

Gunjan Jain, PhD

LinkedIn URL: <https://www.linkedin.com/in/prof-dr-gunjan-jain-30599739>

Contact: +91 9557760737(IND), +998 900412272(UZB)

E-mail: drgunjan.virgo@gmail.com/gjain@wiut.uz

Aspiring Dean ~ Professor

PROFESSIONAL SUMMARY:

Results-oriented and seasoned teaching professional with 20+ years of experience in academic administration, classroom teaching, and curriculum planning. Proven expertise in the English language, program management, and staff development. I am skilled in implementing technology in education and fostering a positive learning environment and seeking a challenging role as an aspiring Dean or Professor to contribute to the academic excellence and growth of an esteemed institution where I can utilize my extensive experience and skills to enable the optimum development of students. With a strong teaching background, my objective is to create an enriching and supportive learning environment while driving academic success and fostering professional growth among faculty and students' growth among faculty and students.

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 ☑ Leadership
☑ Academic Administration ☑ Resource Optimization ☑ Analytical Skills ☑ Acumen

TECHNICAL SKILLS

Software	FluentU, K-Van Solution, SANS Space, NVivo, MAXQDA
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, Business Management, Academic English, Developing Professional Identity
Postgraduate Course	Principles of Management, Business Communication, Human Resource Management, Organizational Behavior, Entrepreneurship Development, Research Methodology (Qualitative)
Special Training Sessions	SAT, TOEFL & IELTS, TEFL, Artificial Intelligence in Language Teaching, ESL
Glimpses of Training	☑ 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, ☑ First Impression, ☑ Right Attitude, ☑ Career Path Development

ACADEMIC CREDENTIALS

- Doctor of Philosophy (PhD) in English Literature '*Marital Discord in the Selected Novels of Nayantara Sahgal & Ruth Praver Jhabvala: A Comparative Approach*', CCS University, Meerut, UP, India, 2010
- Master of Business Administration (*Specialization - Human Resource*), Punjab Technical University, Punjab, India, 2014
- Post Graduation in *English* CCS University, Meerut, UP, India, 1996
- Post Graduate Diploma in Business Administration (PGDBA), IMT, Ghaziabad, UP, India, 1996
- Advanced Diploma in Training Program, American TESOL, Kolkata, WB, India, 2012
- Diploma Course in Training & Development, ISTD, New Delhi, India, 2012
- Bachelor of Education (B. Ed.), CCS University, Meerut, UP, India, 1997
- Graduation CCS University, Meerut, UP, India, 1994

CERTIFICATES / COURSES

- Completed 5 days Certificate Online Course (20th- 25th February 2024) for AI in English language classroom Workshop organized by TESOL International Association
- Certificate of Completion in Three Days Master Class by Iron Lady 21st-23rd December 2022, Mumbai Goregaon
- Diploma Awarded for Promotion of Foreign Language Among the Youth of Uzbekistan 18th- 20th 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, 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 [7 days]
- UGC Sponsored Orientation Course, ASC-Jaipur, India, Jan 2009 [28 days]

PERFORMANCE MILESTONES

- 'Certificate of Appreciation' awarded for Academic Session 22-2023 for actively engaging students while teaching the Developing Professional Identity Module.
- 'Certificate of Appreciation' awarded for Academic Session 21-2022 for extending support in substituting Academic English seminars as an active team member.
- Awarded with 'Performance Excellence Award- Overseas' 2021 for excellence in academic career by GISR Foundation in 3rd International Academic and Research Excellence Award (IARE) Sept 11, 2021,
- Awarded the '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 with the 'Best Teacher Award', Vidya College of Engineering, Vidya Knowledge Park Meerut, 2013

PROFESSIONAL EXPERIENCE

WESTMINSTER INTERNATIONAL UNIVERSITY TASHKENT, UZBEKISTAN

SINCE JAN 2021- Present

Senior Lecturer - School of Law, Technology & Education (SOLTE)

- Successfully integrated modern teaching methodologies and resources, resulting in improved student engagement and performance.
- Mentored and guided students for their academic and personal development, and fostered a supportive and inclusive learning environment.
- Effectively developed and delivered lectures and interactive in-class activities to convey complex concepts effectively and enhance students' language proficiency.
- Actively involved in curriculum development contributing to enhancing the overall academic program.
- Received accolades for consistently delivering high-quality lectures and receiving positive student feedback
- Collaborated with colleagues on research projects and publications, contributing to the scholarly community and promoting academic excellence.

- Successfully managed the coordination and execution of programs for the BBA batch, ensuring their smooth implementation and overall success.
- Designed, developed, and delivered an English language curriculum for Undergraduate students, effectively integrating coursework as a secondary language.
- Acted as the subject coordinator, providing feedback and contributing to performance management by implementing planning frameworks, organizing assessments, and evaluating student assignment performance.
- Conducted engaging lectures, tutorials, workshops, and practice sessions to facilitate student learning and guide them through practical tasks and skill exercises aligned with program objectives.

VIDYA COLLEGE OF ENGINEERING, VIDYA KNOWLEDGE PARK, MEERUT, INDIA
Head of Applied Sciences & Humanities Department / Professor, Jul 2016 - Aug 2019
Associate Professor Jul 2008 - Jul 2016

JUL 2008 - AUG 2019

- Led and managed all aspects of the Applied Science & Humanities department, overseeing the design and delivery of the modules' subject-curriculum content for Undergraduate students. Evaluated student performance to determine an appropriate action and implemented necessary interventions.
- Organized and promoted events on campus, utilizing various techniques within daily lecture sessions to engage students and foster their interest in the English language to improve vocabulary and communication skills.
- Efficiently managed staff members' work schedules, ensuring optimal resource utilization and creating a positive learning environment.
- Fostered collaboration among faculty members and facilitated professional development opportunities to encourage continuous improvement in teaching methods and curriculum design.
- Established strong relationships with students, providing guidance and support to ensure their academic success and personal growth.
- 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.
- Conducted training and counseling sessions for students during placement drives.

PAST EXPERIENCE

SWAMI VIVEKANAND SUBHARTI UNIVERSITY (S.I.T.E.), MEERUT, INDIA
Assistant Professor

AUG 2005 - JUN 2008

ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY (APIIT), PANIPAT, INDIA
Lecturer & Academic Coordinator

AUG 2001 - MAY 2005

MEMBERSHIP

- Lifetime Member of the Society for Research Development
- LifetimeMember of the Association for English Studies of India
- LifetimeMember of Indian Association for Women Studies 27-L-0127
- Member of AINET (All India Network of English Teachers)
- Editor in Chief for Social Values & Society (SVS), Zibeline International Publishing
- Global Member of TESOL International Association (356811- 2024-25)

Scan QR Code for Research & Development Details



Dr. Gunjan Jain