



WEEKLY REVISION LIST FOR EVERY MADRASAH & MAKTAB

Compiled by Abul Abbaas Naveed

Weekly Revision List For Every Madrassah & Maktab

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"So whoever hopes for the meeting with his Lord, let him work righteousness and associate none as a partner in the worship of his Lord." [18:110]

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INTRODUCTION

In the name of Allāh, ar-Raḥmān (the most merciful), ar-Raḥīm (the bestower of mercy).

It is a tragedy for a Muslim child to spend their childhood in a masjid evening school (*madrassah/maktab*) and yet leave without learning the fundamental principles of Islam—those that define their identity as Muslims and guide their daily lives.

Alongside the Qur'an, every madrassah or maktab should base its teaching on the core principles outlined below. A masjid curriculum does not have to be complicated; it can simply include verbal instruction $(talq\bar{\imath}n)$ along with practical demonstrations of $sal\bar{a}h$ and $wud\bar{u}$.

TEACHING GUIDANCE

The aim of this booklet is not to assess the students' understanding or knowledge, but to ensure regular revision of what they should have learned throughout the masjid curriculum. It is not sufficient for students to be taught their du'ās and adhkār once, rather they require constant revision.

It is advised for at least one hour a week to be reserved as a revision period, for the contents of this booklet.

The last hour of Friday has been tested and seems to work well, perhaps due to the *barakah* of the day and time.

The contents of this booklet should be revised in groups, in the style of an assembly, with older students taking the lead in the revision sessions.

Introduction

The revision is conducted verbally (talqīn), without the use of booklets or notes.

This list is not exhaustive and does not replace a more detailed curriculum, it has only been designed as a revision aid.

"Bonus Questions/Points" can be used to differentiate between students, give further information, or they can be omitted if not required.

> Written by: Abul Abbaas Naveed 23rd Rabī' ath-Thānī 1447h Corresponding to 15th October, 2025.

THE 5 PILLARS OF ISLĀM

أَركَانُ الإِسلامِ خَـمْسَةً: شَهادَةُ أَنْ لا إِلٰهَ إِلَّا اللهُ، وَشَهادَةُ أَنَّ مُحَمَّدًا رَسُولُ اللهِ، وَإِقامُ الصَّلَاةِ، وَإِيتَاءُ الزَّكَاةِ، وَصَوْمُ رَمَضَانَ، وَجَجُّ البَيْتِ

The Pillars of Islām are five: To bear witness that there is no deity worthy of worship except Allāh and to bear witness that Muḥammad is the Messenger of Allāh; to establish ṣalāh; to give Zakāh; to fast Ramaḍān; to perform Ḥajj.

- 1. What does "deity" mean?
- 2. Clarify why the two testimonies (Shahādatayn) are one pillar.
- 3. Name the five Obligatory Ṣalāh.
- 4. How old does a Muslim be when they are an obligation upon him/her.
- 5. What is Zakah? What percentage of Zakah is given from wealth?
- 6. What can a person not do during fasting? What is Hajj?

MEANING OF THE SHAHĀDATAYN

لا مُعبُودَ بِحَقٍّ إِلَّا الله

None is deserving of worship except Allāh.

No person is deserving of being followed except the Messenger of Allāh.

- 1. Give some examples of worship.
- 2. Tawhīd is to single out Allāh in worship. Shirk is to direct worship to others besides Allāh.
- 3. When are we allowed, or not allowed, to follow others besides the Prophet?
- 4. What do we say when mentioning the Prophet's مَا لَتُمْعَلَيْهُ وَسَلَمْ name?
- 5. Sunnah is to follow the Prophet's guidance; Bid'ah is to innovate and introduce into Islām what he did not do.

