

CURRICULUM VITAE

Dr. Muhammad Javed Aftab

Ph.D. Special Education, (ISE) (PU)

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About Me:

I am a research oriented, farsighted, visionary person, who always strive for the best. Learning is my passion, working hard is my habit and dedication is my belief. Research related to education and educational management is my main focus. I am sure that I will always be considered as one of the assets for any international educational organization.

Objective:

Want to work in a highly challenging competitive and grooming atmosphere where my professional skills & abilities could flourish. I have positive optimistic and constructive outlook.

HEC Approved Ph.D. Supervisor

I have been declared as the Ph.D. approved supervisor by the higher education commission of Pakistan (Notification Issued) for the next three years in the field of social sciences.

Academic Qualification

Ph.D. (Special Education) (2005-2011)

Department of Special Education,
University of the Punjab, Lahore

M.Sc. Mathematics (1999-2001),

University of the Punjab, Lahore

M.A. Economics, (2003-2005),

University of the Punjab, Lahore

Professional Qualification

Master in Special Education (Hearing Impairment) (2012-2013),

Directorate of Distance Learning,
Department of Special Education
Government College University, Faisalabad

Master in Education (2004-2005),
Institute of Education & Research,
University of the Punjab, Lahore

Bachelor in Education (2002-2003),
Government College of Education for Men, Lower Mall Lahore
University of the Punjab, Lahore

Diploma in MS-Office (2007),
Department of Mathematics,
University of the Punjab, Quaid-e-Azam Campus, Lahore

Short Courses

WTO and Industrial Sector of Pakistan,
Government College University, Lahore

WTO, GATS and TRIPS in Pakistan,
Government College University, Lahore

Dispute Settlement Mechanisms and Trade Remedy Laws of WTO,
Government College University, Lahore

Modern Approaches to Business, (STEP),
Institute of Literacy & Mass Education,
Allama Iqbal Open University, Islamabad

Marketing for Executives, (STEP),
Institute of Literacy & Mass Education,
Allama Iqbal Open University, Islamabad

Adapting Product for Export, (STEP),
Institute of Literacy & Mass Education,
Allama Iqbal Open University, Islamabad

Academic Research Publications

Ph.D. Thesis

Prevalence of Students with Learning Difficulties in Mathematics at Primary Level in Punjab (Institute of Special Education, University of the Punjab, Lahore 2006-2018)

Master In Special Education Thesis

The Effect of Mental Health on Educational Achievements of Hearing-Impaired Children at Intermediate Level (Government College University, Faisalabad 2011-12)

Master in Education Thesis

Identification of the Problems of Low Achievers in the Subject of Mathematics at Secondary Level (Institute of Special Education, University of the Punjab, Lahore 2004-2005)

