Khushal Khan Khattak University, Karak

SELF ASSESSMENT REPORT

Master of Philosophy (M.Phil)

Department of Education and research

Prepared by: Mr. Uzair

Reviewed and Edited by: Quality Enhancement
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</table>
Executive Summary

The Department of Education and Research, Khushal Khan Khattak University is feeling proud to present this Self-Assessment Report (SAR) at the end of the academic year 2016-17. The Higher Education Commission (HEC) of Pakistan requires universities to conduct periodic self-assessment for its academic programs in order to improve them and ensure high academic standards. Self-assessment is an important tool for academic quality assurance and provides feedback for faculty and administration to initiate action plans for improvement.

The self-assessment is based on eight (08) criteria. To meet each criterion a number of standards must be satisfied which are total thirty one (31) in numbers. A successful assessment program includes the Purpose identification, Outcomes identification, Measurements and evaluation design, Data collection, Analysis and evaluation and Decision-making regarding actions to be taken.

As per HEC manual for the preparation of SAR, following are the objectives of self-assessment:

i. Maintain and continuously enhance academic standards
ii. Enhance students’ learning
iii. Verify that the existing programs meet their objectives and institutional goals
iv. Provide feedback for quality assurance of academic programs
v. Prepare the academic program for review by discipline councils

Two member Program team comprising of one assistant professor and one lecturers from the Department of Education and Research were selected by the Director Quality Enhancement Cell (QEC). The Program team members had to select M.Phil Program for the preparation of Self-Assessment Report. The same is being submitted today to the QEC for onward submissions and revision by Assessment team members.
Introduction

Department of Education & Research started functioning with the inception of the university. Its aim is to produce reflective professionals and scholars in the field of Education and Research. The department is committed to prepare educational leaders capable to effectively handle the future challenges in the field of education.

The Department of Education is focused to create research oriented environment where the students will have the opportunity to explore their latent potential. We assure all the stakeholders that through continuous research and training programs, the graduates will be able enough to provide expert services to the community.

The faculty of the department has vast experience in the field of Education, Training and Research and is whole heartedly dedicated for the attainment of desired objectives with professional zeal and enthusiasm.

Standard 1.1.
The program must have measurable objectives to support Mission

Vision of the Programs

To bring innovations and to produce committed, forward looking and research oriented scholars and professionals for playing effective role in the development of society

Mission of the Programs

The Department of Education & Research endeavors to prepare the
researchers to contribute positively in the advancement of society at all levels. The department strives to accomplish scholars with knowledge and enhance their communication and management skills equipped with conceptual, human, and technical skills in the field of education.

**Objectives of the Programs**

The key objectives of the programs are:

1. To build up the trend of educational researchers for the enhancement of educational programs with creative and critical thinking, equipped with innovative ideas applicable locally and globally.

2. To prepare educational experts having dedication, devotion and professionalism for playing productive and efficient role in the teaching learning process.

3. To inculcate morality and ideology of Islam in the builders of the nation to work devotedly towards the solidarity, integration and development of Pakistan.

4. To produce the best educational managers for running educational institutions efficiently in Pakistan and abroad.

**Strategic plan to achieve the objectives**

- Continuous evaluation and updating of curricula including core subjects, elective subjects and specialized areas. Strengthening of faculty is also under consideration.

- Utilization of established computer laboratories by the students for searching relevant latest literature and access to the digital library.

- Post-graduate research studies through writing of research reports and theses.

- Encouraging scholars to work together with faculty for publishing research papers etc.

- Organizing seminars and other activities for discussing the issues and problems related to the process of Education.

**Standard 1.2**
The program must have documented outcomes for graduating students. It must be documented that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

**Program Learning Outcomes**

The graduates of Department of Education & Research should have the following capabilities:

- Identification of problems in the education system and suggest research based solutions.
- Writing of research reports based on the identification of problems and its solution with suitable projection.
- The efforts of enhancing morality, good citizenship qualities and vision of strengthening Pakistan through Imparting Quality Education to the students.
- Creative and critical thinking skills, their presentation and application at all levels.

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Supported Program Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of problems in the field of education and suggest research based solutions</td>
<td>2. To build up the trend of educational researchers and teachers for the enhancement of educational programs with creative and innovative ideas applicable locally and globally.</td>
</tr>
<tr>
<td>Writing of research reports based on the identification of problems and its publication.</td>
<td>2. To build up the trend of educational researchers and teachers for the enhancement of educational programs with creative and innovative ideas applicable locally and globally.</td>
</tr>
<tr>
<td>The efforts of enhancing good citizenship qualities and vision of strengthening Pakistan through Imparting Quality Education to the students.</td>
<td>3. To prepare educational experts for playing productive and efficient role in the teaching learning process.</td>
</tr>
<tr>
<td></td>
<td>4. To enrich the researchers with the good citizenship qualities and to motivate them to work devotedly towards the solidarity,</td>
</tr>
</tbody>
</table>


Standard 1-3. The results of program’s assessment and the extent to which they are used to improve the program must be documented

The self-assessment process is carried out by the department for the first time and will be continued. Also its results will be incorporated accordingly. The following strengths and challenges were identified.

Teacher Evaluation

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Mean Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Dr. Javed Mustafa</td>
<td>Assistant Prof</td>
<td>4.0444</td>
</tr>
<tr>
<td>02</td>
<td>Miss. Saima Maqbool</td>
<td>Assistant Prof</td>
<td>3.9389</td>
</tr>
</tbody>
</table>

**Strengths:**

1. In the department there are qualified and devoted teachers.
2. There are two regular assistant professors and one visiting assistant professor in the department.
3. Two faculty members are visiting lecturers and Ph.D Scholars in local universities.
4. The faculty members are involved in research directly or indirectly as supervisor and committee member of the post-graduate students.
5. Faculty members of the department are conducting various trainings and seminars in the University.
6. Multimedia facilities are available in the classrooms.
7. Computer laboratories are available for research purpose.

**Challenges**
a. Faculty of the Department of Education and Research is short of teaching staff. New highly qualified visiting staff is needed to be hired.
b. The department Library is in need to be provided with updated and fresh books.
c. The department is giving due attention to publication and is working towards introducing its own journal.
d. Majority of the entrants in the program are employed in different areas. So conducting of research studies is affected due to the job nature of the scholars.
e. Distance Education Centers of other universities are functioning in the vicinity of the University. In these centers there is no teaching learning process. Students are not required to attend the classes. Ultimately degrees are awarded without any quality. So the masses are more inclined towards such programs. There awareness about quality education is a challenge.
f. On periodical basis, there is a need for short-term training facility to faculty members and MPhil scholars about the use of SPSS or any other computer software for data analysis.


