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A Study on Innovative Culture, Strategic Planning and SMEs Performance in Punjab, Pakistan

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95570



PhD. Management

A Study on Innovative Culture, Strategic Planning and SMEs Performance in Punjab, Pakistan

$\mathbf{B}\mathbf{y}$

Rabia Salman



Thesis Submitted to
School of Business Management
Universiti Utara Malaysia,
In Fulfilment of the Requirement for the Degree of Doctor of Philosophy

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ABSTRACT

The main objective of this study was to examine the relationship between innovative culture (IC), strategic planning (SP), and small and medium enterprises' (SMEs) performance in Punjab, Pakistan. Data were collected from selected SMEs operating in Punjab, Pakistan using a cross-sectional study design. This study adopted the simple random sampling of 353 respondents. Questionnaires were distributed to the respondents and the data were collected through the personally-administered method. The Partial Least Squares Structural Equational Modeling (PLS-SEM) was used to test the hypotheses. This study found that innovative cultural values, processes, and success factors have positive influences on SMEs' performance directly but innovative cultural behavior, climate, and resources do not effect SMEs' performance. The study also revealed that SP has a direct positive relationship on SMEs' performance. The study further revealed that SP as a mediating variable has a significant effect on the relationship between SMEs' performance and innovative cultural processes and success. However, SP as a mediating variable has no significant effect on the relationship between SMEs' performance and innovative cultural values, behavior, climate and resources. The results of the study further highlighted important insights to owner-managers, policy-makers and researchers to further understand the effects of IC and SP on SMEs' performance. Ownermanagers of SMEs should emphasize IC's values, processes and resources, and SP to enhance SMEs' performance. Strategy planners and policy- makers should encourage and implement such policies which include IC and SP for enhancing SMEs' performance. Lastly, the limitations of the study and avenues for the future research are discussed.

Keywords: Innovative culture, strategic planning, small medium enterprises, SMEs' performance.

ABSTRAK:

Objektif utama kajian ini adalah untuk menyiasat hubungan di antara Budaya Inovatif (BI), Perancangan Strategik (PS) dan prestasi Perusahaan Kecil dan Sederhana (PKS) di Punjab, Pakistan. Data kajian dikutip dengan menggunakan teknik kajian keratan rentasdaripada PKS yang terpilih. Kajian ini mengguna pakai teknik persampelan rawak mudah daripada 353 orang responden. Borang soal selidik diedarkan kepada responden dan data dikutip secara kendiri. Hipotesis kajian ini diuji dengan menggunakan model 'Partial Least Squares (PLS-SEM)'. Kajian ini mendapati nilai BI, proses dan faktor-faktor kejayaan berpengaruh secara langsung dan positif ke atas prestasi PKS. Namun, sikap BI, iklim dan sumber-sumber tidak memberi kesan kepada prestasi PKS. Kajian ini juga mendedahkan PS berhubung secara langsung dan positif terhadap prestasi PKS. Kajian lanjut mendedahkan bahawa PS sebagai pemboleh ubah pengantara mempunyai kesan yang besar ke atas hubungan antara prestasi PKS dan proses BI dan kejayaan. Walau bagaimanapun, PS sebagai pemboleh ubah pengantara tidak mempunyai kesan yang besar ke atas hubungan antara prestasi PKS dan BI iaitu nilai-nilai, tingkah laku, iklim dan sumber. Keputusan kajian ini juga menunjukkan PS sebagai pemboleh ubah 'pengantara mempengaruhi prestasi PKS, proses BI dan kejayaan. Seterusnya, keputusan kajian ini mengetengahkan maklumat yang penting kepada pemilik-pengurus, pembuat dasar dan pengkaji-pengkaji untuk melanjutkan usaha memahami kesan BI dan PS terhadap prestasi PKS. Pemilik-pengurus PKS seharusnya menitikberatkan nilai BI, proses-proses, sumber-sumber dan PS bagi meningkatkan prestasi perusahaan kecil dan sederhana. Perancang-perancang strategik dan pembuat dasar seharusnya menggalakkan dan melaksanakan polisi sedemikian yang merangkumi BI dan PS bagi meningkatkan tahap prestasi PKS. Akhirnya, dalam tesis ini juga diketengahkan batasan-batasan kajian dan cadangan untuk kajian lanjutan. Universiti Utara Malaysia