THE 6 PILLARS OF IMĀN

أَرْكَانُ الإيمانِ السِّتَّةُ: الإيمانُ بِاللهِ، وَمَلائِكَتِهِ، وَكُتُبِهِ، وَرُسُلِهِ، وَاليَّوْمِ الآخِرِ، وَالقَدْرِ خَيْرِهِ وَشَرِّهِ

The Pillars of Imān are six: Imān in Allāh, his angels, his books (divine revelation); his messengers, the Final Day and imān in decree, all good and harm [occurs by his permission].

- 1. Mention some names of Allāh.
- 2. Mention 3 angels and their responsibilities.
- 3. Mention some books or scriptures which Allāh revealed, and to whom they were revealed.
- 4. Mention some Prophets, and any miracles they were given.
- 5. What are the names of the Final Day? Why is it called the Final Day?
- 6. What are the Major and Minor Signs before the Final Day?
- 7. What is the benefit in believing in the Final Day?
- 8. What is the benefit of having iman in the qadr (divine decree)?

THE 2 LEVELS OF IḤSĀN

الإِحسَانُ أَنْ تَعبُدَ اللهَ كَأَنَّكَ تَرَاهُ وَإِنْ لَمْ تَكُنْ تَرَاهُ فَإِنَّهُ يَرَاكَ

Iḥsān is to worship Allāh as though you can see Him, and if you cannot do so, then worship Him because He sees you.

- 1. Iḥsān means to perfect something, and do good.
- 2. Muslims show Ihsan to Allah as well as to creation.
- 3. Iḥsān to Allāh is in worshipping Him properly.
- 4. When you worship Allāh, do it as if you can see Him meaning out of love for Him and wanting reward.
- 5. If you cannot do the above, worship Allāh knowing He sees you i.e. fearing his punishment and wanting to fulfil the obligation.
- 6. Iḥsān towards creation is: helping and serving our community; not harming, annoying or irritating creation; smiling when greeting people, and making dua for them.
- 7. Give real life examples of Ihsan towards creation.

THREE QUESTIONS IN THE GRAVE

أُسئِلَةُ القَبرِ ثَلَاثَةُ: مَنْ رَبَّكَ؟ ومَا دِينُكَ؟ ومَنْ نَبِيُّكَ؟ الجَوَابُ: رَبِّيَ اللهُ ودِينِي الإِسلامُ ونَبيِّي مُحَمَّدٌ صَلَّاتَهُ عَلَيْهِ وَسَلَّهِ

There are three questions in the grave: Who is your Lord? What was your religion? Who was your Prophet?

صَلِّأَنْتُهُ عَلَيْهِ وَسَلَّمَ MY PROPHET MUḤAMMAD

هُوَ: مُحَدَّدُ بنُ عَبدِ اللَّهِ بنِ عَبدِ المُطَّلِبِ بنِ هَاشِمٍ، وَهَاشِمٌّ مِن قُرَيْشٍ، وَقُرَيشٌ مِنَ العَرَبِ، وَالعَرَبُ مِن ذُرِّيَّةً إِسمَاعِيلَ بنِ إِبرَاهِيمَ الخَلِيلِ -عَلَيْهِمُ الصَّلَاةُ وَالسَّلَامُ

لَهُ مِنَ العُمُرِ ثَلَاثُ وَسِتُونَ سَنَةً، مِنهَا أَربَعُونَ قَبلَ النُبُوَّةِ، وَثَلَاثُ وَعِشرُونَ نَبيًّا رَسُولًا

نُبِّيَّ بِد (إقرأ)، وَأُرسِلَ بِه (المُدَّثِّرُ)، وَبَلَدُهُ مَكَدُّ، وتُولِيِّ بِالمَدِينَةِ

بَعَثُهُ اللَّهُ بِالنِّذَارَةِ عَنِ الشِّركِ، وَيَدعُو إِلَى التَّوحِيدِ

He is: Muḥammad, the son of 'Abdullah, the son of 'AbdulMuṭṭalib, the son of Hāshim; Hāshim was from Quraysh; the Quraysh are among the Arabs; the Arabs descended from the offspring of Ismā'īl, the son of Ibrāhīm al-Khalīl (the beloved)

He lived for 63 years; 40 years before prophethood and 23 years as a Prophet and Messenger.

