

# Dr NAVAL KISHORE JAIN

COE, Poornima University Jaipur

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## CAREER OBJECTIVE

To be a dynamic and accomplished professional with a demonstrated ability to manage and streamline examination processes, maintain academic integrity, and drive continuous improvement, I aim to contribute to the university's commitment to delivering fair, efficient, and reliable examination services that support academic excellence and student success.

## EXPERIENCE

### **COE Poornima University Jaipur ( July 2022 - Present )**

- Adoption Academic Bank of Credit and handling Digilocker (NAD)
- Plan, schedule, and oversee all examination activities, ensuring alignment with the academic calendar and effective communication with stakeholders.
- Coordinate with academic departments to align examination processes with curriculum schedules and university policies.
- Supervise question paper setting, secure storage, and distribution, maintaining strict confidentiality and adherence to university protocols.
- Ensure accurate, timely processing of exam results, grade sheets, transcripts, and degree certificates while upholding data security and transparency.
- Maintain compliance with UGC and relevant regulatory standards, particularly in healthcare and management education.
- Conduct periodic reviews and audits of examination procedures to uphold quality, integrity, and efficiency.
- Implement technology solutions like online examination portals and digital evaluation systems to enhance examination processes.
- Address examination-related grievances, including re-evaluation requests, while liaising with faculty and stakeholders to ensure smooth, transparent operations.

### **Dy-COE Poornima University Jaipur**

*March 2020 - June 2022*

- Preparing for convocation data and detailed working for award finalization
- Preparing all examination date sheets.
- Conducting all exams in online and offline mode.
- Preparing result in in-house software.
- Preparing of all grade sheets, transcript etc.
- Handling all works related to COE office.

## CONTACT

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## SOFT SKILLS

Adaptability  
Collaboration  
Strong Work Ethic  
Problem Solving

## HARD SKILLS

Microsoft Office  
ERP  
Python/Pandas  
Power BI  
Data Analysis  
SQL

## EDUCATION

**Ph.D. (Mechanical Engineering)**  
MUIT Lucknow  
2024

**M.Tech. (Energy Engineering)**  
MNIT Jaipur  
2009 - 2012

**BE (Mechanical Engineering)**  
University of Rajasthan  
Jaipur 2000 - 2004

## EXPERIENCE

### **Head of exam and Secrecy Department, Poornima Group of Institutions, Jaipur**

*July 2015 - March 2020*

- Preparing all examination date sheets.
- Conducting all exams as per university guidelines.
- Preparing internal Exam Paper.
- Handling all works related to RTU exam Centre.

### **Head of Department, Mech. Engg. Poornima Group of Institutions, Jaipur**

*July 2010 - July 2015*

- **Academic Leadership:** Lead the department in designing and implementing innovative curriculum and teaching methodologies to ensure academic excellence.
- **Faculty Development:** Mentor and support faculty members, encouraging professional growth through research, training, and skill enhancement programs.
- **Research and Innovation:** Promote a culture of research, securing funding for projects, and encouraging interdisciplinary collaborations to advance technological innovation.
- **Student Development:** Oversee student progress, address academic grievances, and facilitate opportunities for internships, projects, and placements.
- **Quality Assurance:** Monitor and ensure compliance with accreditation standards, regulatory guidelines, and institutional policies.
- **Strategic Planning:** Develop and implement strategic goals for the department aligned with the institution's vision and the latest advancements in engineering education.

### **Assistant Professor & Head Exams Poornima Institute of Engineering and Technology, Jaipur**

*January 2008 - July 2010*

- Deliver high-quality teaching and mentoring in assigned subject areas.
- Plan, organize, and oversee all examination activities.
- Ensure confidentiality, integrity, and compliance in examination processes.
- Address examination-related grievances and ensure fair resolutions.
- Implement digital tools to enhance exam administration and efficiency.department

### **Publications**

- Mathematical Modelling Non Linearity Characteristic Analysis and Efficiency Enhancement Strategies for hybrid Solar Photovoltaic Energy System, published in Communications on Applied Nonlinear Analysis (ISSN: 1074-133X, Vol 30 No. 4 (2023))
- Improved Mathematical Modelling and Statistical Assessment of Performance of Photovoltaic System under Non-Linear Operational Condition (ISSN: 1074-133X, Vol 31 No. 2 (2024))