Kata kunci: Budaya Inovatif, Perancangan Strategik, Perusahaan Kecil, Prestasi Perusahaan Kecil dan Sederhana

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LIST OF ABBREVATIONS

BR Behavior

CEO Chief Executive officer

CL Climate

DV Dependent variable

F² Effect Size

GDP Gross Domestic Product

GOF Goodness of Fit

HP Hewlett Package

IV Independent Variable

IQ Innovation Quotient

ICT Information Communication Technology

MV Mediating Variable

MEs Medium Enterprises

PLS-SEM Partial Least Squares-Structural Equation Modeling

PR Processes

P&G Procter & Gamble

Q² Predictive Relevance

RBV Resource Based View

R² Coefficient of Determination

R&D Research and Development

RS Resources

SPSS Statistical Package for the Social Sciences

SBP State Bank of Pakistan

SMEDA Small and Medium Enterprises Development Authority

SEM Structural Equational Modeling

SME Small and Medium Enterprise

SP Strategic Planning

SC Success

VIF Variance Inflation Factor

VL Values

WTO World Trade Organization

CHAPTER ONE

INTRODUCTION

1.1 Background of the Study

Every country is trying to go ahead by leaps and bounds with drifts of time. In this race every country is trying to be a developed economy, for which every individual is playing a role. Development of a country is decided by its economic growth (Phelan & Sharpley, 2012). Economic growth of the country is dogged by its gross domestic product (GDP) (Yahya, 2012). While having a look over GDPs of many countries, it is quite obvious that SMEs play abundant role in the development of a country, thus every country is giving extra consideration to the SMEs in their countries (Veskaisri, Chan, & Pollard, 2007).

Pakistan is one of those countries, who drives an extraordinary attention to SMEs for joining the rivalry of growth and success (Jasra, Khan, Hunjra, Rehman, 2011). Currently, SMEs are at the major focus in Pakistan because they play a major role in GDP of Pakistan (Lanka, 2009; Subhan, Mehmood, & Sattar, 2013). SMEs contribute 30% to the national GDP of Pakistan (SME SBP, 2011). SMEs are therefore kept the heart of this study. The regulatory and legislative authorities of SMEs of every country focuses to enhance the performance of SMEs (Loo et al., 2013; Morgan & Strong, 2003a; Qureshi, 2012; Subhan, Mahmood, & Sattar, 2014; Wang, Walker, & Redmond, 2007).

It is believed that noble SMEs performance could contribute the increase of GDP of their country. Pakistan's SMEs regulatory and legislative authority known as Small and Medium Enterprises Development Authority of Pakistan (SMEDA) also concentrates majorly on

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APPENDIX

Appendix A Questionnaire



A STUDY ON INNOVATIVE CULTURE, STRATEGIC PLANNING, AND SMEs PERFORMANCE IN PUNJAB, PAKISTAN

Dear Sir/Madam

A Study on Innovative Culture, Strategic Planning, and SMEs Performance in Pakistan

I am pleased to inform you of the aforementioned study, which is currently undertaken by UUM. Mainly this study aims to enhance the performance of Small and Medium Enterprises (SMEs) in Pakistan while keeping in view that how Innovative Culture (IC) and Strategic Planning influences the Performance of an organization. This study entails that how Innovation as a part of a culture in an organization effects SMEs. This study also entails that how Strategic planning of an organization in relationship with innovative culture influence the performance of the organization. For this purpose, I am approaching a number of organizations to participate in a survey relating to their experiences in implementing this relationship in various areas. The intended outcome is to develop a model which can assist organizations in their quest for achieving the high performance of an organization and as well as the innovative culture, and the best strategic planning.

The analysis of all the questionnaires will provide the basis for identifying best practices, highlighting the key critical factors and building a proposed model for the implementation.

I would highly appreciate your participation, since the success of the research is dependent upon receiving the maximum number of responses. Your answers will of course be treated confidentially and the information will only be used for the purpose of this study. The questionnaire has been designed to make completion simple, easy and speedy.

I am pleased to send you an executive summary once the key research findings are published. If you would like to receive one, **Please fill in the box at the end of the questionnaire.**

I am looking forward to receive your completed questionnaire as soon as possible and many thanks for your kind support and the cooperation.