He became a Prophet with [the revelation of Sūrah] Iqra.' And he became a Messenger with [Sūrah] al-Muddathir.

His city [of birth] was Makkah, and he died in Madinah.

Allāh sent him with the warning against shirk, and to call to tawhīd.

- 1. Name some of his wives.
- 2. Name some of his children.
- 3. Name some of his relatives who accepted Islām.
- 4. Mention some of his characteristics.
- 5. Who were the 4 caliphs?
- 6. Name some of his other companions.

WUDŪ & ITS RULINGS

- Mention what wudu is required for: Every Ṣalāh, touching the Qur'ān and ṭawāf, and it is good for a Muslim to always be in a state of wuḍū.
- Go through the steps of wudū.
- Mention what breaks wudū.
- Go through the du'ās associated with istinjā & wuḍū (mentioned in Adhkār & Du'ā list).

STATEMENTS & ACTIONS OF ŞALĀH

Go through a practical demonstration of all aspects of şalāh including:

- Niyyah in the heart.
- How to stand, look and straighten rows & associated mistakes.
- How to make takbīr, where to place hands & associated mistakes.
- Saying "Āmīn"; following the imam and not proceeding him in any action.
- How to make rukū', raf' al-yadayn, sujūd, & associated mistakes.
- How to sit, position of feet & associated mistakes.
- How to make taslim & associated mistakes.
- Other aspects connected to şalāh, such as adhān, Salāh al-Janāzah etc...

Go through the statements below, emphasise good pronunciation and not to rush.

The students do not need to memorise or say the meanings, as they should have studied this in their masjid curriculum.

Allāh is the greatest.

اللهُ أَكبَر

I seek refuge in Allāh from the accursed Shaytān.

سُبِحَانَكَ اللَّهُمَّ وَبِحَمدِكَ وَتَبَارَكَ اسمُكَ وَتَعَالَى جَدُّكَ وَلاَ إِلَهَ غَيرُكَ

In the name of Allāh, ar-Raḥmān (the most merciful), ar-Raḥīm (the bestower of mercy).

Praise be to Allah, Lord of the worlds. The most merciful, the bestower of mercy. Owner of the Day of Recompense. You alone we worship; You alone we ask for help. Guide us to the straight path. The path of those You have blessed. Not the path of those who have earned Your anger, nor gone astray.

الحَمدُ لِلهِ رَبِّ العَلَمِينِ فِ الرَّحِمَٰنِ الرَّحِمْنِ الرَّحِيمِ مَالِكِ يَومِ الرَّحِمْنِ الرَّحِيمِ مَالِكِ يَومِ الدِّينِ إِيَّاكَ نَعبُدُ وَإِيَّاكَ نَستَعِينُ الدِّينِ إِيَّاكَ نَستَعِينُ المُستقيم في إهدنا الصِّراط المُستقيم صراط الدِّينَ أَنعمت عليهِم في أَلَمْ السَّالِينَ عَليهِم وَلَا السَّالِينَ عَليهِم وَلَا السَّالِينَ

O Allāh, answer my du'ā.

آمين

Glory be to my Lord, the Great.

سُبْحَانَ رَبِيّ العَظِيْم

Allāh hears the one who praises him.

سَمِعَ اللهُ لِمَنْ حَمِدَه

Our Lord, for you is all praise.

رَبُّنَا وَلَكَ الحَمْد

Glory be to my Lord, the most high.

سُبْحَانَ رَبِّي الأَعْلَى

O my Lord, forgive me; O my Lord, forgive me.

