PROFESSOR DR. MUHAMMAD SAEED

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**Institutional Affiliation: Professor, School of Education**

**Associate Dean, Faculty of Social Sciences and Humanities, Minhaj University Lahore/**

**Executive Director, Centre for Research and Development, Minhaj University Lahore.**

Former Director Provincial Institute of Teacher Education & DSD, Government of the Punjab, Lahore (2008-9).

Former Professor & Chairman, Department of Research & Evaluation, University of the Punjab, Lahore (2009-21).

Former Director Quality Enhancement Cell, University of the Punjab, Lahore, Pakistan (2020-21).

**KEY ACHIEVEMENTS/AWARDS**

* Appreciation Certificate on publishing “A Handbook on Research in Social Sciences” (2024) from Minhaj University Lahore.
* Acknowledgement from Routledge Taylor & Francis Group on reviewing book proposal on Education Policy (2023).
* Appreciation Award on Self-Assessment Reports, The University of Lahore, Pakistan (2021)
* Articles’ Review Certificate for 10 Years Contribution in RinE, University of Manchester (2017), UK.
* Performance Evaluation Award (2012, 2013, 2014), and Research Publications Incentive Award (2011, 2014), University of the Punjab.
* Best Resource Person Award (2012), FAME Education International (Cambridge Education Project), Lahore, Pakistan
* Co-Author Best Research Paper, Higher Education Commission, Pakistan (2011)
* Post Doc. in Teacher Mentoring (SLED, Bradford, UK, 2007) under supervision of Prof. Dr. Ivan Reid.
* Ph.D in Teacher Training at Department of Philosophy & Pedagogy, Aristotle University of Thessaloniki, Greece, 1997.
* Received Trainings in Teacher Education and Research from UK, Belgium, Greece, Malaysia & Philippines (1996-2008)
* Trainer of HEC/PHEC and many HEIs in Research, Curriculum, Teaching & Assessment (since 2005)
* Supervised 27 PhD and 110 M.Phil. theses in five universities of Pakistan
* Published over 125 Research Papers in Impact Factor/HEC Recognized/well-reputed national/international journals
* Conducted over 22 training and research projects funded by national / international agencies
* Earned merit certificate on attaining 2nd position in B.S.Ed in 1983 from University of the Punjab, Lahore, Pakistan.

**CAREER OBJECTIVES**

* To share experiences on research, education policy, teacher training and assessment with professionals
* To lead professional organizations using leadership, management, teaching and research skills

**MAJOR AREAS OF WORK/INTEREST**

* Research Methodologies
* Curriculum and Assessment
* Professional development of teachers and trainers

**EXPERIENCE (latest to to-date) Total: about 40 Years** (including about 27 years Post-PhD)

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| **Institution** | **Position** | **Key assignments** | **Period** |
| School of Education,  Faculty of Social Sciences & Humanities (FSS&H),  Minhaj University Lahore | **Professor**, School of Education/ **Associate Dean**, FSS&H/  **Executive Director**, Centre for Research & Development | * Assist to Dean and Vice Chancellor and other university administration in policy and planning * Supervise the functions of CRD (publication of journals, research incentive, travel grant etc.) * Member Academic Council, BOF & BOS in Education * Member Plagiarism Standing Committee, MUL * Member Finance & Planning Sub-Committee, MUL * Head Students’ Discipline & Grievance Committee, MUL * Teaching research courses to Master & PhD students * Supervision of M.Phil and Ph.D students’ theses * Trainer in Research, Assessment & Pedagogy * Member BOS in Education, LCWU, Lahore. | October 2022 To-date  Dec. 2024  To-date |
| Department of Education University of Lahore | Professor/Head | * Assist university administration in policy and planning for quality education * Member USAT Committee, UOL * Member Academic Council & BOS in Education * Convener, Departmental Research Committee * Supervision of PhD research theses/ * Member BOS in Education, LCWU, Lahore | Oct., 2021-  Oct., 2022 |
| Department of Educational Research & Evaluation, Institute of Education & Research, Punjab University Lahore | Professor & Chairman | * Member Board of Governors, IER * Administration / supervision of Department Affairs * Teaching to Master, MPhil & PhD classes * Member Doctoral Programme Committee * Supervision of Master, MPhil & PhD theses * Convener, Online Quality Assurance Committee * Member Employees Recruitment Committee | June, 2020  To 14-06-  2021  (retirement date) |