Research Papers & Publications

1. Ashfaq, M., Ali, H. H., & Aftab, M. J. (2022). Role of Assistive Devices in the Rehabilitation of Physically Handicapped Children in Southern Punjab. *Pakistan Journal of Social Research*, 4(04), 502-514.
2. Ashfaq, M., Aftab, M. J., & Tariq, S. (2022). Teaching Practices for Students with Hearing Impairment in South Punjab: A Dilemma. *Human Nature Journal of Social Sciences*, 3(3), 422-433.
3. Aftab, M. J., Ashfaq, M., & Ali, H. H. (2022). Exploring the Role of Parents for Supporting the Children with Hearing Impairment in Education. *Human Nature Journal of Social Sciences*, 3(3), 457-469.
4. Aftab, M. J., Pasha, S. & Rehman, N. (2022). Situation analysis of awareness of assistive technology of teachers for children with special needs in Punjab. *Journal of Inclusive Education*, 6(1), 145-169
5. Aftab, M.J., Farooq, A., & Khan, M.A. (2022). Challenges Faced by Teachers in Teaching Mathematics to Students with Hearing Impairment. *VFAST Transactions on Education and Social Sciences*, 10(3), 36-46.
6. Aftab, M.J., Tehsain, M.J., & Bagum, M. "Effect of Peer Tutoring on Students' Academic Performance in Chemistry at Secondary Level." (2022). *VFAST Transactions on Education and Social Sciences*, 10(3), 55-64.
7. Islam, A., Kazam, M., Amjid, S., Saeed, S., Ejaz, S., & Aftab, M. J. (2022). Sociological and Cultural Factors Contributing to Women's Criminality in Punjab, Pakistan. *Al-Qantara*, 8(2).
8. Ahmed, N., Ali, H. H., & Aftab, M. J. Effect of Mind Mapping Approaches in Improving Students' Learning Outcomes at Elementary Level. *Pakistan Journal of Social Research*, 4(0), 889-900. (<https://doi.org/10.52567/pjsr.v4i04.834>)
9. Aftab, M. J., Tasleem, S., & Ali, H. H. Effect of Mastery Learning Approaches in Improving Students' Learning Outcomes at Elementary Level. *Pakistan Journal of Social Research*, 4(04), 692-700. (<https://doi.org/10.52567/pjsr.v4i04.834>)
10. Ashfaq, M., Ali, H. H., & Aftab, M. J. (2022). Role of Assistive Devices in the Rehabilitation of Physically Handicapped Children In Southern Punjab. *Pakistan Journal of Social Research*, 4(04), 502-514. (<https://doi.org/10.52567/pjsr.v4i04.834>)
11. Aftab, M. J., Ashfaq, M., & Ali, H. H.. (2022). Exploring the Role of Parents for Supporting the Children with Hearing Impairment in Education. *Human Nature Journal of Social Sciences*, 3(3), 457-469. Retrieved from <http://hnpublisher.com/ojs/index.php/HNJSS/article/view/207>.
12. Aftab, M. J., Ashfaq, M., & Ali, H. H.. (2022). Exploring the Role of Parents for Supporting the Children with Hearing Impairment in Education. *Human Nature Journal of Social Sciences*, 3(3), 457-469. Retrieved from <http://hnpublisher.com/ojs/index.php/HNJSS/article/view/207>
13. Ashraf, S., Aftab, M. J., Jahan, M., Bahoo, R., & Altaf, S. (2022). Validation of Diagnostic Test for Students with Learning Difficulties in Mathematics at Elementary Level. *Multicultural Education*, 8(5).
14. Aftab, M. J., Bano, H., Qureshi, M.S., Nadeem, H.A., & Qamar, A.M. (2022). Role of Assistive Technology in Promotion of Inclusive Education for Children with Disabilities: Special Educator's Narrative. *Multicultural Education*, 8(1), 325-334, (DOI: 10.5281/zenodo.6359453)
15. Aftab, M. J., Rehman, N.U., & Shehzadi, K. (2022). *Coping Strategies Used by the Primary School Teachers to deal with Stress, Depression and Anxiety: A Self-*

- Management Perspective*. Global Educational Studies Review, 7(2), (14-27, ISSN: 2708-3608, DOI: 10.31703/gesr.2022(VII-II).02)
16. Aftab, M. J., Samina, A., Basri, S.R., Jahan, M., & Iqbal, M.K. (2022). *Factors Affecting the Transition Planning of Children with Disabilities: A Critical Review*. Webology, 19(1), 7729-7749. (Webology (ISSN: 1735-188X))
 17. Aftab, M.J., Ashfaq, M., Bashir, R., Qamar, A.M., & Nadeem, H.A. (2022). *Prevalence of Students with Specific Learning Disabilities at Primary Level: A Case of Province of Punjab*. *Multicultural Education*.8(2), 286-295. (X-Category, International Journal) (DOI: 10.5281/zenodo.5828278, DOI: 10.5281/zenodo.6355293)
 18. Aftab, M.J., Naeem, M., & Ashfaq, M. (2021). *Prevalence of Students with Learning Difficulties in Number Concepts at Primary Level in Punjab*. Pakistan Journal of Educational Research, 4(4), 225-239. Retrieved from <http://pjer.org/index.php/pjer/article/view/342>. (Y-Category, National Journal).
 19. Zia, M.U., Gul, F., & Aftab, M.J. (2021). *Analysis of the inclusiveness of the Elementary Teacher Education Curriculum Implemented by the Higher Education Commission, Pakistan*. Pakistan Journal of Educational Research, 4(4), 157-177. Retrieved from <http://pjer.org/index.php/pjer/article/view/338>. (Y-Category, National Journal)
 20. Aftab, M.J., Naeem, & M., Ashfaq, M. *Prevalence of Students with Learning Difficulties in Number Concepts at Primary Level in Punjab*. Pakistan Journal of Educational Research. 4(4), 15-30. (Y-Category, National Journal).
 21. Aftab, M.J., Ashfaq, M., Naqvi, R., & Shahadi, K. *Role of Assistive Technology in the Rehabilitation of Children with Hearing Impairment*. Journal of Educational Sciences & Research. 8(2), 15-30. (Y-Category, National Journal) (DOI:10.52587/jesar.08.02.02).
 22. Aftab, M.J., Bashir, B., Kousar, T., Awan, T.H, & Naqvi, H.A. (2021). *Situation Analysis of Digital Literacy of the Teachers of Children with Multiple Disabilities*. *Multicultural Education*. 7(9), 587-597. (X-Category, International Journal) (DOI: 10.5281/zenodo.5828278)
 23. Aftab, M.J., Iqbal, M. N., Rehman, N.U., & Sani, R. (2021). *Impact of Peer Relationship on the Self-Concept of Children with Multiple Disabilities in Pakistan*. *Journal of Educational Sciences & Research*, 8(1), 224-238
 24. Jabeen, M.S., Aftab, M.J., Naqvi, R., Awan, T.H, & Siddique, M. (2021). *Prevalence of Students with Learning Difficulties in Basic Arithmetic Operations in the Subject of Mathematics at Elementary Level*. *Multicultural Education*. 7(5), 444-453.
 25. Shaheen, P., Zia, M.U., Aftab, M.J. (2021). *Analysis of Writing Skills of Students with Hearing Impairment Enrolled in Undergraduate Level*. *International Review of Social Sciences*, 9(4), 135-142.
 26. Shaheen, P., Aftab, M.J. & Naqvi, R. (2021). *Training Need Assessment for Teachers Working in an Inclusive Setting for Children with Disabilities*, *Review of Applied Management and Social Sciences (RAMSS)*, 4(1), 27-44.

