


<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>	0112801748					
<b>Residence Mobile</b>	9953286810					
<b>Email</b>	<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>					
<b>Web-Page</b>	<a href="https://vidwan.inflibnet.ac.in/profile/220698">https://vidwan.inflibnet.ac.in/profile/220698</a>					
<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, OMSP -MOM	
<b>Administrative Assignments</b>						
<b>College Level:</b> Secretary - Staff Council (1 Year) , Convenor – Career Counselling & Placement Committee (3 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(3 Years), Convenor, Cantteen Committee (1 Year), NSS Program Officer (2 Years), Electoral Literacy Nodal Officer (1 Year), Co-ordinator-Women Entrepreneurship Cell (2 Years), Co-ordinator – ICT and Member of many Committees such as APRC, Canteen, Student Advisory , Health and Hygiene, Library, Time-Table, Purchase, Admission, House Examination, Result Analysis, Examination (OBE) etc.						
• <b>University Level:</b> 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) , Observer -IGNOU EXAMS, 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), Computer Application, Practical Stenography & E-Typewriting, Office Automation (Theory & Practical)

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

S.No.	Subject	Days	Time	Classroom
1.	Business Communication	Mondays, Wednesdays	12.00 to 2.00 , 11.00 to 1.00	Room No 11-OMSP Lab
2.	Stenography (English)-I	Mondays Fridays	2.00 to 4.00 9.00 to 11.00	Room No. 11-OMSP Lab
3.	Computer Applications	Tuesdays Thursday	10.00 to 12.00 11.00 to 1.00	Room No. 11-OMSP Lab
4.	Practical Stenography & E-Typewriting-I	Wednesdays Thursdays	9.00 to 11.00 1.00 to 3.00	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”-2007-08
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-2020
5. 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-2021
6. Reviewed the books on “Office Procedures & Practices” for class XI and XII of CBSE -2021
7. 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.(2021-22)
8. 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).(2021-22) 9. Invited Lectures on Stenographic skills – SOVET-IGNOU
<b>Publications in the Last one year</b>
<b>Conference Organization/ Presentations (in the last three years)</b>
<ol style="list-style-type: none"> <li>1. Co-author/co-presenter of the paper titled - Educating Men, Empowering Women: Realizing Sister Nivedita's Dream through Evidence presented in the National Conference on Sister Nivedita's Legacy and Viksit Bharat 2047; Bhagini Nivedita College, University of Delhi [Received Best Paper Award]- November 2025</li> <li>2. Delivered a Guest/Special Lecture on "Office Procedures &amp; Communication Skills for Young Entrepreneurs" at Sarvodya Kanya Vidyalaya, Block B, Janakpuri on 9<sup>th</sup> December'25 as a part of NEEEV initiatives of Delhi Government</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 Codes – BSSI-011, 012, 013, 014, 015</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. Conducted Diwali Mela (2 years)-2023 &amp; 2024 under Women Entrepreneurship Cell of BNC</li> <li>5. Organized the visit of students to Incubator Centre of NSIC Okhla and ANDC-2025</li> <li>6. Created YouTube Channel for Stenography, E-Typewriting, Office Automation</li> <li>7. 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>8. Knowledge of LMS – Google Classroom, Gnomio, Moodle</li> </ol>

Signature of Faculty Member