

CURRICULUM VITAE

PERSONNEL DETAILS

Name: Dr. Shafiq Ahmed.
Parentage: Mohd Sabar & Hafiza Bi.
Permanent Address: Village Shiendra, Tehsil Haveli, District Poonch, State Jammu & Kashmir India. Pin 185101
Citizenship: Indian
Gender: Male
Date of Birth: 14.10.1988
Religion: Islam
Marital status: Married
Languages known English, Persian, Urdu.
Mobile No: 6005303261.
E-mail ID : shafiqkhatana1@gmail.com & dr.shafiq88@manuu.edu.in



EDUCATIONAL QUALIFICATION:

S. No	Qualification	Board/University	Year of passing	Roll Number	Total marks	Obtain Marks	Percentage (%)
01	Ph.D	Maulana Azad National Urdu University	2017	1301020404	As per UGC Norms		
03	NET, JRF	UGC	2011	31420050	As per UGC Norms		
02	B.Ed	University of Kashmir	2013	13027	1000	664	66.4%
04	M.A(Persian)	University of Kashmir	2011	5626	1600	1254	78.37%
05	B.A	University of Jammu	2008	4170031	1650	949	57.51%
06	12 th	J&K Board of School Education	2005	407764	600	338	56.33%
07	10 th	J&K Board of School Education	2003	406081	500	236	47.2%

TEACHING & ACADEMIC EXPERIENCE:

- 1) Worked as a **Contractual Lecturer** in the subject of Persian at Government Degree College, Poonch, Jammu and Kashmir for the academic year 2012-2013.
- 2) Working as an **Assistant Regional Director**, Maulana Azad National Urdu University, Hyderabad from 08.11.2016 to till date.

RESEARCH CONTRIBUTIONS:

➤ **Published Research Papers/ Articles:**

- 1) A Research Paper has been published in Quarterly Journal “AKS-E-ADAB” ISSN No 2320-6519, UGC approved No.42266 on the topic of “Qutub Shahi

- Salateen ki Farsi Shayeri, ”قطب شاہی سلاطین کی فارسی شاعری“ Volume 2 Sl. No.8 from July to September, 2014.
- 2) A Research Paper has been published in Quarterly Journal “ANWAR-E-TAHQEEQ, ISSN No 2454-4035” on the topic of “Mullah Bahauddin Matto, ملا بہاوالدین متو” in volume: 2, from March to May, 2016.
 - 3) A Research Paper has been published in Quarterly Journal “DABEER” ISSN No, 2394-5567, UGC approved No. 47011 on the topic of “Gulistan-e-Naaz: Ek Ta’aruf, ایک تعارف” in volume: 4, Sl. No. 12 from October to December, 2017.
 - 4) A Research Paper has been published in Quarterly Journal “DABEER” ISSN No, 2394-5567, UGC approved No. 47011 on the topic of “Bahmani Salateen Aur Farsi Zaban -o- Adab, ”بہمنی سلاطین اور فارسی زبان و ادب“ in volume: 5, Sl. No 15 from July to September, 2018.
 - 5) A Research Paper has been published in Quarterly Journal “AKS-E-ADAB” ISSN No 2320-6519, UGC approved No. 42266 on the topic of “Ahad-e-Mughliya Ki Begumaat, ”عہد مغلیہ کی بیگمات“ in volume: 7, Sl.No. 23 from April to June 2018.
 - 6) A Research Paper has been published in Quarterly Journal “IRTAASH” ISSN No, 2320-2416 on the topic of “Ma’arafi-i- Gulistan-e-Naaz, ”معرفی گلستان ناز“

➤ ***Paper Presentations in International & National Conferences/ seminars etc:***

- 1) A paper presented in “XXXIIIrd All India Persian Teacher conference” (International session) Entitled “Mirza Md. Amin Shayer-e- Darbar -e- Md. Quli Qutub Shah” organized by the All India Persian Teacher association, Delhi & Maulana Azad National Urdu University from 19 to 21 September, 2014 at Maulana Azad National Urdu University, Gachibowli Hyderabad .
- 2) Presented a paper in “International Research Scholar seminar” (International session) entitled “Critical Editing of Gulistan -e-Naaz” organized by the Ghalib Institute and NCPUL from 26th to 28th September, 2014 at Aiwan-e-Ghalib, New Delhi-110002 .
- 3) Presented a paper in Three Day International Seminar on “The Indo Persian Sources in Science and Technilogy, International seminar”(International session) per entitled “Ma’arafi-i-Risala-e-Miqdariya” organized by department of Pesian, MANUU in collaboration with NCPUL from 21st to 23rd March 2017 at Maulana Azad National Urdu University, Gachibowli Hyderabad .

