



Dr. Muhammad Hanif

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Summary:

Experienced academic and research leader with a Ph.D. in Management Sciences, extensive administrative academic experience, and a track record of successful management. Seeking leadership roles in academia and research.

Education:

Ph.D. in Management Sciences

Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi

June 2023

CGPA: 74.44%

MS in Management Sciences

Iqra University, Karachi

May 2012

Percentage of Marks obtained: 74.00%

MBA Commonwealth of Learning Canada

Allama Iqbal Open University (AIOU)

August 2005

Percentage of Marks obtained: 66.00%

B.Com.

University of the Punjab, Lahore

May 1997

Percentage of Marks obtained: 53.61%

Certification:

Registered Income Tax Practitioner "MN0-77" from FBR-RCIT Multan since 1999

Professional Experience:

Deputy Registrar / Incharge Academic Unit

COMSATS University Islamabad

December 2021 – Present

Key Responsibilities:

As the Incharge of the Academic Unit and Registrar at COMSATS University Islamabad, I have a multifaceted role that involves various responsibilities. My role is crucial in maintaining the high academic standards and continuous improvement of COMSATS University Islamabad. My duties include:

1. **Overseeing Academic Affairs:** I am responsible for overseeing all academic matters within the university.

2. **Managing University Statutory Bodies:** I manage and facilitate the functioning of various statutory bodies within the university.
3. **Active Participation in Academic Committees:** I actively participate in key academic committees, serving as a member or secretary. These committees include the Syndicate, Senate, Academic Council, BASAR, Board of Faculties, and Boards of Studies.
4. **Coordinating Accreditation Processes with HEC:** I am involved in coordinating accreditation processes with the Higher Education Commission (HEC) to ensure that the university meets the necessary standards.
5. **Facilitating Department Chair and Dean Appointments:** I play a role in facilitating the appointment of department chairs and deans within the university.
6. **Supervising Postgraduate Research Programs:** I oversee postgraduate research programs to ensure their successful execution.
7. **Leading Audits for Compliance:** I lead audits to ensure that the university is compliant with relevant regulations and standards.
8. **Conducting Academic Operations and Assessments:** I am involved in conducting various academic operations and assessments to maintain and improve the quality of education at the university.
9. **Ensuring Academic Integrity:** I work with the Deans Committee and Plagiarism Standing Committee to ensure academic integrity across the university.
10. **Handling Interactions with Regulatory Bodies:** I manage interactions with regulatory bodies such as the Pakistan Engineering Council (PEC), Pakistan Council of Architects and Town Planners (PCATP), and National Computing Education Accreditation Council (NCEAC), etc.
11. **Managing Correspondence with HEC/PEC:** I handle correspondence with the Higher Education Commission (HEC) and Pakistan Engineering Council (PEC), contributing to the maintenance of high academic standards.
12. And many more...

Registrar

National Skills University Islamabad

September 2021 - December 2021

Key Responsibilities:

As the former Registrar at NSU, I held overall responsibility for university operations and academic functions. I served as Member Secretary for key bodies including the Syndicate, Senate, Academic Council, BASAR, Board of Faculties, and Boards of Studies, among others. My role included managing academic records, overseeing student services, and collaborating with government authorities for university recognition. I ensured the implementation of policies and procedures aimed at academic excellence and coordinated faculty recruitment and development initiatives.

Deputy Registrar

COMSATS University Islamabad

August 2011 - September 2021

Key Responsibilities:

Similar responsibilities as Deputy Registrar / Incharge Academic Unit, COMSATS University Islamabad.

Assistant Registrar

COMSATS University Islamabad

January 2008 - August 2011

Key Responsibilities:

Similar responsibilities as Deputy Registrar / Incharge Academic Unit, COMSATS University Islamabad.

Senior Principal and Financial Advisor

Ellahi Group of Colleges, Jariwala Faisalabad

May 2006 - December 2008

Key Responsibilities:

Providing financial guidance and strategic planning for the institution.

Overseeing the financial operations of the college.
Managing budgets, accounts, and financial reporting.
Collaborating with educational authorities for compliance.

Incharge ICMAP Faisalabad

Institute of Cost and Management Accountants of Pakistan
July 1999 - May 2006

Key Responsibilities:

Leading educational programs related to cost and management accounting.
Advising students on academic and career matters.
Assisting in the accreditation process with professional bodies.

Trainings Completed:

1. Corporate Social Responsibility Training, International Islamic University (February 13, 2010)
2. Modern University Governance Training, National Défense University Islamabad (February 9-13, 2015)
3. Leadership Skills & Management Approaches Training, Faculty Development Academy Islamabad (October 27-29, 2015)
4. Capacity Building of Faculty and Staff Training, Higher Education Commission (HEC) (March 6-8, 2017)
5. Good Governance Strategies Organize Excellence Training, HEC & Turkish Management Science Institute TUSSIDE (April 22-29, 2018)
6. Anti Sexual Harassment Legislation Training, A Centre for Learning Maharath Islamabad (March 15-17, 2019)
7. Professional Discourse for Admin Officers Training, Faculty Development Academy Islamabad (April 8-12, 2019)

Research Publications

1. **Hanif, M., et al. (2023).** Role of Leadership for Diversity Management and Organizational Performance: Moderation Model of Diversity and Functional Leadership Dimensions in Pakistan. *Foundation University Journal of Business & Economics*, 8(1). doi:10.33897/fujbe.v8i1.705.

2. **Hanif, M., et al. (2023).** Diversity Management and Organizational Performance in Pakistan. *Reviews of Management Sciences*, 4(2), 95–116. doi:10.53909/rms.04.02.0203.
3. **Muhammad, H., & Athar, R. (2022).** The Impact of Diversity Management and Organizational Performance in Higher Education Sector in Pakistan. *Annals of Human and Social Sciences*, 3(3), 1–11.
4. **Muhammad Hanif, Muhammad Razzaq Athar, Zia ur Rehman, Abaidullah Anwar, M.Q.A. (2022).** Diversity Management Practices and Organizational Performance in Pakistan. *Sarhad Sciences Journal, Management*, 8(2), 223–240. Available at: <https://journal.suit.edu.pk/index.php/sjms/article/view/883>.

References:

Dr. Zia ur Rehman

Assistant Professor (Marketing Management)

Research Advisor (BS/MS/PhD Programs)

Project Director (NFTP Regional Centre)

University Institute of Management Sciences

Pir Mehr Ali Shah Arid Agriculture University Rawalpindi

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Deputy Director

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