رَبِّ اغْفِرْ لِي، رَبِّ اغْفِرْ لِي

All greetings of humility are for Allāh, and all prayers and goodness. Peace be upon you O Prophet, and the mercy of Allāh and his blessings. Peace be upon us and upon the righteous worshippers of Allāh. I bear witness that there is none worthy of worship but Allāh. I bear witness that Muḥammad

His worshipper and his messenger.

التَّحِيَّاتُ لِلهِ وَالصَّلَوَاتُ وَالطَّيِّاتُ

اللَّهِ السَّلَامُ عَلَيكَ أَيُّهَا النَّبِيُّ وَرَحْمَةُ
اللَّهِ وَبَرَكَاتُهُ * السَّلَامُ عَلَينَا وَعَلَى
عَبَادِ اللَّهِ الصَّالِحِينَ * أَشْهَدُ أَنْ لَا
إِلَّهُ إِلَّا اللَّهُ * وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبدُهُ
وَرَسُولُهُ

O Allāh, send salutations upon Muḥammad and upon the family of Muḥammad, as You sent salutations upon Ibrāhīm and upon the family of Ibrāhīm. Indeed, You are praiseworthy and glorious.

اللهُمَّ صَلِّ عَلَى مُحَمَّد وَعَلَى آلِ مُحَمَّد * كَمَّ صَلَّيتَ عَلَى إِبرَاهِيمَ وَعَلَى آلِ إِبْرَاهِيمَ * إِنَّكَ حَمِيدُ مُجِيد O Allāh, bless Muḥammad and the family of Muḥammad, as You have blessed Ibrāhīm and the family of Ibrāhīm. Indeed, You are praiseworthy and glorious.

O Allāh, I seek refuge in You from the punishment of the grave; from the punishment of Hell; the afflictions of life and death; and from the evil affliction of Dajjāl.

May peace be upon you, and the mercy of Allāh.

May peace be upon you, and the mercy of Allāh.

اللهُمَّ بَارِك عَلَى مُحَمَّد وَعَلَى آلِ مُحَمَّد * كَمَّ بَارَكتَ عَلَى إِبرَاهِيمٍ وَعَلَى آلِ إِبرَاهِيمَ * إِنَّكَ حَمِيدُ مُجِيد

اللهُمَّ إِنِّي أَعُوذُ بِكَ مِن عَدَابِ القَبرِ * وَمِنْ عَذَابِ جَهَنَّمَ * وَمِنْ فَتْنَةِ المَحيا وَالمَمَاتِ * وَمِنْ شَرِّ فِتْنَةِ المَحيا وَالمَمَاتِ * وَمِنْ شَرِّ فِتْنَةِ المَسِيحِ الدَّجَال

لسَّلامُ عَلَيْكُمْ وَرَحْمَةُ الله السَّلامُ عَلَيْكُمْ وَرَحْمَةُ الله

DU'Ā AL-QUNŪT IN WITR

اللَّهُمَّ اهْدِنِي فِيمَنْ هَدَيْتَ وَعَافِيٰ فِيمَنْ عَافَيْتَ وَتَوَلَّنِي فِيمَنْ تَوَلَّيْتَ وَبَارِكُ لِي فِيمَا أَعَطَيْتَ وَقِنِي شَرَّ مَا قَضَيْتَ إِنَّكَ تَقْضِي ولا يُقضَى عَلَيكَ إِنَّهُ لا يَذِلُّ مَنْ وَالْيْتَ تَبَارَكْتَ رَبَّنَا وَتَعَالَيْتَ

O Allāh guide me amongst those You have guided. Pardon me amongst those You have pardoned. Protect me amongst those You have protected. Bless me in what You have given. Protect me from the evil You have decreed. You decree, and nobody can decree against You. Whoever You honour is never humiliated. You are blessed our Lord, most-high.