<table>
<thead>
<tr>
<th>Standard 1-4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The department must assess its overall performance periodically using quantifiable measures.</td>
</tr>
</tbody>
</table>

Current students Enrolment

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>M.Phil</td>
<td>08</td>
</tr>
</tbody>
</table>

Present performance measures for research activities. These include journal publications, funded projects, and conference publications per faculty per year and indicate the % of faculty awarded excellence in research award.

<table>
<thead>
<tr>
<th>Years</th>
<th>Journal Papers</th>
<th>Total funded projects</th>
<th>Conference</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Published / faculty / year</td>
<td>completed (5 years) / papers /Year</td>
<td>excellence award (5 years)</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>In review process</td>
<td>03</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>In review process</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Criterion: 2:**

**CURRICULUM DESIGN AND ORGANIZATION**

For the achievement of programs’ objectives, a curriculum was initially designed by the faculty members. Then it was shared with the experts in the meeting of the Board of Studies. The course outlines and contents of each program were thoroughly checked and discussed in the meeting of the Board of Studies. Approval was granted by the Board of Studies with some suggestions and amendment. Finally, the Academic Council of the University approved the course contents.

Courses of the curriculum are specified in terms of credit hours of the study. A student must complete a definite number of credit hours for obtaining degree of any program. One credit hour is one theory lecture or two hours laboratory practical per week.

**Title of Degree Program:** Master of Philosophy in Education (M.phil) 2 Years Program

**B. Definition of credit hour:** One semester credit hour represents one class hours (3 hours/week). An academic session is two year which is divided in four semesters. Each semester is exactly eighteen weeks of classes.

**C. Degree Plan:** The detail of pre-requisites, core and elective courses is given in the next standards.
Standard 2-1.

The curriculum must be consistent and support the program’s documented objectives.

The curriculum of the Department of Education & Research is consistent and supports the objectives of the program.

<table>
<thead>
<tr>
<th>Courses/Group of Courses</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH METHODS IN EDUCATION, COMPARATIVE EDUCATION</td>
<td>1 &amp; 4</td>
</tr>
<tr>
<td>EDUCATIONAL MANAGEMENT AND SUPERVISION, EDUCATIONAL ADMINISTRATION</td>
<td>2 &amp; 4</td>
</tr>
<tr>
<td>FOUNDATIONS OF EDUCATION, COMPARATIVE EDUCATION</td>
<td>3 &amp; 4</td>
</tr>
</tbody>
</table>

Standard 2.2.

Theoretical background, problem analysis and solution design must be stressed within the program’s core material

The Following Courses representing theoretical background, problem analysis and solution design.

<table>
<thead>
<tr>
<th>Elements</th>
<th>Courses Codes</th>
<th>Title of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theoretical Background</td>
<td>EDU-623</td>
<td>ADVANCED EDUCATIONAL PSYCHOLOGY</td>
</tr>
<tr>
<td></td>
<td>EDU-655</td>
<td>ASSESSMENT AND EVALUATION</td>
</tr>
<tr>
<td></td>
<td>EDU-664</td>
<td>PHILOSOPHICAL FOUNDATIONS OF EDUCATION</td>
</tr>
<tr>
<td></td>
<td>EDU-633</td>
<td>EDUCATIONAL ADMINISTRATION</td>
</tr>
<tr>
<td></td>
<td>EDU-635</td>
<td>TRENDS AND ISSUES IN EDUCATION</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminars &amp; Workshop</td>
</tr>
</tbody>
</table>
The Curriculum must satisfy the core requirements for the program as specified by the respective accreditation body.

Major requirements for the program are consistent with the requirement specified by the HEC, the respective accreditation body/councils.

Minimum requirements for each program are as follows:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Credit Hours</th>
<th>HEC Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.phil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td>21</td>
<td>Fulfills HEC Requirement</td>
</tr>
<tr>
<td>Specialization</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Thesis</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>Supporting Courses</td>
<td>Seminars (Non-Credit Hours)</td>
<td></td>
</tr>
</tbody>
</table>

Standard 2-4:
The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body / councils.

The HEC policy has been adopted. The minimum requirements specified by HEC are fulfilled, as mentioned above (Standard 2.3).
Standard 2-5:
The curriculum must satisfy general education, arts, and professional and other discipline requirements for the program, as specified by the respective accreditation body / council.

The curriculum satisfies the general education, professional and other discipline requirements. The detail break up of each program is as follows.

PROGRAM: M.Phil    DURATION: TWO YEARS

1ST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-672</td>
<td>ADVANCED RESEARCH IN EDUCATION</td>
<td>3 Cr. Hrs</td>
</tr>
<tr>
<td>EDU-656</td>
<td>ADVANCED STATISTICS IN EDUCATION</td>
<td>3 Cr. Hrs</td>
</tr>
<tr>
<td>EDU-643</td>
<td>CURRICULUM STUDIES</td>
<td>3 Cr. Hrs</td>
</tr>
<tr>
<td>EDU-633</td>
<td>EDUCATIONAL ADMINISTRATION</td>
<td>3 Cr. Hrs</td>
</tr>
</tbody>
</table>

2ND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-623</td>
<td>ADVANCED EDUCATIONAL PSYCHOLOGY</td>
<td>3 Cr. Hrs.</td>
</tr>
<tr>
<td>EDU-655</td>
<td>ASSESSMENT AND EVALUATION</td>
<td>3 Cr. Hrs.</td>
</tr>
<tr>
<td>EDU-664</td>
<td>PHILOSOPHICAL FOUNDATIONS OF EDUCATION</td>
<td>3 Cr. Hrs.</td>
</tr>
</tbody>
</table>

3RD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONE COURSE FROM ANY ONE AREA OF SPECIALIZATION*</td>
<td>3 Cr. Hrs.</td>
</tr>
<tr>
<td></td>
<td>SEMINAR, SYNOPSIS PREPARATION</td>
<td></td>
</tr>
</tbody>
</table>

*AREA OF SPECIALIZATION

GROUP I

CURRICULUM STUDIES
Information technology component of the curriculum must be integrated throughout the program

Assignments are given to M.Phil scholars and are directed to utilize computer lab for writing of assignments and research purpose.

Standard- 2.7.

Oral and written communication skills of the student must be developed and applied in the program.

- Seminars of Noncredit hour are compulsory for MPhil Scholars.
- Class presentation and group tasks are given to the students in each class.
- Research thesis of 06 Cr. hours is mandatory for the award of M.Phil degree.
Standard 3.1.
Laboratory manuals/documentation/instructions for experiments must be available and readily accessible to faculty and students.

