# CURRICULUM VITAE

# C:\Users\admin\Desktop\hs.jpgMs Shabana

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## QUALIFICATION

# Academic

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| **Examinations**  | **Year** | **Board/University**  |
| **M.A (Education)**  | **2008** | **University of the Punjab Lahore**  |
| **B.A (Political Science) University of the Punjab**  | **2006** | **University of the Punjab Lahore**  |
| **F.A / New Kashmir College Lahore**  | **2003** | **BISE Lahore**  |
| **Matric**  | **1998** | **BISE Lahore**  |
| Professional  |
| **PhD (Edu)**  | **2014(Continue)** | **Institute of Education Lahore College for Women**  |
| **M.Phil (Edu)**  | **2014**  | **Institute of Education Lahore College for Women**  |
| **English Academic Writing**  | **2014** | **Lahore College for Women University (DFDI)** |
| **DIT**  | **2009** | **Punjab Computer College**  |
| **Induction Course** | **2009** | **Institute of Professional Development Campus (LGES)** |
| **DCHE**  | **2006** | **Punjab Board of Technical Education Lahore**  |
| **TTC** | **2003** | **Minhaj Ul Quran Islamic School, Darogha wala Lahore** |
| **Language of C++ and VB** | **2002** | **Al-Qalam Institute of Computer Education**  |
| **Professional Experience** **S. No** | **Designation** | **Period** | **Nature of Job** |
| **1-Punjab Computer College Ghari Shahu Lahore**  | **Computer Instructor**  | **9 years** | **Teaching of Computer, Political Science, English to 9th&10th classes /Co-curricular activities** |
| **2- Punjab Computer College**  | **Administrator**  | **1 Year****B.A students****M.A Education** **B.Ed and M.Ed classes****Training Govt. Employee** | **Teaching & Administration**  |
| **3. Mughal Education Foundation high school****4-Lahore College for Women University** **5- Lahore College for Women University****6- Lahore College for Women University, Lahore****7-LGS (Garrison Academy for Boys and Girls** | **Senior Teacher****Visiting Faculty****Office Assistant****PhD weekend Education Coordinator** **Computer Teacher** | **5 Years****One year** **4 Years** **2 Years** **6 Months** | **Administrative work, and Computer Teacher** **Intermediate classes****(F.A)****Administrative work, maintain Office files and keep records, dealing MS & PhD students** **Administration work, Coordinate with students, manage PhD classes****8th, 9th classes** |

## COMPUTER COMPETENCE

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* SPSS Lahore College for Women University LHR,
* Database in Access
* ****Graphic Designing
* Visual Basic
* GWBASIC
* C++
* MS Word
* Excel
* PowerPoint
* Adobe Photoshop
* Microsoft Front page
* Web site
* In page
* DOS
* Internet/ blogs /forums /Facebook /twitter /skype
* Input devices (Video, still camera)
* Output devices (scanner, printer)
* Microsoft Window
* Distance Education (Trainer courses through **Learning Management System**)

## Achievements /Certificate

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| 1 | Presently working as PhD Weekend Coordinator **Research and Evaluation, Institute of Education** |
| 2 | Arranged and recorded **BOS meetings** with Head of the Department |
| 3 | Arranged Laptop ceremony as **Incharge** in 2016 |
| 4 | Remained **Discipline Incharge** for Admission days |
| 5 | Participated in merit Certificate, Department of Elementary Education I.E.R |
| 6 | Participated in Service for Humanity , **Sundas Blood Transfusion Services** |
| 7 | Participated in **SSR Awareness** Session **, FAIDA** Foundation  |
| 8 | Working with Head of Department **Thematic Research Project** from HEC in 2016 |
| 9 | Working in Learning Management System |

## CO CURRICULAR ACTIVITIES

## Games

* First prize in New Kashmir Degree College in Cricket Match

### DISTINCTIONS

* Trophy and certificate in co-curricular activity

# RESE­­­­­­­­­­­­­­­ARCH WORKS/ THESES

1-M.Phil Thesis

A study of the prospects and challenges of use of social sites in higher education

2- Ph.D Thesis (Continue)

Development of social sites mediated course module in higher education

## Research Publications

Khanam, A., Quraishi, U. & Kousar, S. (2016). Prospects and challenges of using social sites in higher education. *Pakistan Journal of Distance education*. Vol-33, Issue-II 2016, p.27-51. Published in Y category

## Courses Taught

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* Educational Psychology
* Political Science
* Computer
* Education

## INTERNATIONAL COFERENCES AND WORKSHOPS ATTENTED

* National Conference on “Changing Role of Teacher in the Era of Globalization by

I.E.R, University of the Punjab on 16th to 17th April, 2007.

* International conference on **Language Sciences and the Development** on 11th to 12th January, 2013.(Lahore College for Women University)
* International Summit on **“WOMEN AS AGENTS OF CHANGE**” by GADE Foundation Pakistan Society for Green Energy LCWU Lahore 28th July, 2016
* 1st International Conference on **Education** at LCWU (Presented Paper) from 2nd to 4th November 2016.
* International “**Student Social Responsibility**” Conference, 28th to 31st October, 2016. Lahore
* International Conference on “**Distance Education and E-Learning**” (ICDEEL-2016) 19-20 December
* Conference Web site Manager in 1st International Conference on Education at LCWU in November, 2-4, 2016.
* International Conference on “**Global Gender Perspective**” George Washington University, USA and Lahore College for Women University, Pakistan in November 2016.

## INTERESTS & HOBBIES

* Reading Books
* Cooking
* Use of Internet

# Future Plan

* Use of ICT in education
* Teaching methodology
* Educational leadership
* Educational research etc.

## Personality traits

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* Responsible
* Obedient
* Progressive
* Confident
* Innovative
* Caring
* Problem solver
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