- 1. Witr Ṣalāh is prayed any time after 'Ishā and before Fajr. It should be prayed in 3 raka'āt or more, as long as it is an odd number of raka'āt. However the 3 raka'at only has one sitting of tashahhud, in the last rak'ah.
- 2. In the last rak'ah, after the rukū', you raise your hands and say the above du'ā. You can also say other du'as after it.
- 3. It is the Sunnah to sometimes pray Witr Şalāh without making Du'a al-Qunūt.
- 4. Your teacher will clarify how to pray Witr Ṣalāh.

ADHKĀR AFTER ŞALĀH

Allāh is the greatest [1 time].

اللهُ أَكْبَر

I ask Allāh for forgiveness [3 times]

استَغفِرُ اللَّه

O Allāh, You are as-Salām (Giver of Peace) and from You is all peace. Blessed are You, O possessor of majesty and honour.

اللهُمَّ أَنتَ السَّلامُ ومِنكَ السَّلامُ تَبَارَكتَ يا ذا الجَلَلالِ والإِكرام

سُبِحَانَ اللهِ والحَمدُ لِلهِ واللهُ أَكْبَر

May Allāh be glorified; All praise is for Allāh; Allāh is the greatest. [33 times]

لَا إِلٰهَ إِلَّا اللهُ وَحْدَهُ لاَ شَرِيكَ لَهُ، لَهُ الْمُلكُ وَلَهُ الْمَمْدُ وَهُوَ عَلَى كُلِّ شَيءٍ قَدِيرٌ

There is none worthy of worship except Allāh, alone with no partner. For Him is all dominion; to Him is all praise, and He is able to do all things.

After the Adhkār

Şūrah al-Ikhlāş Şūrah al-Falaq Şūrah an-Nās

- 1 time after Zuhr, 'Aşr and 'Ishā.
- 3 times after Fajr and Maghrib

ĀYAT AL-KURSI

اللهُ لَا إِلهَ إِلَّا هُوَ الْحَيُّ الْقَيُّومُ * لَا تَأْخُذُهُ سَنَةٌ وَلَا نَوْمٌ لَّهُ مَا فِي السَّمَاوَاتِ
وَمَا فِي الْأَرْضِ * مَن ذَا الَّذِي يَشْفَعُ عِندَهُ إِلَّا بِإِذْنِهِ * يَعْلَمُ مَا بَيْنَ أَيْدِيهُمْ
وَمَا خَلْفَهُمْ وَلَا يُحِيطُونَ * بِشِيْءٍ مِّنْ عِلْمَهِ إِلَّا بِمَا شَاءَ * وَسِعَ كُرْسِيّهُ
السَّمَاوَاتِ وَالْأَرْضَ * وَلَا يَتُودُهُ حِفْظُهُمَا * وَهُوَ الْعَلِيُّ الْعَظِيمُ

Allāh, there is no none worthy of worship except Him, the eternal living, the self-sufficient who sustains creation. No slumber overcomes Him, nor sleep. All things in heaven and earth are His. Who could intercede in His presence without His permission? He knows what appears in front of and behind His creatures. Nor can they encompass any knowledge of Him except what He wills. His throne extends over the heavens and the earth. He feels no fatigue in guarding and preserving them, for He is the highest, and most exalted.

- 1. Āyat al-Kursi is the greatest āyah in the Qur'ān. It protects against Shaytān. Whoever says it after every salāh will enter Paradise.
- It should be said: After every ṣalāh; before sleep; when scared; when ill; when worried; In the morning and evening.

DAILY ADHKĀR & DU'ĀS

Du'ā before entering the toilet

In the name of Allāh. O Allāh, I seek refuge in You from all evil and evil-doers.



Du'ā after leaving the toilet

I seek Your forgiveness. All praise is for Allāh, who removed the difficulty from me and gave me relief. غُفرَانَكَ * اَلْحَدُ لِلهِ الَّذِي أَذَهَبَ عَنِي اللَّذِي أَذَهَبَ عَنِي الأَذَى وَعَافَانِي

Du'ā before wudū

In the name of Allāh.



Du'ā after wudū

I bear witness there is no god worthy of worship except Allāh, He is alone and has no partners.