27. Shaheen, P., Aftab, M.J. & Habib, B. (2020). Multi-grade Teaching and Teachers' Competencies; Perceptions of Primary School Teachers, *Journal of Journal of Research and Reflection in Education*, 14 (2), 286-294.
28. Shaheen, P., Aftab, M.J. (2020). *Teaching of Children with Disabilities in Inclusive Schools: Teachers and Management's Perspective*, *Journal of Inclusive Education*, 4 (1), 215-232.
29. Shaheen, P., Aftab, M.J., (2020). A Descriptive Analysis of University Teachers' Emotional Intelligence, Organizational Commitment, Job Satisfaction, and Turnover Intention. *Journal of Educational Research*, 23(2). 131-148.
30. Iqbal, P., Aftab, M. J., & Iqbal, M. N. (2020). Factor of Organizational Climate Affecting the Teacher's Professional Competencies In public sector secondary Schools in Punjab. *Hamdard Islamicus*, 43(1&2), 337-352.
31. Adeel L.M., Aftab M.J. (2018). Analysis of schools to community transition experiences of visually impaired employed adults. *Acad. J. Educ. Res.* 6(7): 179-185.
32. Aftab, M. J., & Saqib, A. (2018). Educational & Social Considerations in Spouse Selection: Preferences of People with and Without Special Needs. *International Journal of Arts and Social Science*. 1(1), 29-42.
33. Aftab, M. J., Ahmad, N., Mirza, E. A., & Iqbal, M. N. (2017). Usefulness of Promotion Link Trainings on Development of Skills and Concepts Imparted among Head Teachers at Secondary Level In Punjab, Pakistan. *Al-Qalam*, 22(2), 128-137.
34. Shaheen, P., Aftab, M.J., & Zia, M.U. (2017). Effect of Classroom Management Strategies to Increase Motivation of Students with Learning Difficulties at Secondary Level, *Pakistan Social Sciences Review*, 1(2), 166-176
35. Aftab, M. J., Mehmood, T., & Hussain, T. (2017). Validation of Screening Checklist for Learning Difficulties in Mathematics. *Bulletin of Education & Research*, 39, 119-126.

Conferences

I have attended the following conferences relevant to the education and special education.

- ✓ International Conference of Smart Learning (WUM-ICSL:2021), Department of Education, The Women University, Multan.
- ✓ 1st International Conference on Modern Trends in Social and Management Research: Challenges and Opportunities (ICMTSMR-2019), Faculty of Social Sciences and Humanities of University of Kotli, Azad Jammu & Kashmir held on 15-17 November, 2019.
- ✓ International Conference on Statistical Data Produced and Application of Statistics held on September 3-5, 2007, College of Statistical and Actuarial Sciences (CSAS), University of the Punjab, Quaid-e-Azam Campus, Lahore.
- ✓ National Conference with the theme Literacy Development among Children with Disabilities: A New Imperative held on March 26-27, 2007 at Department of Special Education, University of the Punjab, Quaid-e-Azam Campus, Lahore.

