




## Faculty Details proforma for DU Web-site

(PLEASE FILL THIS IN AND Email it to [websiteDU@du.ac.in](mailto:websiteDU@du.ac.in) )

<b>Title</b>	Mrs.	<b>First Name</b>	Sushma Rani	<b>Last Name</b>	Khurana	<b>Photograph</b>
<b>Designation</b>	Instructor					
<b>Address (Office)</b>	Department of Commerce, Bhagini Nivedita College, Kair (Near Najafgarh), New Delhi-110043					
<b>Address (Res.)</b>	D-104, Rajasthan CGHS, Plot No. 36, Sector 4, Dwarka, New Delhi-110078					
<b>Phone No Office</b>	01128017485					
<b>Residence Mobile</b>	9953286810					
<b>Email</b>	sushmarani.khurana@bn.du.ac.in sushmaranikhurana@gmail.com					
<b>Web-Page</b>	https://vidwan.inflibnet.ac.in/profile/220698					
<b>Educational Qualifications: M.Phil (Computer Science), MCA, M.Sc (Computer Science), APGDCA, M.A.(English), B.Ed. , Diploma English Stenography</b>						
<b>Degree</b>	<b>Institution</b>				<b>Year</b>	
<b>M.Phil (Computer Science)</b>	CDLU, Sirsa, Haryana				2007-08	
<b>MCA</b>	MDU, Rohtak, Haryana				2007	
<b>M.Sc (Computer Science)</b>	MDU, Rohtak, Haryana				2006	
<b>APGDCA</b>	MDU, Rohtak, Haryana				2005	
<b>M.A (English)</b>	MDU, Rohtak. Haryana				1993	
<b>B.Ed.</b>	MDU, Rohtak, Haryana				1989	
<b>BA</b>	KUK, Haryana				1988	
<b>Diploma English Stenography</b>	ITI, Rohtak, Haryana				1983	
<b>Career Profile</b>						
<b>Organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Assignment</b>			
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			
<b>Administrative Assignments</b>						
<b>College Level:</b> 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 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), Co-ordinator – ICT, Women Entrepreneurship Cell etc.

• **University Level:** Member, Faculty of Commerce & Business (2018-21)

Syllabus Committees – B.A.(Pass) Restructured Courses Committee, B.A.(Prog) Semester System Committee, CBCS Committee, UGC-LOCF Committee, NEP-UGCF 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

• **Other Bodies:** Assistant Co-ordinator, IGNOU-LSC –38025 (8 Years) , Expert - CBSE, Expert –IGNOU, Expert NTA, Expert-NIOS, **Member Committee of Courses**—Delhi Skill And Entrepreneurship University - 2023

**Areas of Interest / Specialization**

Business Communication, OMSP, MOM, Computer Application, Stenographic Skill, E-Commerce, ICT

**Subjects Taught**

OMSP (under Commerce Dept.) - Business Communication, Office Management & Secretarial Practice, Modern Office Practices, Computer Application, Stenography (English), Advanced Stenography – Theory and Practical

MOM- Business Communication, Modern Office Practices, Stenography (English)

**Time table of the subjects taught during the current semester**

S.No.	Subject	Days	Time	Classroom
1.	MOM – Modern Office Practices	Mondays, Wednesdays	11.00 to 1.00 , 10.00 to 11.00 & 1.00 to 2.00	Room No 11-OMSP Lab
2.	OMSP- Stenography (English)	Tuesdays, Wednesdays Fridays	10.00 to 12.00 & 12.00 to 1.00 11.00 to 12.00 11.00 to 12.00 & 12.00 to 1.00	Room No. 11-OMSP Lab
3.	OMSP – Advanced Stenography & Computer Application (Practical)	Tuesday, Thursday Friday	1.00 to 2.00 9.00 to 1.00 (Prac) 10.00 to 11.00	Room No. 11-OMSP Lab

**Publications Profile**

1. Published “Training-cum-Placement Brochure” for Career Counselling & Placement Committee, Bhagini Nivedita College
2. Dissertation “A Study on Security Risk Management in IT Particularly with reference to E-Commerce”
3. Article Published on “E-Commerce – its Architecture & Security Issues” in the Journal “SRUJAN”, Dehradun Institute Technology, Greater Noida (ISSN: 2250-1347 Volume 1/Number1/July-December 2011

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.
<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> <li>3. Invited Lectures on Stenographic skills – SOVET-IGNOU</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. Expert in NTA relating to exams of various Govt. Organizations</li> <li>4. Member of Committee of Courses in NIOS-Vocational Education</li> <li>5. Member of Committee of Courses in Delhi Skill &amp; Entrepreneurship University – MOM&amp;SP</li> <li>6. Member of Committee of Courses, Department of Commerce, DU –MOM</li> <li>7. Approved Academic Counsellor of IGNOU for subjects – English, AOM &amp; ASP (Commerce), DMOP and Computer Application codes</li> <li>8. 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>

Signature of Faculty Member