



Adil Syed Mohammed Zaidi, Ph.D

(Lecturer Foundation Program)
Dhofar University, Salalah – Sultanate of Oman
e-mail: adilumar2000@yahoo.com
Tel: (office): 2323-7189
Mobile: 99699259

Personal Summary:

I am a committed senior lecturer with over 22 years of experience at leading academic institutions, possessing excellent administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment. I am able to work in managerial role or as a part of team and having the proven ability to successfully work to tight schedules and deadlines.

Academic Qualifications:

2008	Ph.D. (English) Dr. BR. Ambedkar University (old Agra University) Agra, India.
1976	M.A. (English) Aligarh Muslim University, Aligarh India

Career History:

2004 – Present	Lecturer, Dhofar University, Salalah, Sultanate of Oman.
2002 – 2004	National College of Science & Technology
1998 – 2002	Jamia Urdu, Aligarh
1992 – 1998	Toronto Institute of English Language, New Delhi, India.
1987 – 1990	SMAO College, Agra, India

Courses Taught:

- English for Academic Purposes
- Intensive English Courses (for adults wanting to learn English for professional reasons)
- General English
- Pre-Intermediate English
- Upper-Intermediate English
- Post-Intermediate English
- English 101, 102 (College of Arts & Applied Sciences, Dhofar University)
- English 203, 203 (Academic Writing at College of Arts & Applied Sciences, Dhofar University)
- Exam preparation courses (TOEFL & Civil Services Exams)
- Business English Courses

Key Competencies and Skills:

- Planning
- Organizing
- Mentoring
- Highly innovative in depicting the subject matter to the students
- Proficiency at computer aided teaching and research tools and the web search engines

Administrative Experience:

Program Coordinator (Foundation Program Dhofar University 2007-2009)

- Receiving general supervision in the form of broad overall goals, objectives, outcomes and FP policies. Implementing and achieving such goals, objectives and outcomes in a manner consistent with FP policies, standards, expectations and institutional philosophy and those of the academic community and the profession.
- Developing and maintaining effective internal and external communications with FP management.
- Coordinating the Level-2 staff (Foundation Program)
- Holding weekly meetings with all the Level-2 instructors and apprising them of the students' feedback on the mode and manner of a particular course.
- Implementing FP program and other extra curricular activities for the students.

**Coordinator Academic Affairs (Foundation Program
Dhofar University 2009-2010)**

- Writing study plans and learning outcomes for the different skills of Level-2.
- Designing syllabus and course calendars for the students.
- Creating and compiling materials and lesson plan activities for Level-2 teachers.
- Helping teachers find resources and teaching materials.

**Coordinator (Placement Test & Exit Exam Foundation Program
Dhofar University 2010-Present)**

- Designing and conducting Placement Tests, Exit Exams, Routine Tests, and Quizzes under the supervision of the director and convener (FP).

Present Job Description:

- Teaching students in subject matter utilizing various methods, such as lecture, group dynamics, audio visual aids, communicative learning and other materials to supplement presentations.
- Preparing or following teaching outline for the course of study, assigning lessons and correcting homework and classroom papers.
- Administering tests to evaluate students' progress and recording results.

Awards / Honors / Membership:

- Member (Rules & Regulations Committee, Dhofar University)
- Member (Raleigh Literary Society, Aligarh Muslim University, Aligarh) awarded a prize by the VC of Dhofar University Salalah for extending active support in organizing the cultural week.

Research / Abstract / Working papers / Publication:

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| Book published | : Traditions & Modernity in the Novels of George Elliot |
| Edited | : Ph.D. dissertation of Dr. Habib on action research submitted to the University of Glasgow. |
| | : A business news magazine 'Big Business' |
| | : Designed FP Student Manual for Dhofar University (awaiting some modifications) |
| Course designing | : Designed the course E-106 in 2005 (for the Department of Languages & Translation) Dhofar University |
| Compilation | : Compiled the study materials for Level-2 Foundation Program |
| Abstract / Working papers | : New orientations in language learning motivation as a contributing factor in second language acquisition |
| | : Family involvement and academic achievement with special reference to Omani society. |

Personal Details

Full Name : Adil Syed Mohammed Zaidi
Nationality : Indian
Date of Birth : 08/09/1955
Department : Foundation Program
Current Post : Lecturer & Coordinator (**Academics**)
E-mail : Adilumar2000@yahoo.com
Permanent / Home Location : 28/36, Akhtar Building, Kashmiri Bazar, Agra,
PC: 282003, UP, India.
Current Location / Address : Dhofar University, Foundation Program,
Post Box: 2509, PC-211,
Salalah Sultanate of Oman.