Yours sincerely,

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A- Profile of A Respondent

1.Position:

o CEO Senior manager

Strategist Other (please Specify)

.....

2.Gender

Male Female

3.Age:

0	< 21 years old	0	26-30 years old	0	31-35 years old
0	21-25 years old	0	41-45 years old	0	46-50 years old
0	36-40 years old	0	56-60 years old	0	> 60 years old
0	51-55 years old				

4. Educational background:

(Please tick the maximum one you attained)

Matriculation or equivalent
Bachelor degree (2 years)
Doctoral degree
Other (please specify)......

Intermediate or equivalent Bachelor degree (4 years)

Diploma or equivalent Master's degree

B-About your Organization

Universiti Utara Malaysia

1 Your Industry category Please choose one according to your main business.

Agriculture Who
Retail Trade Man
Communication services Con
Property and business
services serv
Foundry Hort
Ceramics Leaf
Fishes wea
Dairy Hard

Livestock Textile

Others

Whole sale Trade Manufacturing Construction

Culture and recreational

services Horticulture Leather industry weaving

Hardware products a

Software products and

services

Education
Finance and Insurance
Accommodation
Food industry
Transport and storage
Health services

Community services Engineering products

services

No of employees Please choose the specific range.

No. of employees		Years	
	2012	2013	2014
> 10			
10- 20			
20-50			
51-100			
101-150			
>250			

3 Ownership Please choose one only.

> Sole proprietorship Partnership Joint venture limited company Join Stock Corporation

4 Sales Turnover (Rupees in million) Please choose the exact range.

Sales turnover

2012
2013
2014

>50
50-75
76-100
>100
<400

5 Years of operation: Please choose the maximum one.

>1 8-11 years 12-15 years 1-3 >20 years 4-7 years 15-20 years

C-Innovative Culture of an Organization

Do your organization innovate?

Yes

No

If yes, then please can you list the innovation of your organization?						
A-VALUES						
The following statements describe the values in the Innovative Culture in your organization.						
Please encircle the right option: 1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a G	reat	Evten	t· 5=	Toay	verv	
great Extent	ncat	LXCII	ι, υ–	10 a	very	
3 . 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.						
We are having a burning desire to explore opportunities and to create	1	2	3	4	5	
new things.	'		J	7	3	
We have a healthy appetite and tolerance for ambiguity when	1	2	3	4	5	
pursuing new opportunities				<u> </u>		
We avoid analysis paralysis, when we identify new opportunities by	1	2	3	4	5	
exhibiting a bias towards action			1			
We encourage new ways of thinking and solution from diverse perspectives	1	2	3	4	5	
· ·						
Our workplace provide us the freedom to peruse new opportunities	1	2	3	4	5	
We take delight in being spontaneous and are not afraid to laugh at	1	2	3	4	5	
ourselves.			3			
We are good at asking questions in the pursuit of the unknown.	1	2	3	4	5	
We are constantly experimenting in our innovation efforts.	1	2	3	4	5	
We are not afraid to fail, and we treat failure as a learning opportunity.	1	2	3	4	5	

OUDL							
B.BEHAVIORS The following statements describe the behavior in the Innovative Culture of your organization: Please circle the right option							
1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a Great Extent; 5=To a very great Extent							
We inspire with a vision for the future and articulation of opportunities for the organization	1	2	3	4	5		
We think and act entrepreneurially.	1	2	3	4	5		
We have the right for the innovation behaviors for others to follow.	1	2	3	4	5		
We devote time to coach and provide feedback in our innovation efforts	1	2	3	4	5		
In our organization, people at all levels proactively take initiative to innovate.	1	2	3	4	5		
We provide support to project team members during both successes and failures.	1	2	3	4	5		
We use appropriate influence strategies to help and navigate around the organizational obstacles	1	2	3	4	5		
We are able to modify and change course of action when needed.	1	2	3	4	5		

We persist in following opportunities even in the face of adversity. 1 2 3 4

C.CLIMATE

The following statements describe the **Climate** in Innovative Culture of your organization: Please encircle the right option

1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a Great Extent; 5=To a very great Extent