Almost all the students are aware about the use of computer labs. However the instructions about the use of labs are conveyed to all the students.

Standard 3.2.
There must be adequate support personnel for instruction and maintenance of laboratory

Each computer Laboratory is maintained by one laboratory attendants. The attendant in the laboratory assists the students regarding the use of computers and internet.

Standard 3.3.
The university computing infrastructure and facilities must be adequate to support program’s objectives

At present the University has two computer labs for students. Computer facility is available at the department level to most of faculty members independently. Access to the internet through Wi-Fi is available to all the students and faculty members.

Criterion: 4.

STUDENT SUPPORT AND GUIDANCE

In charge Co-Curricular activities of the University organizes various programs like cultural activities for students and guides the students in case of any problem. The staff of each department provides information regarding admission, scholarships, etc. The old students of every department of the university arrange welcome/orientation programs for new students. However, there is a need to improve the programs of such nature.

Faculty provide full support to the students for completing their programs with in due time. Supporting staff of the relevant department convey all necessary information to the students about their program requirements.

Standard 4.1.
Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.

- Courses are offered in light of the HEC guidelines.
- Subject courses are offered as per scheme of study of the department already approved by Academic Council of the university.
- Failed courses and grade improvement courses are offered in the summer as per policy of HEC and University.
- All the courses including a non credit course that needs to be offered are first discussed by departmental academic committee. The recommendations are then discussed in the Board of Studies meeting comprising of some senior professors of the university and experts of curriculum from other universities and affiliated colleges. The recommendations of this board are further submitted to Academic committee for approval and onward submission to the syndicate. In this way the courses and the curricula are approved after passing though different screening levels.
- Departmental core courses relevant to the programs are offered in every semester.
- Elective courses are offered in each semester and the distribution of the elective courses over the degree programs is such that each semester must have two to three elective courses.

Standard 4.2.

Courses in the major must be structured to ensure effective interaction between students, faculty and teaching assistants.

- Courses to be offered are decided before the commencement of semester and the faculty members interact frequently among themselves and with students.
• Students are encouraged to ask questions, give comments and take part in the discussions in the class.

• Topics for discussion in the classroom are given to the students. Problem Based Learning (PBL) approach is usually used in the classroom.

• Effective interaction is emphasized between the students and between students and teachers.

**Standard 4.3.**

Guidance on how to complete the program must be available to all students and access to qualified advising must be available to make course decisions and career choice.

• In the start of the every semester, course contents are shared with the students. They are guided through orientation class about the policies and procedures of attendance, class routine etc.

• The relevant department informs the students about the program requirements. They are informed during the personal communication of the teachers with them.

• The students are always facilitated if they face any academic problem whenever they want to contact the relevant teacher.

• Students are also encouraged to get membership of various societies.

• **Student Guidance and Counseling disk is in progress to be established.**

• **Students awareness program will be conducted to facilitate the students.**
Standard 5.1.

The process by which students are admitted to the program must be based on quantities criteria and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

- Admission criteria for admission in each program are set by the University in light of the HEC policy.
- The process of admission is already established and followed as per rules and criterion set by University.
- All these entries are based on the recommendations of admission committees.
- An admission criterion is revised when required before the announcement of admissions.
- When the university notify the admissions in various disciplines. Then each department is responsible to collect admission forms, complete in all respect of their relevant discipline.
- Each discipline and program has its own eligibility criteria. However, the applicants having less than 45% marks are not eligible to apply in any disciplines.

Eligibility Criteria for admission in M.Phil.

- M.Ed/MS.Ed. Or equivalent degree holders from any recognized university having minimum 45% marks is eligible for admission in M.Phil program. However, the applicants are required to pass GAT general or the test prepared by the department.
- SOPs are being developed for M.Phil Studies. It will give clear schedule of:
Standard 5.2.

The process by which students are registered in the program and monitoring of students’ progress to ensure timely completion of the program must be documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

- Registration of students is done for the first time at the time of admission. When a student is admitted for each degree, he/she is required to register his/her course(s) in each semester offered by the department. If the students fulfill the criteria of the University (a specific CGPA after each semester) they are promoted to the next semester. Probation/ceased, Migration Policy/ Transfer of Cr. Hrs./ Grading criteria.

- Students’ evaluations are made through Mid term, Final term exams. Attendance, presentation assignment etc. has also weight age in the evaluation of the students.

**Detail of Evaluation of students is as follows;**

<table>
<thead>
<tr>
<th>Attendance</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment+ Class Presentation, Quizzes and Tests</td>
<td>15%</td>
</tr>
<tr>
<td>Mid Term</td>
<td>30%</td>
</tr>
<tr>
<td>Final Term</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Grading Policy**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Percentage Obtained in a Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>90 and above</td>
</tr>
</tbody>
</table>
(ii) To ensure a uniform distribution of Grade Points among the students of different GPA ranges as mentioned in 9(1)(a)(i) Marks Percentage and GPA/CGPA in each paper/Semester shall be inter-converted according to the following table:

<table>
<thead>
<tr>
<th>Marks % age</th>
<th>Value</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>4.00</td>
<td>A+</td>
</tr>
<tr>
<td>85 to 89</td>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>84</td>
<td>3.93</td>
<td>A-</td>
</tr>
<tr>
<td>83</td>
<td>3.86</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>3.80</td>
<td></td>
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<tr>
<td>81</td>
<td>3.73</td>
<td></td>
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<td>80</td>
<td>3.66</td>
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<td>79</td>
<td>3.59</td>
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<tr>
<td>78</td>
<td>3.53</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>3.46</td>
<td>B+</td>
</tr>
<tr>
<td>76</td>
<td>3.40</td>
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</tr>
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<td>75</td>
<td>3.33</td>
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<tr>
<td>74</td>
<td>3.26</td>
<td>B</td>
</tr>
<tr>
<td>73</td>
<td>3.20</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>3.13</td>
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<td>71</td>
<td>3.07</td>
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<td>70</td>
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<td>67</td>
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<td>66</td>
<td>2.73</td>
<td>B-</td>
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<td>65</td>
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<td>2.59</td>
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<td>63</td>
<td>2.53</td>
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<tr>
<td>62</td>
<td>2.46</td>
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<tr>
<td>61</td>
<td>2.40</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>2.33</td>
<td>C+</td>
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<tr>
<td>Grade</td>
<td>Grade Point</td>
<td></td>
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<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.25</td>
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</tr>
<tr>
<td>C-</td>
<td>1.83</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.48</td>
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<tr>
<td>D</td>
<td>1.15</td>
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<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

For passing a course the minimum acceptable Letter Grade and Grade Point is:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS/M.Phil</td>
<td>“C”</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Standard 5.3.**

The process of recruiting and retaining highly qualified faculty members must be in place and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.

