



Following committees and cells have been formulated for the Academic Session 2023-24 and annual duties have been assigned accordingly

Annual Duty List (2023-24)

NOTICE

All the lecturers are hereby requested to note down their annual duties for the session 2023-24. They are further requested to give quarterly progress report of their duties to Principal's Office.

Principal

PCM SD 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)

Capt. Priya Mahajan – Coordinator

Mrs. Renu Tandon – Deputy Coordinator

Mrs. Ujla Joshi - (Adviser)

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. Aman Sethi- Senior Software engineer MNC, USA, External Expert

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

Mr. Surinder Saini – Secretary, Jalandhar Welfare Society

Mrs. Alka Sharma- (Teacher Representative)

Mrs. Manmeet Kaur- (Teacher Representative)

Dr. Neena Mittal- (Teacher Representative)

Mrs. Sunita Bhalla- (Teacher Representative)

Mrs. Shveta Mahajan- (Teacher Representative)

Mrs. Shivani Sharma- (Teacher Representative)

Mrs. Divya Budhia- (Teacher Representative)

Mrs. Triptjit Kaur- (Teacher Representative)

Mrs. Ritu Gill- (Teacher Representative)

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



New Education Policy Cell

Dr. Lovely Sharma

Mrs. Kuljit Kaur

Mrs. Aabroo Sharma

Academic Monitoring Committee

Mrs. Alka Sharma

Mrs. Manmeet Kaur

Dr. Neena Mittal

Mrs. Sunita Bhalla

Mrs. Shveta Mahajan

Mrs. Shivani Sharma

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

New Education Policy Cell

Dr. Lovely Sharma

Mrs. Kuljit Kaur

Mrs. Aabroo Sharma

Mrs. Triptjit Kaur

Note – This cell will conduct activities to bring awareness in academic and research as required by NEP.

College Annual Report Committee:

Mrs. Divya Budhia Gupta – **Incharge**

Mrs. Rajni Kapoor

Dr. Neena Mittal

Ms. Annie Ahuja

Mrs. Gurjit Kaur

Dr. Indu Tyagi

Mrs. Akwinder Kaur

Note - The teacher Incharge is required to submit full & final reports of the college before 30th MAY 2024.

FEEDBACK MECHANISM CELL

(STUDENTS/PARENTS/EMPLOYER/ALUMNI)

Mrs. Kawaljit Kaur

Mrs. Gurjeet Kaur

Dr. Lovely Sharma



(Overall Incharges)



PREM CHAND MARKANDA S.D. COLLEGE FOR WOMEN
NAAC Re- accredited "A⁺" Grade College (Second Cycle) JALANDHAR



Mrs. Sunita Bhalla	}	(B. Voc Courses)
Mrs. Shivani		
Mrs. Daljeet Kau	}	(Diploma Courses)
Mrs. Jasleen Kaur		
Mrs. Neetu Sharma		
Mrs. Ramanjit Talwar	}	(B.A., B. ed)
Ms. Ritu Gill		
Mrs. Renu Tandon	}	(B.Com., M. Com)
Dr. Kuljeet Kaur		
Mrs. Shikha Puri		
Mrs. Shveta Mahajan	}	(B.Sc., M.Sc.)
Dr. Jyoti Sharma		
Dr Mrs. Neena Mittal	}	(B.A.)
Mrs. Manmeet Kaur		
Mrs. Anu Bala		
Mrs. Akwinder Kaur		

Note – All the staff members are requested to hold two meetings per session and submit the reports to Principal's Office at the end of every session.

EXAMINATION COMMITTEE:

Mrs. Alka Sharma
Mrs. Lovely Sharma
Mrs. Shveta Mahajan
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
Dr. Lovely Sharma
Dr. Arupriya Seen
Dr Anju Bala



Dr Sandeep Kaur
Dr Indu Tyagi
Dr Jyoti Sharma
Dr Ravleen Kaur Birdi

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:

Mrs. Kawaljit Kaur } **Incharge**
Mrs. Akwinder Kaur }

Mrs. Aabroo Sharma
Dr Anju Bala
Mrs. Shikha Puri

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**
Mrs. Dinakshi Bakshi
Mrs. Rohini
Ms. Manpreet Kaur
Ms. Gaganpreet Kaur

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
Mrs. Rajni Kapoor
Ms Pooja Singh
Ms. Beenu



TIME TABLE COMMITTEE:

Mrs. Manmeet Kaur
Mrs. Sunita Bhalla
Mrs. Shveta Mahajan
Mrs. Rajni Kapoor
Mrs. Shivani Sharma
Mrs. Seema Tiwari

COLLEGE MAGAZINE/COLLEGE PROSPECTUS:

Incharges	Mrs. Ujla Joshi Mrs. Rajni }
English –	Mrs. Aabroo Sharma
Punjabi –	Dr Simarjit Kaur
Hindi & Sanskrit –	Dr Neena Mittal Mrs. Sapna
Social Sciences -	Dr Sugandhi Bhandari Ms Arupriya Seen Mrs. Manmeet Kaur Ms Triptjit Kaur
Science-	Mrs. Shveta Mahajan Dr Jyoti Sharma Ms Muskan Kalra
IT dept -	Dr Lovely Sharma Ms Sapna Thakur
Commerce –	Mrs. Alka Sharma Mrs. Shikha Puri
B.VOC –	Mrs. Sunita Bhalla Mrs. Shivani Sharma 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 2024.