Research Paper (Presented)

I have attended the following conferences relevant to the education and special education and presented my research paper entitled below.

- ✓ Prevalence of Students with Learning Difficulties in Mathematics at Primary Level in Punjab (1st International Conference of Smart Learning (WUM-ICSL:2021), Department of Education, The Women University, Multan).
- ✓ Prevalence of Students with Learning Difficulties in Mathematics at Primary Level in Punjab (1st International Conference on Modern Trends in Social and Management Research: Challenges and Opportunities (ICMTSMR-2019), Faculty of Social Sciences and Humanities of University of Kotli, Azad Jammu & Kashmir held on 15-17 November, 2019).

List of Completed B.Ed. (Hons) Degree Special Education Research Supervised

Sr. No.	Student Name	Research Topic	Award Year
1	Anam Asghar, Eisha Saleem	Challenges Faced by Children with Hearing Impairment in Social Adjustment	2022
2	Aqsa Perveen, Aiman Imran	Identification of Problems of Children with Hearing Impairment in Learning English	2022
3	Talha Ali Bilal Shahid Ahmad Raza	Teaching Strategies Used by Teachers of Students with Hearing Impairment at Elementary Level	2022
4	Shan Ahmad Rabia Imtaiz	Impact of Assistive Technology on the Academic Achievement of Students with Hearing Impairment	2022
5	Talha Iqbal Fatima Munir Jazib Muaaz	Identification of Behavioral Problems of Hearing-Impaired Children in Classroom	2022
6	Zulqurnain Hyder M. Muzammil Hussain	Challenges of Inclusion for Students with Visual Impairments in Higher Education	2022
7	Samreen Mazhar Esha Aslam	Problems Faced by Students with Hearing Impairment in the Learning of Science at Elementary Level	2023
8	Sammaiya Kanwal Tahira Yasmeen	Impact of Sign Language proficiency on the Academic Achievement of Students with Hearing Impairment	2023
9	Musab Munir Anees Ahmad	Prevalence of Student with Dysgraphia at Primary Level	2023
10	Sidra Ilyas Maral Tahir Muhammad Amjad	Problem Faced by Student with Hearing Impairment in English Learning Language	2023
11	Ali Shabab Raheem Ali	Strategies Used by Teachers to Deal with Depression and Anxiety of Students with Hearing Impairment	2023
12	Haris Iqbal Fahad Ibrahim	Identification of Behavioral Problems in Hearing-Impaired Children at Primary Level	2023
13	Shamsa Alyas Ayesha Nisar	Problem Faced by Girls with Hearing Impairment in School Adjustment	2023

Achievements

- ☑ Punjab Information Technology Board (PITB) Lahore awarded with the “Certificate of Excellency” as a Manager (Admin) for the years 2018-19 for the best performance in the implementation of Health Information Management System (HIMS) in THQ Hospital Kamoke, District Gujranwala.
- ☑ Tehreek-e-Istehkam-e-Pakistan Council (REGD) Pakistan awarded Quaid-e-Azam Gold Medal at the best performance and services in the field of education in the ceremony held on October 28, 2018 in Lahore.
- ☑ Achieved 2nd position in District Presentation Competition among the Teacher Educators (TEs) of district Gujranwala held at District Training & Support Centre Gujranwala
- ☑ Directorate of Staff Development issued an appreciation letter upon valuable input as Master Trainer (MT) during 03 Weeks Capacity Building Training of Quaid-e-Azam Divisional Public-School Faculty, Gujranwala in 2015.
- ☑ Directorate of Staff Development Punjab (DSD) awarded certificate of appreciation on best performance in the smooth execution of 04 Week Promotion Link Training of SSTs (SSTs to HM) in Gujranwala in 2016.
- ☑ British Council Pakistan appointed me **AMBASSADAR for International School Award (ISA)** programme launch in District Gujranwala with the collaboration of Directorate of Staff Development Punjab, Lahore, and Government of the Punjab.
- ☑ One of Schools working under my **AMBASSARSHIP** got the International School Award (**ISA AWARD**) which is recognize International from the platform of British Council (GHS Dhandian, EMIS Code Tehsil: Kamoke, District: Gujranwala, Central Punjab, Pakistan).
- ☑ Directorate of Staff Development Punjab issued an appreciation letter for the untiring efforts to conduct and smooth execution of training and ensure the quality training at district level.
- ☑ Secretary School Education Department Government of the Punjab presented the honorary shield for the best working in the Continuous Professional Development Programme (CPD) launched under the umbrella of Directorate of Staff Development Punjab, Lahore in May 2017.
- ☑ Doctoral Programme Co-ordination Committee of the University of the Punjab, Lahore awarded me the Performance scholarship for the “M.Phil. Leading to PhD” Programme in the Department of Special Education for the session 2006-2011.
- ☑ Association for Academic Quality (AFAQ) awarded me the honorary certificate for the successful participation in the competition for “LESSON PLANNING” held in Fortress Stadium in 2009.
- ☑ Dar-e-Arqam School issued the special certificate (**Appreciation Letter**) to me for the most punctual teachers among the academic staff for the session 2006 as Senior Subject Specialist (Main Boys Campus, Muslim Town, Lahore).
- ☑ Punjab Education Foundation appointed me as **Certified Master Trainer** for the subject of Mathematics For the Cluster Based Training for the Private School Teachers for the Lahore Region in 2009.
- ☑ Punjab Education Foundation (PEF) appointed as a certified Master Trainer for the private sector Cluster Based Teacher Training throughout the Punjab 2016.