- The recruitment policy of the University is according to the University Act, 2015 in line with the HEC policy guide lines and induction of all posts is done as per these rules.
• Posts are advertised in the national newspapers, and the applicants are short listed on the basis of experience, qualification, publications and other qualities / activities as fixed by the University

• In administration, the candidates for the posts of grade 18 and above are directly interviewed by the University Selection Board and principal and alternate candidates are recommended for selection.

• In academic, the candidates above grade 18 are directly interviewed by the University selection board for recommendation to the syndicate.

• In academic the candidates for Lecturer (grade 18) and all the posts below grade 18 have to qualify ETEA test before appearing for interview to the selection board.

• Selection of candidates is approved by the Syndicate for issuing orders to join within a specified period.

• Induction of new candidates depends upon the need and number of approved vacancies by the Finance & Planning Commission (F&PC) of the University.

• Appointment on contact basis is also done, when needed.

• When there is a need, visiting faculty for a particular semester is also hired by the University through the recommendation of the Head of the Department.

• ACR of the faculty and supporting staff will be maintained.

• The teachers will also be evaluated through survey from the students.

Standard 5.4.

The process and procedures used to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.

• All efforts are made to impart the course material and knowledge to meet the objectives of the curriculum.
• The faculty is required to mention the topic of each lecture with the attendance of the students, which will be submitted to HoD at the end of the semester.
• HoD is trying to in picture himself about the delivery of course contents properly and with in due time.
• Group presentation for M.Phil scholars will be mandatory before submission of their research work.

**Standard 5.5.**

The process that ensures that graduates have completed the requirements of the program must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.

• The examination section of the University ensures the completion of the requirements of the program through departmental registration form. The form is verified as follows;
  o Student/scholar
  o Course advisor
  o HoD
  o Dealing Assistant of semester system.
• The controller of examinations announces the date regarding the commencement of examinations.
• After each semester, the controller office notifies results of the exams.
• The minimum passing marks for each course is 50%.
• In order to ensure that graduates meet the program requirements, the Department of Education is currently in a process getting programs accredited by the accreditation body. This will be the source of identifying any weaknesses in the programs. Also the visit by the members from accreditation body will help to evaluate the graduates whether they meet the program’s requirements and if not, and then what and where are the weaknesses.
Criterion: 6.

FACULTY

Standard 6-1.

There must be enough full time faculties who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph.D. in the discipline.

- Currently, there are two full time faculty members out of which one is Ph.D and the other one is M. Phil. Following are the fields of specialization of faculty members;
  - Teacher Education
  - Curriculum Studies
  - Teaching of English as foreign language
  - Secondary Education

Standard 6-2.

All faculty members must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also,
Effective programs for faculty development must be in place.

Effective Programs for Faculty Development

- Faculty members arrange seminars within university to discuss the latest trends & issues in education.
- Courses are always offered according to work load and interest of faculty members.
- Division of students for supervision is made on the basis of faculty expertise/research interests.

Standard 6-3.

All faculty members should be motivated and have job satisfaction to excel in their profession

- The young faculty is mobilized by timely back up and appreciation by the authorities.
- There is a mechanism to attract good faculty members e.g. reasonable teaching load and class size, social activities, better salary package and their children schooling subsidy. Even then we have a shortage of faculty
INSTITUTIONAL FACILITIES

According to this criterion, the institution must have all sorts of facilities which are beneficial in the uplifting of the programs. There is a need of research journals, books, etc. The library is required to possess up-to-date relevant collection. Adequately equipped class rooms and offices are needed for faculty to carry out their responsibilities efficiently.

Multimedia for teaching

Recording set for Micro teaching

Digital access

Standard 7.1.

The institution must have the infrastructure to support new trends in learning such as e-learning.

- In the present infrastructure, the environment up to some extent is conducive for research/study for higher learning.
- There is an open sitting place for students with computer and internet connection in the computer lab.
- A well equipped library with easy access is available to students. There are approximately three thousands and five hundred (3500) books relevant to education department.
- Offices with basic facilities are available for the faculty.
• Some of the elements need to be improved for betterment. For example departmental library is required for higher studies.

• Although, laptops are given to some of the university’s students. But it is the need of each student, so provision of laptop is required to every student.

Standard- 7.2.

The library must possess an up-to-date technical collection relevant to the program and must be adequately staffed with professional personnel.

• Central library have the reasonable capacity to accommodate the students of the University. More space is needed for accommodating all the students of the university.

• Some of the research journals are available in the central library. The present available journals are insufficient. No international journal is available in the library, which are necessary for research and scientific/technical writing.

• The department itself has no library. There is a need of departmental library.

• Central library is not registered to any online journal.

Standard- 7.3.

Class-rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.

With the department, there are two classrooms. These classrooms have moderate teaching facilities. The department has only one multimedia projector, which is insufficient. Space for faculty offices is appropriate and has basic facilities like Printer, scanner etc. But the offices lack the intercom facilities.
Criterion: 8.

INSTITUTIONAL SUPPORT

The university administration is playing its role in the uplifting of the existing departments. It helps in establishing new disciplines. The university is also trying to attract highly qualified faculty.

Standard 8-1.

There must be sufficient support and financial resources to attract and retain high quality faculty and provide the means for them to maintain competence as teachers and scholars.

University is trying to hire highly qualified faculty. For the attraction of high quality faculty, the university grants some subsidies to the faculty as well. For the grooming of the faculty, seminars and trainings are arranged in the university.

Sufficient office equipment is available to meet the current teaching and research activities of the department.

Standard 8-2.

There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

Usually, admissions in M.Phil program is announced once in a year. HEC admissions’ policy is applied during admission. GAT/ local test is required for admission
in M.Phil. Degree program. A detail of the students enrolled during the past year is given below.

<table>
<thead>
<tr>
<th>Programs’ Name</th>
<th>Enrolled students</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Phil</td>
<td>08</td>
</tr>
</tbody>
</table>

**Standard- 8.3.**

**Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.**

The department is not involved in any financial matters. All the financial matters of the department are managed by the treasurer office. The expenditure on the provision of facilities is financed by the treasurer office.
Conclusion

The Department of Education and Research has emerged as the most dynamic and vibrant department. The Department of Education and research is committed to the objective of preparing students at par with the market trends.

