



مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited with "A+" Grade by NAAC)

مولانا آزاد نیشنل اردو یونیورسٹی

Curriculum Vitae

Dr. Saba Khatoon

Assistant Professor

Department of Education,
School of Education & Training,
MANUU, Gachibowli, Hyderabad. Telangana-500032.
E-Mail: sabakhatoon@manuu.edu.in
Contact No.:

• **Highest Education:** Ph. D. (English) UGC NET (Education) M.A.(English) M. Ed.

• Academic/Research/Industrial Experience

From Year	To Year	Position Held	Organization
04-03-2020	Present	Assistant Professor	Maulana Azad National Urdu University

• Publications

Papers In Journals

- 1 Khatoon, S. (2016). Importance of Building Rapport. *Research Journal of English Language and Literature* 4(4), 2395-2636
- 2 Khatoon, S. (2018). Use of ICT in English Language Teaching. *INTERNATIONAL JOURNAL OF CREATIVE RESEARCH THOUGHTS* 6(1), 2320-2882
- 3 Khatoon, S. (2018). Modern Trends in English Language Teaching: A Global Scenario. *Anveshana's International Journal of Research in Education, Literature, Psychology and Library Sciences* 3(6), 2456-3897
- 4 Khatoon, S. (2022). Maulana Abul Kalam Azad ki Jadd-o-Jehd aur Farogh-e-Taleem-e-Niswan. *Tahreek-e-Adab* 1(2322-0341), 2322-0341
- 5 Khatoon, S. (2022). Understanding the TPACK Framework and Its Educational Implications. *Mukt Shabd* 11(10), 2347-3150

Chapter In Book

- 1 Khatoon, S. (2021). Multidisciplinary Subjects for Research-XIII. 2(), 978-1-7947-5447-8

• Projects

S.No	Name	Funding Agency	Grant Approved	Start Date	End Date
Research Project					
1	MANUU Minor Research Project	Maulana Azad National Urdu University, Hyderabad.	100000	18-12-2023	Ongoing

• Research Guidance

S.No	Student Name	Reg. Date	Thesis Title	Role	Status
M.Ed.					
1	Arshiya Tabassum Roll No: 20MMED044HY	01-08-2020	Physics Phobia among Senior Secondary Students	Supervisor	Awarded On 31-07-2022
2	Sanjeedah Khatoon Roll No: 21MMED022HY	01-08-2021	Madrasa Students Practices towards Environmental Protection	Supervisor	Awarded On 02-06-2023

• Teaching Experience

Academic Session	Program Level	Program	Course Name
2019-2020	Bachelor's	D. El. Ed., B. Ed.	Pedagogy of Social Studies, Pedagogy of English, Communicative English
2020-2021	Master's	D. El. Ed., B. Ed., M. Ed.	Proficiency in English, Pedagogy of English, Secondary Education (M.Ed.), M.Ed. Dissertation Guidance
2021-2022	Master's	D. El. Ed., B. Ed., M. Ed.	English Pedagogy, Communicative English, Communication & Expository Writing (M.Ed.), M.Ed. Dissertation Guidance.
2022-2023	Master's	D. El. Ed., B. Ed. M.Ed.	Pedagogy of English (B.Ed.), Integrating Gender & Inclusive Perspective in Education, Elementary Curriculum, Pedagogy & Assessment (M.Ed.), Learning & Teaching, M.Ed. Dissertation Guidance
2023-2024	Master's	D. El. Ed., B. Ed., M. Ed.	Childhood and Child Development, Reading & Reflecting on Text, Communication & Expository Writing M.Ed., Pedagogy of Social Studies, Cognition & Learning, Pedagogy of English (B.Ed.) M.Ed. Dissertation Guidance.