Information Technology Skills

I have good computer skills for the following Microsoft Word, Microsoft Excel, Microsoft Power Point, and to operate different software.

- ✓ **MS Excel** skills included utilizing, data sorting, data filtering, development of data sheet, proforma development, report compiling, maintain a large worksheet, work with multiple worksheets, advance charts skills, work with data, documents & audit a worksheet, and printing options.
- ✓ **MS Word** skills included work with document sections, form & fields, large document, manage documents revisions & comments, format tables, work with columns, use graphics, use document templates and work with styles. It also included format characters and paragraphs, modify page layout, printing and publishing documents, and correcting documents.
- ✓ **MS Power Point** includes incorporate audio & video in presentation, use template and themes, incorporate content from other programme, create an interactive presentation, use animations in a presentation, print or export a presentation, format a presentation, and construct chart in presentation.
- ✓ I have good experience of conducted the online workshop for the far furlong areas from the plate form of British Council.

Statistical Analysis Software

I have the special skills for the quantitative data analysis. I have a command to use and operate the following software to analyze the quantitative data.

- ✓ Statistical Package for Social Sciences (SPSS)
- ✓ Analysis of Moment Structure (AMOS)
- ✓ Microsoft Excel

Employment Summary

I have more than 15 years full time experience of management, teaching and learning of Mathematics, Education and Economics in Private and public Organization.

University of Education, Lahore (Faisalabad Campus)
Department of Special Education,
Assistant Professor (TTS) (19.07.2022 to date)

Recently I am working as Assistant Professor (TTS) in the field of Special Education in the University of Education, Lahore (Faisalabad Campus), Faisalabad.

Following are the responsibilities:

1. As a coordinator of the department of special education look after all the activities of teaching and learning of the students
2. Teaching to BS (Hons), M.A., and M.Ed., level classes
3. Planning, coordinating and implementing the activities for the students like teaching practice, training, career counselling etc.
4. Communication and coordination with the Chair of the department at Education University, Township, Lahore
5. Coordination with the Institutions working for the special children for collaboration to make sure quality teacher production for the children with special needs.
6. Development of Timetable, Managing Exam Activities at Departmental Level.

University of Education, Lahore (Faisalabad Campus)
Department of Special Education
Lecturer (BPS-18) (01.04.2019 to 18.07.2022)

I worked as Lecturer (BS-18) (01.04.2019 to 18.07.2022) in the field of Special Education in the University of Education, Faisalabad Campus, Faisalabad.

Following are the responsibilities:

1. As a coordinator of the department of special education look after all the activities of teaching and learning of the students
2. Working as a Coordinator for the office Students Counselling Centre (SCC), leads by the Directorate of Students Counselling Centre (SCC), University of Education, Township, Lahore
3. Teaching to BS (Hons), M.A., and M.Ed., level classes
4. Planning, coordinating and implementing the activities for the students like teaching practice, training, career counselling etc.
5. Communication and coordination with the Chair of the department at Education University, Township, Lahore
6. Coordination with the Institutions working for the special children for collaboration to make sure quality teacher production for the children with special needs.
7. Development of Timetable, Date Sheet for Mid-term and Final term Exams.