We have a community that speaks a common language about innovation.	1	2	3	4	5
We appreciate, respect and control the differences that exist within our community.	1	2	3	4	5
We work well together in teams to capture opportunities.	1	2	3	4	5
We are consistent in actually doing the things that we say we value.	1	2	3	4	5
We question decisions and actions that are inconsistent with our values.	1	2	3	4	5
We are able to freely voice our opinions, even about unconventional or controversial ideas	1	2	3	4	5
We minimize rules, policies, bureaucracy and rigidity to simplify our workplace.	1	2	3	4	5
People take responsibility for their own actions and avoid blaming others	1	2	3	4	5
Our people know exactly how to get started and move initiatives through the organization	1	2	3	4	5

D.RESOURCES

The following statements describe the **Resources** in Innovative Culture of your organization: Please encircle the right option

1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a Great Extent; 5=To a very great Extent

We are committed leaders willing to be champions of innovation	1	2	3	4	5
We have access to innovation experts who can support our projects.	1	2	3	4	5
We have the internal talent to succeed in our innovation projects.	1	2	3	4	5
We have the right recruiting and hiring systems in place to support a culture of innovation	1	2	3	4	5
We have good collaboration tools to support our innovation efforts.	1	2	3	4	5
We are good at leveraging our relationships with suppliers and vendors to pursue innovation	1	2	3	4	5
We give people dedicated time to pursue new opportunities.	1	2	3	4	5
We have dedicated finances to pursue new opportunities	1	2	3	4	5
We have dedicated physical and/or virtual space to pursue new opportunities	1	2	3	4	5

E.PROCESSES

The following statements describe the **Processes** in Innovative Culture of your organization: Please encircle the right option

1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a Great Extent; 5=To a very great Extent

We systematically generate ideas from a vast and diverse set of sources	1	2	3	4	5
We methodically filter and refine ideas to identify the most promising opportunities	1	2	3	4	5
We select opportunities based on a clearly articulated risk portfolio.	1	2	3	4	5
We move promising opportunities quickly into prototyping	1	2	3	4	5
We have effective feedback loops between our organization and the voice of the customer	1	2	3	4	5
We quickly stop projects based on predefined failure criteria.	1	2	3	4	5
Our processes are tailored to be flexible and context-based rather than control and beaurecracy based.	1	2	3	4	5
We quickly go to market with the most promising opportunities.	1	2	3	4	5
We rapidly allocate resources to scale initiatives that show market promise.	1	2	3	4	5

F. SUCCESS

The following statements describe the **Success** in Innovative Culture of your organization: Please encircle the right option

1=Not at all; 2=To a Small Extent; 3=To a moderate extent; 4=To a Great Extent; 5=To a very great Extent

Universiti Utara Ma	ala'	VSI			
Our customers think of us as an innovative organization	1	2	3	4	5
Our innovation performance is much better than other firms in our industry.	1	2	3	4	5
Our innovation efforts have led us to better financial performance than others in our industry	1	2	3	4	5
We treat innovation as a long-term strategy rather than a short-term fix	1	2	3	4	5
We have a deliberate, comprehensive and disciplined approach to innovation	1	2	3	4	5
Our innovation projects have helped our organization develop new capabilities that we didn't have three years ago.	1	2	3	4	5
We are satisfied with the level of participation in the innovation initiatives.	1	2	3	4	5
We deliberately stretch and build our people's competencies by their participation in new initiatives	1	2	3	4	5
We reward people for participating in potentially risky opportunities, irrespective of the outcome.	1	2	3	4	5

D-Strategic planning of the Organization

The following statements describe the **Strategic Planning** in your organization. Please encircle the right option

1=strongly disagree; 2=Disagree; 3=Neutral; 4= Agree; 5=strongly Agree

Vision and values					
The key values we are standing for in the organization are clear.	1	2	3	4	5
The key message or phrase that describes the organization is clear and not ambiguous.	1	2	3	4	5
We want the organization to be the best in the industry in the next 5 years.	1	2	3	4	5
We want the organization to be the best in the industry in the next 10 years.	1	2	3	4	5
The organization looks like the best one when we have achieved the vision.	1	2	3	4	5
We have a personal vision of how the organization must look or provide the services in the future	1	2	3	4	5
Our "market position" must separate us as the clear choice.	1	2	3	4	5
Mission statement					
Our Mission statement is clear and rigid	1	2	3	4	5
Our Mission statement contains all the visionary items	1	2	3	4	5
Mission statements fits with the future vision	1	2	3	4	5
Mission statement must be changed	1	2	3	4	5
Mission statement is contingent	1	2	3	4	5
Goals Universiti Utara Ma	ala	ysia	а		
Our organization has a defined goals	1	2	3	4	5
Our organization has the strategic goals as per the mission statements	1	2	3	4	5
Our goals are clear and rigid	1	2	3	4	5
Goals are clear for short term an long term	1	2	3	4	5
Goals must be changed	1	2	3	4	5
Objectives					
Our organization has a defined objectives	1	2	3	4	5
Every department has its own sub-objectives	1	2	3	4	5
Our organization has the objectives based on the goals	1	2	3	4	5
Our objectives are clear and rigid	1	2	3	4	5
Objectives are clear for short term and long term	1	2	3	4	5