The M.Phil of Educcation and researchc was started in February 11, 2014 at Khushal Khan Khattak University, Karak mainly to focus on the new educational research and theories both from the perspective of local and international community. It particularly emphasises on new and innovative educational model, curriculum development and the use of new technology in education. The program is being evaluated based on 8 criterion and 31 standards as given in the Self-Assessment Manual provided by Higher Education Commission (HEC). Self-assessment is an important tool for academic quality assurance and provides feedback for faculty and administration to initiate action plans for improvement.

The main objectives of M.Phil. Education program are to enable students to understand educational researchers, produce the best educational managers for running educational institutions efficiently, prepare educational experts having dedication, devotion and professionalism for playing productive and efficient role in the teaching learning process, they should have morality and ideology of Islam in the builders of the nation to work devotedly towards the solidarity, integration and development of Pakistan.

The M.Phil. program at KKKUK aims to benefit the local society on a sustainable approach role. The different subjects which are offered in this program vary in its nature to prepare students for every area of the research studies. Students are offered fundamental levels in the initial half of the degree program while they are offered specialization courses in the second half. M.Phil
The program is comprised of **135 credit hours. 120 credit** hours are for course work, whereas **06 credit hours** are for research writing.

Program delivery methodology includes lectures, practical work, tutorials, assignments and industrial visits.

The students of M.Phil. program are encouraged to actively participate in the Co-curricular activities which not only enhance their physical wellbeing but also give them the opportunity to work in a team and enhance their emotional intelligence as well. Program output is regularly evaluated and measured through regular examinations, assignment’s results and research works evaluation.

The M.Phil. program is designed to produce the outcomes to enable its students to pursue further higher studies. Students will be able to design and implement the management information system and use other information technology to enable business solutions, students shall be able to view and solve organizational problems and issues from a multi-disciplinary perspective and to enable them to conduct educational research.

The Strong points of M.Phil. Program are Courses of international level, Well qualified faculty, Affordable fee structure, State of the art facilities, Support of the administration, Research linkages and visits on regular basis and Recognized degree while The Weak points of M.Phil. Program are Not having enough space, Not having research lab, The weak background of the students and no research publication facility in University. The Department of Education and research plans to remove of Weak points, Upgrade of Class room facilities, Add of More learning resources, Improve of Course syllabus and improve the infrastructure abilities.

Mater of Philosophy in Education program fulfils the requirement of Higher Education Commission (HEC).The courses taught in the program is according to the guidelines of HEC.
Annexure:

Proforma: 4

RESEARCH STUDENT PROGRESS REVIEW FORM

(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department. 27/09/14
2. Date of initiation of research. October, 2015
3. Date of completion of Course work. Autumn 2015
4. Number of credit hours completed.
5. Date of Synopsis Defense. 15/02/2017
6. Cumulative Grade Point Average (CGPA) secured. 3.12
7. Please outline details of progress in your research since your last review (including any research publications): Submitted 12 copies for ASRB meeting
8. Do you have any comments on the level of supervision received?
9. What do you plan to achieve over the next 6 months?
   To complete research work in next 6 month
10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?
11. Do you have easy access to sophisticated scientific equipment?

12. Do you have sufficient research material / commodities available?

Student: Abdul Hafeez  Date: 13/04/2017

Supervisory Committee Comments

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: __________________ Date: ______________

Co-Supervisor: __________________ Date: ______________

Co-Supervisor: __________________ Date: ______________

Head of Department Comments:

Signature: __________________________ Date: ______________

Director, Board of Research Studies (or equivalent) Comments:

Signature: __________________________ Date: ______________

Dean/Director, QEC Action: (including monitoring of Follow-up action) Date: ___________
RESEARCH STUDENT PROGRESS REVIEW FORM

(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department. 27/09/14
2. Date of initiation of research. April, 2016
3. Date of completion of Course work. March, 2016
4. Number of credit hours completed. 21
5. Date of Synopsis Defense. Awaited (November 2016 defined in Graduate Studies Research board)
6. Cumulative Grade Point Average (CGPA) secured. 3.52

7. Please outline details of progress in your research since your last review (including any research publications):  N.A

8. Do you have any comments on the level of supervision received?
   Excellent

9. What do you plan to achieve over the next 6 months?
   After ASRB defense data will be collected, analyzed and inference will be assigned through statistical tools & thesis report will be pre

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?

11. Do you have easy access to sophisticated scientific equipment?
    N/A

12. Do you have sufficient research material / commodities available?

Student: Abdus Samad  Date: 14/04/2017

Supervisory Committee Comments

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: ________________  Date: ________________

Co-Supervisor: ________________  Date: ________________

Co-Supervisor: ________________  Date: ________________

Head of Department Comments:
RESEARCH STUDENT PROGRESS REVIEW FORM

(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department. 26/09/14
2. Date of initiation of research. October, 2015
3. Date of completion of Course work. Autumn 2015
4. Number of credit hours completed.
5. Date of Synopsis Defense. 15/02/2017
6. Cumulative Grade Point Average (CGPA) secured. 3.38
7. Please outline details of progress in your research since your last review (including any research publications): Submitted 12 copies of research proposal for ASRB meeting

8. Do you have any comments on the level of supervision received? ok
9. What do you plan to achieve over the next 6 months? To complete research work in next 6 month
10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?
11. Do you have easy access to sophisticated scientific equipment?

12. Do you have sufficient research material / commodities available?

Student: Akhtar Javid Date: 13/04/2017

Supervisory Committee Comments

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: __________________________ Date: ______________

Co-Supervisor: __________________________ Date: ______________

Co-Supervisor: __________________________ Date: ______________

Head of Department Comments:

Signature: __________________________ Date: ______________

Director, Board of Research Studies (or equivalent) Comments:

Signature: __________________________ Date: ______________

Dean/Director, QEC Action: (including monitoring of Follow-up action) Date: ______________
RESEARCH STUDENT PROGRESS REVIEW FORM

(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department. 27/09/14
2. Date of initiation of research. October, 2016
3. Date of completion of Course work. Aut, 2015
4. Number of credit hours completed.
5. Date of Synopsis Defense. 15/02/2017
6. Cumulative Grade Point Average (CGPA) secured. 3.00
7. Please outline details of progress in your research since your last review (including any research publications): submitted 12 copies of research proposal for ASRB meeting

8. Do you have any comments on the level of supervision received?
   Ok

9. What do you plan to achieve over the next 6 months?
   To complete the research in next 6 month

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?
11. Do you have easy access to sophisticated scientific equipment?
12. Do you have sufficient research material / commodities available?