Punjab Information Technology Board (PITB), Lahore
Health Information Management System (HIMS), Manager (Admin)

I worked for more than two years in the Punjab Information Technology Board, Lahore in Health Information Management System (HIMS) as a Manager (Admin).

I have the following job description.

- ✓ To ensure the working procedure of public sector hospitals (THQs, DHQs & Teaching Hospitals) as per SOPs designed by international organizations i.e., WHO, ISO & JCA.
- ✓ To establish the effective coordination between the public sector, medical institutions and the national & international organization like WHO, Waste Management System and 1122 Rescue Services.
- ✓ To confirm the active communication between the PITB administration relevant to HIMS and the high ups of the Government of Punjab.
- ✓ To plan the training program for the newly launched applications in the field of medical for public sector Doctors, Physicians, Nursing Staff and Paramedical staff.
- ✓ Support the Doctors, Physicians, Nursing Staff and Paramedical staff in their relevant module of HIMS.
- ✓ To guarantee all the requirement for the implementation of HIMS and the relevant Apps in the public sector institutions throughout province of Punjab.
- ✓ Certify the necessary arrangements for the accomplishment of organizational goals in line with the vision and mission of the mentioned organization.

Quaid-e-Azam Academy For Educational Development Punjab
Education Officer (EO) BS-17, School Education Department Punjab

I worked as Education Officer (BS-17) at Quaid-e-Azam Academy For Educational Development, District Gujranwala (Previously Known as District Training & Support Centre)

under the umbrella of Quaid-e-Azam Academy For Educational Development Punjab, Lahore (previously known as Directorate of Staff Development Punjab, Lahore) from 31.05.2018 to 31.03.2019.

**Directorate of Staff Development Punjab (DSD), Lahore
Continuous Professional Development Programme (CPD)**

District Training & Support Centre (DTSC) Gujranwala (TE QAM & E)
(October 2013-March 2019)

I worked for six years as Teacher Educator (TE) Quality Assurance, Monitoring & Evaluation (QAM & E) (BPS-17), in Directorate of Staff Development Punjab (DSD), Government of the Punjab in District Training & Support Centre Gujranwala from October 2013 to March 2019.

My job description was as under

- ✓ Implementation of CPD related activities as suggested by DSD.
- ✓ Provide on-site professional support to DTEs.
- ✓ Coordination of all field operations related to teacher professional development.
- ✓ A district-based appointment and expected to spend 80 percent of time in the field.
- ✓ Coordination with district education authorities and other stake holders for implementation of teacher development program, clustering and monitoring.
- ✓ Field data: gather it and provide feedback and inputs to DSD on teacher training, mentoring and follow up.
- ✓ The end objectives are to be achieved of which the core is quality education through active participation of the students.
- ✓ That would happen when the capacity building of the teachers is ensured.
- ✓ That would happen only when the man in the heart of CPD would discharge his/her responsibilities in a committed manner.
- ✓ Communication of DSD's SOPs and AQ standards to all stakeholders in the field.
- ✓ Orientation of the stake holders on the use of QA forms.
- ✓ Oversee cluster level trainings and mentoring activities as per QA forms.
- ✓ Provision of feedback to DTEs to ensure quality.
- ✓ Feedback and reporting to DSD from quality perspective based on ground realities.
- ✓ Monitoring PEC Exams Centers and DTEs visits in whole district.
- ✓ Supervision and reporting of District Teacher Educators (DTEs) working regarding the mentoring & assessment throughout the district to high ups at DSD, Punjab, Lahore
- ✓ Data Collection Supervision and analysis for reporting

**Directorate of Staff Development Punjab (DSD), Lahore
Continuous Professional Development Programme (CPD)**

District Training & Support Centre (DTSC) Lahore (TE Planning & Event Organization)
(December 2012-October 2013)

I worked for five years as Teacher Educator (TE) Planning and Event Organization (P &E) and Quality Assurance Monitoring & Evaluation (QAM &E) (BPS-17), in Directorate of Staff Development Punjab (DSD), Government of the Punjab in District Lahore and Gujranwala from December 2012 to May 2017.