Short term objectives must be changed	1	2	3	4	5
Long term objectives must be changed	1	2	3	4	5
Strategies					
Our organization has a short term strategy for less than 3 years	1	2	3	4	5
Our organization has a long term strategy for more than 3 years	1	2	3	4	5
Our organization has a strategy for every department	1	2	3	4	5
Our organization has a contingent strategy as per the environment	1	2	3	4	5

Organizational Performance:

The following statements describe the performance of your organization.

Please encircle the right option: 1=Strongly Disagree; 2=Disagree; 3=Neutral; 4=Agree; 5= strongly agree

Performance					
We measure the profitability of the organization.	1	2	3	4	5
The profitability of the organization in the current year is high.	1	2	3	4	5
The profitability of the previous year is higher than the current year.	1	2	3	4	5
The profitability for the upcoming year is expected well than the current year.	1	2	3	4	5
The sales growth of the current year is good.	1	2	3	4	5
The sales growth of the last year is better than current year.	1	2	3	4	5
The sales growth is expected more in the upcoming year.	1	2	3	4	5
The sales growth of our organization is ranked in the industry at which level.	1	2	3	4	5
The organization is performing well.	1	2	3	4	5
Every department of the organization is performing well.	1	2	3	4	5
Every employee of the organization is performing well.	1	2	3	4	5
Every department in the organization is achieving its goals.	1	2	3	4	5
Every employee is achieving its goal assigned to him/her.	1	2	3	4	5
Our organization is achieving its goals.	1	2	3	4	5
Every employee feels its job is secured in the organization.	1	2	3	4	5
Every employee performs well while keeping in view that his/her job is secured.	1	2	3	4	5

	employee zation's perf			organization	is	satisfied	with	the	1	2	3	4	5
. We are satisfied with the organization's performance.						1	2	3	4	5			

Comments/Suggestions:

Thank you for your time and kind cooperation.



Appendix B- Profile of Translator

Mr. Muhammad Asim Butt

Research & Development

• In the field of research and development 21 books and a number of articles are to my credit. The books fall into three major categories: creative writing, translation and research.

Creative writings:

I am an established fiction writer having one novel and two collections of short stories to my credit. My writings appeared in magazines both in Pakistan as well as abroad. Some of my writings have also been translated in Hindi, English and Punjabi.

- 1. Daira (novel), Aaj Ki Kitaabein, Karachi 2001. pp.254.
- 2. Dastak (a collection of short stories), Shahrazaad, Karachi 2009, pp:210.
- 3. Ishtihaar Aadami(a collection of short stories), Fiction House 1998, Lahore, pp.128.
- 4. 'Naatamaam' (novel), Sung-e-Meel Publications, Lahore 2014, pp 160.

Translations:

Have been working with *British High Commission* (Pakistan), *Asian Development Bank, Office of the Special Project Facilitator* (Philippines), *UNDP*'s project DTCE (Pak), Friedrich Naumann Foundation (Pak), *Quilliam (Britain)*, *Bargad* (Pak), *Consumer Rights Commission* of Pakistan (Pak), etc as a free lancer translator and researcher.

