

# Gunjan Jain, PhD

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## Aspiring Dean ~ Professor

### PROFILE

- Seasoned & versatile teaching professional with an incredible experience of 20+ years studied with professional brilliance predominantly in Academic Administration, Classroom Teaching - Operations & Management, Tutorial & Curriculum Planning, Students Mentoring, Resource Optimization and Training & Development
- Awarded Doctor of Philosophy (PhD) in English Literature and currently associated with Westminster International University, Tashkent - as English Lecturer in Global Education Department, SOLTE
- Tremendous experience & understanding in English subject teaching and expertise in developing curriculum content and innovative teaching techniques with deft knowledge of the latest teaching trends and students' psychology.
- Extensive background in implementing multiple teaching modules & programs to ease the learning process.
- Conceiving & building educational programs from proven competencies in administration, program management, staff development, and empowerment
- Possess global exposure in classroom teaching across Indian & International Universities and well versed with the latest educational advancements and up-to-date developments in the institute's administration.
- Facilitate learning by establishing a healthy relationship with students and gauge appropriate learning resources and classroom learning environment.
- Develop and foster appropriate skills and social abilities to enable the optimum development of students according to their age, ability and aptitude.
- Effective communicator with excellent planning and negotiation strengths and the ability to lead, reach consensus, establish goals and attain results.

### CORE COMPETENCIES

- Teaching Skills (Management)
- Classroom Management
- Curriculum Development
- Tutorial Planning
- Diverse Learning Styles
- Human Development
- Educational Trends & Techniques
- Mentoring Skills
- People Management
- Educational Psychology
- Training & Development
- Coordination/Liaison
- Academic Administration
- Resource Optimization
- Analytical Skills
- Leadership Acumen

### TECHNICAL SKILLS

Software	FluentU, K-Van Solution, SANS Space, Sanako
Databases	MS Office (Word, PowerPoint and Excel), Access
Operating Systems	Windows 95/98/Me/2000/XP/Vista/7/8/10

### COURSES TAUGHT & TRAINING DELIVERED

Undergraduate Courses	Professional Communication, Human Values & Professional Ethics, Managerial Economics, Industrial Sociology,
Postgraduate Course (MBA)	Principles of Management, Business Communication, Human Resource Management, Organizational Behavior, Entrepreneurship Development
Special Training Sessions	SAT, TOEFL & IELTS
Trainings	Personal Branding (Appearance, Behavior & Communication), Behavioral Management (Transaction Analysis & Goal Setting, Time Management) Team Building, Leadership Skill, Interpersonal Skill, Interview Preparation, Motivation, Conflict Management, Stress Management, Power of First Impression, Right Attitude, Career Path Development

### ACADEMIC CREDENTIALS

- Master of Business Administration (Specialization - Human Resource), Punjab Technical University, Punjab, India, 2014
- Advanced Diploma in Training Program, American TESOL, Kolkata, WB, India, 2012
- Diploma Course in Training & Development, ISTD, New Delhi, India, 2012

- **Doctor of Philosophy (PhD) in English (Marital Discord in the Selected Novels of Nayantara Sahgal & Ruth Praver Jhabvala: A Comparative Study)**, CCS University, Meerut, UP, India, 2010
- **Bachelor of Education (B. Ed.)**, CCS University, Meerut, UP, India, 1997
- **Master of Arts, (Post Graduation)** CCS University, Meerut, UP, India, 1996
- **Post Graduate Diploma in Business Administration (PGDBA)**, IMT, Ghaziabad, UP, India, 1996
- **Bachelor of Arts,(Graduation)** CCS University, Meerut, UP, India, 1994

#### CERTIFICATES / COURSES

- Diploma Awarded for **Promotion of Foreign Language Among the Youth of Uzbekistan** 18<sup>th</sup>- 20<sup>th</sup> December 2021 in Samarkand Uzbekistan[3 Days]
- Online **Intensive International Fellowship Program on Jainism**, International School of Jain Studies Pune, India, Aug 2021 [21 Days]
- Online Faculty Development Certificate on **Mentoring Pedagogy & Teaching for Higher Education**, IIT Guwahati Assam, India, Jul 2021 [6 Days]
- Faculty Development Certificate on **Transformative Leadership** as Speaker, Vidya College of Engineering, Meerut, India, 2018 [2 Days]
- Faculty Development Certificate on **Enabling the Enabler: Driveway to Success**, VCE, Meerut, India, 2016
- Short Term Course on **Communication Skill & Personality Development**, HRDC, Jaipur, India, Aug 2015 [6 Days]
- Faculty Development Certificate on **Role of Effective Teacher in Higher Education**, Vidya Institute of Training and Development, Meerut, India, Jul 2012 [2 Days]
- UGC Sponsored Refresher Course on **Women's Studies**, ASC Kaumaun University, Nainital, India, Jul 2012 [21 Days]
- Refresher Course on English, ASC Shimla, India, Jul 2010 [21 Days]
- Short Term Course on **Human Values & Professional Ethics**, IIT, Kanpur, India, Nov 2009 [7 Days]
- Short Term Course on the **Role of Communication & Leadership in the Corporate World** conducted by the Department of Humanities and Social Sciences, IIT, Roorkee, India, Jul 2009 [Days]
- UGC Sponsored **Orientation Course**, ASC-Jaipur, India, Jan 2009 [28 Days]

