

NOTICE

07-09-2026

All the lecturers are hereby requested to note down their annual duties for the session 2026-27. They are further requested to give quarterly progress report of their duties to principal's office.

Principal
PCM S.D. College for Women,
Jalandhar

INTERNAL QUALITY ADVISORY COMMITTEE (IQAC):

Mr. Vinod Dada (Senior Vice President of PCM S.D. College Management)

Principal Dr. Pooja Prashar (Chairperson)

Major Priya Mahajan – Coordinator

Dr Poonam Sood- Associate Professor, University of Delhi, External Expert

Dr Jai Singh- Associate Professor, The English and Foreign languages, University
Hyderabad, External Expert

Prof. (Dr.) Vishal Kumar- Principal, Sri Aurobindo College of Commerce, Ludhiana External
Expert

Dr. Thushara - M.G. School of Computing, Amritapuri Kerala, External Expert

Mr. J. K. Gupta – Prominent Toyota Car Dealer

Mr. Surinder Saini – Secretary, Jalandhar Welfare Society

Dr. Neena Mittal- (Teacher Representative)

Mrs. Rajni Kapoor - (Teacher Representative)

Mrs. Manmeet Kaur- (Teacher Representative)

Mrs. Sunita Bhalla- (Teacher Representative)

Mrs. Shveta Mahajan- (Teacher Representative)

Dr. Divya Budhia- (Teacher Representative)

Dr. Aabroo Sharma (Teacher Representative)

Mrs. Ritu Gill- (Teacher Representative)

Mrs. Richa (Alumni representative)

Ms. Divpriya, Head Girl (Student Representative)

Sh. Vijay Kumar Arora - (Non- Teaching Representative)

ACADEMIC MONITORING COMMITTEE

Dr. Neena Mittal

Major Priya Mahajan

Dr Sugandhi Bhandari

Mrs Shveta Sharma

Dr Jyoti Sharma

Dr Sandeep Kaur

Note- This committee will be responsible for receiving and for the execution of academic action plan from all departments.

NEW EDUCATION POLICY CELL

Dr. Jasleen Kaur

Dr. Kuljeet Kaur

Dr. Aabroo Sharma

EXAMINATION COMMITTEE

Mrs. Rajni Kapoor
Dr Kuljeet Kaur
Mrs. Shveta Mahajan
Mrs Anu Bala
Mr. Vijay Arora

Note –The committee Members will hold the meeting twice a year (before Exams) and submit the reports to Principal's Office accordingly.

RESEARCH ADVISORY COMMITTEE

Dr. Kuljeet Kaur }
Dr. Renu Bala } **incharges**

Dr. Arupriya Seen
Dr Anju Bala
Dr Sandeep Kaur
Dr Jyoti Sharma

Note – The committee members will update the faculty members regarding the UGC/ICPR/ISSR and other Govt/Non-Govt agencies sponsored seminars/workshops and research projects. The committee will hold the meeting every month and submit the report to the undersigned.

WOMEN EMPOWERMENT CELL

Dr Renu Bala } **Incharges**
Mrs. Shikha Puri }

Dr. Aabroo Sharma
Dr Anju Bala
Dr. Sandeep Kaur
Ms Rupinder Kaur Saini

Note - The committee will organize at least two State/National/International level seminar/Webinar on Women Empowerment involving Govt. agencies.

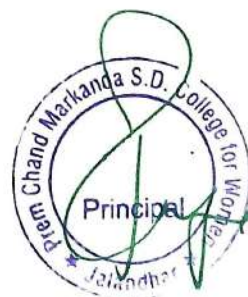
ALUMNI ASSOCIATION

Dr. Mrs. Neena Mittal - **Incharge**

Dr. Divya Budhia Gupta

Ms. Rohini Jairath
Ms. Manpreet Kaur (F.D.)
Ms. Puneet Kaur (IT)
Ms. Rupinder Kaur (Cosmo)
Ms. Manmeet Kaur

(Deptt. Of Commerce)



Note - All the head of the departments will update Incharge regarding the Alumni of their respective departments who are holding the prominent position in various private and govt. organizations.