I bear witness that Muhammad مَــَالِسَّهُ عَلَيْهُ وَسَــَالُّهُ His worshipper and Messenger.

O Allāh, make me from those who seek repentance and make me from the pure.

أَشْهَدُ أَن لَا إِلَهُ إِلَّهُ إِلَّا اللهُ وَحَدَهُ لَا شَرِيكَ لَهُ * وَأَشْهَدُ أَنَّ مُحَدًّا عَبدُهُ وَرَسُولُهُ * اَللْهِمَّ اجعَلنِي مِنَ التَّوَّابِينَ وَاجعَلنِي مِنَ الْمُتطَهِّرِينَ

When I sneeze

All praise is for Allāh.

الحَمدُ لله

If I hear somebody else sneezing

May Allāh have mercy upon you.

يُرحَمُكَ الله

My reply

May Allāh guide you, and rectify your affair.

يَهدِيكُوُ اللهُ ويُصلِحُ بالكُمُ

Du'ā before going to sleep

In your name, O Allāh, I die and live.

بِاسْمِكَ اللَّهُمَّ أَمُوْتُ وَأَحْيَا

Du'ā afer waking up

Praise is to Allāh, who gives us life after He has caused us to die and to Him is the return.

الحَمْدُ لِلهِ الذي أَحْيَانَا بَعْدَ مَا أَمَاتَنَا وَإِلَيْهِ النُّشُوْر

Du'ā to be thankful

May Allāh reward you with goodness.

جَزَاكَ اللهُ خَيْرا

Du'ā in sujūd for my parents

O my Lord, have mercy upon [my parents] as they did when bringing me up when I was young.



Du'ā when entering the masjid

O Allāh, open the doors of Your mercy for me.

اللَّهُمَّ افْتَحْ لِي أَبُوابَ رَحْمَتِكَ

Du'ā when leaving the masjid

O Allāh, I ask You from Your Grace.

اللهُمَّ إِنِّي أَسَأَلُكَ مِن فَضلِكَ

Du'ā before I eat

In the name of Allāh.

بِسِمِ اللَّهِ

Du'ā after I eat

All praise is for Allāh, who fed me this food and provided it for me without any might nor power from myself.



Du'ā when I wear new clothes

All praise is for Allāh, who has clothed me with this garment and provided it for me, with no power nor might from myself.



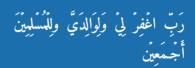
Du'ā when leaving the house

In the name of Allāh; I place my trust in Allāh; there is no might nor power except Allāh.

بِسْمِ اللَّهِ تَوَكَّلْتُ عَلَى اللَّهِ وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ Weekly Revision List For Every Madrassah & Maktab

Du'ā for forgiveness

O Allāh, forgive me, my parents and all the Muslims.



After the adhan

O Allāh, Lord of this perfect call and established prayer.

Grant Muḥammad the intercession and favour, and raise him to the honoured station you have promised him.

اللهُمَّ رَبَّ هَذِهِ الدَّعَوَةِ التَّامَّةِ وَالسَّلَاةِ القَامَّةِ وَالسَّلَاةِ القَامَّةِ * آتِ مُحَّداً الوَسِيلَةَ وَابَعَثْهُ مَقَاماً مَحَمُوداً الَّذِي وَعَدتَّهُ

DU'Ā FOR JANĀZAH ŞALĀH

اللَّهُمَّ اغْفِرْ لِحَيِّنَا وَمَيِّتِنَا، وَشَاهِدِنَا وَغَائِبِنَا وَصَغِيرِنَا وَكَبِيرِنَا، وَذَكِرِنَا وَأُنثَانَا ** اللَّهُمَّ مَنْ أَحْيَيْتُهُ مِنَّا فَأَحْيِهِ عَلَى الإِيمَانِ، وَمَنْ تَوَقَّيْتَهُ مِنَّا فَتَوَقَّهُ عَلَى الإِيمانِ * اللَّهُمَّ لَا تَحْرِمْنَا أَجْرَهُ وَلَا تَضِلُّوا بَعْدَهُ

O Allah, forgive our living and our dead, our present and our absent, our young and our old, our male and our female.