Student: Hikmat Khan  Date: 13/04/2017

Supervisory Committee Comments

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: ___________________  Date: ______________
Co-Supervisor: ___________________  Date: ______________
Co-Supervisor: ___________________  Date: ______________

Head of Department Comments:

Signature: ___________________  Date: ______________

Director, Board of Research Studies (or equivalent) Comments:

Signature: ___________________  Date: ______________

Dean/Director, QEC Action: (including monitoring of Follow-up action) Date: ______________
RESEARCH STUDENT PROGRESS REVIEW FORM

(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

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For Research Student to Complete:

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2. Date of initiation of research. October 2015
3. Date of completion of Course work. Autumn 2015
4. Number of credit hours completed.
5. Date of Synopsis Defense. 15/02/2017
6. Cumulative Grade Point Average (CGPA) secured. 3.38
7. Please outline details of progress in your research since your last review (including any research publications): I have submitted 12 copies for ASRB meeting

8. Do you have any comments on the level of supervision received?

9. What do you plan to achieve over the next 6 months?
   To complete research work in next 6 month

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?
11. Do you have easy access to sophisticated scientific equipment?

12. Do you have sufficient research material / commodities available?

Student: Mehr un Nisa  Date: 13/04/2017

**Supervisory Committee Comments**

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: __________________  Date: ______________  
Co-Supervisor: __________________    Date: ______________ 
Co-Supervisor: __________________    Date: ______________  

**Head of Department Comments:**

Signature: __________________________  Date: ______________  

**Director, Board of Research Studies (or equivalent) Comments:**

Signature: __________________________  Date: ______________  

**Dean/Director, QEC Action: (including monitoring of Follow-up action)** Date: __________
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(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department. 26/09/14
2. Date of initiation of research. October 2015
3. Date of completion of Course work. Autumn 2015
4. Number of credit hours completed.
5. Date of Synopsis Defense. 15/02/2017
6. Cumulative Grade Point Average (CGPA) secured.
7. Please outline details of progress in your research since your last review (including any research publications): I have submitted 12 copies for ASRB meeting

8. Do you have any comments on the level of supervision received? ok

9. What do you plan to achieve over the next 6 months? To complete research work in next 6 month

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?

11. Do you have easy access to sophisticated scientific equipment?

12. Do you have sufficient research material / commodities available?

Student: Abdul Tawab  Date: 13/04/2017

Supervisory Committee Comments

(Please comment on and benchmark the student’s progress against your University’s internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: __________________ Date: ______________

Co-Supervisor: __________________ Date: ______________

Co-Supervisor: __________________ Date: ______________
Head of Department Comments:

Signature: __________________________ Date: ______________

Director, Board of Research Studies (or equivalent) Comments:

Signature: __________________________ Date: ______________

Dean/Director, QEC Action: (including monitoring of Follow-up action) Date: _____________
CURRICULUM VITAE

Brig(R) Dr. Sher Daraz Khan, Assistant Professor
Khushal Khan Khattak University, Karak

Father Name : Isam Gul
Date of Birth : 5th January, 1955
N.I.C No : 14203-5392894-3
Domicile : Karak (Khyber Pakhtunkhwa)
Religion : Islam
Potal Address : Khushal Khan Khattak University, Karak
Contact : Office - 0927-211820 , 211818
Cell - 0300-4114369
E-Mail : drsherkhattak@gmail.com

Academic Profile

<table>
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<th>University</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Ph. D Education</td>
<td>Punjab University, Lahore</td>
<td>83%(A Grade)</td>
</tr>
<tr>
<td>1993</td>
<td>M.Ed</td>
<td>Punjab University, Lahore</td>
<td>86%(A Grade)</td>
</tr>
<tr>
<td>1983</td>
<td>M.A Political Science</td>
<td>University of Peshawar</td>
<td>53%(2nd Division)</td>
</tr>
<tr>
<td>1978</td>
<td>M.A Urdu</td>
<td>University of Peshawar</td>
<td>46%(2nd Division)</td>
</tr>
<tr>
<td>1976</td>
<td>B.A</td>
<td>University of Peshawar</td>
<td>63%(1st Division)</td>
</tr>
<tr>
<td>Year</td>
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<td>Board</td>
<td>Percentage</td>
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<tr>
<td>------</td>
<td>--------------</td>
<td>-------</td>
<td>------------</td>
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<tr>
<td>1974</td>
<td>F.A</td>
<td>BISE Peshawar</td>
<td>60% (2nd Division)</td>
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<tr>
<td>1971</td>
<td>Matric</td>
<td>BISE Peshawar</td>
<td>74% (1st Division)</td>
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### Experience

<table>
<thead>
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<th>Post Held</th>
<th>Job Profile</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Khushal Khan Khattak University, Karak’</td>
<td>Assistant Professor</td>
<td>HoD Education</td>
<td>Jun-2013 - To-date</td>
</tr>
<tr>
<td>HRD Directorate GHQ</td>
<td>Brigadier</td>
<td>Director</td>
<td>Jan, 2010 - Jul-2012</td>
</tr>
<tr>
<td>College of Army Education</td>
<td>Brigadier</td>
<td>Commandant</td>
<td>Oct-2008 - Dec-2009</td>
</tr>
<tr>
<td>College of Army Education</td>
<td>Brigadier</td>
<td>Dy Commandant</td>
<td>Jul-2007 - Oct-2008</td>
</tr>
<tr>
<td>College of Army Education</td>
<td>Colonel</td>
<td>Dy Commandant</td>
<td>Jul-2005 - Jul-2007</td>
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<tr>
<td>College of Army Education</td>
<td>Lt Colonel</td>
<td>Instructor Cl-A</td>
<td>Sep-2001 - Jul-2005</td>
</tr>
<tr>
<td>College of Army Education</td>
<td>Major</td>
<td>Instructor Cl-B</td>
<td>Jan, 1994 - Oct-1997</td>
</tr>
<tr>
<td>Formation Headquarters</td>
<td>Major/Capt/Lt</td>
<td>Administration/ Instruction</td>
<td>Mar-1981 - Sep-1992</td>
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### Publications

- Educational Management
- Guidance and Counseling

**Research Journal:** Worked as Secretary of Research Journal of College of Army Education “The Educationist” ISSN 1814-1803

**Theses Supervised:** Supervised 98 x Research Thesis in M.A Education Level

**Research Papers:** Published 15 x Research Articles at national level

**Research Papers:** Delivered lectures in the areas of Management, Organizational Behavior, Educational Psychology, Measurement & Evaluation,
Instructional Technology in different educational institutions at national level.

CURRICULUM VITAE

DR. JAVED MUSTAFA

Objectives
The Objective of my life is to explore my expertise and to be in a good and professional department. I promise for my loyalty, consistency and I will prove myself as the most important part of the organization. I believe in loyalty to self, and to the people around, I work with. I will not make this institution feel sorry for hiring me.