My job description was as under

- ✓ Preparation of the district level teacher development plan for teachers and head teachers.
- ✓ Execution of training courses at DTSC level.
- ✓ Arrangement of training modules, material, resource persons/ trainers and other supplies for the courses.
- ✓ Planning and conduction of training of professional development day (PD Day)
- ✓ Promotes Quality Education in all over the district in 100% schools.
- ✓ District Officer for the Quality Assurance Monitoring & Evaluation throughout the district.
- ✓ Conduct Surveys throughout the district to uplift the education and point out weaknesses of the system.
- ✓ Monitoring of data collection of Schools and School teachers/staff.
- ✓ Develop Close liaison among the offices of DCO, DMO, EDO, and DSD for Implementation of CPD (Continuous Professional Development) framework.
- ✓ Responsible to conduct and monitor Teacher Training activities according to SOPs designed by the Directorate of Staff development Punjab.
- ✓ Conduction of Pre-Exam of Punjab Examination Commission throughout the district
- ✓ Responsible to ensure the proper implementation of CPD activities throughout the district.
- ✓ Management of district-based events regarding the ECE and training
- ✓ Provide feedback and suggestion to DSD for improvement.
- ✓ Monitoring PEC Exams Centers and DTEs visits in whole district.
- ✓ Supervision and reporting of District Teacher Educators (DTEs) working regarding the mentoring & assessment throughout the district to high ups at DSD, Punjab, Lahore
- ✓ Data Collection Supervision and analysis for reporting

Association For Academic Quality (AFAQ) Teacher Training and Professional Development

I am also visiting faculty member of Association for Academic Quality (AFAQ) as a master trainer for the subject of Mathematics and for the general education topics. My association with the AFAQ is purely related to the department of staff training and development. I am working for the two regional offices for the Association for Academic Quality (AFAQ)

1. Lahore Regional Office
2. Multan Regional Office
3. Faisalabad Regional Office

I conducted the training around the whole province of Punjab, mostly in the areas like Lahore, Multan, Kharian, Sadiqabad, Hafizabad, Gujrat, District Sahiwal, Mian Cahnuu and Chichawatni etc.

Punjab University Educational Testing Services (PUETS)

I worked with Punjab University Educational Testing Services as a "Test Administrator" for Punjab Education Foundation (PEF) in the Project of Quality Assurance Test in the schools which are adopted by the Punjab Education Foundation from private sector.

Teaching in Higher Education

I taught the course “Curriculum Development for Children with Special Needs, FALL, 2017-2018 SEMESTER (202658), to M.A Special Education at Government College University Faisalabad.

I taught the course “Educational Psychology”, FALL, 2017-2018 SEMESTER (200239) to B.Ed at Government College University Faisalabad.

I taught the course “Computer Application In Education” to M.Phil. Education at Global Institute Feroz Pur Road Campus, Lahore.

I taught the course “Training & Development in Organization” to M.Phil. Education at Global Institute Feroz Pur Road Campus, Lahore.

I also taught the Course “Computer Application In Education” to M.Phil. Education at National College of Business Administration & Economics, Badian Road Campus, Lahore,

I also have the experienced of the teaching of the degree classes as: I taught the Numerical Analysis to BCS at the NK-FACT (49-G, Model Town, Lahore) the Study Centre of Allama Iqbal Open University, Islamabad.

I taught the Mathematical Economics and Advance Mathematics in Economics to M.A Economics at Al-Moeed College for the two years.

Teaching in Secondary Education

09/2005- 05/2007 Main	Mathematics Teacher for higher Classes: Dar-e-Arqam Schools Boys Campus, New Muslim Town, Lahore.
12/2004-06/2006	Mathematics Teacher: Progressive Scholar Academy, Allama Iqbal Town, Lahore.
01/2003-06/2004	Mathematics Teacher: Unique Science School and Academy, Gulberg III, Lahore.
01/1999-12/2002	Mathematics Teacher: Al-Moeed Academy, First Floor Khawja Arcade, WahdatRoad, Lahore.
03/2003-04/2004	Mathematics Teacher: Pakistan School of Economics, (College for the Bachelor/ Degree Classes) 4- college Block, Allama Iqbal Town, Lahore.
08/1999-08/2001	Mathematics Teacher: Science Concept Academy, 118- Ravi Block, Allama Iqbal, Lahore.

