



Madrasah Baytul Ilm

Hifz Record Book

Name: _____

Class: _____



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HIFZ RECORD BOOK
MADRASAH BAYTUL ILM

1ST IMPRESSION 1447/2025

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Hifz Record Book Guidelines

Student's Guidelines

Each day, the student should complete the column titled 'Time Spent at Home.' There are three boxes labelled with the letters M, A and E which represent morning, afternoon and evening. These boxes must be filled in with the times spent in learning at home in those parts of the day.

The student must also fill in the salāh chart daily. Rather than just ticking the boxes, the following key must be used; J for those salāh performed with Jamā'ah, I for those salāh performed individually and Q for those salāh performed as Qadhā.

Teacher's Guidelines

Each day, the teacher will record how much the student has recited. Starting with dor (revision), the juz and quarter numbers will be recorded, secondly the number of pages recited for Sabaq Pārah, and thirdly the number of lines recited as Sabaq.

The teacher will also write a comment for each of the above describing the quality of recitation and also any other concern that the teacher may have.

Along with this, the teacher will award a performance mark daily which will be based on quality of recitation, effort, performance and behaviour in class. A maximum of 2 points will be awarded per day, resulting in 10 points per week.

At the end of the week, the totals for Dor, Sabaq Pārah, Sabaq and Points will be recorded in the totals' boxes. And the totals each week can also be recorded in the back of the book which can be used to calculate grand totals at the end of the year.

Parent's Guidelines

Parents are strongly urged to check their child's record book daily, keeping an eye on all of the details; the time spent at home by their child, the child's salāh record, the quantities and qualities of recitation and the number of points awarded each day.

The parent must sign the book each day as an acknowledgement of the above information.

Each student is given targets to work towards. These targets can differ for each child according to their abilities. Therefore, the parent should stay in touch with the teacher and madrasah to monitor their child's progress.

The weekly points that are awarded are a simple yet clear indication of the student's performance and should be observed along the guide below:

Points Guide Per Week	
0-4	Poor
5-7	Fair
8-9	Good
10	Excellent

Week Starting:

Week Number:

Day	Time Spent at Home	Subject	Amount	Comments	Sign
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	E:	Sabaq			
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	A:	Sabaq Pārah			
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Friday	M:	Dor			
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	E:	Sabaq			
Weekend	M:	Dor			
	A:	Sabaq Pārah			
	E:	Sabaq			

Total Dor	Total Sabaq Pārah	Total Sabaq	Points (/10)

Salāh	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Fajr							
Zuhr							
Asr							
Maghrib							
Ishā							
Witr							

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Friday	M:	Dor			
	A:	Sabaq Pārah			
	E:	Sabaq			
Weekend	M:	Dor			
	A:	Sabaq Pārah			
	E:	Sabaq			

Total Dor	Total Sabaq Pārah	Total Sabaq	Points (/10)

Salāh	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Fajr							
Zuhr							
Asr							
Maghrib							
Ishā							
Witr							

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Witr							

Weekly Totals

Week No.	Dor (pārahs)	Sabaq Pārah (pages)	Sabaq (lines)	Points
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

Weekly Totals

Week No.	Dor (pārahs)	Sabaq Pārah (pages)	Sabaq (lines)	Points
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				

GRAND TOTALS			
Dor (pārahs)	Sabaq Pārah (pages)	Sabaq (+ 13 = pages)	Points

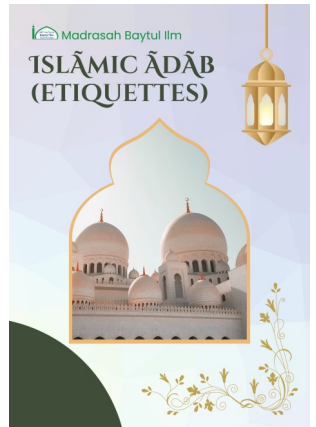
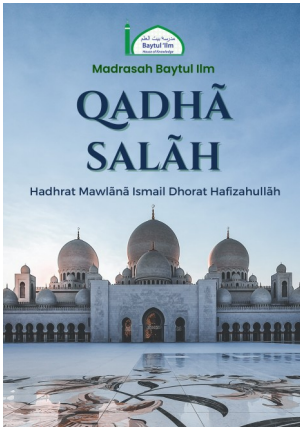
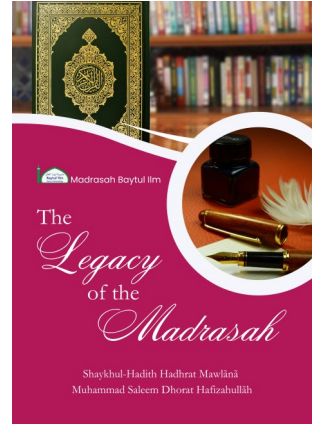
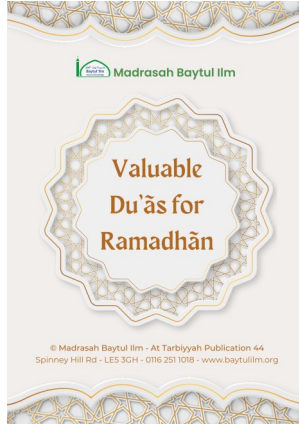
Activities & Services at Madrasah Baytul Ilm

Nāzirah Classes for Boys & Girls
Hifz Classes for Boys & Girls
Part Time Ālim Class for Boys & Girls
Full Time Ālim Class for Boys
Morning Tajweed Class for Brothers
Evening Tajweed Class for Brothers
Evening Hifz Class for Brothers
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