



**OFFICE OF THE REGISTRAR**

**NOTIFICATION**

AKU/Reg/2025/12/24/002

Dated: 24<sup>th</sup> December 2025

**Subject: Faculty Development Program – Training of Trainers (ToT)**

1. **Al-Kawthar University**, through the **Quality Enhancement Cell (QEC)**, is organizing a **Training of Trainers (ToT)** Program under the **Faculty Development Program**, in coordination with **Sindh Higher Education Commission (Sindh HEC)**. The organizing committee is as follows:

S. No.	Name & Designation	Role
1.	Prof. Dr. Saood Zia HOD, Department of Computer Science	Chairperson
2.	Dr. Muhammad Ammad UI Haq Director QEC	Member
3.	Mr. Muhammad Daniyal Chundrigar Associate Lecturer, Department of Computer Science	Member
4.	Mr. Rana Al Shoaib Ameer Assistant Registrar (HR)	Member

2. The ToT Program will be conducted as per the approved schedule, enclosed herewith (**Annex A**).
3. Attendance is **mandatory** for all faculty members of Al-Kawthar University **from Assistant Lecturers to Assistant Professors**. The consolidated attendance record will be **submitted to Sindh HEC** for official purposes.
4. Kindly review the following action items and ensure timely preparation for a smooth and successful meeting:

S. No.	TASK	ACTION BY
a.	<b>Tea &amp; Refreshments (11:00 AM):</b> Tea and refreshments, ensuring enough quantity for the 40 (expected) number of attendees <b>Venue:</b> Training Room (B-110). <b>Cleaning:</b> Ensure thorough cleaning of the Training Room. <b>Provision of Stationery:</b> Ensure availability of all necessary stationery, including (for 1 time): <ul style="list-style-type: none"><li>• 1 Writing Pad</li><li>• 1 Blue Ball Pen</li><li>• 1 Pencil</li><li>• 1 Eraser</li></ul>	Director Facilities and Services / Director IT

	<p><b>Stationary in Training Room:</b> Following Stationary Items will be handled-over to Mr. Muhammad Daniyal Chundrigar (Member organizing committee).</p> <ul style="list-style-type: none"> <li>• 10 Red Marker</li> <li>• 10 Blue Marker</li> <li>• 10 Green Marker</li> <li>• 10 Black Marker</li> <li>• 40 Multi Color Sheets (A-4 Size)</li> <li>• Poster Sheets (3'X4' appx)</li> </ul> <p><b>Souvenirs:</b> Arrange souvenirs for the trainers.</p> <p><b>Transportation arrangements:</b> Transportation arrangements for trainers, if required.</p> <p><b>Lunch for Trainers:</b> Lunch for trainers.</p> <p><b>Multimedia Setup:</b></p> <ul style="list-style-type: none"> <li>• Ensure multimedia is functional.</li> <li>• Presence of one IT personnel in the training room in case of any Technical Issue.</li> </ul>	
b.	<p><b>Photography:</b></p> <ul style="list-style-type: none"> <li>• Arrange for photography during the training and a group photo after the training.</li> <li>• Coverage of the Training on Digital &amp; Social Media.</li> </ul>	Head, Digital & Social Media

5. Please ensure that all actions are completed and in place before the training on **26<sup>th</sup> December 2025** as per the enclosed schedule. Thank you for your cooperation and support.

  
**Dr. Rida Ahmed**  
 Registrar

**Enclosure:**

*Training Schedule – Annex A*

**Copy to: (for action)**

All Concerned

**Copy to: (for information)**

Vice Chancellor



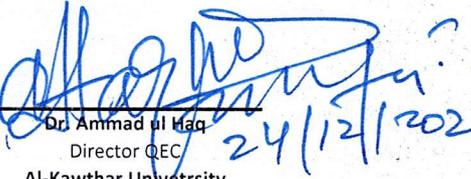
**Training of Trainers (ToT)**  
**Training Schedule At Al-Kawthar University**  
**For Faculty Development Program**

Date	Session (10:00 a.m. - 12:00 noon)	Date	Session (10:00 a.m. - 12:00 noon)
Friday, December 26, 2025	<b>Teaching Methodology:</b> Instructional Design Speaker: Dr. M. Farhan Bukhari	Friday, January 16, 2026	<b>Teaching Methodology:</b> <i>Teaching Strategies</i> Speaker: Dr. Asma Siddiqui Karachi Metropolitan University
Friday, January 2, 2026	<b>Assessment: Bloom's Taxonomy</b> Speaker: Dr. Asma Siddiqui, Karachi Metropolitan University	Saturday, January 17, 2026	<b>Educational Tools</b> Speaker: Dr. Shakir Karim Buksh Bahrai University
Saturday, January 3, 2026	<b>Workplace Ethics and Professionalism</b> Speaker: Dr. Rida Ahmed Al-Kawthar University	Friday, January 23, 2026	<b>Assessment Types</b> Speaker: Dr. Asma Siddiqui, Karachi Metropolitan University
Friday, January 9, 2026	<b>AI Tools for Education</b> Speaker: Dr. Haris AlGhazali University	Saturday, January 24, 2026	<b>Teaching Methodology:</b> <b>Attributes of a Teacher</b> Speaker: Prof. Dr. Syed Saood Zia Al-Kawthar University
Saturday, January 10, 2026	<b>Communication Skills</b> Speaker: Dr. Ambreen Atiq, Greenwich University	Friday, January 30, 2026	<b>Planning for Cascading</b> Speaker: Dr. Shakir Karim Buksh Bahria University

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Date	Session (10:00 a.m. - 12:00 noon)	Date	Session (10:00 a.m. - 12:00 noon)
Saturday, January 31, 2026	<b>Student's Counselling &amp; Mentoring</b> Speaker: Prof. Dr. Sajida Zaki NEDUET Sindh HEC Master Trainer	Saturday, February 14, 2026	<b>Quality Assurance</b> Speaker: Dr. Shakir Karim Buksh Bahria University
Friday, February 6, 2026	<b>Overview of Applicable Higher Education Polices</b> Speaker: Dr. Rida Ahmed Al-Kawthar University	Friday, February 20, 2026	<b>Research Supervision</b> Speaker: Prof. Dr. Sajida Zaki NEDUET Sindh HEC Master Trainer
Saturday, February 7, 2026	<b>Simulation and Gamification</b> Speaker: Dr. Hassaan Ahmed And Dr. Shamaila Burney Salim Habib University	Saturday, February 21, 2026	<b>Academic Innovation For Knowledge Creation, Commercialization &amp; Social Good</b> Speaker: Dr. M. Farhan Bukhari Al-Kawthar University
Friday, February 13, 2026	<b>Proposal Writing for Winning Grants</b> Speaker: Prof. Dr. Syed Saood Zia Al-Kawthar University	Saturday, February 28, 2026	<b>Inclusive Education</b> Speaker: Dr. Shakir Karim Buksh Bahria University

  
 Dr. Ammad ul Haq  
 Director QEC  
 Al-Kawthar University  
 24/12/2025

  
 Dr. Rida Ahmed  
 Registrar  
 Al-Kawthar University