

A MESSAGE TO THE TEACHERS

**YOU ARE NOT ORDINARY
.....YOU ARE THE CHOSEN ONES.**

Most of us can remember our very first teacher in school, the one who taught us our **ABC's** & proper rules.

I feel extremely honoured to address my fraternity whom I revere from bottom of my heart. It is time we should realize that we are not teachers merely by chance, we are teachers by "Choice". We are into this field as we have a passion towards teaching.

In Islam, there is only one teacher who has laid out the ground work for the spiritual education of mankind by the grace of Almighty. **Prophet Mohammed (SAWS)** was and still is, the greatest teacher who has ever lived and so we need to follow his footsteps to make the students **EDUCATED**.

Once we are Successful in rendering our duties perfectly, Once we instill fruitful knowledge in our students, Once we give them a **PURPOSE** to live after educating them in **REAL SENSE** our mission is accomplished. We have to **EDUCATE** the children not just qualify them. We have to bring them out from darkness of ignorance to the light of knowledge. **Allah (SBWT)** has given a comparison in the Holy Quran- Is a blind person equal to the one who can see? and Allah has given an answer subsequently, that.....

No, they can't be same. Similarly the person with "**ILM**" & the ignorant can't be same. So, we are the ones bestowed upon as Teachers to render knowledge.

Hence, my dear friends realize your importance, don't be lost in crowd, you are special, the chosen one, you are a torch bearer, a role model, a facilitator, a helper, a caretaker and above all attributes a **TEACHER**.

"YOU MAKE A DIFFERENCE"

Ayesha Firdous | Vice Principal
Asif Nagar Branch

WORK CULTURE: THE DISTINCTIVE PERSONALITY OF AN ORGANIZATION

Work culture is a concept which deals with the study of beliefs, thought processes, attitude of various employees and simultaneously the ideologies and principles of an organisation. It is the distinctive personality of an organization that determines: how its members act, how energetically they can contribute to team work, productivity and quality, how efficient they are in problem solving, innovation. customer service.

An organization is said to have healthy work culture when the employees follow the organizations rules and regulations and adhere to the existing guidelines. Work cultures that openly communicate about daily problems are more likely to find positive ways to solve issues.

Work culture plays an important role in extracting the best out of employees and making them stick to the organization for longer duration.

A successful work culture depends on

- Employees being cordial with each other.
- Each and every employee treated as one.
- Appreciating the top performers.



- Not criticizing the ones who haven't done well, instead encouraging by patting them and discussing with them.
- Promoting team building activities to bind the employees together.

Like ethnic culture, work culture tells an employee how to behave, what to do and what not to do. If we need to understand why people act in a certain manner at work, we need to examine their work culture.

An organization is formed to achieve certain goals and objectives by bringing individuals together on a common platform

and motivating them to deliver their level best. It is essential for the employees to enjoy at the work

place as they need to develop a sense of loyalty towards it.

"A healthy work culture leads to satisfied employees and increased productivity. It also encourages employees to observe, learn and avoid passing any sort of judgment quickly".

P. Jahanavi | MSDC for Women | Malakpet

MS treats employees as family members and provides them conducive work environment to grow and learn within the limits of organizational philosophy.

WHY SHOULD WE UPDATE & IMPROVE OURSELVES?

G. Mahender (Computer Science Lecturer)
MS Degree College | Asif Nagar

It is necessary to update ourselves as the world is changing according to needs and wants of human beings. If we improve and update ourselves, it will help us in every aspect of family and professional life. In a family scenario, we need to have updated information regarding education, grocery, fashion, electronic gadgets etc; for example, which furniture suits to our home; which school is best to provide education to our family members; etc. so that we can change family ambience accordingly.

Besides, it is also necessary to improve professional skills by adding new qualifications, skills which helps us to move to the better position in our career. The new courses in every section/sector

compel us to update and improve our professionalism with new skill sets.

To improve the quality of living standards we need to update professionally, it will help us to get promotion in job which leads to have better remuneration.

Socially, it is also mandatory to update with the new rules, schemes, policies, law in order to live a better life in a current society. Therefore, life is social and moral which needs to be updated continuously.

"URGENTLY REQUIRED"

Home Teachers, Co-ordinators and Front Office Executive.

Email your resume to
careers@msinstitutions.com
HR Department

CHAIRMAN SPEAKS

Dear Team members,
Assalam-o-Alaikum,

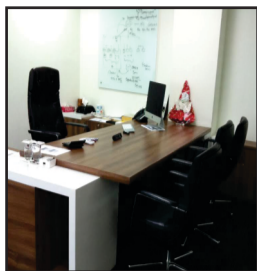
I take this opportunity to welcome you once again in MS family. As you know we have entered in the 25th year of our journey and this year we are celebrating the silver jubilee year of MS. We have made tremendous growth in the last 24 years by the grace of Allah (SWT). This is a joyful moment for us which I want to share with you. Through this column I would like to share my views with you on our goal and the challenges before us. At the same time I would also like to inform you about the welfare policies carried by MS for the Team members.

As you all know, that we are associated with a noble profession and working on creating a healthy society based on Islamic Sharaih. We work on Islamic principles and we have a lot of responsibilities to shoulder on. It is we who have been entrusted to shape the future of young generation of the Muslim Ummah. We have to inculcate in them the right "Taleem & Tarbiah" so that they can grow as a true muslim. We should be thankful to Allah (SWT) for choosing us for this noble cause.