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|  | Director Quality Enhancement Cell w.e.f. January 2020 | * Supervision of QEC activities * Secretary, Curriculum Review Committee * Focal Person - Implementation of HEC initiatives * Member Research Project Committee ORIC * Secretary,Committee on Associate Degree Program * Secretary Five Year Plans Committee * Trainer on QEC Roles & Functions under PHEC | January 2020-June 2021 |
| Department of Educational Research & Evaluation, Institute of Education & Research, Punjab University Lahore | Associate Professor & Chairman | * Administration / supervision of Department Affairs * Teaching to Master, MPhil & PhD classes * Member Doctoral Programme Committee * Supervision of Master, MPhil & PhD theses * Assist Director IER & Dean FoE in admin affairs | April 2015 –  June 2020 |
| Institute of Education & Research, Punjab University Lahore | Associate Professor | * Chairman Academic Affairs (2011-12) * Teaching to MA, MPhil & PhD classes * Supervision of master, MPhil & PhD theses | Sept.2009 to March 2015 |
| Provincial Institute of Teacher Education Lahore | Director | * Exercise leadership role to ensure quality in public sector teacher education institutions at Punjab level | August 2008  to Aug., 2009 |
| University of Education, Lahore | Associate Professor (on deputation) | * Teaching and research * Member National Curriculum Review Committee in Education at HEC. | June 2005 to  August 2008 |
| University of Bradford, UK | Post Doc Research Fellow | * Pursue post doc on teacher mentoring * Member editorial board internaitonal journal Research in Education | October 2006  to June 2007 |
| University of Education, Lahore | Director Division of Education/ Associate Professor | * Administration of the Division/Faculty. * Teaching to B.Ed and M.Sc Education classes * Secretary Ph.D Committee. | May 2004-  Sept., 2006 |
| University of Education, Lahore/ DSD (now QAED), Punjab, Lahore. | Addl. Director PEACE, Punjab, Lahore | * Supervision and management of PEACE * Teaching to M.Sc. Education & Ph.D classes * Supervision of M.Sc. & Ph.D research | June 2002-  May 2004 |
| Directorate of Staff Development, Punjab,  Lahore | Subject Specialist/ Senior Subject  Specialist | * Coordinator for 36 Govt. Colleges of Elementary Teachers (GCETs) for training in research   methodology and assessment | Jan.1994-Oct. 1997 |
| Aristotle University of Thessaloniki, Greece | PhD Research Fellow | * Pursue PhD at the School of Philosophy, Department of Philosophy & Education | Jan.1994-Oct. 1997 |
| Govt. Boys Saigol Model  HSS, Saigolabad,Chakwal. | Subject Specialist | * Teaching economics & education to class XI-XII | Oct. 1993 to  January 1994 |
| Govt. HSS Muridke/  Jandiala Sher Khan, Distt. Sheikhupura | Subject Specialist | * Teaching economics & education to class XI-XII, Controller in-house examination and Member Admission Committee | March 1987-  Sept., 1993 |
| Divisional Public School and Inter. College, LHR. | Science Teacher | * Teaching science and mathematics to lower secondary/middle classes | Oct. 1983 to  Jan. 1984 |