Personal Information
Name: Javed Mustafa
Father Name: Zarkaram Khan
Date of Birth: 18-03-1970
Domicile: Karak (KPK, Pakistan)
N.I.C: 14203-2056643-5
Religion: Islam
Marital Status: Married

Contact Information
Cell: 03009009889 / 03335052803
Email: dr.javedmustafa@yahoo.com, dr.javedmustafa@gmail.com.
**Present Address:** House # 248, Street 6, Sector N-2, Phase 4, Hayatabad, Peshawar.

**Permanent Address:** Village Topi Kala, P/o Bogara, Tehsil Takht-e-Nasrati, Distt Karak

<table>
<thead>
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<tbody>
<tr>
<td>Ph.D Education 2011</td>
<td>2011</td>
</tr>
<tr>
<td>International Islamic University, H-10 Islamabad.</td>
<td></td>
</tr>
<tr>
<td>MA Political Science 2006</td>
<td>2006</td>
</tr>
<tr>
<td>Islamia University Bahawalpur</td>
<td></td>
</tr>
<tr>
<td>M.Ed Teacher Education 2000</td>
<td>2000</td>
</tr>
<tr>
<td>Allama Iqbal Open University Islamabad</td>
<td></td>
</tr>
<tr>
<td>M.Sc Mathematics 1994</td>
<td>1994</td>
</tr>
<tr>
<td>University of Peshawar, Peshawar</td>
<td></td>
</tr>
<tr>
<td>B.Sc Mathematics, Physics 1991</td>
<td>1991</td>
</tr>
<tr>
<td>University of Peshawar, Peshawar</td>
<td></td>
</tr>
<tr>
<td>B.Ed Science Education. 1993</td>
<td>1993</td>
</tr>
<tr>
<td>Allama Iqbal Open University Islamabad</td>
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<tr>
<td>F. Sc (Pre Engineering) 1988</td>
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<tr>
<td>BISE, Peshawar</td>
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<tr>
<td>SSC (Science) 1986</td>
<td>1986</td>
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<tr>
<td>BISE, Peshawar</td>
<td></td>
</tr>
</tbody>
</table>

**Ph.D Thesis**
Development of integrated Activity Based Mathematics Curriculum at Secondary level in N.W.F.P now KPK, Pakistan.

**M.Ed Thesis**

A Study on the Structure and Functions of a Regulatory Body for Private sector in Education

**M.Ed Term paper**

Is there a need of a council for private sector Education? If so what should be its composition.

**Project Carried**

- Done project in Melbourne University Australia on Laboratory Management in Schools.
- Done one-month project with Agha Khan University Karachi on classroom observations of Agha Khan Education System schools in Chitral and Gilgit Baltistan.

**Workshops Attended**

- Development of low cost materials for teaching of science at Govt. Higher Secondary school No.1 Peshawar city (from 14th May, 2001 to 19th May, 2001).
- Preparation of pedagogical tools for teaching of Science and Mathematics at Melburn University Australia (from 16th November, 2004 to 18th November, 2004).
- Browsing and citation of other works in thesis writing at University of Missouri, Columbia, USA (from 13th April, 2010 to 16th April, 2010).

**Trainings Received**

- **Computer**
  (July 2003 to August 2003) University of Peshawar
Lead Master Training
(Nov.2001 to Feb.2002) NISTE Islamabad

Lab. Management Training
(Nov.2004 to Dec.2004) Melburn University Australia

Enhancement of Research Skills
(Proposal writing, Data Collection, Data Analysis, Research Report Writing)
(Feb. 2010 to August 2010) University of Missouri Columbia, MO.USA.

Training For Master Trainers
(21st May to 24th May, 2011) at Association For Academic Quality (AFAQ) Regional office Peshawar.

Promoting Mental Health in Schools
(1st September to 4th September) at Pakistan Institute of Medical Sciences Islamabad.

Publications

Conference Papers:


(2) “The impact of using guess and tell game on students’ achievement, interest and gender discrimination” presented in the 2nd European Conference on Games Based learning (ECGBL 2008) on 16-17 October, 2008 at Barcelona, Spain.

(3) Secondary Education, Conference on National Education Policy on 9-11 June 2009 at International Islamic University Islamabad, Pakistan.
Journal Papers:


(3) How to combat the tobacco use for making tobacco free society? Some suggestions with examples for all school teachers {International Journal Of Academic Research Vol. 3. No. 15 September, 2011, Part I}


Job Experience

Teaching:


(28-5-1999 – 31-01-2006) Senior English Teacher in Elementary & Secondary Education Department, KPK.

(10-8-2010 – 10/01/2013) Senior English Teacher in Elementary & Secondary Education Department, KPK.

(01-02-2013 – April 2015) Lecturer in Education Khushal Khan Khattak University, Karak (KPK).
(May, 2015 till to date) Assistant Professor, Department of Education & Research Khushal Khan Khattak University, Karak (KPK).

**Master Trainer:** (2002-2005)
Second Science Education Project, NWFP, Peshawar
(Trained more than thousand teachers).

**Master Trainer:** (2010- Up to date)
AFAQ (Association for Academic Quality).

**Resource Person:** (2001-2006) and (June 2011 up to date)
Allama Iqbal Open University Islamabad (Peshawar Region)
(Conducted Workshops for B.Ed & M.Ed Students)

(5th May, 2014 to 6th June 2014)
Professional Competency Enhancement Program (PCEPT) at Khushal Khan Khattak University Karak

**Course Coordinator:** (23rd October, 2014 to 29th October, 2014)
Indigenous On-Campus Training (IOT) Program at Khushal Khan Khattak University Karak

(3rd December, 2014 to 9th December, 2014)
Indigenous On-Campus Training (IOT) Program at Khushal Khan Khattak University Karak

(29th September, 2015 to 1st October, 2015)
Indigenous On-Campus Training (IOT) Program at Khushal Khan Khattak University Karak

(17th December, 2015 to 21st December, 2015)
Indigenous On-Campus Training (IOT) Program at Khushal Khan Khattak University Karak
Computer Skills

- MS Word, Excel, Power Point
- Internet

Hobbies and Languages

Hobbies:
- Studying books
- Facilitating orphans & poor in pursuing Education
- Helping needy people
- Planting

Languages:
- English.
- Urdu.
- Pashto.