#### PERFORMANCE MILESTONES

- Awarded '**Certificate of Appreciation**' for Academic Session 22-2023 for actively engaging students while teaching the DPI module.
- Awarded '**Certificate of Appreciation** for Academic Session 21-2022 for extending support in substituting Academic English seminars as an active team member
- Awarded '**Performance Excellence Award- Overseas**' 2021 for excellence in academic career by GISR Foundation in 3<sup>rd</sup> International Academic and Research Excellence Award (IARE) Sept 11, 2021
- Awarded '**Hindustan Distinguished Women Researcher Award**' for consistently superior performance in English & Literary Studies by REd (Research Educational Talks Daily International) powered by RPMRES Institute of Higher Education & Research on World Teachers Day, Oct, 2020
- Awarded '**Letter of Appreciation**' for effective student feedback, Vidya College of Engineering, Vidya Knowledge Park Meerut, 2015
- Awarded '**Best Teacher Award**', Vidya College of Engineering, Vidya Knowledge Park Meerut, 2013
- Successful & hold the merit of recording 100% Year-on-Year results of students

#### PROFESSIONAL EXPERIENCE

**WESTMINSTER INTERNATIONAL UNIVERSITY TASHKENT, TASHKENT**  
Lecturer - School of Law, Technology & Education (SOLTE)

**SINCE JAN 2021- Present**

- Effective contributor across teaching and learning disciplines, modelling teamwork and flexibility to ensure the pedagogical & commercial success of the Faculty and University
- Spearheading efforts in curriculum, resource, program and subject - design, development, management & review as required for Undergraduate & Post Graduate Programme to attain best practice and field excellence
- Introducing new teaching methods (including technological support), designing programming units and implementing effective measures to improve existing teaching & learning methods and developing a comprehensive teaching portfolio
- Preparing high-quality subject delivery and learning support materials using the university's teaching & learning systems and actively participating in scholarly activities that influence and enhance learning & teaching in the University

**Professor [Associate Proctor & Program Coordinator - BBA]**

Designated as Associate Proctor & Program Coordinator for the BBA batch and was responsible for the implementation & success of programs and executed work distribution activities for staff members to plan day-to-day operations

- Oversaw the design, development, and delivery of the overall English subject/language curriculum for undergraduate university students and implemented coursework as a secondary language
- Acted as a subject coordinator and managed the area/discipline, i.e. provided feedback and contributed to performance management which involved planning frameworks, organising & assessing student's performance in assignments
- Conducted lectures, tutorials, workshops, practice sessions, and other appropriate learning activities as required whilst guiding students throughout the practical tasks & skills exercises for the accomplishment of program objectives and protocol
- Built an English Language & Literature learning environment amongst students by organizing multiple events - Debates, Speeches, Drama, Journalism, etc. to enhance their literary skills

**VIDYA COLLEGE OF ENGINEERING, VIDYA KNOWLEDGE PARK, MEERUT, INDIA**

JUL 2008 - AUG 2019

**Head of Applied Sciences & Humanities Department / Professor, Jul 2016 - Aug 2019**

- Managed the entire gamut of activities involved in designing & delivering English subject-curriculum content to undergraduate students and evaluated their performance to determine the course of action.
- Implemented multiple ranges of teaching methods, i.e. conducted workshops, seminars & conferences on English to upgrade students' vocabulary & communication skills.
- Organized & promoted English Literature & Language events on the campus and used diversified techniques, i.e. usage of social media, online communities, and association videos in daily lecture sessions to gain student's interest in the English language
- Managed the work schedule of staff members and implemented classroom & learning resources to encourage a positive learning environment whilst collaborating with the Head of Institutions & other crisis interventions to support the safety parameters.
- Suggested improvement plans to reduce the student's learning time & enforced effective techniques to foster independent learning, incorporate relevant developments and reflect best practices

**Associate Professor, Jul 2008 - Jul 2016**

- Performed the overall teaching activities and administered the on-campus academic programs for delivering quality education required for the academic and personality development of students
- Counseling students with class-work irregularity and, guiding them through academic discipline for performance growth and communicating regularly with their parents & guardians to make them aware of students' progress.
- Researched new topic areas and developed new curriculum materials (content) & pedagogies of Job Skill Module (JSM) for industry-oriented learning and to ease & enhance the grasping efficiency of students.
- Ensure strict adherence to the institution's discipline & guidelines, assess staff performance to determine their progress, and coordinate with staff members to attain predefined educational goals.

**PAST EXPERIENCE****SWAMI VIVEKANAND SUBHARTI UNIVERSITY (S.I.T.E.), MEERUT, INDIA**

AUG 2005 - JUN 2008

Assistant Professor

**ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY (APIIT), PANIPAT, INDIA**

AUG 2001 - MAY 2005

Lecturer &amp; Academic Coordinator

**MEMBERSHIPS**

- Member of the Society For Research Development ( Lifetime membership)
- Member of the Association for English Studies of India (Lifetime membership)
- Member of the Foundation of SAARC Writers and Literature (FOSWAL)
- Member of Indian Association for Women Studies 27-L-0127 (Lifetime membership)
- Member of AINET (All India Network of English Teachers)
- Editor in Chief for Social Values & Society (SVS), Zibeline International Publishing

**SCAN for R & D**