**AFFILITATION WITH JOUNRALS AS MEMBER EDITORIAL BOARD/REVIEWER OF PAPERS**

1. Editor in Chief, Journal of Educational Dynamics, School of Education, Minhaj University Lahore.
2. Editor in Chief, Pakistan Journal of Educational Research and Evaluation (University of the Punjab) (2016-22)
3. International Journal of ‘Research in Education’ (Sage, UK)
4. Journal of Mixed-Method Research (CGPublishers, UK)
5. The International Journal of Science in Society (CGPublishers, UK)
6. Educational Management, Administration and Leadership (UK)
7. Journal of Research in Education (University of the Punjab)
8. Journal of Research and Reflections in Education (University of Education)
9. Journal of Educational Research (Islamia University of Bahawalpur)
10. Literacy, Information & Computer Education Journal (UK)
11. Science Journal of Psychology (Science Journal Publication)
12. Global Research Journal of Education (USA)
13. Journal of Social Sciences (Benazir Bhutto Shaheed Women University, Peshawar)
14. Open Journal of Education (USA)
15. Pakistan Journal of Education (AIOU Islamabad)
16. Journal of Interdisciplinary Educational Studies (LCWU, Lahore)

**UNIVERSITY QUALIFICATIONS**

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| **Degree** | **Year** | **Major Subjects/Area of Specialization** | **Board/University** |
| BSEd (Distinction) | 1983 | Botany, Zoology, & Chem. + subjects of BEd | Punjab University, Lahore |
| MA Economics | 1986 | Statistics, Agri. Eco,. Eco. Planning of Pakistan | Punjab University, Lahore |
| M.Ed | 1989 | Secondary (Science Curriculum) | Punjab University, Lahore |
| Ph.D Education | 1997 | Teacher Education | Aristotle University, Greece |
| Post Doc. | 2007 | Teacher Mentoring | University of Bradford, UK |

**OTHER QUALIFICATIONS/TRAININGS AT CREDIT**

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| **Sr.#** | **Title of certificate** | **Month/ Year** | **Awarding institutions** |
| 1. | Certificate in modern Greek language | Jan.-Dec.  1994 | School of Philosophy, Aristotle  University of Thessaloniki, Greece. |
| 2. | Certificate in conducting qualitative research | Aug.-Sept.  1996 | University of Leuven, Belgium in collaboration with University of Warwick, UK funded by European Union |
| 3. | Certificate in early childhood education | September  2004 | School of Nursing, Aga Khan University,  Karachi. |
| 4. | Certificate in pre-service and in-service  teacher training | February  2008 | University of Technology Management,  Kuala Lumpur, Malaysia |
| 5. | Certificate in pre-service and in-service  teacher training | March  2008 | University of the East, Manila,  Philippines |

**RESEARCH THESES**

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| **Sr.#** | **Title** | **Level** | **Awarding university** | **Year** |
| 1. | Errors, omissions and misconceptions in  Biology textbook for 9th class recommended by Punjab Textbook Board | MEd | University of the Punjab, Lahore | 1989 |
| 2. | The pre-service training of primary school teachers in Pakistan & Greece: An empirical  approach from comparative angle | PhD | School of Philosophy, Aristotle University of  Thessaloniki, Greece. | 1997 |
| 3. | Developing mentoring models for BEd students  of University of Education and Elementary School Educators of Punjab | Post Doc | University of Bradford, UK. | 2007 |