10 books of translations from English into Urdu and vice versa are to my credit. Topics of these books are versatile spreading from literature to globalization, consumer movement, human rights, journalism, history, etc. The details are as follow:

(From English into Urdu):

- 5. *Kafka Kahanian*: (150 short stories of great writer Franz Kafka), Jang Publishers, Lahore. Pp. **618**.
- 6. 'Borgese Kahanian', (short stories of Gorge Luis Borges), Readings Publications, Lahore, **pp 200**.
- 7. *So Azeem Aadami*: (Life sketches and accounts of achievements of hundred great personalities, whose accomplishments caused to change the direction of human history: written by Michael Hart), Takhleeqat, Lahore. pp. 525.
- 8. *Muhammad* (a biography of the prophet Muhammad (PBUH) by Karen Armstrong), Tekhleeqat, Lahore. pp. **428**.
- 9. *Mukhtasar Tareekh-e-Alam* (A short history of the world by H G Wells), Takhleeqat, Lahore. pp. **365**.
- 10. Toahamat ki Dunya ('Superstitions' by Karl Sagan), Mashal, Lahore. Pp. 276.
- 11. Jarey Key Phool (A collection of Japanese stories), Mashal, Lahore. pp. 212.
- 12. *Marco Polo Ka Safarnama* (world famous travelogue of Marco Polo), Takhleeqat, Lahore. pp. **328**.
- 13. *Muhabbat Key Khatoot* (love letters by Khalil Jibran to his beloved Mey Zaidah), Takhleeqat, Lahore. pp. **287**.
- 14. *Sarif Nama*, (introduction of consumer rights movement, consumer rights, and consumer issues) TheNetwork for Consumer Protection, Islamabad, 2007, pp. **112**.
- 15. Fidelio (An opera by Beethoven), Friedrich Naumann Foundation, Islamabad, 2011
- 16. Taaleem Ka Liberal Nuqta-e-Nazar (Liberal writings on education) Friedrich Naumann Foundation, Islamabad, 2012

(From Urdu into English)

17. *Tale of Four Saints* (Retelling of Persian classic tale 'Qissah Chahaar Darvaish' in easy English for younger school going generation), in printing process, pp. **146**.

Research/Analytical writings:

Main areas of my interest in the field of research are human rights, politics, history and literature. 5 books fall into this category:

- 18. Pakistan Sal Ba Sal (a chronology of important events took place in Pakistan during first 25 years after its independence in 1947), published by National Language Authority, Government of Pakistan, Islamabad. pp.680.
- 19. Muqaami Hakoomatein (coauthored a collection of articles on the system of local governments in Pakistan with a historical perspective), Jamhoori Publications, Lahore. pp. **287**.
- 20. Doosra Aadami (a collection of interviews with 20 prominent literary personalities), Jang Publishers, Lahore. Pp. 235.
- 21. Abdullah Hussein: Shakhsiat Aur Fun, (life sketch and critical analysis of literary works of the great novelist Abdullah Hussein), Pakistan Academy of Letters, Govt. of Pakistan, Islamabad, 2009, pp. 140.
- 22. 'Jamhooriat: Pakistan kay liay kyun zaroori hai', (Democracy: why essential for Pakistan), Liberal Forum (in collaboration with Friedrich Naumann Foundation), Islamabad, pp. 52.
- 23. 'Insaani Haqooq aur Urdu Sahaafat', (co-author) a training manual (human rights and Urdu journalism) for a nation wide workshop on 'Journalism and human rights', arranged by TheNetwork for Consumer Protection in collaboration with British High Commission, at Islamabad, Pakistan, pp. 125.

Other publications:

- 1. Published articles, stories, translations in national as well as international magazines abroad.
- 2. Edited a quarterly Urdu magazine 'Book Post', a journal focused on publishing industry of Pakistan and the world wide, containing book reviews, interviews of writers, news related to book world, etc.
- 3. Edited magazines on consumer and women rights like bi monthly Sarifeen, bimonthly Sahat Aur Sarifeen, Sarif ki Pasand, etc.
- 4. Regular contributions in English periodicals and dailies: daily The News, weekly The Friday Times, daily Dawn and daily Frontier Post.
- 5. Regular contribution in the daily Jinnah, daily Pakistan, weekly Hum Shahri and monthly 'Awami Jumhoori Forum' as a columnist.
- 6. Recently compiling a voluminous book on Urdu short story writers.

