



## Muhammad Ilyas

### Postal Address:

Academic Manager, NCUK-Riphah International University,  
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### Summary Profile:

#### Personal Information

|                 |                 |
|-----------------|-----------------|
| Father's Name   | Abdul Karim     |
| Marital Status  | Married         |
| Date of birth.  | 05-01-1983      |
| Nationality     | Pakistani       |
| CNIC No         | 71103-6182038-3 |
| Religion/Belief | Islam           |

#### Language.

##### English:

Reading: ★★★★★★

Writing: ★★★★★★

Speaking: ★★★★★★

##### Urdu: (National Lang Pakistan)

Reading: ★★★★★★

Writing: ★★★★★★

Speaking: ★★★★★★

##### Balti: (Local Lang (Gilgit Baltistan))

Reading: ☆☆☆☆☆☆

Writing: ☆☆☆☆☆☆

Speaking: ★★★★★★

#### IT Skills

- ✓ Windows and MS Office
- ✓ Mini tab (Statistic's software)
- ✓ E-views and SPSS 16

#### Courses/Certificate

- ✓ Fundamental Computer Course  
Duration 6 months.

#### Online Course (University of Amsterdam) through Coursera.

- ✓ Quantitative Method (Online)  
Duration 8 Weeks
- ✓ Qualitative Research Method  
(Online) Duration 8 Weeks

I am a dedicated to advancing the Educational Sector since 2010. With a robust academic background including a Bachelor's in Education , Master degree in economics, and proficiency in statistics and econometrics and MPhil in Public Policy. I bring over 13 years of comprehensive experience in teaching, educational research, and academic management. Throughout my career, I have cultivated a profound insight into the education landscape and its evolving challenges.

As Head of the Educational Departments, I have consistently championed educational excellence and innovation. In my role as Manager of the Quality Enhancement Cell at an esteemed educational institution and as a Manager Academics and Business Teacher at NCUK Riphah Pakistan, I have demonstrated exemplary leadership. My tenure involved spearheading the development and implementation of rigorous international academic policies and procedures, fostering a culture of continuous improvement. I have successfully mentored faculty members, conducted insightful analysis of academic data, and forged collaborative partnerships across various departments to streamline academic programs with institutional objectives.

Moreover, I have a proven track record of driving institutional growth and student success through strategic initiatives aimed at enhancing teaching methodologies and curriculum development. My commitment to educational advancement is underscored by a hands-on approach to problem-solving and a dedication to fostering a supportive and stimulating learning environment.

## Professional Experience:



- **Manager/Incharge (Academics) NCUK-Riphah. (Northern Consortium of United Kingdom) 1 Sep, 2016 to date.**

Responsibilities of NCUK Academic Manager:

- Provide leadership and direction to the academic team, ensuring that they are motivated and supported to deliver the International Quality academic program.
- Prepare Program budget, academic calendar and to develop Center Quality Plan.
- Develop and implement academic policies and procedures that support the NCUK academic framework.
- Oversee the development of academic activities and courses, ensuring that they are up-to-date and meet the needs of our students and partner universities.
- Ensure that academic programs are delivered in accordance with the NCUK quality assurance frameworks.
- Manage and mentor faculty members, ensuring that they are delivering effective teaching and learning and that they are supported in their professional development in the form of Teacher education in terms of teaching methodology and assessing students.
- Monitor the academic performance of students, ensuring that appropriate interventions are in place where necessary.
- Supervise meetings with faculty, students, and parents to ensure the quality of education at the center.
- Supervise Examinations activities to ensure the NCUK Assessment criteria to be implemented.
- Collaborate with other teams within NCUK to ensure that academic programs are integrated with other aspects of NCUK's operations, such as marketing, admissions, and progression.
- Work with progression team to ensure that academic programs meet the requirements of NCUK Partner Universities and that students are well-prepared for progression to their degree courses.
- Analyze academic data and feedback from students and faculty members to identify areas for improvement and make recommendations for changes where necessary.
- Represent NCUK at academic and industry events, promoting the organization and building relationships with key stakeholders.
- Supervise Documentations, Financial and Academic Audits of the department.
- Report Director NCUK and NCUK Manchester Office to entertain NCUK queries.

- **Assistant Manager (Academics) NCUK-Riphah. (Northern Consortium of United Kingdom) 22nd Jan, 2014 to 31 August, 2016.**

- Responsibilities as Assistant Manager.
  - Assist NCUK Manager Academics for Quality Assurance of the Institution as per international standards.
  - Assist NCUK Academic Manager while Yearly Academic Planning.
  - Conduct Academic Research (Student surveys, data analysis, recommendations).
  - Prepare Academic Calendar.
  - Coordinate with Faculty Members, Students, and Management and assisting the Manager while.
    - Orientation.
    - Students' meetings and minutes.
    - Faculty Meetings and minutes.
    - Students' Support & Feedback.
    - Teachers' feedback and support.
  - Assist Manager Academics to ensure the Implementation of NCUK Quality Assurance Standards at the campus.
  - Ship all examination papers to NCUK Manchester.

