

**Mr. Khalid Azim Khan**  
**Consultant Academic Accreditation; EFL/ESL Teacher**

**PhD Scholar(Applied Linguistics), M.A English, B.Ed**

**GSM: 00966-508329549**

**Email: kakhan@uqu.edu.sa**

---

**Areas of Interest**

- Quality Assurance in Higher Education
- Institutional/Programmatic Academic Accreditation
- Strategic Planning and Its Implementation in Higher Education
- Teaching and Learning of Languages

**Job Profile**

**September 2010- Present**

- **Consultant Academic Accreditation**
- **Member Accreditation and Quality Consultants Team at the Vice Presidency for Development, Umm Al-Qura University.**
- **In-Charge/Supervisor Academic Accreditation Unit at the Deanship of University Development and Quality Assurance.**
- **Chairman Coordination and Drafting Committee (Member Steering Committee) for the Project of Institutional Accreditation of Umm Al-Qura University with NCAAA.**

**Duties and Responsibilities**

- Supervising the Academic Accreditation Unit at Deanship of University Development and Quality Assurance since 2011.
- Following up and keeping records of Academic Accreditation processes in all academic Institutes and Colleges of Umm Al-Qura University
- Escorting the Vice Rector and the Dean on their visits to all academic units/colleges
- Attending (sometimes presenting agenda points) meetings of council of the Deanship of University Development and Quality Assurance

- Helping in the compilation and editing of Annual Reports of the Deanship
- Compiling brochures and leaflets about Quality issues and special ceremonies.
- Attending (sometimes presenting agenda points) meetings of council of the Vice Presidency for Development
- Providing guidance and help regarding Academic Accreditation, to all Colleges and Institutes of the University.
- Helping the Deanship of University Development and Quality Assurance in all sorts of official correspondence in English.
- Coordinating and corresponding with Accrediting Bodies
- Coordinating with Self-Study Committees for guidance and support
- Drafting, editing, proof-reading and publishing of the Self-Study Report of UQU
- Organizing and coordinating External Reviewers' visits of both national and international accrediting bodies.
- Preparing documentation/accreditation workroom for Review Panel Visiting Teams

### November 2005- August 2010

- **Lecturer in English**
- **Coordinator International Academic Accreditation**
- **In-Charge Academic Accreditation Unit at MCC**
- **Member Steering Committee for International Accreditation**
- **MCC Liaison Officer for COE**
- **Member MCC Strategic Planning Committee**
- **Member Council of Humanities Department**

**Makkah Community College.**

**Umm Al Qura University, Makkah, Kingdom of Saudi Arabia.**

### Duties and Responsibilities:

- Coordinated and steered the International Accreditation Project and the SSR committees
- Drafted, edited and finalized MCC-SSR
- Carried all sort of corresponding with COE
- Prepared exhibit boxes and accreditation workroom for review panel visiting team

- Provided guidance and support to teaching faculty and staff members regarding accreditation, through workshops and seminars
- Compiled and edited the special issue of the College Journal “ Sada-e-Mujtama”
- Taught General English as GRC
- Evaluated students and maintained record of students’ progress.
- Pioneer In-Charge of the English Language Club.
- Devised and modified the syllabus according to the students' needs
- Taught ESP at Engineering College and various colleges under the **English Language Center** for three academic years.

### September 2002-August 2005

#### **EFL Teacher**

Ministry of Education, Kingdom of Saudi Arabia.

#### **Duties and Responsibilities:**

- Taught General English to Secondary Grade students
- Planned, prepared and delivered lessons to a range of classes.
- Marked assignments gave, appropriate feedback and maintained records of pupils’ progress and development.
- Member of school disciplinary committee
- Attended professional development workshops organized by Ministry of Education, Saudi Arabia.

### February 2000-July 2002

#### **Lecturer in English**

Institute of Management and Information Sciences,  
CECOS University, Hayatabad, Peshawar, Pakistan.

#### **Duties and Responsibilities:**

- Taught Business Communication & Report Writing, Oral Communication and Business English to MBA and BBA students.
- Evaluated students and maintained record of students’ progress.
- Kept minutes and maintained record of all the official meetings
- Edited and proofread the monthly newsletter and Students’ journal.
- Member of the College Council
- In-Charge CECOS Literary Society

- Member CECOS Sports Society
- Organized various co-curricular activities for the University including debates, Funfairs, literary competitions, Quiz shows, Annual events etc.