O Allah, whoever You give life to, give him life upon faith, and whoever You take away, take him away upon faith.

O Allah, do not deprive us of his reward and do not lead us astray after him.

Bonus Questions/Points:

If the deceased is a child under the age of puberty, the above du'ā is not said. This is because a child does not have any sins to be forgiven. However du'ā can he made for the parents, for them to be shown mercy and bestowed with patience. A person can also say:

"O Allāh, make him a treasure for his parents, and a source of reward sent forth for them, and an accepted intercessor. O Allāh, increase their reward and make their scales heavy because of him. Join him with the righteous, and place him under the care of [Prophet] Ibrāhīm, and protect him and his family from the punishment of the Fire."

صَالَّاللَّهُ عَلَيْهِ وَسَلِّمَ SALUTATIONS UPON THE PROPHET

When his name is mentioned

O Allāh, send salutations of praise and peace upon him.

صَلَّى اللهُ عَلَيهِ وَسَلَّم

During other times

O Allāh, send salutations of praise and peace upon our Prophet Muḥammad.

O Allāh, send salutations of praise upon Muḥammad, Your worshipper and Your Messenger, just as You sent salutations of praise upon Ibrāhīm.

Send blessings upon Muhammad and upon the family of Muḥammad, as You sent blessings upon Ibrāhīm and the family of Ibrāhīm.

اللهم صَلِّ وسَلِّمْ عَلَى نَبِيِّنَا مُحَمَّد

اللَّهُمَّ صَلِّ عَلَى مُحَمَّدً عَبْدِكَ وَرَسُولكَ، كَمَّا صَلَّيْتَ عَلَى إِبْرَاهِيمَ وَبَارِكْ عَلَى مُحَمَّدٍ، وَعَلَى آلِ مُحَمَّدٍ، كَمَا باركت على إبراهيم وآل إبراهيم

- During ṣalāh, we send salutations upon the Prophet مَعْلَمْتُهُ عَلَيْهِ وَمَا لَهُ عَلَيْهِ وَمَا لَهُ عَلَيْهِ وَمَا لَهُ عَلَيْهِ وَمَا لَمُ عَلَيْهِ وَمَا لَمُ عَلَيْهِ وَمَا لَمُ عَلَيْهِ وَمِيْهِ by saying as-Ṣalāh al-Ibrāhimiyyah, however outside of ṣalāh we can say any one of the above two du'ās or any other wording. It is said individually, and not in congregation or unison.
- We should send salutations upon the Prophet مَالسَّهُ عَلَيْهِ وَسَلَّهُ all the time, because Allāh said: "Indeed, Allāh and his angels send salutations upon the Prophet. O you who have believed, ask [Allāh to confer] salutations upon him and peace." [33:56]
- It is encouraged to send salutations upon the Prophet
 پاکهٔ عَلَیْدُوسَلُمْ
 specifically on Fridays.
- Sending salutations upon the Prophet
 way for your sins to be forgiven, and your worries to be removed; the more you send salutations upon him, the greater your love for him, and your imān in him.

KAFFĀRAT AL-MAJLIS

سُبْحَانَكَ اللَّهُمَّ وَبِمَعْدِكَ أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا أَنْتَ أَسْتَغْفِرُكَ وَأَتُوبُ إِلَيْكَ

Glorified are You, O Allāh, and by Your praise. I bear witness that there is no deity of worship except You. I seek Your forgiveness and turn to You in repentance.

Bonus Questions/Points:

 This du'ā is said before getting up from any sitting, gathering or meeting. It is a way for mistakes and sins to be forgiven. It should be said by at least one person from the gathering.

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