As we grow we have more responsibilities. The expectation of the parents and the society towards us take new height. They want more from us. This is a situation which concerns me more and I pray to Allah (SWT) that He gives me strength that I match with their expectation. I hope that with you I can easily overcome such challenge.

We have a very big challenge before us as Batil Forces (worldly allurements) try all their means to distract us from the straight path. It is our duty not only to save us from such attractions but also the future generations of the Muslim Ummah. Under all these circumstances we have to work and train our students in such a way that they acquire right "Taleem & Tarbiah". We have to prepare our students for every walk of life, be it medicine, engineering, scientists, law, researchers, architecture, financial analyst, administration, judiciary, finance & accounts, entrepreneurs, leaders, writers etc. so that they can be a representative of Islam in the society. Beside this we have to work on the character building of our students so that they can be a true Muslim. It is our vision that on one hand where our students be a brilliant doctor or scientist or engineer on the other hand he should be a practicing Muslim equipped with the knowledge of Quran and Hadith and Islamic jurisprudence. He should be not only be a namazi but should also be capable of doing Imamah. He should also be a Hafiz and Mohaddiseen.

While doing all these we should not



compromise with the standard of education. We have to provide them the high quality education which should on par with the international standard. We should not forget that our students have to face dual competition. One being a Muslim and another what the general students face.

We are putting in all our resources and efforts to provide the best quality infrastructures and utilities to achieve our goal. We are also constantly endeavouring to upgrade our infrastructures to meet the high standard and give the best quality education to our students.

Now, I share with you the initiative taken by the management for the welfare of staff and employees. First, I would like to make this clear before you that when we talk about Islam and moral values, we mean these. MS management and its policies run as per Islamic Shariah. We are very concerned with rights and privileges of our employees and staff. We provide them a safe and secure environment where they can work without any worries. They are not exploited and their efforts are recognized. We have made policies for the growth of our employees. They have the complete freedom to explore their talents. We neither do injustice nor discriminate with the employees. They are recognized with their work and talents. The growth and promotions are purely based on merits and talents of the employees.

We have introduced ESI (a kind of medical facility) facility for our employees. This facility enables you to get the free medical facility of any nature. This facility includes both treatment as well as medicines. For this there is a monthly small contribution is made to the ESI.

Alhamdulillah, we have made tremendous growth in the last 24 years. With the growth our responsibilities towards our employees also increase. We have devised mechanism that they do not suffer any injustice. For dealing grievances, we have made HR cell and given task to authorize person to deal with them. Even if you are not satisfied with the outcome of your complaints. You may still approach to Zonal Directors, our quick solutions departments. For any grievance, if any, you are free to approach me and Inshallah, I assure you that no injustice would be made to you.

We have set up a corporate office for better coordination and to stream line our work. The management is constantly making endeavour to set the international standard at MS. You will feel proud to know that MS is becoming a role model to the Muslim owned educational Institutions of India. Managements of many schools across India are making a beeline to get the working know how of MS and getting them implemented in their institutions. They are also following our curriculum and syllabus and prescribing text books prepared by our Research team.

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To upgrade knowledge and enhance the skills of our team members, we arrange various workshop and programmes. We have introduced an Operational Excellence department to assist and coordinate you to work in a professional manner.

To further improve our work and provide you the best facility, I need your valuable suggestion.

Jazakallah Khair,

Mohammed Lateef Khan

Editor's Note

Thank you very much dear team members for your overwhelming response on the "Request for Write-up Contribution". We got huge numbers of articles on varied themes. Barring a few plagiarized materials, most of them were very informative and good quality articles. I appreciate you all for sending your write-ups for our newsletter. However, due to shortage of space most of the valuable and thought provoking write-ups could not be accommodated in this issue for which we regret. The unpublished articles may be considered in coming issue.

Please note this newsletter is yours to share your ideas and you have a right to say. So please do not forget to send your feedback on this issue. We look forward to your valuable suggestions. **(Editor)**

Please send your suggestions and feedback:
zafar.iqbal@msinstitutions.com

During a chat with HR manager **Ms. Amba**, it came to notice that due to lack of awareness; most of the team members show aversion on the deduction of ESI contribution. With a detailed talk with **Ms. Amba** on the topic, the benefits and superb medical facility of ESI came to light.

The excerpt of this chat is shared with the team members for their use. **(Editor)**

Question: What is ESI?

Answer: It is basically a social security and health insurance scheme to protect the interest of employees. This scheme is initiated by the government of India through ESI- Act 1948.

Question: What is the benefit of ESI?

Answer: The benefit of ESI is unlimited. This Act guarantees hassle-free reasonably good medical care to insured employees and their immediate dependant's family members. The benefits are broadly classified into (1) Medical benefits and (2) cash benefits.

Under such scheme the employees are also entitled to unemployment cash benefit in certain contingencies, and maternity benefit in case of women employees.

ESI - A COMPLETE MEDICAL SECURITY FOR EMPLOYEES

Question: who can be benefitted by this scheme?

Answer: The insured beneficiary and his/ her dependent family members can get benefit from this scheme.

Question: Is it mandatory for the employees to be insured under ESI and what is the contribution per month?

Answer: Yes, as per the ESI Act, it is mandatory for all employees who is earning 15000 or less per month as wages. The total contribution is 6.5 percent but the employee has to contribute only 1.75 percent of his/ her salary whereas the rest 4.75 percent is contributed by employer.

