

A Gateway for Excellence in Higher Education
Services for Universities and Higher Education Institutions



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Higher Education Institutions (HEIs) regularly look for academically acceptable and economically sustainable programs and avenues. However, many HEIs do not have sufficient human resource and expertise to design such programs indigenously. These resources and expertise are now available in the form of qualified and experienced professionals to help HEIs advance their academics and research pursuits leading to better ranking and more funding.

Vision

To provide professional resilience and adoption strategy to academic institutions for quality education and useful research.

Mission

To provide best expertise and state-of-the-art services to the academic institutions for bringing excellence and quality in their performance leading to improved standards and ranking.

Dr Farooqui is an academician, researcher and **academic leader having thirty-six years of professional experience** in teaching, research, planning, academic administration, curriculum development, academic and research audit, financial/budgetary administration, strategic planning, institutional building, and developing academic/research collaboration with Universities and Industries.

Several multi-dimensional services are available to craft/create/ design/redesign, or evaluate:

- ⊗ **Concept Papers**
- ⊗ **Strategic Action Plans**
- ⊗ **Program Approval Documents**
- ⊗ **Development Project Proposals (PC-1s)**
- ⊗ **Academic Audit Reports**
- ⊗ **Memorandum of Understanding**
- ⊗ **Memorandum of Agreement**
- ⊗ **International Collaboration Agreements**
- ⊗ **Standard Operating Procedures**
- ⊗ **Scheme of Studies/Curriculum Design**
- ⊗ **Course Handbooks**
- ⊗ **Program/Course Validation Documents**
- ⊗ **Annual Teaching Reviews**
- ⊗ **Policy Documents**
- ⊗ **Prospectus**
- ⊗ **Admission Guidelines**
- ⊗ **Students' Handbooks**
- ⊗ **Faculty Handbooks**
- ⊗ **Court/Legal Documents**

Consultancy Services Available

Dr Farooqui has multidimensional experience and expertise in higher education sector. He offers services in a wide variety of academic and administrative functions of universities and HEIs.

01

Concept Papers (CPs)

A preliminary and brief document about an idea/project/concept. It is meant to explain the basic purpose of the initial idea, its importance, feasibility, benefits, and the methods that will be used for its execution. In some cases, and if deemed necessary, preliminary time frame and the financial model may also be incorporated in the concept paper.

02

Strategic Action Plans (SAPs)

A future vision of an organization for a specific time duration that sets the path of its development and sustenance. The plan normally includes focus areas and pertinent details including objectives, strategies, activities, available resources & support, responsible stake holders, timeline, measure of success, and barriers/Interventions.

03

Program Approval Documents (PADs)

A document for the initiation of a new degree program within an already established Department/ Centre or in a new department. These documents normally contain all information relevant to the policies, rules, and procedures pertaining to the academic, administrative, and financial aspects and operation of the new program.

04

Development Project Proposals (PC-1)

PC-1s are the carefully prepared proposals for development projects that are required by the Government of Pakistan based on which funds are provided through annual budgetary allocations. An approved PC-1 provides a detailed blueprint of the development stages and time frame for the execution of the project.

05

Academic Audit Reports (AARs)

A detailed analysis of the performance of students and faculty of a specific program in a specific time duration or in a specific course. The report includes the analyses of the specific teacher, a specific program, a specific department, or a specific course for the purpose of identifying the strengths, weaknesses, and future course of actions for improvement.

06

Memorandum of Understanding (MoU)

A legal document that identifies the modes of cooperation, focus areas, objectives and expressed consent for signing the Memorandum of Agreement (MoA) between the two organizations. MoUs are normally signed between the two organizations after one or more meetings of the key/focal persons and developing the common areas of interest for further collaboration.

07

Memorandum of Agreement (MoA)

MOA is a document that contains detail description of the objectives, obligations, privileges, time frame, and financial implications of the specific actions of cooperation to be carried by the signing parties. All academic, technical, administrative, financial, and legal principles and procedures pertaining to the expressed agreement are defined in the MoA. Actions defined in MoAs revolve around the objectives of the agreement.