Trainings/Distinctions:

- 1. Presented paper in a seminar 'Historical Legacy and Writing in the Commonwealth' held at Delhi by Sahitya Akademy from 4th to 13th October 2010.
- 2. Attended four-day 'Saarc Writers' Festival 2010' in Delhi arranged by Saar Foundation of Writers and Intellectuals in March 2010 and presented a paper there.
- 3. Attended a three-day 'Pen Peace Conference' at Delhi, organized by Jamia Millia Islamia, New Delhi in April 2006 and presented a paper there.
- 4. Attended as a delegate a six-day WSF (World Social Forum) meeting at Mumbai in Jan. 2004

- 5. Attended a six-day training workshop on 'Producing publications and newsletters', held at Delhi, India in Dec. 1999, arranged by Amar Jyoti, Delhi and Health Links, UK.
- 6. Coordinated a national training workshop on 'Journalism and Consumer Rights' at Islamabad in Dec. 2004 for TheNetwork for Consumer Protection.
- 7. Completed a two month web designing course conducted by SDNPk, Lahore in 1995.
- 8. Elected as Secretary of Halqa Arbab-e-Zouq, Rawalpindi (from 2003 to 04), one of the most prestigious literary institutions in the subcontinent.

Experience:

Present

Duputy Director Director/ Editor 'Adabiyat', **Pakistan Academy of Letters**, Ministry of Education, Government of Pakistan, Islamabad, since April 2006. Responsibilities include:

- Editing of quarterly magazine 'Adabiyat', one of the most prestigious periodicals of Urdu.
- Supervision of PAL's publications and circulation department
- Supervision of PAL's website project.

Previous

Project Coordinator/Editor, Information and Publications Unit, The Network for Consumer Protection, Islamabad, (July 2002 to May 2006).

Major responsibilities included:

- 1. Editing of Urdu consumer magazines 'Sarifeen' (bimonthly) & 'Sarif ki Pasand' (monthly).
- 2. Supervision of the production of research papers, books, and other material on consumer issues, and their marketing and dissemination process as well.

Program Officer, Documentation and Resource Unit, Aurat Foundation, Lahore (from June 2000 to June 2002).

Responsibilities included:

- 1. Preparation of quarterly, six monthly and annual national reports of 'Advocacy and Action Program', (a country wide project working for the empowerment of women along with 100 district level committees) for the donor UNICEF.
- 2. Preparation of informative and motivational material to enhance women participation in local government system.

Associate Editor: The Network -Association of Rational Use of Medication in Pakistan, Islamabad (from August 1997 to June 2000).

Responsibilities included:

1. Editing of a bi monthly Urdu magazine 'Sarifeen Aur Sahat' (Consumers & health) and translate medical texts.

Translation Officer: **National Language Authority, Islamabad** (from July 1996 to August 1997). Responsibilities included:

- 1. Preparation of a voluminous chronology of important events occurred during the first 25 years of Pakistan's life. The research was published by the institution.
- 2. Translation of legal and other terms into Urdu.

Production Editor: Jang Publishers, Lahore (from Nov. 1992 to June 1996).

Responsibilities included:

1. Editing of the manuscripts and supervision of book's production process.

- Designing and preparation of media promotional campaigns for the marketing of books.
 Sub editor cum Translator: Daily 'The News', Lahore (from Dec. 1991 to Nov. 1991).
 Responsibilities included:
- 1. Translation and editing of news for the paper.
- Assistance in the preparation of 'Art & Culture' edition of the newspaper.
 Creative Writer: From East Communications, Lahore (from March 1990 to Dec. 1990).
 Educational Qualification

Degree	Subject	Institution	Year
MA	Philosophy	Government College University, Lahore	1990
BA	Philosophy	Punjab University, Lahore	1987
	& Journalism		
B.Com	Commerce	Hailey College of Commerce, Punjab	1986
		University, Lahore	
I.Com	Commerce	Govt Hashmi Memorial College, Lahore	1983
Matric	Science	Lahore Board	1981

Personal Details:

Name: Muhammad Asim Butt

Date of Birth: 19/12/1966

Pakistan Academy of Letters, Government of Pakistan, H-8/1, Islamabad, Pakisatan. Ph: 0092

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muhammadasimbutt99@gmail.com

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Appendix C- Profile of an Expert

Dr. Muhammad Ata Ulah Khan

NIC No.: 61101-1831230-9 Date of Birth: January 21, 1943

Permanent address 669-E, Service Road, G-6/2, Islamabad.

Nationality Pakistani

Profession Assistant Professor (Retired)

Islamabad College for Boys, (Federal Govt. Institution G-6/3, Islamabad.

Qualification

1. In 2001, **Ph.D.** (Urdu) Thesis submitted in Karachi University.

Topic: Relationship between Urdu and Persian.

