




## **Bhagini Nivedita College**

### **Faculty Details**



Title	Mrs.	First Name	Sushma Rani	Last Name	Khurana	Photograph
Designation		Instructor				
Address (Office)		Department of Commerce, Bhagini Nivedita College, Kair (Near Najafgarh), New Delhi-110043				
Address (Res.)		D-104, Rajasthan CGHS, Plot No. 36, Sector 4, Dwarka, New Delhi-110078				
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Residence Mobile						
		9953286810				
Email		<a href="mailto:sushmarani.khurana@bn.du.ac.in">sushmarani.khurana@bn.du.ac.in</a> <a href="mailto:sushmaranikhurana@gmail.com">sushmaranikhurana@gmail.com</a>				
Web-Page		<a href="https://vidwan.inflibnet.ac.in/profile/220698">https://vidwan.inflibnet.ac.in/profile/220698</a>				
Educational Qualifications: M.Phil (Computer Science), MCA, M.Sc (Computer Science), APGDCA, M.A.(English), B.Ed. , Diploma English Stenography						
Degree		Institution				Year
M.Phil (Computer Science)		CDLU, Sirsa, Haryana				2007-08
MCA		MDU, Rohtak, Haryana				2007
M.Sc (Computer Science)		MDU, Rohtak, Haryana				2006
APGDCA		MDU, Rohtak, Haryana				2005
M.A (English)		MDU, Rohtak. Haryana				1993
B.Ed.		MDU, Rohtak, Haryana				1989
BA		KUK, Haryana				1988
Diploma English Stenography		ITI, Rohtak, Haryana				1983
Career Profile						
Organization		Designation		Duration		Assignment
MCH, Rohtak		Steno-typist (Accounts)		24.7.84 to 8.4.85		Non-Teaching
MDU, Rohtak		Steno-typist (Admin)		9.4.85 to 18.4.87		Non-Teaching
University of Delhi		Stenographer (Commerce Dept.)		19.4.87 to 9.1.90		Non-Teaching
University of Delhi		P.A. to Dean (Law Faculty)		10.1.90 to 14.1.97		Non-Teaching
Bhagini Nivedita College, DU		Instructor (Commerce Dept.)		15.1.97 to Till date		Teaching
Administrative Assignments						
College Level: Secretary - Staff Council (1 Year) , Convenor – Career Counselling & Placement Committee (2 Years), Convenor – Annual Report Committee (1 Year), Convenor - Purchase Committee(3 Years ), Convenor – Sports Committee (1 Year), Convenor – Swaachh Bharat Committee (1 Year), Convenor – Student Welfare and						

<p>Placement Committee( 2½ Years), NSS Program Officer (2 Years), Electoral Literacy Nodal Officer (1 Year) and Member of many Committees such as Student Advisory , Health and Hygiene, Library, Time-Table, Purchase, Admission, House Examination, Result Analysis, Annual Examination (OBE), ICT Committee etc.</p> <p>• <b>University Level:</b> Member, Faculty of Commerce &amp; Business (2018-21)  Syllabus Committees – B.A.(Pass) Restructured Courses Committee, B.A.(Prog) Semester System Committee, CBCS Committee, UGC-LOCF Committee  Head Examiner/Moderator for B.A.(Prog) as well as B.Com (Prog)Papers.  Convenor/Coordinator for preparing the guidelines for the paper OMSP for B.Com students – 2018</p> <p>• <b>Other Bodies:</b> Assistant Co-ordinator, IGNOU-LSC –38025 (8 Years) , Expert - CBSE, Expert -IGNOU</p>
<b>Areas of Interest / Specialization</b>
Business Communication, OMSP, Computer Application, Stenographic Skill, E-Commerce, ICT
<b>Subjects Taught</b>
OMSP (under Commerce Dept.) - Business Communication, Office Management & Secretarial Practice, Computer Application, Stenography (English), Advanced Stenography – Theory and Practical
<b>Publications Profile</b>
<ol style="list-style-type: none"> <li>1. Published “Training-cum-Placement Brochure” for Career Counselling &amp; Placement Committee, Bhagini Nivedita College</li> <li>2. Dissertation “A Study on Security Risk Management in IT Particularly with reference to E-Commerce”</li> <li>3. Article Published on “E-Commerce – its Architecture &amp; Security Issues” in the Journal “SRUJAN”, Dehradun Institute Technology, Greater Noida (ISSN: 2250-1347 Volume 1/Number1/July-December 2011</li> <li>4. One of the authors of the Two Text Books (now available as OER on the website of Skill Education under CBSE) on “Typography and Computer Application” for XI and XII Standard.</li> </ol>
<b>Publications in the Last one year</b>
Reviewed the syllabus and the Books (now available as OER on the website of Skill Education under CBSE) on Typography and Computer Application and Shorthand (English) for XI and XII Standard.
<b>Conference Organization/ Presentations (in the last three years)</b>
<ol style="list-style-type: none"> <li>1. Presented/Oriented online Training Program for All India School Teachers (under CBSE) of XI and XII Standard, as Resource Person, on their paper Typography and Computer Application.</li> <li>2. Presented/Oriented online Training Program for All India School Teachers (under CBSE) of XI and XII Standard, as Resource Person, on their paper Stenography (English).</li> </ol>
<b>Awards and Distinctions</b>
Appreciation letters from CBSE

<b>Association With Professional Bodies</b>
<ol style="list-style-type: none"> <li>1. Expert in CBSE for Paper Codes – 817, 824 &amp; 825</li> <li>2. Expert in IGNOU for Paper Code – BSSI-014</li> <li>3. Approved Academic Counsellor for subjects – English, AOM &amp; ASP (Commerce), DMOP and Computer Application codes</li> <li>4. Conducted counseling sessions for SOL, NCWEB and IGNOU learners</li> </ol>
<b>Other Activities</b>
<ol style="list-style-type: none"> <li>1. Attended D-LITE “Digital Literacy and Innovation for Tomorrow’s Education” at Campus of Open Learning, University of Delhi in association with Edinburgh College, Scotland, UK under UKIERI.</li> <li>2. Conducted the Exams/Selection/Screening Tests for P.A., JACT, Daftri (For Internal as well as External Candidates) in the Bhagini Nivedita, Bharti College, Sri Aurbindo College (Eve), Kamla Nehru College, Keshav Mahavidyalya, Univ. Of Delhi</li> <li>3. Organized “Entrepreneurship Awareness Camp” in Bhagini Nivedita College through IEDC</li> <li>4. Created YouTube Channel</li> <li>5. Using many tools such as mentimeter, conceptboard, powtoon, kahoot, coggle, mirro, curriki studio, edpuzzle, canva, All Presenter, Irfanview, screencastomatic, infographic, anchor podcast, vsdc video editor, etc. Created assignments as well as videos to assess the students.</li> <li>6. Knowledge of LMS – Google Classroom, Gnomio, Moodle</li> </ol>