- **Lecturer Economics and Quantitative Methods (Visiting) NCUK-Riphah. (Northern Consortium of United Kingdom) since 2016.**

- Responsibilities:
  - Plan Lessons and Lecture log.
  - Deliver lecture in accordance of the prescribed module of NCUK Manchester i.e. Microeconomics, Macroeconomics, Development Economics, Fiscal and Monetary Economics and Mathematical Economics, Statistics for Business and Quantitative Methods for research.
  - Cover topics in accordance of NCUK Manchester given learning outcomes (General and Specific).
  - Make handouts and guidance regarding the NCUK CWs/ assignments.
  - Prepare Students for Cws, tests and examinations via conducting class tests, assigning assignments, projects and MOC exams.
  - Evaluate and grading of class work, assignments, tests and Examinations.
  - Compile documents' attendance sheet, results and grading spread sheet.
  - Enrich the students' information and knowledge, application, analysis, and evaluation skills.

- **Manager (QEC and M&E). (3<sup>rd</sup> September 2012 to 21<sup>st</sup> Jan 2014)**

- Responsibilities as Manager QEC;
  - Developing and implementing quality assurance policies and procedures that align with national and international accreditation standards and guidelines.
  - Planning, organizing, and coordinating quality improvement initiatives across the institution, including conducting internal audits and assessments to identify areas for improvement.
  - Collecting and analyzing data related to academic programs, student learning outcomes, faculty performance, and institutional effectiveness to identify areas of strength and opportunities for improvement.
  - Overseeing the evaluation of academic programs and courses to ensure they meet the required standards and objectives. This includes reviewing curriculum, assessment methods, and instructional materials.
  - Collaborating with the faculty development team to provide support and training opportunities for faculty members to enhance their teaching skills, incorporate innovative pedagogies, and align their practices with quality assurance standards.
  - Establishing and managing systems for collecting and analyzing student feedback on courses, teaching methods, and overall educational experience to inform continuous improvement efforts.
  - Conducting regular quality reviews and preparing reports for institutional leadership and external stakeholders, highlighting areas of achievement and recommending strategies for improvement.
  - Collaborating with academic departments, administrative units, and relevant stakeholders to ensure a coordinated approach to quality enhancement efforts.
  - Conducting benchmarking studies and staying informed about current trends, best practices, and emerging quality assurance frameworks in higher education to inform institutional decision-making.
  - Engaging in professional development activities, attending conferences, workshops, and networking with other QEC professionals to stay updated on industry standards and enhance knowledge and skills.
- Responsibilities of M&E;
  - Develop and implement a comprehensive M&E framework and system to track the effectiveness and impact of educational programs and interventions.
  - Design and implement data collection methods, tools, and systems to gather relevant data on student outcomes, program implementation, and other key performance indicators.
  - Monitor and evaluate the progress and performance of educational programs and initiatives, ensuring alignment with organizational goals and objectives.
  - Conduct regular data analysis to identify trends, patterns, and areas for improvement in educational programs and processes.

- Prepare reports, dashboards, and visualizations to communicate M&E findings and recommendations to stakeholders, including senior management, faculty, and external partners.
- Train and support staff members in data collection, analysis, and reporting techniques, ensuring data quality and integrity.
- Conduct external evaluations and assessments to measure the institution's performance and impact in relation to industry benchmarks and standards.
- Stay updated on emerging trends, methodologies, and best practices in M&E within the education sector and integrate them into institutional practices.
- Ensure compliance with data privacy and confidentiality protocols when collecting, storing, and reporting educational data.
- Continuously improve the M&E system and processes based on feedback, lessons learned, and emerging needs.
- Collaborate with stakeholders to disseminate M&E findings, share best practices, and foster a culture of data-driven decision-making and continuous improvement within the institution.

• **Teacher, Teacher Trainer (July 2010 to Aug 2012) at Army Public School & College Skardu (APSACS).**

- **Responsibilities:**
  - Deliver lectures, formulate and mark assessments and exams in accordance with APSACS specified syllabus.
  - As subject coordinator assessing newly hired teachers in all academic aspects.
  - Train newly hired teachers in context of Effective Teaching Methodologies.

**Education:**



• **Qualification: MPhil Public Policy**

**Institution:** Riphah International University Islamabad, Pakistan.  
**Marks/Grad:** 80%, 1<sup>st</sup> division.  
**Session:** 2021-2023

• **Qualification: MSc Economics**

**Institution:** International Islamic University Islamabad, Pakistan.  
**Marks/Grad:** 72%, 1<sup>st</sup> division.  
**Session:** 2007-2010

• **Qualification: Bachelors of Education (B.ED)**

**Institution:** Karakoram International University Board Gilgit Baltistan Pakistan.  
**Marks/Grad:** 63%, 1<sup>nd</sup> division.  
**Session:** 2011-2012

• **Qualification: Bachelor of Arts (Economics)**

**Institution:** Karakoram International University Board Gilgit Baltistan Pakistan.  
**Marks/Grad:** 52%, 2<sup>nd</sup> division.  
**Session:** 2004-2006

**References:**

Dr. Rashid Aftab

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