Question: Where does this money go?

Answer: The total share 6.5 percent of each employee is deposited to government's account. This fund is managed by the ESI Corporation (ESIC) who in return provides medical and cash benefits to the employees and their family through its large network of branch offices, dispensaries and hospitals throughout India.

Question: Can you cite anyone example from MS staff who got benefit from ESI?

Answer: I can give you the example of Humayun Nagar accountant Ms. Farhana who was diagnosed partial paralyzed in the month of April. She was completely bedridden in hospital for two months. On her treatment the total expenditure was 2 lakh 50 thousand rupees. But she did not have to pay a single rupee. The entire medical facility was provided to her free of cost by the ESI, including medicine, bed charges and doctors fee. Besides this, she also got 75% of her salary from the ESI during her sick period.

ESI CAMP WILL BE ORGANISED AT THE BRANCHES IN THE MONTH OF SEPTEMBER

One more MS employee of Musheerabad branch, Ms. Kausar Fatima, an expectant mother is now all set to avail this maternity benefit of ESI. In which she will get complete free treatment till delivery and also the salary for three months which could be extended one more month on the doctor's advice.

This scheme is very beneficial for the employees, especially female staff. During her pregnancy, she will not only get complete medical facility but

also get maternity benefit. Under maternity benefit, she is entitled to get complete three months salary besides free medical treatment.

Question: There is a preconceived notion found among the people that the facilities are not good, and there are few dispensaries and clinics of ESI? What you say on these?

Answer: This is a false notion. On contrary the facilities are very nice. The clinics and hospitals are as neat and clean as private hospitals. Outpatient

medical facilities are available in ESI dispensaries, and through empanelled private medical practitioners. Inpatient care is available in 145 ESI Hospitals and 42 Hospital annexes. In addition, several state government hospitals also have beds for exclusive use of ESI Beneficiaries. Cash benefits can be availed in any of ESI centres throughout India.

The ESI also provides Super Specialty Treatment through Private Tie Up Network as well as through its own Super Specialty Hospitals situated throughout India.

There is an IT department at the corporate office to manage the communication network of all the branches of MS. This department constantly works for smooth functioning and better connectivity across the branches. The management has set up this department to be connected with the team members and enable them to do quick consultation and take fast decision required to run the operation.

On recent interaction with some team members, it was found that despite having this vital and precious facility at the command of the team members they are unable to fully utilize it. To find out what the facility is and how to use it, an interview was conducted with the IT person **Shakeel Ahmed**. The excerpt of talk is given below: **(Editor)**

VITAL COMMUNICATION FACILITY AT THE COMMAND OF TEAM MEMBERS

Question: Please tell us how the IT department works?

Answer: Our main work is to provide connectivity and to look after the smooth functioning of the communication network. If any problem crops up in the network we immediately work to plug in such problem. We not only work internally but also work on site.

Question: What are the communication facilities available at MS?

Answer: For communication, we have our own communication network through which the employees of MS can communicate with the management as well as other staff members without any hindrance. For this, we have leased line of internet connection. All the branches and offices of MS are connected with one another through MPLS Network.

We have intranet facility named as Microsoft Outlook through which we can send and receive mails and attached files. We also have telephone and mobile phone facility through which the team members are connected with management and other team members.

Question: If any problem occurs related with IT facility to whom the people will contact?

Answer: There is a helpdesk to sort out the problems related with any IT and network problem. This desk promptly responds to complaints.

Question: If the outlook does not work or create problem what will the user do to sort this out?

Answer: It is very easy. There is a helpdesk (<http://servicedesk.mseducation.in>), to sort out the problems related

with any IT and network problem. They only have to raise a ticket by logging on (<http://servicedesk.mseducation.in>), and their problems will be solved by the IT people within a short time. It can be accessed from any part of MS branches. The helpdesk promptly responds to complaints. Now the IT department will take up the matter and sort them within a fixed time limit and then inform you too.

Question: Can one get access to outlook if he/she is not in campus?

Answer: Yes, one can get access to one's outlook account from anywhere. Be it home or office or on the way. This can be done through smart phone. And anyone who has smart phone uses this service at their convenience. They can get message anywhere, any time.

ONE DAY AFTER SCHOOL

After a tiring day
I went home,
I was upset with my work,
So, wanted to be alone.
Yelled at my children in a
screaming tone,
Hiding my sorrow not to be
shown.
Went to my room closed my
eyes,
Remembered the incident
which made me cry.
A boy of class IX could not read,
learn or write,
I knew him from class-V then
also he could not write.
He had no interest to study that
time,
Now, I saw him with same
careless style, but different
height.
I felt so sad for the parents of the
boy,
They had been paying a fee so
high. Where will he reach in the
world outside,

with merits and marks flying so
high.
What did I do for so many years
my conscience asked,
What could I do? My ego
satisfied saying that
He has no interest, He can't
survive
Taking this thought in my heart.
I slept quietly in my cot, slowly,
when the night passed by
I saw a dream which shook my
thoughts.
Angel of death, caught me soon.
said that its time for doom.
Requested him to spare me for a
while,
There are many commitments
and matters to decide.
Then it took me through the
skies,
saw lofty mansions & paradise.
But still could not stand as I was
made to pass by,