Activities and Interest

- Reading Different Books
- Research on Teaching Methodologies & Techniques.
- Development of power point presentation related to my job, training and teaching
- Research on Influencing Ways of Teaching Programmes.
- Study about the Latest Research & Developments in the Field of Teaching.
- Increase Knowledge and presentation skills through reading and surfing.
- Improve written and spoken English
- Attend educational conferences/workshops
- Share experience of successful professionals
- Developing worksheet for Mathematics Students
- Internet Surfing

Workshops

I have attended the following workshops and training i.e.

- ✓ One day training entitles “Training Session of ISAs & ISCC by Psychologist for the Mandatory Health Profiling of All University Students” on July 15, 2021 conducted by the Directorate of the Students Affair, University of Education, Lahore.
- ✓ Two-days Capacity Building Training workshop of All Campus Coordinators of Directorate of Student Counselling and Directorate of Student Affairs on 14 and 15 December 2019 at Township Campus, Lahore in the capacity of Coordinator for the Student Counseling Centre of University of Education, Lahore (Faisalabad Campus).
- ✓ One-Month Extensive Training March 2013 for Managing Educational Institutions as Teacher Educator (BS-17) regarding the implementation of CPD Framework at Directorate of Staff Development (DSD), Wahdat Road, Lahore, Govt. of Punjab.
- ✓ One-day training workshop was arranged by the Psychology Department, Government College University Lahore entitled “Data Analysis”.
- ✓ One Day training March 2014 on Mentoring Visit Form (MVF) at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- ✓ Three days training in March 2015 on the newly developed curriculum of Grade_1 for the subject of Mathematics & English at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- ✓ Two days training on the newly developed curriculum pedagogical techniques July 2015 at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- ✓ Three Days Training August 2015 at Directorate of Staff Development Punjab, Wahdat Road on the CTSC File Training Management, Managing Resources, maximum output with the least resources etc.
- ✓ One-day training entitled “Connecting Classroom” arranged by the British Council Pakistan with collaboration of Directorate of Staff Development Punjab, Lahore.
- ✓ One-day workshop on the Challenges in the implementation in inclusive education in Punjab arranged by the Rising Sun Institute for the Children with Mental Retardation.
- ✓ One-day training workshop arranged by the USAID entitled “Development and Submission of Project” to USAID.
- ✓ One-day training workshop arranged by the Ali Jafari Trust Wazirabad (Gujranwala) entitled “How to become more productive”
- ✓ One-day training workshop arranged by the Ali Jafari Trust Wazirabad (Gujranwala) entitled “Time Management”
- ✓ Classroom management
- ✓ Communication skills

Event Organization

I have organized the following events, training workshops, Seminar, & International Conference:

- ✓ Celebration of “International Day for the Person with Disabilities” at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Dec 03, 2022, Keynote Speaker, Abdul Sattar Toor, Divisional officer, Department of Special Education, Government of the Punjab, Lahore & Dr. Iftikhar Ahmed, President, Tanzeem-Al-Lissan, A Voluntary Organization for Special Children Faisalabad.
- ✓ Seminar on “Historical Perspectives of Special Education In Pakistan” at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Nov

- 17, 2022, Keynote Speaker, Shahzad Haroon Bhutta, Ex Director Academics, Department of Special Education, Government of the Punjab, Lahore, Pakistan.
- ✓ Seminar on “Grammatical Development in Bilingual Children” at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Nov 03, 2022, Keynote Speaker, Dr. Muhammad Aslam, Assistant Professor (English Linguistics), Department of Applied Linguistics, Institute of Education and Research, University of the Punjab, Lahore.
 - ✓ Seminar on “Embryonic Causes of Intellectual Disability” at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Oct 20, 2022, Keynote Speaker, Dr. Muhammad Tariq, Senior Scientist, National Institute of Biotechnology & Genetic Engineering, Faisalabad, Punjab, Pakistan.
 - ✓ Seminar on “Leadership Modern Role in Inclusive Education” at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Oct 7, 2022, Keynote Speaker Professor, Dr. Tariq Mehmood khan, Institute of Education and Research, University of the Punjab, Lahore.
 - ✓ Two Week workshops on Sign Language and Advance Strategies Used for the Children with Intellectual Disabilities at Department of Special Education, University of Education, Lahore (Faisalabad Campus) on Aug 03, 2022.

Personal Profile

Father’s Name: Muhammad Siddique	N.I.C Number: 35202-2631434-3
Date of Birth: March 15, 1980.	Nationality: Pakistani
Religious: Islam	Blood Group: B (Positive)
Permanent District: Sahiwal (Punjab)	Marital Status: Married

References:

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