


**Faculty Resume**

Name	<b><u>Syeda Rakhshanda Kaukab</u></b>	
Personal	<p><b>Address:</b> C-32 Block 4, Gulshan-e-Iqbal, Karachi, Pakistan</p> <p><b>Mobile:</b> +92 3333394904</p> <p><b>Phone:</b> +92 21 34973933</p> <p><b>Email:</b> <a href="mailto:srkaukab@gmail.com">srkaukab@gmail.com</a> <a href="mailto:srkaukab@smiu.edu.pk">srkaukab@smiu.edu.pk</a></p> <hr/> <p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Doctor of Philosophy (<b>PhD</b>) in Education, from Hamdard University, Karachi, Pakistan (2015) <i>(Foreign evaluation of Thesis received and recommended for award of degree)</i></li> <li>• Masters of Education (<b>MEd</b>) from Allama Iqbal Open University, Islamabad, Pakistan (2016) – <i>in progress</i></li> <li>• Bachelor of Education (<b>BEd</b>) from Allama Iqbal Open University, Islamabad, Pakistan (2013)</li> <li>• Master of Philosophy (<b>MPhil</b>) in Education from Iqra University, Karachi, Pakistan (2010)</li> <li>• Master of Science (<b>MSc</b>) in Zoology (Marine) from University of Karachi, Pakistan (1989)</li> <li>• Bachelor of Science (<b>BSc</b>) from University of Karachi, Pakistan (Major Subjects: Microbiology, Zoology, Chemistry)</li> <li>• Higher Secondary Certificate (Pre-Medical), from Karachi Board, Pakistan</li> <li>• Secondary School Certificate (Science), from Karachi Board, Pakistan</li> </ul>	
Experience	<p>My <b>total work experience</b> in the area of <b>research, administration and teaching</b> extends for more than a period of <b>25 years</b>.</p> <p><b><u>July 2012 to date</u></b></p> <p><b>Assistant Professor (Department of Education)</b> at the <b>Sindh Madrassatul Islam University, Saddar</b></p> <ul style="list-style-type: none"> <li>• Teaching Educational Administration and Supervision to <b>MS</b> students.</li> <li>• Teaching various subjects such as Educational Leadership, General Science Content, etc. to <b>BS</b> students.</li> </ul>	

- Taught various subjects such as Educational Measurement and Evaluation, Contemporary Trends and Issues in Education, etc. to **MEd** students.
- Taught various subjects such as Measurement and Evaluation, Teaching of General Science, etc. to **BEd** students.
- **Supervised research thesis** for 2 **BS** students.

**February 2007 to June 2012**

***Principal*** at **Pakistan Navy Girls' Secondary School**, DHA Phase-II, and then at **Bahria Model School**, Karsaz, Karachi, having more than 3000 students and 150 teachers

**December 1989 to October 2006**

***Supervised various administrative tasks*** assigned and ***taught several subjects to the secondary and higher secondary students*** of senior girls' section at **Pakistan International School, Jeddah, Saudi Arabia**. During my tenure, the classes appearing in Federal Board Examinations usually yielded **100% result**.

*The strength of the school in this period was between **seven thousand to eleven thousand students**.*

I was recognized for my efficiency and devotion and consequently, assigned different administrative task/assignments from time to time, as listed below:

1. **In-Charge Progress Section (Sectional Head -- V-XII):** Two years
2. **Deputy Controller of Examination:** Seven years (served for more than ten years in Examination Dept.)
3. **Deputy Superintendent for Federal Board Examination**
4. **House Mistress:** Two years
5. **In-Charge Scheme of Studies:** Several academic years
6. **In-Charge of the Science Society:** Several academic years and conducted several science exhibitions
7. **English Language Lab Teacher:** Three years
8. **Subject Convener:** Several academic years (biology, chemistry, physics and general science)

I have always exceeded the expectations of my superiors and earned excellent reputation as a senior teacher. I was also awarded with **Sanad-e-Imtiaz** (Certificate of excellence) in recognition of my sincerity, honesty, and devotion to duties.