Then I saw a huge crowd whose
end was not visible to the eye.
When I inferred I was said these
are the lucky ones receiving,
JAAME KAUSER from the
Prophet's (S.A.W.S) hand,
Rushed to receive it, tried to
leave the hand of the angel and
wanted to run
but don't know how I was always
thrown,
Desperate to see our **Prophet**
(S.A.W.S) I was barging through,
But some force somehow
dragged me out,
(Felt I would not be called now)
Soon the angel told me so,
Hey Ayesha, you can't go though
you prayed, though o tried
You weren't fair on your side.
You didn't realize your value
which Allah has bestowed.
Ran to please everyone Forgot
to work for Allah' Pleasure.
Started to cry, started to shiver

wanted to exchange everything
dear.
Just to see a glimpse of our
Prophet (S.A.W.S)
lost the hereafter for "HERE"
Cursed myself that I could have
been blind.
the eyes which could not see our
Prophet (S.A.W.S) could have
been blind.
Why didn't I impart fruitful
knowledge, why was I so
precise.
Then I heard a thudd.....
I fell down from the bed,
Jumped at once with a hike.
slapped myself as I woke up
from death.
Felt happy that it was a dream &
of course I had to cry and
scream.
Oh, Allah, forgive me from now
onwards I shall strive for the
benefit of my students and to be
in **PARADISE**.

THE IMPORTANCE OF EDUCATION IN ISLAM

Mrs. Anjum Sultana (Principal)
Khillwath Branch

Education makes man a right thinker and a correct decision-maker. It achieves this by bringing him knowledge from the external world, teaching him to reason, and acquainting him with past history, so that he may be a better judge of the present. Without education, man, as it were, is shut up in a windowless room. With education, he finds himself in a room with all its windows open to the outside world.

This is why Islam attaches such great importance to knowledge and education. The Qur'an, it should be noted repeatedly asks us to observe the earth and heavens. This instills in man the desire to learn natural science. When the Qur'an began to be revealed, the first word of its first verse was 'Iqra!' that is, 'Read.' Education is thus the starting point of every successful human activity.

All the books of hadith have a chapter on knowledge

(ilm). In Sahih Bukhari, there is a chapter entitled, "The virtue of one who acquires ilm (learning) and imparts it to others." In the hadith, the scholar is accorded great respect. According to one tradition, the ink of a scholar's pen is more precious than the blood of a martyr, the reason being that while a martyr is engaged in the task of defence, an alim (scholar) builds individuals and nations along positive lines. In this way, he bestows upon the world a real life treasure.

Islam not only stresses the importance of learning, but demonstrates how all the factors necessary to progress in learning have been provided by Allah S.W.T. This process began in Makkah, then reached Madinah and Damascus, later centring on Baghdad. Ultimately ushering in the modern, scientific age. Without education, the training of the human mind is incomplete. No individual is a human being in the proper sense until he has been educated.

Deeba Sataf (Junior Lecturer Maths)
(Malakpet Branch)

To seek knowledge is a sacred duty, it is obligatory on every Muslim, male and female. The first word revealed of the Qur'an was "IQRA", READ! Seek knowledge! Be educated.

Surah Al-Baqarah, ayah 269 reveals "Allah grants wisdom to whom He pleases and to whom wisdom is granted indeed he receives an overflowing benefit".

Islam is our greatest gift. The first and most crucial obligation on us is to acquire knowledge and second to practice and preach this knowledge. Knowledge is identified in Islam as worship. Not only should we seek knowledge, but also when we learn it. It becomes obligatory on us to practice it.. Knowledge without action is useless because a learned person without action will be the worst of creatures on the day of resurrection.

One of the purpose of acquiring knowledge is to gain the good of this world, not to destroy it through wastage, arrogance and in the reckless pursuit of higher standards of material comfort. Knowledge

should be used to spread freedom and dignity, truth and justice. It is not to gain power and dominance for its own sake.

The following hadith shows how important and how rewarding knowledge is "He who acquires knowledge acquires a vast portion". AND "If anyone going on his way in search of knowledge, God will, thereby make easy for him the way to Paradise".

Its about time that the Muslim ummah restructures its educational practices along Islamic values, fulfilling the existing needs as well. By virtue of such an educational program, the future generations will become the torch-bearers of Islamic values and play an effective role in the present world. Today we need an education system which can produce, "Muslim philosophers, Muslim scientists, Muslim economists. Muslim jurists, Muslim statesmen in brief, Muslim experts in all fields of knowledge who would reconstruct the social order in accordance with the tenets of Islam". May Allah SWT give us strength to increase our knowledge. Ameen!

HOW TO BECOME A SUCCESSFUL TEACHER

Parveen Fatima (English Sr. Lecturer)

Teaching is a noble profession. A good teacher is an asset. Therefore, he/she should continue to learn and update herself by attending workshops and seminars that provides her an opportunity to meet the experts in the field and interact with faculty members from other branches/organisation.

A teacher should not perform unwillingly or expect material rewards. Character building is the most important role of a teacher. A child assumes a teacher to be a hero/heroine. A teacher should become the source of inspiration for the students.

A teacher's influence within the class room should be such that the students remain

glued to their seats. A teacher should prepare well and gather extra information to make her teaching effective and influential. If any student does not understand, it is the teacher's fault.

A teacher should treat all the students equally infact show greater affection towards low achievers. A teacher should not hurt the ego of any child and show active concern for her/his welfare. A teacher must enquire or visit a sick child. Whatever little affection, a teacher gives during a student's stay at school, he/she will remember it for the rest of his/her life.