**PROFESSIONAL/INSTITUTIONAL AFFILIATIONS**

* + Sage publications, UK. (2018-todate)
  + Trainer of HEC (2004-2018) and PHEC (2020-todate)
  + Approved PhD Supervisor of HEC (2004-todate)
  + External Evaluator & Member Expert Committee, National Accreditation Council for Teacher Education, HEC, Pakistan (2011-todate)
  + Member, Senate and Academic Council, University of the Punjab, Lahore. (2015-2021)
  + Member, IER-Doctoral Programme Committee, University of the Punjab, Lahore. (2009-2021)
  + Secretary, Curriculum Review Committee, University of the Punjab, Lahore. (2019-2021)
  + Member, Board of Studies and Board of Faculty in Education, University of the Punjab, Lahore. (2009-2021)
  + Member BOS, University of Sargodha. (2016-19) & Evaluator MPhil/Ph.D Theses from 2014 - todate)
  + Member BOS, Lahore College for Women University, Lahore. (January 2022 –todate)
  + External Evaluator M.Phil & M.Ed, Theses IED-Aga Khan University Karachi (2016-18)
  + AIOU Islamabad (Supervisor/Evaluator MPhil/PhD Theses)/Member Editorial Board, PJE (1998-todate)
  + University of Lahore, Lahore (Evaluator MPil/PhD Theses) (2015-todate)
  + University of Home Economics, Lahore. (Paper Setter/Evaluator/Supervisor MPhil/PhD Theses) (2010-16)
  + Kinnaird College for Women, Lahore. (Visiting Teacher/Evaluator/Supervisor MPhil Theses) (2014-20)
  + Virtual University of Pakistan (Trainer/Evaluator Professional Programmes) (2013)
  + Management and Professional Development Department, Government of the Punjab, Lahore.

# KEY ACHIEVEMENTS IN RESEARCH

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| **Major Category** | **Level/Specific Category** | **Quantity** |
| Funded Research / Training Projects | As Team Leader/PI:  As Co-PI/Member: | 10  11 |
| Research Papers Published | International/Impact Factor  National / HEC recognized Others | 14  80  35 |
| Books/Book Chapters Published/Edited | Books  Book Chapters | 08  07 |
| PhD/MPhil/Master/Equivalent Theses Supervised | Ph.D  M.Phil Master/Bachelor | 27  110  103 |
| Key workshops, conferences/  seminars conducted/attended | International  National/Institutional | 30  75 |

**COUNTRIES VISITED**

Belgium, Canada, Greece, Malaysia, Netherlands, Philippines, Saudi Arabia, Singapore, Turkey, UK, USA

# IT SKILLS

MS Words, Excel, Power point

# OTHER EXPERIENCE IN TEACHER TRAINING, ASSESSMENT AND EXAMINATION

* National resource person HEC in teaching and assessment skills under Faculty Development Program
* Worked as resource person at DSD, LCWU, GCU Lahore and Faisalabad, Punjab University, University of Agriculture Faisalabad, Punjab Group of Colleges, SBKWU (Quetta), BISEs in Punjab, AJK, Govt. College of Home Economics Lahore, Kinnaird College Lahore, University of South Asia Lahore etc.
* Worked as Examiner and Head Examiner in BISE Lahore (1987-1992)
* Paper setter in University of the Punjab, AIOU, IUB, UE, Gomal University, PPSC, FPSC etc.
* External examiner of theses at MA, MPhil, and PhD levels at UE, AIOU, IUB, PU, UOG etc.
* Involved in training to faculty of Virtual University of Pakistan in Test Item Development and Analysis
* Advisor/Subject Expert for interview candidates in Education by Punjab Public Service Commission
* Member Curriculum Template Committee, University of the Punjab. (Since October, 2019)
* Drafted Rules for Test Items Construction, QEC, PU (May 2020)
* Member Expert Committee, National Accreditation Council for Teacher Education, HEC, Islamabad.
* Trainer in teaching methodology, curriculum, assessment, quality assurance and research at HEC and PHEC
* Member on Reforms in Higher Education, Govt. of Punjab/University of Education, Lahore (2004).