Beyond my regular activities, I also played an active role in interrelated activities; compering and convening on various occasions such as annual sports days, annual prize distribution programmes and national day programmes; write reports on different events of school for newspapers and website [www.contactpakistan.com](http://www.contactpakistan.com). Occasionally, my writings on topics of general interest have been published in leading newspapers.

<p>Honor and Awards</p>	<p><b>TRAINING AND CERTIFICATION</b></p> <ul style="list-style-type: none"> <li>• May 21-22, 2014 (2 days) <b>Training Course for Online Tutoring</b>, organised by Allama Iqbal Open University</li> <li>• June 2008, (6 days), “Certificate of Participation”: <b>Interactive Workshop for Teachers</b>, conducted the workshop as <b>Course Leader</b> and <b>Coordinator</b> held at PNET Boys’ Secondary School, Karsaz, Karachi</li> <li>• July 2007, (15 days), “Certificate of Participation”: “<b>A course on Instructional Techniques (IT)</b>”at PNS RAHNUMA, Karachi</li> <li>• August 2006, (5 days) “Certificate of Participation”: <b>Teachers’ Training Workshop</b> organized by the <b>Embassy of Islamic Republic of Pakistan</b> in collaboration with Federal Board of Intermediate &amp; Secondary Education Islamabad</li> <li>• October 2002, (10 days) “Certificate of Participation”: <b>Teachers’ Training Workshop</b> organized by the <b>Institute of Leadership &amp; Management, Lahore</b> and <b>Qurtaba University of Science &amp; Information Technology, Peshawar</b></li> <li>• January 1989 (10 days) “Attendance Certificate”:successfully passed the practical examination after attending the workshop on “<b>the Practice and Principles of the Montessori Method of Education for Children from 2½ to 7 years</b>”, held in Jeddah, organised by <b>The London Montessori Centre, UK.</b></li> <li>• January 1988: secured “<b>Gold Diploma</b>”, in <b>Higher English</b> from <b>Transworld Tutorial College London, UK.</b></li> </ul> <p><b>SEMINARS, CONFERENCES &amp; WORKSHOPS</b></p> <ul style="list-style-type: none"> <li>• February 3-5, 2014 (3 days) <b>National Media Conference</b>, organized by <b>Sindh Madressatul Islam University, Karachi</b> Presented a paper on the topic <b>“Blogging- An effective medium for communicating and discussing latest news amongst youth of Karachi”.</b></li> <li>• October 7-8, 2013:<b>2<sup>nd</sup> National Conference on “Space Science” at HEJ Auditorium University of Karachi</b>, organised by <b>Institute of Space and Planetary Astrophysics, KU</b></li> <li>• November 1-3, 2012: <b>International Conference “In Search Of Relevance and Sustainability of Educational Change”</b> organised by <b>The Agha Khan University, Institute for Educational Development</b></li> <li>• October 20, 2012, “Certificate of Participation”: <b>Workshop on “ The Place of Surveys in Educational Research: An Introduction”</b> organised by <b>Pakistan Association For Research In Education (PARE)</b></li> <li>• September 22, 2012 “Certificate of Participation”: <b>Workshop on” Citation and Bibliography Management with the Open Source Application”</b> organised by <b>Pakistan Association For Research In Education (PARE)</b></li> </ul>
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- October 15 & 29, 2011, “Certificate of Participation”: Workshop on “**Monitoring and Evaluation as a Strategy for School Improvement**” organised by **SHADE at AKU-IED**.
- July 16, 2011, “Certificate of Participation”: Workshop on “**Polarity Management**” organised by **SHADE at AKU-IED**.
- June 19, 2010, “Certificate of Participation”: Workshop on “**Integrating ICT into Mainstream Curriculum and school – Ideas and Possibilities**” organised by **SHADE at AKU-IED**.
- March 25, 2010, Certificate of attendance: Workshop on “**Emotional Intelligence**” at **HRDC – Pakistan Navy**.
- March 6, 2010, “Certificate of Appreciation”: PTAN Conference 2010 on “**Continuous Professional Development; Opening New Vistas**” at **AKU-IED**.
- December 2009, “Certificate of Participation”: “**Teachers’ Training Workshop**”, organised by **Iqbal Academy Pakistan**, in collaboration with **Centre for Human Excellence, Karwan-e-Ilm Foundation and Indus Foundation for Human Development**
- November 2009, “Certificate of Participation”: **The DAWN in Education Spelling Bee Phonetics Workshop**
- November 2009, (2 days), “Certificate of Participation”: Workshop on “**Behaviour Management – What a Mainstream Teacher Should Know & Can Do**”, organized by **Pakistan Association for Inclusive Education (PAIE)**
- October 2009, (3 days), “Certificate of Attendance”: **25th International ELT Conference of Society of Pakistan English Language Teacher (SPELT)** organized in collaboration with **Oxford University Press**
- July 2009, “Certificate of Participation”: Workshop on “**Ensuring Social Justice in the Classroom**” organized by **Association for Promoting Ethics in Education (APEE) at AKU-IED**
- October 2008, (3 days), “Certificate of Attendance”: **24th International ELT Conference of Society of Pakistan English Language Teacher (SPELT)** organized in collaboration with **British Council, Oxford University**
- January 2008, “Letter of Attendance”: Workshop on “**Democratic Schools**”, organised by **SHADE (School Head-teachers Association for Development of Education)**, Executive Committee Members
- November 2007, (3 days), “Certificate of Attendance”: **23rd International ELT Conference of Society of Pakistan English Language Teacher (SPELT)** organized in collaboration with **British Council, Oxford University**
- November 2007, (2 days), “Certificate of Participation”: Workshop on “**HIV/ AIDS Prevention Education**” organized by **Provincial Institute of Teacher Education (PITE) Sindh**