A teacher should leave an imprint in the child's mind. A teacher should not punish a child with a cane otherwise, the

students starts hating her. If she/he obeys her also, they do out of fear but not with love and willingness.

A teacher should instill a spirit of religious tolerance among students. A teacher must pray daily to make him/her a better person of tomorrow and instill the love of humanity. Success comes in cans but not in cant's therefore never say "no" to any work given.

A teacher must build a reputation of integrity honesty and reliability. Set a great example for others to emulate. Don't compare yourself with others. There always are people who achieve more/less than you. Don't get discouraged and frustrated. Do your best and leave the rest to Allah. Enjoy

what you are doing. Be punctual, regular, committed, confident along with planning, preparation and organisation to become a role model to the students a teacher should therefore.

A teacher is a source of energy to the students. She is the light in the darkness. She is the spring in the desert. She is the person with kind heart as vast as an ocean. She carves the path of success to thousands of students during her service time.

A successful teacher is one who works hard with patience and perseverance. They have to work with the same energy, confidence and spirit all the time and become the source of inspiration and role model to the students.

Ms. Saeeda

Teaching is an exciting and challenging career full of personal rewards and a chance to encourage and support others to achieve their maximum potential. In addition to the necessary academic requirements involved in becoming a teacher, students also need to develop the skills required to effectively teach and become outstanding teacher.

There are many qualities and skills that create an effective teacher here are a few:

- **Committed:** Demonstrates commitment to student and the profession.
- **Communicative:** Encourages effective two-way communication.
- **Compassionate:** Caring, empathetic and able to respond to people.
- **Creative:** Versatile, innovative, and open to new ideas.

- **Dependable:** Honest and authentic in working with others.
- **Flexible:** Willing to alter plans and directions which assist people in moving toward their goals.
- **Individuality Perceptive:** Sees each student as a unique and valuable individual.
- **Knowledgeable:** Is in a constant quest for knowledge.
- **Motivational:** Enthusiastic with standards and expectations for students and self.
- **Organised:** Makes efficient use of time.
- **Patient:** Is deliberate in coming to conclusions.
- **Personable:** Establishes and maintains positive mutual working relationships.
- **Positive:** Thinks positively and enthusiastically about people and what they are capable of becoming.

Ms. Asma Sultana

(English Teacher Malakpet)

"As a potter moulds clay into a pot, so as a teacher moulds life of a students".

To become a successful teacher, teacher must have lot of things like he/she must be logical, agents of change, passionate, caring, good communicator, enthusiastic, patient, facilitator, flexible, efficient, imaginative, rock stars, learners, trust worthy, variety of media etc.

"The mediocre teacher tells, the good teacher explains, the superior teacher demonstrates, the great teacher inspires".

- Teacher should adopt different learning styles to teach, in different situations as different learners learn at different levels.
- "A great teacher/Takes a hand/

Opens a mind and Touches a heart".

- A teacher must be good communicator. She/he must also always be in contact with parents to inform them about their children.
- A teacher should love to work with children and he/she can show that through laughter advice, being a good listener etc.
- A teacher must be passionate about their job and their work.
- A teacher must be prepared and committed that in turn helps with discipline.

Teacher should have a love for work with kids and being passionate about her subject. We as a teacher are aiding in improving the knowledge and mind set of learners who pass through our door.

A GOOD TEACHER IS LIKE A CANDLE, WHICH CONSUMES ITSELF IN ORDER TO GIVE LIGHT TO OTHERS

Sumaiya Begum (Corporate Office)

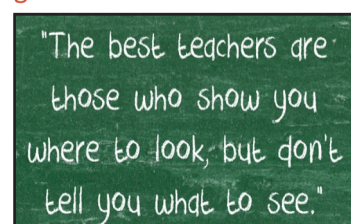
Traits of a good teacher through the eyes of a pass out of MS.

- I just want to contribute my views on a good teacher as I had a very good childhood with my teachers who added color to my life provided by my institution MS EDUCATION ACADEMY from primary up to my graduation.
- A great teacher is the one who is innovative, enthusiastic, and energetic, should involve all the students of the class by adopting new teaching styles.

- He/ she should explain the basic concept and practical applications of the lesson (Through examples or experiences) rather than explaining the whole.
- She should maintain discipline, encourage the positive behavior and students should feel respected and motivated by the class room management of the teacher.
- Teacher should encourage all of students to the best level
- Should be expert in the subject, ready to answer the students any time and keep

- the subject interesting by maintaining their standards and should update the teaching styles.
- A good teacher should also have an open communication with the parents of the students in order to discuss about the participation and progress of the student and should involve parents in building up their children bright future.
- Teacher should be passionate about teaching, working with the students and have a strong rapport and build trust

- among the students, so that they should wipe out all the fear and difficulties after seeing their teacher.
- Teacher should bring out the hidden talents and motivate the students to excel and go beyond in their fields by inspiring them and making the studies interesting as games.



REAL EDUCATION IS A MAN'S JOURNEY TOWARDS SELF-EXCELLENCE

Sarah Yasmeen (Manager Quick Solutions)
Corporate Office

The essence of education is often lost in our quest to find knowledge. But, education is a way of life, it's not something you are expected to learn at a university, it is a process that defines you as a person and helps you navigate through the confusion of life. Education is what teaches you to teach yourself, it is what helps you decipher those million to one idea in your head; it is what helps you go the extra mile. Education is learning what you don't know yet nonetheless you seek them out.