08

International Collaboration Agreements (ICAs)

ICA is international MoA in which the legal implications of the agreed cooperation are defined in the context of international rules and regulations. Guarantees are provided to safeguard the rights and privileges of all the parties and stakeholders. Legal measures, in case of breach by any party, are also defined in the light of prevailing local/international laws and principles.

09

Standard Operating Procedures (SoPs)

Standard Operating Procedures are the precise set of steps and actions that are required to be taken in a predefined order for the execution of any plan/activity. For example, SoPs for the implementation of Examination Policy or Admission Policy. SoPs are developed based on predefined policy, available resources, infrastructural facilities, existing rules and practices.

10

Scheme of Studies (SoS)/Curriculum Design

SoSs are the concise description of all the courses to be studied by the students of a specific degree program. It includes brief account of objectives, contents, credit weight, text and reference books, and any piece of literature/artifact about the course. Old SoSs are updated/revised as per need of the degree program and to incorporate new knowledge of the subject.

11

Course Handbooks (CHs)

CHs are detailed plan of delivery of a course in an academic term (year or semester). It contains detailed account of the objectives of the course, expected outcomes, learning, and reading material, weekly lecture plan, office hours, attendance, assessments, marking scheme, plagiarism policy, grading policy/procedures. CHbs are shared with students at the start of classes.

12

Program and Course Validation Documents (PVDs and CVDs)

These documents are prepared for course or program validation if the degree program is offered jointly by two institutions under a collaborative arrangement. Validation documents are detailed description of a course or a program that are required to be approved by the academic and statutory bodies of both the institutions.

13

Annual Teaching Review (ATR)

Annual review of performance of students, faculty and service departments pertaining to a specific degree program. ATRs are prepared at the end of an academic year encompassing the academic activities such as teaching, assessments, grades students earned, provision of qualified faculty, teaching aids, IT facilities, and extracurricular activities. It also includes targets for the next year.

14

Policy Documents (PDs)

PDs are set of objectives, principles, guidelines, and procedures for any academic statutory function of an academic institution. For example, Admission Policy, Registration Policy, Examination Policy, Attendance Policy, Plagiarism Policy, etc. The policies when approved by the relevant statutory bodies of the institution, are then implemented through agreements, action plans and SoPs.

15

Court and Legal Documents (CLDs)

CLDs are the draft court documents, petitions, replies to writ petitions, statements affidavits, rent/lease agreements or other legal documents that are required by academic institution for the purpose of court proceedings/ litigations or fulfilment of routine obligations towards students, faculty, or employees.

16

Prospectus and Admission Guidelines (PAGs)

Prospectus and the Admission Guidelines are the first documents that prospective students consult before applying for admission. These documents provide information about the strengths and merits of the Institution, the programs offered and the stepwise admission procedures.

17

Students' Handbook (SH)

Students' Handbook is a concise document that describes the general aspects of student's life at campus. It includes teaching and learning environment, attendance in classrooms, examination and grading system, scholarships and financial aid opportunities, registration policies, codes of conduct and criteria for academic distinctions.

18

Faculty Handbook (FH)

Faculty Handbook provides comprehensive details to the faculty about their responsibilities, perks, privileges, scholarships, trainings, and capacity building opportunities. Rules, regulations, procedures and practices pertaining to pedagogy, timetable, course load, examination, research, anti-plagiarism, and employment are also shared through FH.

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Any Other

Any document related to "higher education" can be developed, reviewed, edited, and redesigned as per requirement of the HEI/University.

Credits & Achievements

Dr Muhammad Farooqui is an **academia expert** having **36 years** of professional experience in teaching, **research**, academic **administration**, **academic and research audit**, financial/budgetary management, **strategic planning**, institutional building. **Developing linkages** with universities and industries is his **special expertise**.