	<ul style="list-style-type: none"> <li>September 2007, “Letter of Attendance”: Workshop on “<b>Critical Thinking and Reflective Practice</b>”, held in Karachi, organised by <b>SHADE (School Head-teachers Association for Development of Education) Executive Committee Members</b></li> <li>May 2007, “Letter of Attendance”: Workshop on “<b>Success Stories of Change: Challenges and Implication Quality Improvement Seminar</b>”, organised by <b>SHADE (School Head-teachers Association for Development of Education) Executive Committee Members.</b></li> </ul>									
Memberships	<ul style="list-style-type: none"> <li><b>Member Editorial Review Board: Globe Research Journal</b></li> <li>Member <b>PARE</b> – Pakistan Association for Research in Education (Life Time)</li> <li>Member <b>SPELT</b> – Society of Pakistan English Language Teachers</li> <li>Member <b>SHADE</b> – School Head-teachers Association for Development of Education</li> <li>Member <b>PAIE</b> – Pakistan Association for Inclusive Education</li> <li>Member <b>APEE</b> – Association for Promoting Ethics in Education</li> </ul>									
Graduate Students Post does Undergraduate Students Honor Students	<table border="1" data-bbox="370 953 1469 1163"> <thead> <tr> <th data-bbox="370 953 607 1024">Years</th> <th data-bbox="607 953 1002 1024">Degree</th> <th data-bbox="1002 953 1469 1024">Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1024 607 1094">2014</td> <td data-bbox="607 1024 1002 1094">BS Mass Communication</td> <td data-bbox="1002 1024 1469 1094">Aisha Altaf</td> </tr> <tr> <td data-bbox="370 1094 607 1163">2014</td> <td data-bbox="607 1094 1002 1163">BS Mass Communication</td> <td data-bbox="1002 1094 1469 1163">Maryam Irfan</td> </tr> </tbody> </table>	Years	Degree	Name	2014	BS Mass Communication	Aisha Altaf	2014	BS Mass Communication	Maryam Irfan
Years	Degree	Name								
2014	BS Mass Communication	Aisha Altaf								
2014	BS Mass Communication	Maryam Irfan								
Service Activity	List University and public service activities.									
Brief Statement of Research Interest	I am interested in all researches related to my field.									