### March 1998-February 2000

#### **Deputy Director-cum-Instructor**

Erica Niggeler College of Economy and Administration,  
Swiss Aid for Afghans, Peshawar, Pakistan.

#### **Responsibilities:**

- Adopted/Designed curriculum of Commercial Correspondence and Office Communication and taught it too.
- Evaluated and maintained students' progress record
- Prepared routine monthly reports of the college for the donor agencies.
- Helped the Director in all sorts of official correspondence.
- Organized sports and cultural events

#### **Membership of Committees**

- Member '**Accreditation Consultants Team**' at the Deanship of University Development and Quality Assurance
- Previously Chairman and currently member of the '**Coordination and SSR Drafting Committee**' for the Project of Institutional Academic Accreditation of Umm Al-Qura University by NCAAA since 2010
- Previously member **Steering Committee** for the Project of Institutional Academic Accreditation of Umm Al-Qura University by NCAAA for 3 years.
- Member **Council of the Deanship** of Development and Quality Assurance
- Member **Strategic Planning Committee** at the Deanship of Development and Quality Assurance
- Member **Standard 3 'Quality Assurance and Improvement Processes' Committee.**
- Member **Council of Vice Presidency for Academic Development** and Community Service
- Member **Strategic Planning Committee** at College of Community Service and Continuing Education

- Member **Quality Assurance Committee** at College of Community Service and Continuing Education
- Makkah Community College **Coordinator and Liaison** for International Accreditation with COE
- Coordinator **Steering Committee for Re-Accreditation** of MCC
- Member **Council of Humanity Sciences Department** at MCC.
- Member **Strategic Planning Committee** at MCC

### **Major Accomplishments**

- ❖ Successfully steered NCAAA Review Panel Visit and all milestones in the Developmental Phase of Institutional Academic Accreditation of Umm Al-Qura University being member Steering Committee and Chairman Coordination and Drafting committee for the Project.
- ❖ Drafted and edited Self-Study Report of Umm Al-Qura University (UQU-SSR 2013)
- ❖ Facilitated the Deanship of Development and Quality Assurance phenomenally in the establishment of Quality Management System at Umm Al-Qura University
- ❖ Successfully organized the Launching ceremony of the Project of Institutional Accreditation for Umm Al-Qura University with NCAAA
- ❖ Accomplished International Academic Accreditation for Makkah Community College almost single-handedly as “Coordinator Steering Committee”
- ❖ Obtained Appreciation Letter from the Associate Director Council of Occupational Education
- ❖ Got a Shield and a Certificate of Appreciation from the Rector Umm Al-Qura University for achieving International Accreditation for Makkah Community College
- ❖ Obtained a Shield of appreciation from the Rector on the occasion of SSR signing ceremony.
- ❖ Represented Umm Al-Qura University at the “Quality Assurance Conference and Exhibition” as Organizer, held at King Saud University, Riyadh, Saudi Arabia.
- ❖ Designed and successfully conducted an adult-learners centered Intensive Urdu Language Course (USP : Urdu for Specific Purposes) for Special

Security Forces for Hajj and Umrah at the College of Community Services and Continuing Education, Umm Al- Qura University.

### **Conferences, Seminars and Workshops Attended**

- **“External Reviewer Training”** by NCAAA (National Commission of Assessment and Academic Accreditation), Saudi Arabia in collaboration with QAA (Quality Assurance Agency) UK and British Council. Trainers: Dr. Gillian King, Deputy Director QAA, UK, Mr. Adrian Chadwick, Director British Council, Dr. Iqbal Darandari, Consultant NCAAA.
- **“Learning Outcomes and KPI’s: Application and Integration”** by Dr. Greg Muffet and Dr. Bothaina Murshid from NCAAA.
- **“Establishing Data Analysis & Reporting System Based on NCAAA Requirement”** by NCAAA in coordination with British Council.
- **“Planning and Implementation of Self-Study for Institutional Accreditation”** presented by Dr. Saleh Al-Ghamdi from NCAAA.
- **“Introduction to Institutional and Programmatic Accreditation”** presented by Dr. Saleh Al-Ghamdi and Dr. Hanan Al-Oliyan from NCAAA.
- **“Quality Assurance and Institutional Assessment”** By Dr. Zuhair Abduljabbar from NCAAA.
- **“Course Specification and Field Experience Reports”** presented by Dr. Zuhair Abduljabbar and Dr. Bothaina Murshid from NCAAA
- **“Program Specification and Annual Program Reports”** by Dr. Zuhair Abduljabbar and Dr. Bothaina Murshid NCAAA.
- **“Language Skills Development Workshops”** by Ministry Of Education, Kingdom of Saudi Arabia.
- **“Education and Academic Accreditation”**  
Trainers: Dr. Alex Wittig, Associate Executive Director, Council on Occupational Education, COE , USA; Dr. Steven Crow Chief Executive Officer, S.D Crow, USA, Dr. Ian Mitton, Vice Principal, Greenwich Community College, UK.
- **“Self-Study Workshop Training”** A certificate from Council on Occupational Education, USA.
- **“Introduction to Program Accreditation”** A 2-day Seminar by ASIIN (German Accrediting Agency), presented by Dr. Iring Wasser,