A man is deemed educated not by the number of degrees he has earned but by the number of skills he has learnt. True education is a man's journey towards self-excellence. It is more a measure of intents and habits of life; it is more about how you express yourself than how you think. Our education finds its true meaning in the way we think. Positive thinking always leads towards a positive education. A degree in English language is not your education, your ability to construct a dialogue is. True education involves a natural curiosity that has always helped people push their limits just to find out what all they are capable of, scientists and philosophers are deemed educated not because of the degrees they have earned but because of the education they sought.

Einstein said, "I never teach my pupils, I only attempt to provide them the conditions in which they can learn."

All education is self-discovery and teaching is the context others provide for that self-discovery. Although some conditions can be generalized, the best context and the best path for discovery will always vary for each individual.

Mrs. K Padmavathi (Malakpet Boys)

The word Teacher represents knowledge; transfer of the knowledge from the teacher to the student. One who inspires, guides and motivates, touches lives forever, a dedicated sincere, honest, professional service to the student.

- A successful career as a teacher, you must be willing to learn as you go and put in a lot of hard work.
- A successful teacher must stay up to date with the latest practices, standards and subject.
- A teacher must enforce the rules, consistently and fairly, outline the rules of the classroom, and consequences for breaking those rules.
- A sense of humor can help to become a successful teacher. It can relieve tense classroom situations, before they become disruptions.
- An effective teacher must be professionally qualified, experienced, helping students learn and achieve in creating an academic environment.
- They should have a total understanding of their subject knowledge and do not need a textbook to tell them what to teach.
- Successful teachers are professional learners, they should learn and discover new methods and styles in creating interest in the classroom.
- A successful teacher should recognize the importance of building good work ethics and understanding, positive attitude never showing favoritism, treat all students the same.
- A successful teacher is one who provides the discipline and environment necessary for the students learning.
- A successful teacher always maintain eye contact with every student, teacher's body language is a basic instinct to control students behavior.
- A successful teacher earns the respect of students by being honest, sincere, dedicative towards the subject.
- A successful teacher never ignores a student, always expect his/her students to succeed and provide always emotional support.
- A successful teacher enjoys his/her work, knows how to take risk, takes teaching as a passion.

WHAT IS EDUCATION?

Education is a life long process. Education is the process of facilitating learning. It is very important tool for the people all over the world to make balance of life and its existence on the earth. Education makes individual civilized. It enables everyone to grow both socially and economically. Education is the first and foremost right of every human being. Without education we are incomplete and our lives are meaningless.

The goal of education is enhancement of knowledge and development of character. Education helps us to set a goal and go ahead by working on that goal throughout the life. It improves our knowledge skills, confidence level and personality. Education brings maturity and teaches us to live in society with changing conditions. It is the way to social development. It develops our analytical skills, character and overall personality. Education makes an individual constructive.

The growth and development of any country depend on the quality of its education system. **(Shaikh Saba Zaheer) (Mumbra)**

BENEFITS OF EDUCATION

Uzma Naveed (Maths Department)
Malakpet Branch (Girls Block)

Education is the basic and foremost necessity of each and every individual be it a boy or a girl. Education plays a vital role in the life of an individual. Without education a person is like a tree without fruit. Getting proper education is very necessary in everyone's life, just like food which is necessary for a healthy body. Education teaches right and wrong and shows the right path to live successfully not only in the society and profession but also in one's personal life.

Education helps us to be healthy, save many lives, boost economic growth, keeps mentally active, earn money, raise quality crop, promote peace in the society, eradicate poverty, remove gender

discrimination, inequality, promote women and children rights, develop the country and the world.

With education children learn the ways of living a life systematically and develop their behaviors acceptable to mankind.

Education is the most important tool which offers inner and outer strength to a person and enables him/her to handle any situation successfully.

A good education does not mean to study hard and get good marks; it is to conquer new things for the betterment of whole mankind.

So we should give more emphasis on giving education to our child. Now let us take a pledge that each one will teach one child to develop the community and the nation".



OFFICE MANAGEMENT IN ISLAM

Rabiya Afreen

Faculty Computer Science Department

These days employees complain that they are unable to coordinate and do justice to their various responsibilities at home and at organisation. Islam religion has complete solution for these problems and offers various ways to lead a perfectly balanced, peaceful and healthy life.

Islam is a complete way of life" adopting Islamic principles in our life will help us to live a "Balanced" and "Peaceful" life.

"Let us see how Islamic principles help us to lead a healthy and peaceful life which Muslims perform as part of their religion and devotion. Usually we take them duties to be granted and think them as a hurdle to grow professionally whereas they are the "Building Blocks" to lead a "Healthy and Happy Life".

"we have to follow Islamic principles to overcome insomnia and keep us active at work":

- We know of a hadith (Sunnah) of prophet (SAW) which says that you have "To worry about sleeping early after Isha Salah".

This particular thing is almost

neglected by today's Muslim. We keep ourselves occupied with useless activities until late



in the night. (using smart phones, tablets etc).

- Another important fact is majority of the Muslims miss fajr salah.

An important research says that people who are physically active during early hours (5 – 8am) sleep better at night and active throughout the day.