Academic

Dr Farooqui earned his **PhD in Geology** from University of **Montana** (USA). He won two prestigious International **Postdoctoral Fellowships**: one from **Fulbright (USA)** and the other from **Commonwealth Scholarships (UK)**. During 36 years in academia, he remained actively engaged in teaching, research, and **academic administration (national and international)**. He started his career as a **Lecturer** at University of Balochistan (Quetta, Pakistan) and after spending **twenty years** he reached to the apex position of **Full Professor**. Later he moved to **COMSATS University** and successfully initiated and re-structured several **new programs** including undergraduate and graduate degree programs in **Sciences, Social Sciences, and Engineering**.

Academic Administration

He played leading role at many leadership positions. He was member of many **academic and statutory bodies** where he **contributed extensively** in the academic, **administrative**, and financial matters of the university. He was member of the **Board** of Studies and **Selection Boards** of many universities. He worked as **Head** of Program, **Chairman** of Department, and **Chairman/Member** of many statutory bodies and committees like, Board of Studies, **Board of Faculty**, **Academic Council**, E&D Committee, Board of Advanced Studies and Research, and **Exam Vigilance Committee**. He has the unique credit of being **Director** of first **Dual Degree Program (DDP)** launched in Pakistan in collaboration with **Lancaster University** (UK) at COMSATS University and crafted its complete operational model from **scratch** to award of degrees. In addition, he also served as **Head of Academics and Research**, Head of **Energy Research Centre**, and Head of **International Liaison Office** of COMSATS University.

Research

Dr Farooqui has been an active researcher. He has **authored/coauthored** more than **forty** research papers/abstracts, supervised several **MS and PhD theses**, completed three research projects, evaluated many research proposals, and published six volumes of the **scientific research journal: *Acta Mineralogica Pakistanica***, as **Chief Editor**. He has been a **referee/reviewer** for many research journals. Besides, he has authored many **technical reports** pertaining to geological investigations, groundwater investigations, mineral investigations, **academic audit, research audit**, and concept papers for academic programs and departments. He presented his research findings in **international conferences** and was also invited as a speaker at **Stanford University, University of Houston, Washington State University, University of Montana, Leeds University, Leicester University, and Utah State University**.

Entrepreneurship

Dr Farooqui has executed the **Erasmus+ TAKE-UP (*Transforming Academic Knowledge to Develop Entrepreneurial Universities in Pakistan*) project** that was meant to promote entrepreneurial culture in Pakistani universities. In this project, **funded by EU**, a new course and accompanying **Instructor's Manual** have been developed for the **promotion of entrepreneurship** in Pakistani universities. <https://takeup.eu/>

Professional Societies

He is member of many local and international professional societies, including GSA and AAPG - the **two apex and prestigious** geoscience societies in the World. He **participated and organized** many **short courses and training programs** to enhance his vision towards **geosciences, academic management, quality assurance** in higher education, **online education**, and **entrepreneurship**, to name a few.

International

Dr Farooqui has travelled extensively around the globe (to **USA, UK, Japan, Canada, Malaysia Greece**, and many other countries) for the purpose of studies, research, developing **academic collaborations**, attending faculty/staff development programs, and meetings with the officials of **foreign universities**. He has **excellent skills to communicate** with people without losing focus of the discussion.

Experience & Expertise of Dr Muhammad Farooqui

Concept Papers

Created, drafted, or re-designed many concept papers including:

- ❖ International Collaboration between Centre of Excellence in Mineralogy (University of Balochistan, Quetta) and Grunebaum Center for Near Eastern Studies, University of California, Los Angeles (UCLA).
- ❖ First 4-Year BS program in Applied Geology at University of Balochistan.
- ❖ BS Earth Sciences program at COMSATS University Abbottabad.
- ❖ Establishment of Centre of Excellence In Geology, Environment and Earthquake Sciences (CEGEES) COMSATS University Abbottabad.
- ❖ MS and PhD in Geology and Geophysics at COMSATS University Lahore.
- ❖ BS Civil Engineering program at COMSATS University Lahore.
- ❖ BS and Associate Degree programs in Education (B.Ed) at COMSATS University Lahore

Strategic Plans

- ❖ Five-year Strategic Action Plan (2013-2017) for COMSATS-Lancaster International collaboration
- ❖ Five-year Strategic Action Plan (2017-22) for COMSATS University Lahore
- ❖ Strategic Plan developed for the long term collaboration with German Universities

Program Approval Documents

Prepared for BS degree programs in Telecom Engineering, Computer Science, Business Administration, Chemical Engineering, Software Engineering, Computer Engineering and Electronics Engineering.