Executive Director ASIIN and Dr. Siegfried Hermes, Assistant Director, ASIIN, Germany

- NCATE Seminar on “**International Recognition in Teachers’ Education (IRTE) Programs**” by Dr. Bethany Jones, President, The Center for Quality Assurance in International Education, USA
- Seminar on “**ABET (Accrediting Body for Engineering and Technology) USA, Accreditation**”.
- “**Introduction to AHPGS Accreditation**” A seminar by George Reschauer and **Hendrik Epe** from AHPGS German Accrediting Agency.
- “**Effective English Language Teaching**” by Ministry Of Education, KSA.
  
- “**Teaching and Learning Skills for Online Education**”, An E-Learning workshop presented by Dr. Badrul H. Khan, President McWeadon Education, USA, Organized by the Deanship of Academic Development, KFUPM.
- “**Certificate Program for University Teaching**” presented by Dr. Keith Barker, Director, Institute of Teaching and Learning, University of Connecticut and Dr. Laura Donorfio of University of Connecticut, USA.
- “**Strategic Planning and Its Implementation**” for Vice Presidency of Academic Development and Community Service, Umm Al-Qura University, presented by Dr. Hani Al-Khoudary, Director 4x4 Professionals, Australia.
- “**Strategic Planning and Self-Study**” for Makkah Community College
- Teaching Skills for Language Teachers, Ministry of Education Saudi Arabia.
- “**Methodologies for Language Teaching**” A series of training workshop organized by Ministry of Education, Saudi Arabia.
- “**Using Course-Lab in Planning Lessons**” A training program, offered by the National Center for Professional Trainings, Saudi Arabia.
- “**Preparing an Author**” conducted by King Abdullah Library in coordination with Deanship of Quality and Development, Umm Al-Qura University.

- **“Approaches in E-Learning and Distance Education”** by Dr. Clark N. Quinn, Executive Director, Quinnovation, USA, and Dr. Charles Jennings, Director Duntroon, UK.
- **“International Conference on Higher Education 2014” at Riyadh** organized by Ministry of Higher Education, Saudi Arabia.
- **‘Using SPSS for Data Analysis’** conducted by the Deanship of University Development and Quality Assurance.
- **‘Methods of Adult Education’** conducted by the Deanship of University Development and Quality Assurance.
- **‘Building Organizational Structures’** conducted by the Deanship of University Development and Quality Assurance.
- **‘Teaching Large Groups’** conducted by the Deanship of University Development and Quality Assurance.
- **‘Foreign Language Teaching Methods’** organized by the College of Community Services and Continuing Education, Umm Al-Qura University.

### **Workshops/Seminars Conducted**

- Keynote Speaker on **“Education for All”**, A seminar organized by a Social Welfare Organization for the CEO’s/Managing Directors of Private Secondary Schools at district Karak, KPK, Pakistan.
- **“Preparation of Self-Study Report for COE International Accreditation”**, offered to faculty and SSR Committees members at the Female Campus of Makkah Community College, Al-Zahir, Makkah.
- **“Course Specification in accordance with NCAAA requirements”** for the faculty members of Humanity Sciences Department at MCC.
- **‘Cooperative Learning’** offered to female Teaching Faculty members of Umm Al-Qura University
- **‘Preparing a Professional CV’** offered to Teaching Faculty Members of Umm Al-Qura University