Inculcating the above two important activities as part of our daily routine will help us to get relief from the following hurdles.

- 1) Feeling sleepy and tedious at work
 - 2) Lack of concentration
 - 3) Avoiding insomnia altogether
- "Offer salah and enjoy healthy life":

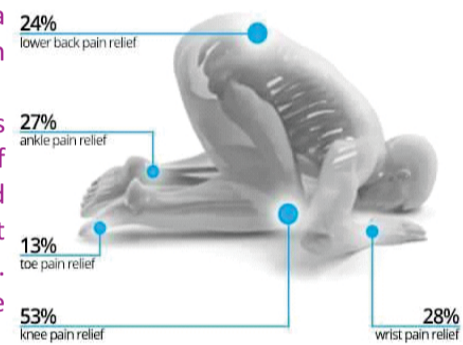
- Salah (Namaz) – Salah is one of the 5 pillars of Islam. It is an obligatory duty which

every Muslim must follow. The procedure and the timings of Salah are framed in such a way that if we oblige by it, we shall find it beneficial not only in our day-to-day life but also in Akhirah (Insha Allah).

- Health experts advise people whose job is to sit at one place to take regular breaks from their desk, do a brisk walk and perform stretching exercises.

The salah gives us the following benefits if we perform it on time and according to the correct Sunnah (procedure). Scientifically these benefits are also proved.

- 1) It gives us the opportunity to take a break from our work.
- 2) The various posture of salah gives exercising (stretching) benefits to our body.
- 3) The posture of sujood (prostrations) in salah, makes the maximum blood flow to brain; making it more active and responsive.
- 4) Performing salah on time with proper etiquette will help a human body overcome diseases like BP, Sugar, Homonal imbalances.
- 5) The posture of sujood makes the blood flow in the upper part of body (Face, Brain, etc) bringing a glow on the face.
- 6) Performing wuzu before salah washes away the dirt accumulated on the skin and purifies it from various skin ailments.



TIME MANAGEMENT: BEGIN ANY ACTIVITY WITH THE END IN MIND

Mirza Wajid Baig
(Manager OE)
Corporate office



Realising the benefits of time management may actually mean asking yourself some hard questions. Like ... Why are you doing the things you're doing? What do you really want from life?

The real benefits come when we think laterally about what time management means. Here are two things to consider when evaluating the benefits of time management. Firstly, consider a counter-intuitive thought.

Try defining success in qualitative rather than quantitative terms. It may be that broad, subjective benefits are ultimately of greater benefit than the narrow specifics we normally associate with time management theory.

Secondly, begin any activity or project with the end in mind. If you're going to put the time and effort into an activity, ask yourself, is it really what I want to do? If the benefit of time management is the quality of life we get from the time we invest, begin any task with the end in mind.

TIPS TO OVERCOME WORKLOAD

Syed Imran Ahmed (Assistant Manager OE) Corporate Office

Work is hard just like ice is cold and water is wet. To overcome your workload, you must prioritize your work; here are the things you could try.

- **Cherry Pick:** Your work to do list is unrealistically long and you can't possibly make it all done. So Choose what matters. Select few key responsibilities worth your full focus which deserve your absolute best. Make sure you prioritize work based on importance.
- **Designate Productivity Time:** Stake out a time that's productive for work. For me, it is 9:30-1:00 PM. Focus on all important projects, ideas, and other random works can be pushed to afternoon. (That is what I do).
- **Stick to the Plan:** No Matter what you do, don't forget your work schedule and stick to it. Taking out too much time on a single work will make you feel stressed out and lead to less productivity. Stick to the plan, work on different tasks in a day as scheduled.

TEACHER AND TIME MANAGEMENT

Fahmeeda Parveen
(Deputy HOD Science) Midhani Branch

Time management is a learned skill exactly how to manage your time so you can get more done, in less time and live happier and more fulfilled.

As teachers we must manage a huge workload because we are always busy between teaching, Planning,

Grading, Testing, and advising while staying at minimum a day ahead of our students. Teachers must be masters of time management if we are to succeed. The teachers should design assignments and grading rubrics that are well structured, clearly communicated and easily assessed.

All successful people are

very productive. They simply get things done starting with small ideas like increasing your ability to type, and moving on to larger ideas, like re inventing yourself annually.

How much time do you think you waste each day? Between phone calls and unexpected visitors, Procrastination and indecision,

you're probably wasting hours each week (Probably each day. That means you're losing time and time is one thing you simply can't get back.

We should develop the habits that lead to time management mastery, and therefore the achievement of the highest value tasks in your life, every minute.

MS CONDUCTS MEMORY TRAINING FOR PRINCIPALS, HODS AND MANAGERS



To professionally upgrade the skills of the Principals, HODs and managers, a week long memory development training programme was conducted at the corporate office in the month of April 2015

The chairman cum managing director of MS Education Academy, Mohammed Abdul Lateef Khan conducted this memory training programme. He trained the participants about the use of brain and how to develop one's

memory. The principals, HODs and managers of all the institutions enthusiastically participated in this programme and learnt the various techniques of enhancing memory power.

The training programme started on 20th April and continued till 25th April. It was an extensive training programme and was very beneficial to the participants. The importance of the programme can be understood by the fact that even Director and executive directors attended this programme punctually postponing all their important official work. During a week long programme which would start sharp at 8.30 in the morning and continued till

12:30 pm. The participants learnt memory development techniques, preparing of mind map and its use, generative thinking, time management and methods of overcoming stress.