PARENTS TEACHERS' ASSOCIATION

Mrs. Kawaljeet Kaur

Dr Sugadhi Bhandari

Incharges

Mrs. Ritu Gill

Mrs. Seema Tiwari

Ms. Gopika Mahindru

TIME TABLE COMMITTEE

Mrs. Sunita Bhalla

Mrs. Shveta Mahajan

Ms. Sonia Sharma

Major Priya Mahajan

Mrs. Seema Tiwari

COLLEGE MAGAZINE

Dr. Aabroo Sharma

Incharges

English -

Mrs. Gurjeet Kaur

Punjabi -

Dr Simarjit Kaur

Hindi & Sanskrit -

Dr Neena Mittal

Social Sciences -

Dr Sugandhi Bhandari

Science-

Mrs. Arupriya Seen

Mrs. Shveta Mahajan

Dr Jyoti Sharma

Ms. Amisha Tondon

IT Dept. -

Dr Lovely Sharma

Ms. Abantika

Commerce -

Major Priya Mahajan

Ms. Prabhpreet Kaur

Ms. Rohini Jairath

Ms. Rupinder Kaur Saini

B.VOC -

Mrs. Sunita Bhalla

Mrs. Daljit Kaur

Note - All the teacher Incharges of the various sections of the magazines is hereby requested to hand over the articles as per the instructions given to them before 30th of February 2027.



PROOF READING/IT ASSISTANCE

Dr. Aabroo Sharma
Mrs. Indu Tyagi
Ms. Mehak Chugh
Ms. Vineet
Mrs. Akwinder Kaur
Mrs. Rachna
Mr. Parbraham Sharma

COLLEGE PUBLICITY (P.R.O.) COMMITTEE

Dr. Neena Mittal
Dr. Aabroo Sharma
Mrs. Gurjeet Kaur Ms. Vineet
Mrs. Priyanka
Ms. Jyotsna Grover
Mr. Parbraham Sharma
Mr. Sagar

GREEN & ENVIRONMENT AUDIT CELL

Mrs. Divya Budhia Gupta } Incharges
Mrs. Shveta Mahajan }

Dr. Jyoti Sharma
Ms. Muskan Kalra
Ms. Dolly
Ms. Diksha Chawla
Ms. Gopika
Ms. Manjot Kaur

Note - All the teacher Incharges are hereby requested to organize seminars/workshop to promote Tree Plantation, Poly Free Campus, Save Electricity, Save Water, Swachh Abhiyaan and pollution Free Environment etc.

MAINTENANCE OF NOTICE BOARD

Ms. Aashima Chopra } Incharges
Ms. Shalini Bibra }
Mrs. Monika Sharma }
Ms. Chahat (IT)
Mrs. Rachna Kumari
Ms. Dolly
Ms. Nisha Sharma
Mrs. Rupinder Kaur
Ms. Rohini Jairath

STUDENTS GRIEVANCE REDRESSAL / CELL FOR INTERNAL/EXTERNAL ASSESSMENT & SANCTION OF LEAVE

Major Priya Mahajan
Mrs. Kawaljeet Kaur
Mrs. Shivani Sharma
Dr. Lovely Sharma
Mrs. Rita Gill
Ms. Prabhpreet Kaur



FEE CONCESSION AND FREESHIP CELL

Mrs. Rajni Kapoor
Major Priya Mahajan } Incharges

Mrs. Shveta Mahajan
Mrs. Ritu Gill

Dr. Anju Bala

Ms. Dolly

Ms. Rupinder Kaur Saini

Ms. Ruchika Agrawal

INCUBATION CENTRE

Dr. Jasleen Kaur – Incharge

Mrs. Manmeet Kaur

Mrs. Diljit Kaur

Dr. Jyoti Sharma

Ms Rupinder Kaur
Saini

PLACEMENT, CAREER COUNSELLING & GUIDANCE CELL

Mrs. Rajni Kapoor
Mrs. Divya Budhia Gupta } Incharges

Mrs. Sunita Bhalla
Ms Jyotsana } F.D.

