- Respect your teachers and fellow students, because the classroom is a place of adab before it is a place of information.
- Persevere through difficulties, as the path of knowledge is not easy, but its reward is immense.
- Pray for your teachers and your institution

We are here to support you. Our doors (and inboxes) are open. Do not hesitate to reach out for guidance, clarification, or support.

May Allah bless your studies, purify your intentions, and make you among those who carry this religion with knowledge, wisdom, and beautiful character.

Abu Labeedah Al-Edewiyy

Mudeer/Director

Mahdu Daaril Aathaar (DAI)

DU‘A / PRAYER FOR KNOWLEDGE

Du‘a for Seeking Knowledge

رَبِّ زِدْنِي عِلْمًا

Rabbi zidnī ‘ilmā

“My Lord, increase me in knowledge.” (Taha:114)

اللَّهُمَّ إِنِّي أَسْأَلُكَ عِلْمًا نَافِعًا وَرِزْقًا طَيِّبًا وَعَمَلًا مُتَقَبَّلًا

Allāhumma innī as‘aluka ‘ilman nāfi‘an, wa rizqan tayyiban, wa ‘amalan mutaqabbalā

“O Allah, I ask You for beneficial knowledge, good provision, and accepted deeds.”
(Ibn Majah)

اللَّهُمَّ أَنْفَعْنِي بِمَا عَلَّمْتَنِي وَعَلِّمْنِي مَا يَنْفَعُنِي وَزِدْنِي عِلْمًا

Allāhumma-nfa‘nī bimā ‘allamtanī, wa ‘allimnī mā yanfa‘unī, wa zidnī ‘ilmā

“O Allah, benefit me with what You have taught me, teach me what will benefit me, and increase me in knowledge.” (Tirmidhi)

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DISCLAIMER

While every effort has been made to ensure the accuracy of the information in this handbook, DAI reserves the right to make changes to its policies, procedures, and programs at any time without prior notice. Students are responsible for keeping themselves informed of any updates.