REFERENCES

Will be furnished on demand.
Saima Maqbool
Cell #: +92 3428845811
E-mail: sana.sana98@yahoo.com
Saima.maqbool@kkkuk.edu.pk

Objectives:
To make efforts for promoting education and research in Pakistan and worldwide

Work Experience:
• Assistant Professor, Khushal Khan Khattak University, Karak since May 2015
• Assistant professor, Gyeongju University, South Korea, from March 2014 to February 2015.
• Lecturer, Department of Education, Allama Iqbal Post Graduate College, Bahawalpur, Pakistan, From April 2010 to May 2013
• Lecturer, Department of Education, the Islamia University of Bahawalpur, Pakistan, Session 2009-2010

Memberships:
• Pakistan Reading Association (Pakistan)
• Horizon Publications, USA

Education:

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<tr>
<td>M. Phil</td>
<td>Education</td>
<td>Islamia University, Bahawalpur</td>
<td>B+(Distinction)</td>
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<td></td>
<td></td>
<td></td>
<td>1st Position</td>
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<tr>
<td>M.Ed.</td>
<td>Education</td>
<td>Islamia University, Bahawalpur</td>
<td>B+(Distinction, Silver medal)</td>
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<tr>
<td>M.A.</td>
<td>English</td>
<td>University of Peshawar</td>
<td>2nd</td>
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<tr>
<td>B.A.</td>
<td>Political Science, Urdu</td>
<td>University of Peshawar</td>
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<tr>
<td>HSSC</td>
<td>Archaeology, Education</td>
<td>BISE Peshawar</td>
<td>1st</td>
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</table>

Personal Information:
Date of Birth: May04, 1986
CNIC#: 17301-1545818-8
Permanent Address: Hayat Abad, Peshawar
Postal Address: House No 147, Street 4, Sector F8,
Phase 6, Hayatabad, Peshawar

Publications
- Teachers Competencies and factors affecting the performance of Female Teachers in Bahawalpur (Southern Punjab) Pakistan” in International Journal of Business and Social Science 2(19), October, 2011
- Analysis of Training Module “Research Skills” under HEC Faculty Development Program in Pakistan in *International J. Soc. Sci. & Education* April 2012 Vol. 2 Issue 2, ISSN: 2243-2342 e and 2227-393X Print.

Participation in Conference

Research
- Department of Education, The Islamia University of Bahawalpur, Punjab, Pakistan. Instructional Methodologies for Teaching English Language at Degree Level
- Department of Education, The Islamia University of Bahawalpur, Punjab, Pakistan. A Comparative Study of the Difference in Academic Achievements of the hostalite and day Scholars in the Islamia University of Bahawalpur, Pakistan

Skills:
- MS Office,
- SPSS
- Internet Search, Email, Mail Groups, and
- Good linguistic skills (English, Urdu & Pashto)

References:
- Prof. Dr. Ibrahim Khattak, Vice Chancellor, Khushal Khan Khattak University, Karak, email vc@kkkuk.edu.pk
- Prof. Dr. Ihsan Ali, Vice Chancellor, Abdul Wali Khan University, Mardan, email vc@kkkum.edu.pk
- Prof. Danial Brown, Foreign Faculty Coordinator, Gyeongju University, South Korea, email danbrown01@gmail.com
**Personal Data**

Name: Uzairullah  
Father name: Naqibullah  
Date of birth: 01/06/1989  
Nationality: Pakistani  
N.I.C No: 14202-9199516-9  
Domicile: Karak(KPK)  
Gender: Male  
Marital Status: Married  
Religion: Islam  
Mailing address: Village & PO Latamber Tehsil & District Karak  
Permanent Address: Village & PO Latamber Tehsil & District Karak  
Cell#: 03349083152  
Residence #: 0927220113

**Qualification**

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<tr>
<td>SSC (Science)</td>
<td>850</td>
<td>514</td>
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<td>BISE Peshawar</td>
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<tr>
<td>HSS (Arts)</td>
<td>1100</td>
<td>636</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Division</td>
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<tr>
<td>BA (Arts)</td>
<td>550</td>
<td>266</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Division</td>
<td>University of Peshawar</td>
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<tr>
<td>MA (Pak-study)</td>
<td>4.0 GPA</td>
<td>3.67</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Division</td>
<td>Islamia College University</td>
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<tr>
<td>Mphil (Pak-study)</td>
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<td>Islamia College University</td>
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<tr>
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<td>100</td>
<td>51</td>
<td>------</td>
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<td>In Progress</td>
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**Computer Skill**

- Coral draw
- Ms office
• Installation
• Assembling
• Internet literate

**Professional Education & Skill**

• M.Ed In progress AIOU
• B.Ed 1st Division AIOU
• Driving
• Management
• Office work

**Languages**

• English Read & Write & Speak
• Urdu Read & Write & Speak
• Pashto Read & Speak

**Experience**

1. Fatma Welfare Foundation as Admin Officer 2 Years
2. Dr.AQ Khan School System as senior Teacher 6 Months
3. Quartaba School & College Lecturer 3 Months
4. Fazia Inter College Shaheen Camp Peshawar (Lecturer) 2 Years
5. Lecturer KKKUK Education and Research Department working
<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>RASHID</th>
</tr>
</thead>
</table>
| **Personal** | Father Name: Zahoor Muhammad  
Date of birth: 13, March , 1984  
CNIC: 16102-8632662-9  
Gender: Male  
Nationality: Pakistani  
Languages: Pushto, Urdu, English |
| **Experience** | (Nov, 2016- Till Date), Lecturer in Khushal khan Khattak University Karak.  
(January, 2014 to Oct, 2016 ), performed duty as visiting lecturer at department of statistics, AWKUM.  
(Jan 2008 to 2009), performed duty as a Account officer at Survivor Tobacco Company Limited Mardan. |
| **Honor and Award** | Awarder as organizer of 13th Islamic country Society of Statistical Sciences Conference held at 16-17 march 2015, Jointly organized by Islamia college Peshawar and IM Sciences Peshawar.  
Awarder as participation of 13th Islamic country Society of Statistical Sciences held at 16-17 march 2015, Jointly organized by Islamia college Peshawar and IM Sciences.  
Awarded as participation in Workshop held in Islamia College Peshawar organized by ISSOS. |
| **Memberships** | Nil |
| **Graduate students** | Nil  
Post docs  
Undergraduate |
| Students  
<p>| Honour Students |
| Service Activity | Teaching And Research |
| Brief Statement of Research Interest | Applied Research. Currently studying the risk factors associated to child asthma, to find out the highly significant risk factors of on child Asthma . To develop a set of operational guidelines to deliver quality care for lung disease Asthma in primary care in Pakistan and also to apply some new research tool for the analysis of data. |
| Publications | Nil |
| Research Grants and Contracts | Nil |</p>
<table>
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<tr>
<th><strong>Other Research or Creative Accomplishments</strong></th>
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<td><strong>Selected Professional Presentations</strong></td>
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