Mrs. Shivani Sharma
Dr. Lovely
Ms. Abantika } IT and Computer Sciences

Mrs. Daljit Kaur
Ms. Priya } Cosmetology

Mrs. Ritu Gill
Mrs. Rachna Kumari } B.A. B.ed

Ms. Manmeet (Deptl. Of Commerce) } Commerce



Note - The placement career counseling & guidance cell is requested to arrange career counseling sessions so that the students should be prepared for the company placements. They are also requested to be in touch with the company/industries for the placements of the students. The teacher incharges should also make arrangements for the industrial exposures through the visit to the various industries

PROJECT WORK/FIELD WORK AND INTERNSHIP CELL

Mrs. Kawaljeet Kaur - Incharge

Dr. Jasleen Kaur

Mrs. Daljit Kaur

Mrs. Diksha
Chawla

Mrs. Anu Bala

Mrs. Rachna

Ms. Vineet

CENTRAL ASSOCIATION/ MORNING ASSEMBLY COMMITTEE

Mrs. Divya Budhia Gupta

Mrs. Rajni Kapoor



Overall Incharges (Main Block & IT Block)

Dr Kuljeet Kaur

Dr Lovely Sharma

Mrs. Shikha Puri

Mrs. Anu Bala

Mrs. Akwinder

Ms. Manpreet

Kaur (F.D.)

Mrs. Mamta

Ms. Ruchika

Ms. Amisha Tondon

Ms. Jyotsna Grover

Ms Archana

Ms. Mehak Chugh

Ms. Gopika Mahindru

Incharge (Collegiate)

Mrs. Monika Sharma

Dr. Simarjit Kaur

Mrs. Ritu Gill

Ms. Muskan Kalra

Ms. Roohi

Note - All the teacher Incharges are hereby requested to conduct the meeting of the Central Association before 31st August 2026, so as to nominate Head Girl/Vice Head Girl & other members of the Central Association.

MEDICAL FACILITIES CELL

Mrs. Harvinder Kaur (Phy. Edu.)

Mrs. Seema Tiwari

Ms. Nisha Sharma



**YOUTH CLUB- CULTURAL ENLIGHTENMENT / THEATER ITEMS/ MUSIC ITEMS/ DANCE
ITEMS**

Dr. Neena Mittal
Mrs. Gurjeet Kaur
Dr. Simarjit Kaur

} Incharge

Mrs. Arupriya Seen
Mrs. Anu Bala
Dr. Sugandhi Bhandari
Mrs. Sunita Bhalla
Ms. Ashima
Mrs. Priyanka
Miss Dolly

CANTEEN COMMITTEE & BOOK SHOP COMMITTEE

Mrs. Kawaljeet Kaur

} Incharges

Mrs. Shalini Bibra

Mrs. Akwinder Kaur

Dr. Sandeep Kaur

Ms. Manmeet Kaur (Dept. Of Commerce)

LIBRARY ADVISORY COMMITTEE

Dr. Renu Bala

Dr. Simarjit Kaur

Dr. Indu Tyagi

Mrs. Sonia

Ms. Mamta

Ms. Shallu

NOTE - Library Advisory Committee is Requested to Conduct at Least 4 Meetings in a Session.

NATIONAL CADETS' CORPS

Major Priya Mahajan

Mrs. Rachna Kumari

Ms. Zeenat

Ms. Archana

Ms. Ruchika Aarwal

Mrs. Sonia Sharma

RED CROSS SOCIETY

Ms. Shalini Bibra

Mrs. Anu Bala

Ms. Aashima Chopra

Ms. Mehak Chugh

Ms. Manpreet Kaur



Mrs. Manmeet Kaur
Mrs. Sunita Bhalla

Advisors

Mrs. Akwinder Kaur
Mrs. Gurjeet Kaur

Incharges

Ms. Manpreet Kaur (F.D.)

Ms. Rohini Jairath
Ms. Vineet (IT)

Report Uploading

Ms. Manjot Kaur

Note – NSS/ RCS cell is requested to conduct at least 10 camps to promote community and social service among the students.