• Membership of Professional Bodies

Professional Body	Membership Type	Fee/Paid	From Date	To Date
ELTAI	Professional Bodies Membership	Paid	23-08-2021	20-08-2022
CPDUMT, MANUU	Editorial Board Membership	Free	12-04-2022	21-08-2022

• Participation in Academic Events

Event Type	Event Level	Title	Held At	Organised By	Duration	Role
Workshop	State Level	Five-Day Online Workshop for Urdu Medium Teachers of Telangana.	Online	CPDUMT, MANUU, Hyderabad.	From 19-10-2020 To 23-10-2020	Resource Person
Any Other	National Level	Online Course on Action Research in Educational Technology	Online	CIET, NCERT, Delhi.	From 21-12-2020 To 26-03-2021	Participant
Orientation Program	National Level	Orientation programme for Faculty in Universities/Colleges/Institutes of Higher Education	Online	TLC Ramanujan College, Delhi	From 11-01-2021 To 09-02-2021	Participant
Invited Lecture	University Level	Webinar on Online Assessment	Online	Anwar ul Uloom College, Hyderabad.	From 26-02-2021 To 26-02-2021	Resource Person
Refresher Course	National Level	ONLINE TWO-WEEK INTERDISCIPLINARY REFRESHER Course on Research Methodology	Online	TLC Ramanujan College	From 20-07-2021 To 03-08-2021	Participant
Conference	National Level	Teaching English Online	CPDUMT, MANUU, Hyderabad.	CPDUMT, MANUU, Hyderabad.	From 14-09-2021 To 15-09-2021	Paper Presenter
Workshop	National Level	Six-Day Orientation Programme for Madrasa Teachers	CPDUMT, MANUU, Hyderabad.	CPDUMT & NCPUL	From 04-10-2021 To 11-10-2021	Resource Person
Invited Lecture	University Level	Online Tools for Assessment	Online	Ghulam Ahmed College of Education, Hyderabad.	From 30-12-2021 To 30-12-2021	Resource Person
Workshop	National Level	Five Day Online Workshop on E-Learning	Online	CPDUMT, MANUU, Hyderabad.	From 07-02-2022 To 11-02-2022	Resource Person
Conference	International (Within Country)	Language and Literature: Cultural and Pedagogical Perspectives in the Context of NEP 2020"	Osmania University, Hyderabad.	Osmania University	From 23-06-2022 To 24-06-2022	Paper Presenter
Workshop	National Level	Developing Thinking Skills	Online	CPDUMT, MANUU, Hyderabad.	From 06-02-2023 To 10-02-2023	Resource Person
Any Other	International (Within Country)	Creating and Implementing Online Courses	ONLINE	Arizona State University, U.S.	From 11-04-2023 To 06-06-2023	Participant

Workshop	National Level	AI in Education	Online	CPDUMT, MANUU, Hyderabad.	From 16-10- 2023 To 20-10- 2023	Resource Person
----------	----------------	-----------------	--------	---------------------------------	---------------------------------------	--------------------

• Pedagogical Contributions

Pedagogy Title	Innovations Description	Development Year	Reference URL for further details
Online Tests	Recorded Video Session (from online workshop) on the topic Online Tests which is a helpful resource for Trainee (B. Ed.) Teachers, Teachers and Teacher Educators. Given a live demonstration on how to prepare online tests using Google Forms (Through IMC MANUU).	2020	https://www.youtube.com/watch?v=jxjsuBVhJiE&ab_channel=IMCMANUU
Technology Enabled Evaluating	Recorded Session (from a workshop) on the topic Technology Enable Evaluation. It is a helpful resource for Trainee (B.Ed.) Teachers, Teachers and Teacher Educators to get familiarize with innovative evaluation techniques. (Through IMC MANUU).	2021	https://www.youtube.com/watch?v=QJ8j_VtwwW4&ab_channel=IMCMANUU
Innovative Assessment Practices	Recorded Session (from online workshop) on the Topic Innovative Assessment Practices beneficial for Trainee (B. Ed.) Teachers, School Teachers and Teacher	2022	https://www.youtube.com/watch?v=xWNP_d69yqM&t=306s&ab_channel=IMCMANUU