- 2. In 1989, M. Phill. (Urdu) Allama Igbal University, Islamabad.
- 3. In 1981, M.A (Urdu) The Punjab University, Lahore.

Extra Qualification

- 4. Persian Language Course. (Organized by PNC, Islamabad).
- 5. Persian Refresher Course, Organized by Cultural Center, Iran in Karachi.
- 6. Testing Students Achievement, Organized by Pakistan Education Foundation, Islamabad.
- 7. Boy Scouts Training, Organized by Boy Scouts Association, East Pakistan at Bogra in 1965.
- 8. American History, Organized by the American Center, Islamabad.
- 9. Completed the course of Cost Accountant (Part first), conducted by the Pakistan Institute of Cost Accountants, Karachi (1971)

Professional Experience

Teaching:

In Islamabad Model Colleges, (Federal Govt. Institutions) (1981to2001) (20 Years).

In Secondary schools, (1964 to 1974) (10 Years).

In National Assembly of Pakistan as Senior Translator, 1975 to 1981.

In Allama Iqbal Open University, Islamabad, 10 years as Visiting Professor of Urdu, 1982 to 1994.

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Translation & Editing:

In National Assembly of Pakistan as Senior Translator, 1975 to 1981.

In Radio Pakistan, News Reader cum Translator & News Monitor. (Part time)

Editor, Navy News, Islamabad, Published by Pakistan Navy.

(Part time)

Copy Writer & Editor, Adgroup Advertising (Pvt) Ltd. (Part time)

College Magazines, Various Books & Periodicals.

Accounting:

Worked as Accounts Assistant, Synthetical Chemical Company, Karachi (1974).

- 1. Member of the Review Committee for Urdu Text Book, Class VI under Middle School Project, Ministry of Education.
- 2. Member of the Review Committee for Integrated Book-1, meant for class-1, under Prime Minister Literacy Commission, Islamabad.
- 3. Member of the Review Committee for Integrated Book-1, under Ministry of Education, Islamabad.
- 1. Resource Person as an expert in during Summer Courses for training Urdu teachers, organised by Pakistan Education Foundation, Islamabad.
- 2. Educational Advisor, Sultana Foundation, Islamabad.

Hobbies & Sports

- 1. Secured Certificate of Proficiency in Inter School Sports.
- 2. Got first prize in Pole Jump in Quid-e-Azam College's Annual Sports. (1965).
- 3. Composing of Verses & Writing articles in news papers & periodicals.

Works

- 1. Innovated a new and an original system of Urdu Shorthand, which has been approved and recommended for teaching by Federal Ministry of Education (Curriculum Wing), Islamabiad.
- 2. Designed and proposed a New Key Board for Urdu Typewriter.
- 3. Originated a New System of Cursive Urdu Shorthand
- a. (Khat-e-Shikasta) which may be learnt in a month.
- 4. Composed Urdu Sentences consisting of all Urdu Alphabets along with its different characters for Typing Practice. It is the first effort of its kind in Urdu.

Board's Result

1. Ever Cent Percent and average Grade of students vary from A to B

Publications

Year Title 1983 اردو زُور نوليي (Urdu Islamabad.	Shorthand).	Publisher National	Book	Foundation,
) قانونی دستاویز نولیی 1991 Islamabad	Conveyancing Writing).	National	Language	Authority,
را کرم صلابقه علیسلهٔ اور بنی نوع انسان 1991 Maktaba-e-Halqa-e-Islahy	رسو (The Prophet	(P.B.U.H.) &	the Mankin	d).
T) إنضباطي كاروائيال 1992 offices).	ne rules & communication	ons, Regardin	g disciplina National	ry actions in Language
Authority Lamabad. 1993 (The Idols) Islamabad.		National	Book	Foundation,
ردو زُود نولسي كاإرتقاء 1996	(The Developmen			horthand) ge Authority,
ار دواور فارسی کے روابط 2001 (Manuscripts)	(Relationship	between	Urdu d	& Persian)

(Urdu shorthand based on the Pitman system)

اردو زُود نولی بطم ز پیمین (A new cursive Urdu Ariting system)

Manuscripts

(Relationship between Urdu & Persian).

(Urdu shorthand based on the Pitman system).

(A new cursive Urdu writing system).

