إِنَّ الَّذِينَ يَتْلُونَ كِتَابَ اللَّهِ وَأَقَامُوا الصَّلَاةَ وَأَنفَقُوا مِمَّا رَزَقْنَاهُمْ سِرًّا وَعَلَانِيَةً يَرْجُونَ تِجَارَةً لَّن تَبُورَ

"Indeed, those who recite the Book of Allah and establish prayer and spend out of what We have provided them, secretly and publicly, expect a trade that will never perish." (Surah Fatir: 29)

FACULTY QUALITY ASSURANCE (QA), OPERATIONAL STANDARDS & CODE OF CONDUCT

1 Compulsory Audio-Visual & Hardware Standards

Teaching the Holy Quran and evaluating *Tajweed* rules (e.g., *Makharij*, *Ghunnah*, *Qalqalah*, *Hams*) requires pristine acoustics. A halaqah conducted with substandard audio is a disservice to the learner and violates the academy's academic standards.

⚠️ THE MICROPHONE MANDATE (STRICTLY COMPULSORY)

Built-in laptop microphones, smartphone speakerphones, and loose dangling earbuds are STRICTLY PROHIBITED. Built-in microphones capture fan noise, room echo, street sounds, and breathing vibrations that distort Quranic articulation.

Mandatory Requirement: Every Mu'allim must use a dedicated wired or noise-canceling USB headset equipped with an external boom microphone, or a professional directional external microphone placed 2–3 inches from the mouth.

📹 Video & Camera Protocol

The teacher's camera must remain **active, sharp, and focused at all times** so mouth movements and lip shapes (*Shifatul Huroof*) are visible. Instructors must sit facing a well-lit frontal light. Sitting with your back against an open bright window is strictly forbidden.

📶 Standby 4G/5G Internet Connection

A minimum stable speed of 5 Mbps is required. Every Mu'allim is required to keep an active **standby mobile data hotspot** ready to switch over within 60 seconds if primary home fiber or power drops.

2 Mandatory Islamic Dress Code & Classroom Ethics (Adab)

The virtual classroom is a sacred Halaqah of the Quran and must be treated with the same reverence and modesty as the Masjid.

👳 Brothers (Mu'allims)

- Clean, ironed, modest **Thobe, Jalabiya, or formal Kaftan**.
- Traditional head covering is **compulsory** (Tagiyah, Islamic cap, or Keffiyeh).
- **STRICTLY BANNED:** T-shirts, singlets, casual loungewear, gym wear, or baseball caps.

🧕 Sisters (Mu'allimat)

- Full, modest Islamic attire: **Jilbab or Abaya** in accordance with Shari'ah.
- Proper, opaque **Hijab** covering the hair, neck, and chest completely.
- **STRICTLY BANNED:** Transparent scarves, house clothes, headbands, or exposed hair.

Classroom Adab & Posture: Teachers must sit upright at a clean desk throughout the entire 30-minute session. Slouching, lying down on beds or sofas, eating, chewing gum, or allowing family members into camera frame is strictly prohibited.

3 Unannounced Live QA Audits & Immediate Suspension Policy

RANDOM SILENT MONITORING IN EFFECT AT ALL TIMES

To protect learners and guarantee institutional excellence, the Academy's **Quality Assurance (QA) Officers and Mudirs hold master clearance to silently log into ongoing live halaqahs at any moment without advance notice or warning.**

DIRECT GROUNDS FOR IMMEDIATE ON-THE-SPOT SUSPENSION:

1. **Microphone Non-Compliance:** Caught teaching using a built-in laptop/phone mic or loose earbuds without an approved headset.
2. **Dress Code Violation:** Wearing t-shirts, singlets, casual loungewear, or improper hijab in class.
3. **Harshness or Impatience:** Shouting, scolding, mocking mistakes, or speaking with anger toward a learner.
4. **Lateness or Abandonment:** Arriving >5 minutes late without emergency notice or closing class before 30 minutes.

PENALTY: If a QA officer observes any of the above infractions, the Mu'allim will be **SUSPENDED IMMEDIATELY ON THE SPOT**. The lesson earnings for that session will be forfeited, the family wallet will be refunded with an apology, and the teacher will be placed on administrative lockout.

4 Earnings, Wallets & The ₦20,000 Payout System

1. Automated Wallet Credit
Earnings credit automatically to your Teacher Wallet upon completion of the halaqah and submission of lesson notes.

2. +₦500 Audio Bonus
Earn a ₦500 bonus for grading and recording audio feedback on asynchronous student recitation homework.

3. ₦20,000 Payout Floor
Minimum withdrawal request is ₦20,000. Real-time Paystack NUBAN resolution prevents transfer errors.

* Payout requests are verified by the Mudir's office and disbursed within **24 to 48 business hours** directly to your Nigerian commercial bank account with an automated digital email receipt.

5 The 30-Minute Pacing Formula & Post-Lesson Notes

TIMEFRAME	HALAQAH PHASE	OPERATIONAL OBJECTIVE
00 – 03 mins	**Greeting & Connection**	Warm Islamic greeting, brief wellbeing check, opening Dua for knowledge (*Rabbi zidnee 'ilma*).
03 – 08 mins	**Muraja'ah (Revision)**	Review previously assigned verses or homework to ensure solid retention before advancing.
08 – 24 mins	**Sabaq (New Lesson)**	Synchronous Mushaf viewer open. Direct recitation, Tajweed correction with *Hikmah*, rule breakdown.
24 – 28 mins	**Consolidation**	Student recites independently 2–3 times to verify correct letter articulation (*Makharij*).
28 – 30 mins	**Wrap-up & Notes**	Assign homework. Submit digital lesson progress report within 5 minutes of lesson end.

6 Zero-Tolerance Anti-Poaching Policy

Mu'allims are strictly prohibited from soliciting private lessons, sharing personal phone numbers, exchanging personal WhatsApp accounts, or accepting offline bank transfers. **Violation results in immediate permanent termination, total forfeiture of pending wallet balances, and institutional blacklisting.**

Issued on Behalf of the Academic Board:
Chief Mudir & Quality Assurance Directorate
Rihlatu Al-Qur'an Academy

Verified Electronic Signature • Academic Year 2026

Faculty Member Attestation & Pledge:
"I solemnly pledge before Allah (SWT) to adhere strictly to all audio-visual, dress code, pedagogical, and ethical standards stated in this manual."

Mu'allim / Mu'allimah Signature & Date

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