Expressing her feedback on the programme, Syed Afroz Banu, Principal of Asif Nagar Branch said, "this is a wonderful programme. I am fortunate to attend this programme and I will start implementing the techniques I learnt in the past one week. I will also teach what I learnt to my teachers and students. I will also train all the teachers in my branch to use the mind map".

Most of the participants wished that one more session should be arranged to exhaustively gain this wonderful techniques.



It is to be noted here that Mohammed Abdul Lateef Khan is a certified and licensed memory trainer. He was trained by the World famous memory trainer and Mind Map inventor Mr. Tony Buzan. He would regularly conduct training programmes for the others but this is the first time that he took time out to train MS employees and staffs.

IT DEPARTMENT IMPLEMENTS PAYROLL SOFTWARE

The management has introduced a payroll software to prepare salary of employees. This is done to safeguard the interest of employees.

Thanks to our IT department which has implemented this payroll software. This system will eradicate the erroneous deduction of employees' salaries and save them from unnecessary mental agony.

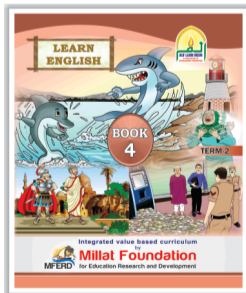
Giving information about this software IT manager MD. Nazeeruddin said, "Our IT team has implemented a payroll software which is very helpful in

preparing salaries of the employees. This software is linked with biometric attendance which will automatically calculate salaries of each employee and generate pay-slip".

He further said "the moment the pay-slip is ready; it will reach to individual via e-mail or sms". The benefit of the payroll software is that it removes the human error and also prepares the salary in a short span of time. The individual employee also gets pay-slip on his / her e-mail or on phone via SMS.

MAN WHOSE GOAT ATE 2 VILLAGES

Meet Mr. Nayeemullah Khan the author of English text books published under the title Learn English Series. Recently he developed a lesson on the real event under the title "The Goat Ate 2 Villages. The title of the lesson is so curious that it forces everyone to go through the entire lesson to find how a goat can eat 2 villages. Due to crunch of space the lesson cannot be produced here but it is a fact and it happened in real life. The readers can get to know the fact by reading the text book lesson.



Stout, humble and jovial, Mr Khan thinks out of the box and applies the same mind in writing the lessons for the text

books. His uniqueness lies in picking up real life incident and giving it a shape in the form of text book lesson.

Mr Khan is very much concerned with the scholastic development of students in Islamic perspective. Before developing any lesson for the English text books, he researches for idea and take input from Mr. Musab Sarran Nadvi, an Islamic Scholar & Abu Obaida Khan, Head of MS Research Foundation. He loves to write the lessons

in an Islamic perspective and wants to make them informative, interesting and imparting good moral values.

BEST EMPLOYEE FOR THE MONTH - JULY 2015

We are glad to publish the list of the Best Employees for the month of July 2015 who made a place for themselves in the list. We appreciate the following team members for their efficiency, motivation and dedication. Please keep it up.

Best Employee for the Month - July 2015

Branch Name	Employee of the Month Teaching	Employee of the Month Non Teaching
Akbarbagh Girls School	Mrs Savitha	Ms Nahid Banu
Akbarbagh Boys School	Ms Shaima	Mr Shuja
Khilwath School	Mrs Mohammadi	Nikhat Sultana
Malakpet Boys	Ms Farzana	Syed Noor Ahmed
Malakpet Degree	B Pavani	
Malakpet IOE	Rehmatullah	Shabana
Masabtank Degree	Mrs Nikhat Farzana	Sama Unissa
Medhipatnam Girls Jr	Meraj Jabeen	Ms Hajera
Midhani School	Shahana Qursheed	Syed Osman Ali
Mira Road School	Khan Farhat	Shaikh Farrukh
Moghulpura Boys Jr College	Mr Krishna	Khaleed Coor
New Delhi School	Nabeela Khan	Lubna Jahan
Old Delhi School	Uzma Zareen	Nargis Malik
Rajendra Nagar School		Irfan
Shalibanda Jr College	Rajitha	Farheen Anwar
Tolichowki Girls Degree	S Satish	Malika Khan
Yamuna Vihar School		M Rashid
Corporate Office	Mohd Sameer (Finance & Accounts)	

MSRF PUBLISHES TELUGU AKSHARAMALA

MS Research Foundation published Telugu Aksharamala, an alphabetical text book meant for basic learners. This book was written by Sajeed Ali, HOD Telegu at CARD (Corporate Office). This is the first ever Telegu book prepared on Islamize method. The text book is colourful and has enough space for activity. It enables the learners to learn and Practice Telugu in a lucid manner. This is the first ever Telegu book published by MS.



MS MANAGEMENT SANCTIONS PAID LEAVES TO LEARN DEEN

MS management sanctioned paid leaves to learn Deen and impart high moral values and ethics in its employees. The management is so much obsessed with this aspect of human personality that recently it launched a scheme in which the employees can avail 50% paid leave who go for Talim, Tarbiyah and Akhlaaq programme.

Only those employees who have completed one year service are entitled to go for 40 days leave. For this he will get 20 days paid leave. But for 3 days any one can avail one paid leave apart from normal CL.

For details one can contact Maulana Abdus Samad on 9248000422