	Educators in adopting innovative assessment practices in their teaching learning process. (through IMC, MANUU).		
Types of Listening Skills (Communicative English)	Video lesson recorded for B. Ed. first year students for Communicative English Paper (through IMC MANUU).	2023	https://www.youtube.com/watch?v=xb9SN_I6CXU&t=54s&ab_channel=IMCMANUU
Convergent & Divergent Thinking	Recorded Video Session on the topic Convergent & Divergent Thinking. A useful resource for Trainee (B. Ed.) Teachers, Teachers and Teacher Educators to understand different kinds of thinking processes. (through IMC, MANUU).	2023	https://www.youtube.com/watch?v=f5dEjrrA-qs&ab_channel=IMCMANUU
CHATGPT for Teachers	Recorded a Video Session (from online workshop) on the topic CHATGPT for Teachers beneficial for Trainee Teachers, Teacher Educators, College & University Teachers to explore and integrate AI in their day-to-day Teaching-Learning. (through IMC MANUU).	2023	https://www.youtube.com/watch?v=gbhz3MkoK_s&list=PLK4auiSRQ36bxH8eFsuq5KSO2Gg2quu7D&index=2&ab_channel=IMCMANUU

• Administrative Responsibilities

From Date	To Date	Responsibility Description	Scope of Resp.	Organization
10-11-2020	19-09-2023	Certificate verification officer for the University Admissions, Under the Directorate of Admission, MANUU, Hyderabad.	University Level	Maulana Azad National Urdu University
26-07-2021	30-07-2021	Coordinator of One Week Online Workshop organized by the School of Education and Training and CPDUMT, MANUU, Hyderabad.	School Level	MANUU
13-09-2021	--	Member of Departmental IQAC Committee. Assist in collecting and organizing IQAC related data, prepare forms and proformas for data bases. Collect student achievement data. Assist in preparing and compiling necessary IQAC files.	Departmental Level	MANUU
05-07-2022	07-07-2022	Invigilator for Entrance Tests. Assisted in smooth conduction of Entrance Tests for university admissions.	University Level	MANUU, Hyderabad.
19-07-2022	--	Invigilator for Semester-end exams in the department. Assisting in smooth conduction of semester-end exams.	Departmental Level	MANUU, Hyderabad.
30-08-2022	05-09-2022	Co-coordinator of Teachers Day Celebration. under School of Education and Training, MANUU, Hyderabad.	Departmental Level	MANUU
01-06-2023	12-06-2023	Coordinator of Fine Arts Activities under DSW, for Jashn-e-Baharan	University Level	MANUU
30-06-2023	Present	Nodal Teacher for Gender Champions. Set up University Gender Champions Club under DSW, MANUU. Conducted awareness programmes for eliminating gender discrimination and violence against women.	University Level	Maulana Azad National Urdu University
19-09-2023	Present	Class In Charge for B. Ed. Regular Mode. Assisting in the program administration by managing the day-to-day activities of the B.Ed. program, including scheduling and conducting orientation programmes and coordinating resources. Providing guidance and support to	Departmental Level	Department of Education and Training, MANUU.

		B.Ed. students throughout their academic journey, including academic advising, resolving conflicts, and addressing concerns related to coursework or program requirements. Assisting in assessment and evaluation by adopting mechanisms for assessing student learning outcomes, monitoring program effectiveness, and help making data-driven decisions for continuous improvement. Further collected, organized and compiled students' data bases. Helped students in attending various co-curricular activities organized by the Department and the University, Organized Orientation Programmes for Students on Peer-teaching and School Internship (2023-2024).		
26-10-2023	26-10-2023	Coordinator of Inauguration of The Gender Champions Club and Expert Talk. Under DSW, MANUU, Hyderabad.	University Level	MANUU
24-11-2023	10-12-2023	Coordinator of Awareness Campaign in collaboration with Internal Complaints Committee, MANUU. Organized Department-wise awareness programmes to create awareness on Elimination of Violence Against Women along with University Gender Champions.	University Level	MANUU

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Date: 15.04.2024
Place: Hyderabad.

Dr. Saba Khatoon