# KEY PUBLISHED ARTICLES

1. Gul, S., & Saeed, M. (2024). Comparing Alignment of Content and Activities of Single National Curriculum with Respective Textbook of General Science at Primary Level. International Research Journal of Management and Social Sciences, 5(1), 586-595.
2. Ali, A., & Saeed, M. (2024). Teachers’ Perceptions and Practices about Grade V and VIII Students’ Assessment under Punjab Examination Commission. Pakistan Social Sciences Review, 8(3), 448-462.
3. Ume Farwa, Dr. Muhammad Saeed, & Zainab Qamar. (2024). A Study to Investigate the Perceptions of Students Regarding Teacher Absenteeism at Secondary Level. International Journal of Politics & Social Sciences Review (IJPSSR), 3(III), 73–81.
4. Anwar, N., Saeed, M., & Qamar, Z. (2024). Female Teachers’ Performance Working in Government Girls and Boys Primary and Elementary Schools: A Comparative Study. Pakistan Languages and Humanities Review, 8(2), 172-183.
5. Anwar, N., Saeed, M., & Qamar, Z. (2023). A Qualitative Study on Female Teachers’ Performance Working in Government Girls and Boys Primary and Elementary Schools. Pakistan Social Sciences Review, 7(3), 724-737.
6. Qamar, Z., & Saeed, M. (2023). Effect of Cooperative Learning on Academic Achievement among Biology Students at Secondary School Level. Pakistan Languages and Humanities Review, 7(3), 1014-1022.
7. Hasrat, M. A., Tariq, S., & Saeed, M. (2023). Primary School Teachers’ Perceptions about Parents’ Involvement in Teaching Learning Process. Pakistan Journal of Educational Research and Evaluation (PJERE), 11(1).

# KEY PUBLISHED BOOK CHAPTERS/UNITS

1. Developing primary school teacher mentoring in Punjab (2007). In, *ICET 2007 International Yearbook*, University of Illinois, USA.
2. Service Structure of Elementary School Teachers. Unit/Chapter for MA/MEd Elementary Teacher Education

*Study Guide Course Code 626*, Allama Iqbal Open University, Islamabad. (2017).

1. Reporting Test Scores*. Unit for BEd (Hons.) for the Course on Assessment and Evaluation in Education*, Department of Secondary Teacher Education, Allama Iqbal Open University, Islamabad. (2013).
2. Professionalization in adult and lifelong education*. Unit for PhD for Course on Adult Education and Lifelong Learning (Course Code 4771),* Department of Distance, Non-formal & Continuing Education, Allama Iqbal Open University, Islamabad. (2010)

# PUBLISHED BOOKS

* 1. *Academic Writing for Research Students*. Minhaj ul Quran Publication (in press).
  2. *A Handbook of Research in Social Sciences* (2024), National Book Foundation, Govt. of Pakistan, Islamabad.
  3. Aimma Arba (2024). Press & Publications Department, University of the Punjab, Lahore.
  4. *Autobiography (2023).* Press & Publications Department, University of the Punjab, Lahore.
  5. *Teacher Education in Pakistan (2023).* Press & Publications Department, University of the Punjab, Lahore.
  6. *Assessment in Education: Theory and Practice (2022).* Press & Publications Dept., University of the Punjab, Lahore.
  7. *The Holy Quran At A Glance* (2018). Maktaba Al-Hassan, Urdu Bazar, Lahore.
  8. *Knowledge Management* (2002). Ch. Ghulam Rasul & Sons, Urdu Bazar, Lahore.
  9. *Multiple Choice Questions in Economics (Grade XI-XII)* (1993). Amin Publishers, Urdu Bazar, Lahore.

**PERSONAL INFORMATION**

**Father’s Name:** Muhammad Siddique

**Date of Birth:** 15-06-1961 **CNIC No:** 35202-2549056-5

**Postal/Permanent Address:** 9-C, Judicial Housing Society, Phase-2, Thokar Niaz Baig, Lahore, Pakistan

**REFERENCES:**

* 1. **Professor Dr. Ivan Reid (Post Doc. Research Supervisor)**

Visiting Professor of Education and Sociology

University of Bradford, UK.

Email: [i.reid@bradford.ac.uk](mailto:i.reid@bradford.ac.uk)

* 1. **Professor Dr. Sajid Mahmood Shahzad (Current Employer)**

Vice Chancellor

Minhaj University Lahore,Pakistan

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