HOSPITALITY COMMITTEE

Mrs. Manmeet Kaur
Dr Renu Bala
Mrs. Seema Tiwari
Mrs. Daljit Kaur
Ms. Rupinder Kaur
Mrs. Priya
Ms. Preeti Pal

STAGE SECRETARY FOR FUNCTIONS

Mrs. Divya Budhia Gupta – **Incharge**

Mrs. Shikha Puri
Mrs. Akwinder Kaur

GURU NANAK STUDY CENTRE

Dr. Simarjit Kaur
Mrs. Akwinder Kaur
Dr. Anju Bala

VIVEKANANDA STUDY CENTRE

Dr. Renu Bala
Dr Indu Tyagi
Ms. Manisha
Ms. Mamta

COMMITTEE FOR ADD ON COURSES/ SKILL ENHANCEMENT COURSES

Dr. Kuljeet Kaur
Ms. Shalini Bibra

Incharges



Ms. Manpreet Kaur
Ms. Archana
Ms. Manisha

TRANSPORTATION / TRIPS & EDUCATIONAL TOURS' COMMITTEE

Mrs. Kawaljeet Kaur
Mrs. Gurjeet Kaur
Dr. Jasleen Kaur

Incharges

Ms. Rupinder Kaur Saini
Ms. Chahat
Mrs. Daljit Kaur
Mrs. Rachna Kumari
Mrs. Diksha Chawla
Mrs. Monika Sharma
Ms. Jyotsna Grover
Ms. Priya
Ms. Shallu

COMMITTEE FOR COMPETITIVE EXAM CLASSES

Mrs. Shveta Mahajan
Dr. lovely Sharma
Mrs. Shikha Puri
Ms. Shalini Bibra

COMMITTEE FOR STUDENTS WITH DISABILITIES/ (Disability Support & Inclusion Cell)

Mrs. Anu Bala - Incharge

Mrs. Priya
Ms. Abantika
Ms. Amisha Tondon
Ms. Manisha
Ms. Prabhpreet Kaur

COMMITTEE FOR LECTURE SHORTAGE

Dr. Neena Mittal -
Mrs. Manmeet Kaur

Incharges

Dr. Arupiya Seen
Ms. Manisha
Ms. Chahat
Mrs. Diksha Chawla
Mrs. Monika Sharma
Mrs. Kamlesh Sharma
Mrs. Tejinder Kaur

MENTOR MENTEE COMMITTEE

Mrs. Seema Tiwari -
Dr. Sandeep Kaur

Incharges



Dr. Indu Tyagi
Ms. Jyotsna Grover
Mrs. Chahat
Ms. Preeti Pal
Ms. Mehak Chug
Ms. Diksha Chawla

BUDDY GROUP/ANTI-DRUG COMMITTEE

Mrs. Gurjeet Kaur - Nodal officer
Dr. Kuljeet Kaur
Ms. Gopika Mahindru
Ms. Manisha
Ms. Puneet

ANTI-RAGGING CELL

Mrs. Gurjeet Kaur- Incharge
Ms. Amisha Tondon
Ms. Jyotsna Grover (F.D)
Ms. Gopika Mahindru
Ms Manjot
Ms. Shallu

SVEEP/ELECTION RELATED COMMITTEE

Dr Lovely Sharma – Nodal officer
Ms. Manisha
Mrs. Rachna Kumari
Ms. Prabhpreet Kaur
Mr. Anant Ram
Mr. Sagar

SEXUAL HARASSMENT CELL

Dr Sugandhi Bhandari – Nodal Officer
Ms. Shalini Bibra
Mrs. Anu Bala
Ms. Prabhpreet Kaur
Mrs. Priya
Ms. Abantika

COMMITTEE FOR ADOLESCENCE AND PSYCHIATRIC HELP

Ms. Gopika Mahindru
Mrs. Monika Sharma
Ms. Abantika
Ms. Muskan kalara



C.C./B.C. STUDENTS SUPPORTING CELL (Equal opportunity Cell)

Dr. Arupriya Seen – Nodal Officer
Dr. Jasleen Kaur
Dr. Renu Bala
Ms. Prabhpreet Kaur
Mr. Sagar

CULTURAL EXCHANGE COMMITTEE

Dr Sandeep Kaur
Dr Indu Tyagi
Dr. Anju Bala
Ms Preeti Pal
Ms. Muskan kalra

AISHE/ NIRF/ COMMUNITY COLLEGE IN CHARGES

Mrs. Manmeet: AISHE

Mrs. Shveta Mahajan: NIRF

Mrs. Sunita Bhalla: COMMUNITY COLLEGE COURSES

PURCHASE COMMITTEE

Dr. Pooja Prashar: Convener

Members:

Mrs. Manmeet Kaur
Mrs. Rajni Kapoor
Major Priya Mahajan
Mr. Anantram

UNNAT BHARAT ABHIYAN COMMITTEE

Dr. Pooja Prashar: Coordinator

Members:

Mrs. Ritu Gill
Mrs. Rachna Kumari
Ms. Rupinder Kaur Saini

INSTITUTIONAL INNOVATION COUNCIL

Mrs. Rajni Kapoor: Vice President

Dr. Renu Bala: Convener

Members:

Mrs. Sunita Bhalla
Mrs. Daljit Kaur
Mrs. Gurjit Kaur Ms.
Ashima Chopra
Mrs. Ritu Gill
Ms. Abantika
Mr. Sagar



ROTARACT CLUB

Mrs. Kawaljeet Kaur: Coordinator
Mrs. Seema Tiwari: Co-Coordinator
Mrs. Aabroo Sharma
Mrs. Shikha Puri
Ms. Amisha
Tondon
Dr. Anju Bala
Ms. Shalini Bibra

INDIAN KNOWLEDGE SYSTEM

Dr. Neena Mittal
Dr Arupriya Seen
Ms. Puneet

WEBSITE COMMITTEE

Mr. Parbraham - Incharge

Updation and Monitoring Website Content

Dr. Lovely Sharma - Incharge
Mrs. Seema Tiwari (Main Block)
Ms. Mamta (Main Block)
Mrs. Deeksha Chawla (Main Block)
Ms. Vineet (IT Block)
Ms. Chahat (IT Block)

Updating Co-Curricular and Extracurricular activities on Website

Ms. Vineet
Ms. Abantika

Daily News

Dr. Neena Mittal

SOCIAL MEDIA GROUP

Dr. Lovely Sharma } Incharges
Mr. Parbraham }

Video & Images Provider

Mrs. Priyanka (Video Production)

Uploading Contents on Social Media

Ms. Vineet



Ms. Dolly
Ms. Rupinder Kaur
Ms. Manmeet Kaur (Deptt. Of Commerce)
Ms. Jyotsna Grover
Ms. Archana
Ms. Preet Pal

LEARNING MANAGEMENT SYSTEM (LMS)

Mr. Parbraham
Dr Arupriya Seen

Incharges

Dr Sandeep Kaur (Coordinator)
Ms. Muskan Kalra
Ms. Manpreet Kaur (FD)
Mrs. Priya Bharadwaj
Mrs. Mamta
Ms. Ruchika
Ms. Manmeet Kaur (Deptt. Of Commerce)
Ms. Puneet

MOOC Committee

Dr. Kuljeet Kaur
Dr. Divya Budhia } **Incharges**

Committee Members

1. For Arts and Economics Classes

- Dr. Simranjit Kaur
- Dr. Anju Bal
- Dr Sandeep Kaur
- Ms. Mamta
- Ms. Mehak Chugh

2. For BA B.Ed.

- Mrs. Ritu
- Mrs. Rachna

3. For B.Sc. CS and B.Sc. NM

- Dr. Jyoti Sharma
- Ms. Muskan Kalra

4. For Commerce Classes

- Mrs. Shikha Puri
- Ms. Deeksha Chawla

5. For B.Sc. FD and Cosmetology

- Dr. Jasleen Kaur
- Ms. Manpreet Kaur
- Mrs. Priya (Cosmo)



- Ms. Chahat
- Ms. Archana
- Ms. Puneet

Self Financed Certificate Courses Committee

Mrs. Sunita Bhalla - **Incharge**

Dr. Jasleen Kaur

Mrs. Shivani Sharma

Mrs. Daljeet Kaur

Mrs. Seema Tiwari

Intellectual Property Rights (IPR) Cell

Mrs. Shikha Puri - **Incharge**

Dr. Divya Budhia

Dr. Jyoti Sharma

Mrs. Diksha Chawla

