




## Aditi Mahavidyalaya

### Faculty Details



Title	First Name	Last Name	Photograph
Designation	Professor. Pooja Khanna		
Department	ENGLISH		
Address	584, AFNOE, SECTOR 7 PLOT 11 DWARKA 110075		
Phone number	9810496064		
Email	<a href="mailto:POOJAK@ADITI.DU.AC.IN">POOJAK@ADITI.DU.AC.IN</a> POOJAKHANNA1973@GMAIL.COM		
Web-Page			

### **Educational Qualifications**

Class XII(1991) St. Mary's Convent Ajmer (Rajasthan Board, 6th on the merit list)	B.A. (1994): Sophia College, Ajmer (1st position in the University)	M.A. English (1996): Government College Ajmer (Prof. V. V. John Medal.)	N.E.T. (1998) S.L.E.T. (1998)	Ph.D. (2004) Topic "Themes and Techniques in the poetry of Ted Hughes"
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### **Career Profile**

November 1999 Permanent Appointment (Lecturer, Aditi Mahavidyalaya, University of Delhi)	November 2004 Lecturer in Senior Scale	November 2008 Promoted as Reader	2008-2009 Part time Fellow ILL University of Delhi	2009-2010 Full time Fellow ILL University of Delhi	November 2011 Promoted as Associate Professor	December 2020 to present date Serving as Professor
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**Administrative Assignments**

## ADMINISTRATIVE SKILLS / POSITION OF RESPONSIBILITY HELD

Nature of Activity	Designation
IQAC, Covid Task Force, Vidya Vistar Committee, Examination committee, Covid Warrior, College Automation committee, CBCS committee for Course Revision	Member : core committee
Extensive Lecture Series Committee, Prospectus committee, Annual report committee, IT committee, Website committee	Convenor
NAAC	Coordinator, Co-Coordinator
ELPC	Coordinator, Co-coordinator
Bursar	Bursar
AMTA (Staff association)	President
Du + TISS project	Content writer
Women Empowerment Kit	Content writer
MHRD (AISHE)	Nodal officer
Staff Council Secretary	Secretary

**Areas of Interest / Specialization**

English Language Teaching and Business Communication

**Subjects Taught**

AECC, English Core-English Language through Literature, English Fluency and English Proficiency

**Research Guidance**

Innovation Project

As Principal Investigator, successfully completed Innovation Project entitled AM-101

"Bridging the gap from Corporate to Common" with funding of Rs.10 lacs received from University of Delhi and guided 10 undergraduate students.

### **Publications Profile**

Published in Economic Times, article "Why women shun investment matters".

Published in Edited Book, Chapter entitled "Revamping Mindsets: A Study Of The Gendered And Patriarchal Nature Of The Social, Legal and Political Institutions In India"

Published 17 research papers in well reputed peer reviewed / UGC cares / national and international journals mainly on English Language Teaching / Communication skills. Some key areas of research are as under.

Experimental teaching: Reciprocal Learning

Business Communication: Exploring the role and importance of communication and its growing relevance in the cross-cultural business environment across the globe

Beating mundanity in a language class through innovation, interaction and experimentation

From Communication Malfunctioning to Presentation Disasters: Understanding the innards of Effective Communication

Bolstering communication regimes within and across business organizations: Techniques and tactics to perpetuate a healthy workplace environment

Techno -literacy: Revolutionizing the teaching of English Language using ICT Tools

Reading Beyond Words, Sentences and Paragraphs: Honing Comprehension Strategies Through Instructional Guidance

Techniques and Strategies to develop active listening skills: The armour for Effective Communication.

### **Conference Organization/ Presentations (in the last three years)**

STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES

Workshop / Seminar on MOOC (100 students)

Bank / PO coaching (63 students)

ICDL: Digital India Challenge (70 students)

Lecture on "Marital Rights of Women: Efficacy of Law"(over 60 students)

Seminar on "Young Adulthood: Handling relationships in Society" (over 60 students)

Lecture on "Goods and Services Tax" (over 60 students)

Special Lecture on "Laws for protection of children's Interest." (Over 60 students)

Workshop on "Handling Interviews "(over 60 students)

Seminar on "Out of Office: Too stressed to work. "(over 60 students)

Lecture on "Cyber Crime and Social Media" (over 60 students)

Workshop on "Enhancing Communication Skills" (over 60 students)

"Opening Horizons to the Third Gender" (over 60 students)

Lecture on "Alzheimer's and its response "(over 60 students)

### **Research Projects (Major Grants/Research Collaboration)**

Innovation Project

As Principal Investigator, successfully completed Innovation Project entitled AM-101 "Bridging the gap from Corporate to Common" with funding of Rs.10 lacs received from University of Delhi and guided 10 undergraduate students.

### **Awards and Distinctions**

Awarded Prof.V.V John Medal for highest marks in MA (English)

### **Other Activities**

PROFILE BUILDING INITIATIVES

MOOCS

Gender Studies (15 weeks)40 module course Arpit (SWAYAM)

Academic Writing (15 weeks) 40 module course Arpit (SWAYAM)

Effective Communication Skills (6 weeks) IIM Bangalore (SWAYAM)

Faculty Development Programs

Two Week Online Faculty Development Program on "Comprehensive e-Learning to e-Training guide for Administrative Work" MHRD, under PMMMNMSTT scheme

Faculty Induction Programme (4 weeks) MHRD, under PMMMNMSTT scheme

Two Week Online Faculty Development Program on "Advanced Concepts For

Developing MOOCs" MHRD, under PMMMNMTT scheme

Two Week Online Faculty Development Program "ICT Based New Paradigms of E-Teaching and E-Learning : Digital Pedagogy" MHRD, under PMMMNMTT scheme

One Week Faculty Development Program "Enhancement of Teacher's Skills for Disaster Risk Reduction" Hands on training MHRD, under PMMMNMTT scheme

One Week Online Faculty Development Program " Development And Implementation Of MOOCs" MHRD, under PMMMNMTT scheme

Two week online faculty development program on "Academic Research Management" MHRD, under PMMMNMTT scheme

## **DEVELOPMENT OF INNOVATIVE PEDAGOGY / DESIGN OF NEW CURRICULAM**

<b>S. No.</b>	<b>Name of the Module</b>	<b>Subject</b>	<b>Organization for which it was developed</b>	<b>Year</b>
1	On the Campus	English Language Learning	TISS and University of Delhi	2013-14
2	Women Empowerment Kit	General	AMV	2013
3	CBCS, Member, Core Committee	English Core	University of Delhi	2016-19

## **ICT SKILLS**

- Developed E-content for ILLL, University of Delhi as under
- Two E-books (28 e-modules) entitled Everyday English I,II
- Edited three E- books entitled, Fluency in English-II, Tigers Eye, Contemporary English (14 E-modules each).
- Co-ordinated English at the Workplace-I, II (9, 7 E-modules each)

## **ACADEMIC SKILLS**

### **Books Authored**

- *Business Communication*,(NEP)Vikas Publishing House Noida 2022
- *English Proficiency*, Vikas Publishing House Noida 2021

- *English Fluency*, Vikas Publishing House Noida 2021
- *English Language through Literature*, Vikas Publishing House Noida 2021
- *Alternative English*, Prabhat Prakashan Daryaganj 2018
- *Compulsory English*, Prabhat Prakashan Daryaganj 2018
- *English Communication*, Vikas Publishing House Noida 2016 reprint
- *Effective Business Communication*, Vikas Publishing House Noida 2016
- *Business Communication*, Vikas Publishing House Noida 2015