**PUBLICATIONS**

<b>S. No.</b>	<b>Title of the Publication</b>	<b>Name of the Journal in which it was published</b>	<b>Number &amp; Date of the Journal</b>	<b>Author's Affiliation</b>
1	Emotional Intelligence and Enterprise Handbook; Tools and techniques to help Students succeed in life and work.  By Cheryl Buggy ISBN: 978-1-85539-458-2	International Journal of Arts and Commerce (IJAC)  <a href="http://www.ijac.org.uk/November-2012">http://www.ijac.org.uk/November-2012</a>	Vol. 1 No. 6 November 2012  275-279	Sindh Madressatul Islam University, Karachi
2	A study of causes of decline in citizenship education in Pakistan at secondary level	<u>Interdisciplinary Journal of Contemporary Research in Business</u> IJCRB JOURNAL, UK <a href="http://journal-archieives26.webs.com/dec12.pdf">http://journal-archieives26.webs.com/dec12.pdf</a> <a href="http://journal-archieives26.webs.com/239-253.pdf">http://journal-archieives26.webs.com/239-253.pdf</a> <a href="mailto:ijcrbjournal@aim.com">ijcrbjournal@aim.com</a>	Vol. 4 No. 8 December 2012  239-253	Sindh Madressatul Islam University, Karachi
3	Why do children feel unmotivated? What can be done to motivate them?	<u>Interdisciplinary Journal of Contemporary Research in Business</u> IJCRB JOURNAL, UK <a href="http://journal-archieives27.webs.com/jan13.pdf">http://journal-archieives27.webs.com/jan13.pdf</a> <a href="http://journal-archieives27.webs.com/266-270.pdf">http://journal-archieives27.webs.com/266-270.pdf</a> <a href="mailto:ijcrbjournal@aim.com">ijcrbjournal@aim.com</a>	Vol. 4 No. 9 January 2013  266-270	Sindh Madressatul Islam University, Karachi
4	Citizenship Education In Academic Institutions: Responsible Elements	<u>Interdisciplinary Journal of Contemporary Research in Business</u> IJCRB JOURNAL, UK <a href="http://journal-archieives28.webs.com/feb13.pdf">http://journal-archieives28.webs.com/feb13.pdf</a> <a href="http://journal-archieives28.webs.com/719-734.pdf">http://journal-archieives28.webs.com/719-734.pdf</a> <a href="mailto:ijcrbjournal@aim.com">ijcrbjournal@aim.com</a>	Vol. 4 No. 10 February 2013  719-734	Sindh Madressatul Islam University, Karachi

S. No.	Title of the Publication	Name of the Journal in which it was published	Number & Date of the Journal	Author's Affiliation
5	<b>Decline in Citizenship Education in Pakistan</b>	<b>Paperback:</b> 128 pages <b>Publisher:</b> LAMBERT Academic Publishing <b>Language:</b> English <b>ISBN-10:</b> 365935676X <b>ISBN-13:</b> 978-3659356766 <a href="http://www.amazon.com/gp/offer-listing/365935676X/ref=dp_olp_new?ie=UTF8&amp;condition=new">http://www.amazon.com/gp/offer-listing/365935676X/ref=dp_olp_new?ie=UTF8&amp;condition=new</a>	March 4, 2013	Sindh Madressatul Islam University, Karachi
6	Blogging An effective medium for communicating and discussing latest news amongst youth of Karachi	Academic Research International (SAVAP International) <a href="http://www.savap.org.pk/journals/ARInt./Vol.5%284%29/2014%285.4-35%29.pdf">http://www.savap.org.pk/journals/ARInt./Vol.5%284%29/2014%285.4-35%29.pdf</a>	Vol. 5(4) July 2014	Sindh Madressatul Islam University, Karachi
7	To Analyze the Factors Enhancing Intolerance Among University Students	Quest Journals: Journal of Research in Humanities and Social Science <a href="http://www.questjournals.org/jrhss/papers/vol2-issue10/A2100110.pdf">http://www.questjournals.org/jrhss/papers/vol2-issue10/A2100110.pdf</a>	Volume 2 Issue 10 (2014)	Sindh Madressatul Islam University, Karachi
8	History of Sindh – A Summary. A Review of "A Monograph on Sindh through the Centuries", By Dr. Muhammad Ali Sheikh, Karachi, SMI University Press, Pages 84, Figures 118, 2013, ISBN: 9789699874017	ANCIENT ASIA Journal of the Society of South Asian Archaeology	Volume 6, Issue 04 April, 2015	Sindh Madressatul Islam University, Karachi
9	To study the role of curriculum in enhancing citizenship values amongst the university students	Quest Journals: Journal of Research in Humanities and Social Science <i>(to be published)</i>	<i>(to be published)</i>	Sindh Madressatul Islam University, Karachi
10	What defines a genius? – A literature review	International Journal of Research – Granthaalayah <i>(to be published)</i>	<i>(to be published)</i>	Sindh Madressatul Islam University, Karachi