- 4) Presented a paper in “First National Urdu Science Congress 2017 (National session)” entitled “Qutub Shahi Dynasty-Literary Study” organized by the School of Art & Social Science in Co-ordination with Centre for Promotion of Knowledge in Urdu, Maulana Azad National Urdu University from 14&15 December, 2017 at Maulana Azad National Urdu University, Gachibowli Hyderabad .
- 5) Presented a paper in Two Day National Seminar on “The Socio Political & Cultural Significance of Deccan National Seminar” (National session) paper entitled “Ruh-Ul-Ameen Me’maar-e-Hyderabad” organized by Deccan History Society in collaborate with Haroon Khan Sherwani Centre for Deccan Studies, MANUU from 13th to 14thFebruary 2018 at Maulana Azad National Urdu University, Gachibowli Hyderabad.
- 6) Presented a paper in Two Day National Seminar on “The Contribution of Women in the Promotion of Language and Literature Science Arts & Culture in the India sub-continent” (National session) paper entitled “the Contribution of Mughal Women in the Promotion of Persian Language and Literature” organized by the Department of Persian, Maulana Azad National Urdu University from 27th to 28thFebruary 2018 at Maulana Azad National Urdu University, Gachibowli Hyderabad .
- 7) A Paper Presented in Three Day International Seminar on “Manuscript of non famous Sufi’s” (International session) paper entitled “Mathmahul Anzaar” organized by Hazrat Haadi-e- Deccan Education & Charitable Trust from 17th to 19st January,2019 at Bargah Hazrath Pathar Wali Saheb, Mustaidpura, Hyderabad .
- 8) A Paper Presented in “XXXVI All India Persian Teacher conference” (International session) entitled “Mir Mohammad Mumin” organized by the All India Persian Teacher association, & Department of Persian, Maulana Azad National Urdu University from 05th to 21st February,2019 at Maulana Azad National Urdu University, Gachibowli Hyderabad.

WORK SHOP:

- 1) Attended a workshop on “Preventive Conservation of Manuscripts” from 23rd to 27th March, 2015 held in the Premises of A.P. State Archives and Research Institutions, Tarnaka, Hyderabad.

ORIENTATION, REFRESHER & OTHER SHORT TERM PROGRAMMES:

- 1) Participated in Short Term Cours for Training Programme on Academic Leadership, organized by the UGC-Human Resource Development Centre, Aligarh Muslim University from 1st May to 6th May 2017 at UGC-Human Resource Development Centre, Maulana Azad National Urdu University, Hyderabad.
- 2) Participated in “UGC Sponsored Orientation Programme” entitled “36th Orientation Programme” organized by the UGC-Human Resource

Development Centre, Maulana Azad National Urdu University, Hyderabad from 10.07.2018 to 06.08. 2018.

- 3) Participated in the One-Day Training Programme on “Right to Information Act 2005” organized by the Office of the Central Public Information Officer in co-ordination with UGC-Human Resource Development Centre, Maulana Azad National Urdu University, Hyderabad on 9th November 2018.
- 4) Participated in “UGC Sponsored Refresher Course” entitled “ Oriental Studies (Arabic, Persian& Urdu)” organized by the UGC-Human Resource Development Centre, Maulana Azad National Urdu University, Hyderabad from 02-07-2019 to 15.07.2019.

EXTRA ACTIVITIES

- 1) I have one year “Master Diploma in Software Technology” issued by the IEC Software LTD, Poonch, J&K on 20-08-2009.

MEMBER/MEMBER CONVERNOR OF THE POLICY BASED COMMITTEES:

1. Committee to review the length of SLM units for UG & PG subjects.

APART FROM ABOVE I HOLD THE FOLLOWING RESPONSIBILITIES IN MY PRESENT POSITION:

1. To Convene the meetings of Scrutiny Committee regarding the newly proposed Programmes.
2. To coordinate with respective course coordinators of the newly proposed Diploma and Certificate Courses for any necessary information from CDOE’s end.
3. To Implement and overview the Policy for SLM preparation as per the direction.
4. To supervise the CDOE publication.
5. To check and scrutinize the payment of SLM writers, editors and language editors etc. for the approval.
6. To generate the report/certificate of similarity Index/plagiarism and maintain the record of similarity Index/plagiarism of SLM as the UGC-DEB sought from time to time.
7. To monitor and provide the assistance regarding MOU; Part Time Staff & Part Time Counselor at LSCs.
8. To check and scrutinize the bills of Part Time Staff & Part Time Counselor received from LSCs and forwarded by the RDs & ARDs for payment.

9. To check and validate the Bonafide & Migration certificates issued from CDOE.
10. To monitor and provide assistance in new admissions of CDOE through SAMARTH portal.
11. To assist the students facing difficulty to fill the online admission form on Samarth Portal over phone and guide them till they complete the Admission Process.
12. Any other work assigned by the Director, CDOE time to time

I hereby declare that all the information furnished above are true and to the best of my knowledge.

Place. Hyderabad

Date. 17.09.2025

Dr. Shafiq Ahmed