Proof Reading/ IT Assistance:

Ms Aabroo Sharma
Ms Gurjeet Kaur
Ms. Annie Ahuja
Ms Shobha
Mrs. Akwinder Kaur
Mr. Parbraham Sharma

COLLEGE PUBLICITY (P.R.O.) COMMITTEE:

Dr Neena Mittal
Ms Aabroo Sharma
Ms Gurjeet Kaur
Ms. Sapna Thakur
Dr. Sandeep Kaur
Ms Priyanka
Mr. Parbraham Sharma

GREEN & ENVIRONMENT AUDIT CELL:

Mrs. Ujla Joshi
Mrs. Divya Budhia Gupta } **Incharges**
Mrs. Shveta Mahajan
Ms Muskan
Mrs. Anita Sharma
Ms Jyoti
Ms. Jaspreet 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:

Mrs. Anita
Ms. Shalini Bibra
Ms Annie Ahuja
Mrs. Monika
Mrs. Rachana Kumari
Ms. Amrita Flora



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

Mrs. Ujla Joshi
Mrs. Alka Sharma
Mrs. Kawaljeet Kaur
Mrs. Shivani

FEE CONCESSION AND FREESHIP CELL:

Mrs. Rajni Kapoor
Mrs. Priya Mahajan
Mrs. Shveta Mahajan
Mrs. Ritu Gill
Mrs. Sonia Sharma

INCUBATION CENTRE

Mrs. Renu Tondon – **Incharge**
Mrs. Manmeet Kaur
Mrs. Sunita Bhalla
Mrs. Diljit Kaur
Ms. Dinakshi Bakshi

PLACEMENT, CAREER COUNSELLING & GUIDANCE CELL:

Mrs. Rajni Kapoor
Mrs. Renu Tondon
Mrs. Divya Budhia Gupta

} **Overall Incharge**

Mrs. Sunita Bhalla
Mrs. Shivani Sharma
Mrs. Daljit Kaur

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. Kawaljit Kaur - Incharge

Mrs. Jasleen Kaur

Mrs. Daljit Kaur

Mrs. Shivani

Mrs. Ramanjit Talwar

CENTRAL ASSOCIATION/ MORNING ASSEMBLY COMMITTEE:

Mrs Divya Budhia Gupta

Mrs. Rajni
IT Block)



Overall Incharge (Main Block &

Mrs Manmeet Kaur

Dr Kuljit Kaur

Dr Lovely Sharma

Dr. Renu Bala

Mrs. Seema Tiwari

Mrs Shikha Puri

Mrs. Gurjit

Mrs Ramanjit

Ms Manpreet (F.D.)

Ms. Sapna

Ms. Akwinder

Ms. Dinakshi Mahendru

Ms. Ashna (Cosmotology)

Mrs. Kawaljit Kaur

Mrs. Monika

Mrs. Simarjit

Mrs. Ritu Gill

Ms. Muskan

Ms. Mehak



Incharge (Collegiate)

Note - All the teacher Incharges are hereby requested to conduct the meeting of the Central Association before 25th October 2023, so as to nominate Head Girl/Vice Head Girl & other members of the Central Association.

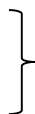


MEDICAL FACILITIES CELL:

Ms Manpreet Kaur (FD)
Mrs. Harvinder Kaur
Mrs. Seema Tiwari
Ms Amrita Flora

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

Dr. Neena Mittal
Mrs. Gurjeet Kaur
Dr Simarjit Kaur



Incharges

Mrs. Arupriya Seen
Mrs. Anu Bala
Dr Sugandhi Bhandari
Mrs. Anita Kaur
Mrs. Sunita Bhalla
Mrs. Akwinder Kaur
Mrs. Nitika Sagar
Ms. Rohini Jairath

CANTEEN COMMITTEE:

Mrs. Ujla Joshi
Mrs. Manmeet Kaur
Mrs. Kawaljeet Kaur
Ms. Sapna Thakur

LIBRARY ADVISORY COMMITTEE:

Dr Renu Bala
Dr Neena Mittal
Dr Simrarjit Kaur
Dr. Mrs. Indu Tyagi
Ms. Gaganpreet Kaur
Ms. Jaswinder Kaur
Ms. Sonia
Ms. Mamta



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

NATIONAL CADETS' CORPS:

Capt. Priya Mahajan
Mrs. Ramanjit Talwar
Mrs. Sonia Sharma
Mrs. Jaswinder
Ms. Jaspreet Kaur (C.S.)
Mr. Pankaj Puri

RED CROSS SOCIETY:

Ms. Shalini Bibra
Ms. Mehak
Ms. Gaganpreet Kaur
Mrs. Neetu Sharma

NATIONAL SERVICE SCHEME:

Mrs. Manmeet Kaur
Sunita Bhalla
Ms. Manpreet Kaur
Ms. Jaswinder Kaur
Mrs Akwinder Kaur
Dr. Anju Bala
Ms. Rohini Jairath
Ms. Aashma
Ms. Shobha

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
Ms. Beenu
Mrs. Neetu Sharma



STAGE SECRETARY FOR FUNCTIONS:

Mrs. Ujla Joshi
Dr. Neena Mittal
Mrs. Divya Budhia Gupta
Mrs. Shikha Puri
Mrs. Akwinder Kaur

Guru Nanak Study Centre:

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

Vivekananda Study Centre:

Dr. Neena Mittal
Mrs. Kawaljit Kaur
Dr Indu Tyagi

Committee for Add on courses:

Dr kuljeet Kaur
Mrs. Shikha Puri
Ms Shalini Bibra

Transportation / Trips & Educational Tours' Committee:

Mrs. Kawaljit Kaur - Incharge
Mrs. Gurjeet Kaur
Mrs. Shikha Puri
Dr. Lovely Sharma
Mrs. Daljit Kaur
Mrs. Ritu Gill
Mrs. Monika Verma
Mrs. Jasleen Kaur
Mrs. Akwinder Kaur
Ms Mandeep Kaur

Committee for Competitive Exam Classes:

Mrs. Alka Sharma
Mrs. Shveta Mahajan
Dr. lovely Sharma
Mrs. Shikha Puri



Equal Opportunity Cell:

Mrs. Anu Bala_– **Incharge**

Ms. Priya

Mrs. Sapna

Ms. Jaspreet Kaur

Committee for Lecture Shortage:

Mrs. Ujla Joshi - **Incharge**

Mrs. Alka Sharma

Mrs. Shivani Sharma

Mrs. Manmeet kaur

Mrs. Monika Sharma

Mrs. Kamlesh Sharma

Mrs. Tajinder kaur

Ms. Ashana Sharma

Mentor Mentee Committee:

Mrs. Seema Tiwari- **Incharge**

Ms Sapna Thakur

Mrs. Nitika Sagar

Ms. Amrita Flora

Dr Sandeep Kaur

Ms. Jaspreet Kaur

Ms. Ashana Sharma

Buddy Group/Anti-Drug Committee:

Mrs. Gurjeet Kaur - **Nodal officer**

Mrs. Sunita Bhalla

Dr. Kuljeet Kaur

Ms. Annie Ahuja

Dr. Ravleen Kaur Birdi

Anti-Ragging Cell:

Mrs. Neena Mittal- **Incharge**

Ms. Rohini Jairath

Ms Gaganpreep Kaur



SVEEP/ELECTION RELATED COMMITTEE:

Dr Lovely Sharma – **Nodal officer**

Mrs. Prabhdeep Kaur

Mr. Anant Ram

Mr. Pankaj Puri

Sexual Harassment Cell:

Dr Sugandhi Bhandari – **Nodal Officer**

Ms. Shalini Bibra

Mrs. Anu Bala

Mrs. Triptjit kaur

Committee for Adolescence and Psychiatric Help:

Ms. Ramanjit Kaur

Mrs. Monika Sharma

S.C./B.C. Students Supporting Cell:

Dr. Arupriya Seen – **Nodal Officer**

Mrs. Jasleen Kaur

Dr. Renu Bala

Ms. Palak Alang

Cultural Exchange Committee:

Dr Sandeep Kaur

Dr Ind Tyagi

Committee for Courses Under Community college :

Renu Tandon - **Nodal officer**

Website Committee Members

Principal

Mr. Parbraham - } **Incharge**

Data Collection:

Ms. Ujla Joshi (Main Block)

Ms. Annie Ahuja (Main Block)

Ms. Seema Tiwari (Main Block)

Dr. Lovely Sharma (IT Block)

Data handling & Designing:

Ms. Priya

Ms. Sapna Thakur



Daily News:

Ms. Neena Mittal

Social Media Committee

Dr. Lovely Sharma } **Incharge**

Mr. Parbraham }

Video & Images Provider:

Ms. Priyanka (Video Production)

Likes, Follows & Shares on Instagram and Facebook on Daily basis

Dr. Lovely (IT Block)

Main Block:

Ms. Dolly

Ms. Rupinder Kaur

Uploading Contents:

Ms. Sapna Thakur

Learning Management System (LMS)

Ms. Ujla Joshi

Dr. Lovely Sharma

Dr. Aru Priya Seen

Ms. Anu Bala

Ms. Jasleen

Mr. Parbraham