Research grants and Contracts.	N/A
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**OTHER RESEARCH OR CREATIVE ACCOMPLISHMENTS**

**ARTICLES PUBLISHED IN NEWSPAPERS, MAGAZINES & WEBSITES:**

<b>S. No.</b>	<b>Title of the Article</b>	<b>Name of the Newspaper/Website</b>	<b>Date of Publishing</b>
<b>1</b>	Book Review on Emotional Intelligence and Enterprise Handbook; Tools and techniques to help students succeed in life and work By Cheryl Buggy	PARE Newsletter A Quarterly Publication of Pakistan Association For Research in Education	October, 2012
<b>2</b>	Report on Iqbal Day Celebration at Pakistan International School, Jeddah, KSA	ContactPakistan.Com	February, 2003
<b>3</b>	Fazai Safar Men Jild Ki Hifazat Kelye	URDU NEWS Magazine	November 29,2002
<b>4</b>	Bachhon Men Kutub Beeni Ka Shouq--- Waqt Ka Aham Taqaza	URDU NEWS	November 21,2002
<b>5</b>	Report on Science Exhibition at , Pakistan International School, Jeddah, KSA	ARAB NEWS	October 18, 2002
<b>6</b>	Khel Bhi To Zaroori Hai, PISJ Sports Day Report	URDU NEWS	January 4, 1997
<b>7</b>	Qundeel-e-Arzo Abhi Farozan Hai Quid-e-Azam Day Celebration at PISJ--- Report	URDU NEWS	December 26, 1996
<b>8</b>	Har Chehra Damak Raha Tha Annual Prize Distribution Ceremony at PISJ---Report	URDU NEWS	December 14, 1996



<b>S. No.</b>	<b>Title of the Article</b>	<b>Name of the Newspaper/Website</b>	<b>Date of Publishing</b>
<b>9</b>	Ainak Chehre Ki Munasbat Se Istamal Karen	URDU NEWS	August 24, 1995
<b>10</b>	Bachhe Ki Tarbiyat Ka Sunahri Daur--- Sheer Khwari Ka Zamanah	URDU NEWS	June 25, 1995
<b>11</b>	Jeddah Men Ghair Nesabi Sargarmian--- Sports Day Report	URDU NEWS	March 01, 1992
<b>12</b>	Iqbal Ke Paigham Ne Fikr-o-Nazar Men Inqilab Paida Kia---Speech Contest on Iqbal Day at PISJ	Daily JANG Karachi	November 24, 1991
<b>13</b>	Chehre Ki Munasbat Se Ainak Ka Istamal Kijye!	Daily JANG Karachi	October 20, 1989
<b>14</b>	Bachhe Ki Taaleem-o-Tarbiyat Ka Sunahri Daur	Daily JANG Karachi	May 12, 1989
<b>15</b>	'89 Ke Behtareen Khush Libas Wazeer-e-Azam Pakistan Muhtarma Benazeer Bhutto Keliye Aezaaz	JANG Midweek Magazine	March 29, 1989
<b>16</b>	Aap Khoobsurat Baalon Ki Malik Bun Sakti Hain	Daily JANG Karachi	February 03, 1989
<b>17</b>	Fazai Safar Aur Hamari Jild	JANG Midweek Magazine	January 04, 1989
<b>18</b>	Gheekawar--- Aik Mojezati Pouda	JANG Midweek Magazine	November 29, 1988

Selected Professional Presentations	The List is already included above.
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