MoUs and Similar Documents

Several MoUs and similar documents (like Intent of Cooperation etc) prepared to establish national and international linkages with COMSATS University such as

- ❖ Curtin University, Australia for Academic and Research Collaboration
- ❖ Everest International Expo (Pvt.) Ltd China to organize Pak China Business Forum and Industrial Expo.
- ❖ Chongqing Electromechanical Vocational Institute, China to develop collaborative diploma programs
- ❖ PRESCON Engineering Pvt Limited and ERTC to offer joint training programs and short courses in Energy and related fields.
- ❖ And many more

Development Project Proposals

Developed PC-1s for first 4-year BS Applied Geology program and establishment of Centre of Excellence in Hydrogeology at University of Balochistan. In addition several PC-1s (Education Sector), including a mega-PC-1 for the infrastructural development of COMSATS University Lahore Campus were prepared.

Academic Audit

Carried out a comprehensive academic audit of the COMSATS University Lahore Campus, and Audit Reports prepared, for the years 2018-19, 2019-20, and 2020-21.

MoAs and similar documents

- ❖ International Collaboration Agreement between COMSATS University and Lancaster University
- ❖ Teaching out agreement (ToA) between CUI and Lancaster University.
- ❖ Collaboration Agreement between CUI and Saarland University Germany.

Standard Operating Procedures

SOPs developed for several functions including, Admissions, Registration, Examinations, Final Year Projects (FYPs), monitoring the progress of graduate students, and monitoring of research projects.

Annual Teaching Review

Carried out ATRs of seven undergraduate degree programs offered under Dual Degree Program from 2011 to 2017.

Mid Program Review

As member of the Joint Team, carried out the Mid Program Review of Dual Degree Program (DDP) after three years of operation in collaboration with Lancaster University.

Schemes of Study and Curricula

Prepared/revised/streamlined several SoSs for degree programs, such as

- ❖ BS Applied Geology (University of Balochistan),
- ❖ BS Earth Sciences (COMSATS University),
- ❖ MS and PhD Geology and Geophysics (COMSATS University),
- ❖ MA Heritage Studies (COMSATS University),
- ❖ BS Education (COMSATS University)
- ❖ And many other programs

Course Handbooks

Designed and prepared Course Handbooks more than 250 courses of Engineering, Computer Science, Management Sciences, Mathematics, Social Sciences, and Humanities and a system developed for their preparation and usage.

Moderation of Examinations

Designed and implemented Exam Moderation System at COMSATS University (Lahore Campus) under the collaborative arrangement with Lancaster University.

Course/Program Validation System

Designed and followed a validation system for the courses and degree programs offered under Dual Degree Program in collaboration with Lancaster University.

Policy Documents

Prepared, reviewed, and revised policy documents for Dual/Joint/Double degree Programs Policy, Online/distance Education Policy, Admission Policy, Examination and Grading Policy, Travel Grant Policy, Best Teacher/Researcher Award Policy, Merit Scholarship Policy, Contribution bases Hajj/Umra Policy etc.

Constitution and Bylaws

Authored/Reviewed and completely overhauled the constitution and bylaws of Academic Staff Association, University of Balochistan, Quetta.

Students/Faculty Handbooks, Prospectuses, and Admission Guidelines

Prepared and revised several types of Handbooks, Prospectuses, and Guidelines for COMSATS University and several other universities.

Fabrication Lab – A new initiative to promote entrepreneurship in universities

Established a Fabrication Lab at COMSATS University Lahore Campus under the auspices of EU-funded TAKE UP Project. The Lab is equipped with laser engraver, laser plotter, 3D scanner, 3D printers, grinders, drill machines and all related tools and software. The purpose of the Lab is to allow students to transfer their imaginary models into real physical models. <https://takeup.eu/>

Thank You

Because, we're here to help

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