

QURATUL-AIN-ABBASI

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PROFESSIONAL PROFILE

Passionate higher education professional with 8 years of teaching and administrative expertise in Education. Skilled in administration, academic planning, admissions, examination, student support and faculty coordination. Experienced in curriculum development, research, assessment and integrating innovative teaching methodologies. Committed to creating a dynamic learning environment that supports institutional goals and student development.

EDUCATION

University of Azad Jammu & Kashmir, Muzaffarabad
MPhil in Education – 2016-18

University of Azad Jammu & Kashmir, Muzaffarabad
B.Ed. (HONS) (Secondary) – 2012-16

Govt. Degree Model Science College Muzaffarabad
Intermediate – 2012

Pyramids International School Muzaffarabad
Matric – 2010

EXPERIENCE

University of Azad Jammu & Kashmir, Jhelum Valley Campus – 2022-25
Higher Education lecturer & Program Coordinator

- Designed and updated course content, curricula, materials and assessments to align with academic standards.
- Delivered lectures and conducted seminars for undergraduate students.
- Coordinated and managed the academics, ensuring smooth execution of courses and curricula.
- Collaborated with faculty, students and university administration to enhance program effectiveness.
- Been a convener in the admission committee and managed the overall admission process in the Education department.
- Organized academic events and cocurricular activities for students and faculty.
- Managed program schedules, course allocation, timetabling and faculty assignments.
- Monitored program performance, collected feedback and implemented improvements.
- Oversaw the accreditation process and ensure compliance with university policies and educational standards.
- Supervised student research projects and theses.
- Mentored and advised students on academic and career development.
- Participated in faculty meetings, curriculum development and departmental meetings.

Institute of Education, University of Azad Jammu & Kashmir, Muzaffarabad – 2017-22
Higher Education lecturer (Visiting)

- Participated in curriculum development, academic committees and faculty meetings.
- Assisted in accreditation processes, record keeping and files maintenance.
- Assisted in admission process, conducted information sessions, reviewed applications and verified students' applications.
- Utilized modern teaching methodologies to deliver lectures effectively.
- Successfully implemented innovative teaching methods and techniques, improving student engagement and performance.
- Supervised and guided students in research projects.

Scholars College of Science & Information Technology, Muzaffarabad – 2021
Head of Education Department

- Ensured student academic success through advising, mentoring and support programs.
- Implemented innovative teaching and learning methodologies to enhance education quality.
- Represented the department in college leadership, admission, academic and examination meetings.
- Provided academic leadership and strategic direction for the department of education in college.
- Led faculty meetings and departmental planning and implementation.

Allama Iqbal Open University – 2017-21
Tutor

- Delivered workshops and tutoring sessions, online and in-person and clarifying topics and course material.
- Assessed and graded student assignments, projects and exams following university guidelines.
- Provided constructive feedback to students to improve learning outcomes.
- Assisted students with research, coursework and exam preparation.

Fatmiah College, Muzaffarabad AJK – 2017-2018
Teacher

- Delivered lectures, developed lesson plans and assessments aligned with the curriculum.
- Maintained discipline and created a positive learning environment.
- Evaluated student performance through assignments, quizzes and exams by providing constructive feedback.
- Successfully prepared students for the board exam.

Read Foundation School, Muzaffarabad AJK – 2016-2017
Secondary School Teacher

- Planned and delivered engaging lessons in class.
- Designed lesson plans, class activities and assessments aligned with curriculum.
- Maintained communication with parents and community stakeholders regarding student progress and concerns.
- Managed classroom discipline and mentored students for personal development.
- Collaborated with school administration to improve teaching strategies and curriculum development.

ACHIEVEMENTS

- Successfully led Education department at university and coordinated academic activities.
- Developed outreach strategies that led to increase in student enrolment over two years.
- Played a key role in achieving accreditation ensuring compliance with academic standards.

- Implemented innovative methods that led to quality enhancement.
- Developed and implemented curriculum at university level.
- Supervised students in their research projects and theses.

PUBLICATIONS

- (JARH) Abbasi, Q. A., Atta, B., & Khan, A.A., (2024). Belief and Perceptions about Chemistry Teaching and Learning: Study of Public Schools in Muzaffarabad Azad Kashmir. In Journal of Academic Research for Humanities, 4(3), 25–35.
- Quratul Ain, Batool Atta, Muhammad Kashif Khursheed. (2022). GENDER DIFFERENCES IN SECONDARY SCHOOL CHEMISTRY ACHIEVEMENT: A CASE STUDY OF MUZAFFARABAD, AZAD JAMMU AND KASHMIR. Pakistan Journal of Educational Research, 5(2).

TECHNICAL SKILLS

- Microsoft Office Suite
- Classroom Management
- Administration
- Report Writing
- Mentorship
- Event Management