



Office of the Principal

Sophia College for Women  
**AUTONOMOUS**

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An Institution of  
the Society for the Higher Education  
of Women in India

## **SENIOR COLLEGE AND GENERAL COMMITTEES AND COMMITMENTS**

### **2020- 2021**

**Note 1:** Each committee is requested to give a brief report to the Principal at the end of the academic year.

**Note 2:** Every meeting should be minuted and the records to be maintained.

#### **I. College Development Cell (Senior College)**

1. Dr. (Sr.) Anila Verghese	Chairperson of the Trust
2. Sr. Patricia D'Souza	Nominee of the Secretary of the Management
3. Dr. Trevor Allis	Senior faculty member nominated by Principal
4. Ms. Swarupa Kamat	Elected teaching staff member
5. Dr. Yasmin Khan	Elected teaching staff member
6. Dr. Gianni E. Mapara	Elected teaching staff member
7. Mr. Rampratap Yadav	Elected non-teaching staff member
8. Dr. Vispi Balaporia	Local member nominated by Management (Research)
9. Dr. Vidita Rakshit	Local member nominated by Management (Education)
10. Mrs. Rita D'Souza	Local member nominated by Management (Industry)
11. Dr. Madhav Sathe	Local member nominated by Management (Social Service)
12. Mrs. Sheila Master	Consultant, Internal Quality Assurance Committee
13. Dr. Anagha Tendulkar	Coordinator, Internal Quality Assurance Committee
14. Ms. Syona Roy	Student Body President
15. Ms. Samiksha Jain	Cultural Secretary
16. Dr. (Sr.) Ananda Amritmahal	Principal

#### **II. Planning And Evaluation Committee**

1. Dr. (Sr.) Ananda Amritmahal	Principal
2. Ms. Gilda Pereira	Vice Principal (Arts)
3. Dr. Yasmin Khan	Vice Principal (Science)
4. Dr. Anagha Tendulkar	Vice Principal (Administration)
5. Dr. Roshan D'Souza	
6. Dr. Paul Rozario	
7. Lavanya Varadharajan	

### **III. Internal Quality Assurance Cell**

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|--------------------------------|--|
| 1. Dr. (Sr.) Ananda Amritmahal | Principal (Chairperson, IQAC)                      |
| 2. Ms. Gilda Pereira           | Vice Principal (Arts)                              |
| 3. Dr. Yasmin Khan             | Vice Principal (Science)                           |
| 4. Dr. Anagha Tendulkar        | Vice Principal (Administration), Coordinator, IQAC |
| 5. Mrs. Sheila Master          | Ex-Student, Consultant, IQAC                       |
| 6. Dr. T.C. Roymon             | IQAC Subcommittee                                  |
| 7. Ms. Tanaz Asha              | IQAC Subcommittee                                  |
| 8. Dr. Trevor Allis            | IQAC Subcommittee                                  |
| 9. Dr. Arjumanara Surti        | Senior Faculty Member                              |
| 10. Dr. Sumanika Sethi         | Senior Faculty Member                              |
| 11. Mrs. Boskey Martis         | Representative of Office Staff                     |
| 12. Mr. Ramesh Ramane          | Representative of other non-teaching Staff         |
| 13. Ms. Rajni Desai            | Ex-Student   |
| 14. Mrs. Nevah D'Mello         | Ex-Student   |
| 15. Dr. Medha Rajadhyaksha     | Ex-faculty   |
| 16. Sr. Teresa Pereira         | Management Representative                          |
| 17. Ms. Syona Roy              | Student Body President                             |
| 18. Ms. Samiksha Jain          | Cultural Secretary                                 |

### **IV. IQAC Program Sub Committee**

- |                      |             |
|----------------------|-------------|
| 1. Ms. Tanaz Asha    | Coordinator |
| 2. Mr. Vijay Vig     |             |
| 3. Ms. Samrita Sinha |             |
| 4. Dr. Elwin John    |             |

### **V. IQAC Documentation, Feedback & Website Sub Committee**

- |                           |             |
|---------------------------|-------------|
| 1. Dr. Roymon TC          | Coordinator |
| 2. Dr. Meeta Saxena       |             |
| 3. Mr. Gaurishankar Singh |             |
| 4. Ms. Sidranaaz Qazi     |             |
| 5. Ms Lavanya Varadrajan  |             |
| 6. Dr. Ivan John          |             |

### **VI. IQAC CAS Sub Committee**

- |                        |             |
|------------------------|-------------|
| 1. Dr. Trevor Allis    | Coordinator |
| 2. Ms. Sandhya Kadiru  |             |
| 3. Dr. Sangeeta Dubey  |             |
| 4. Ms. Shraddha Prabhu |             |

### **VII. Administrative Team**

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Dr. (Sr.) Ananda Amritmahal | Principal                       |
| 2. Ms. Gilda Pereira           | Vice Principal (Arts)           |
| 3. Dr. Yasmin Khan             | Vice Principal (Science)        |
| 4. Dr. Anagha Tendulkar        | Vice Principal (Administration) |
| 5. Ms. Bina Gonsalves          | Supervisor (Junior College)     |

### **VIII. RUSA PROJECT**

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|-----------------|---------------|
| Dr. Yasmin Khan | Nodal Officer |
|-----------------|---------------|

**IX. RUSA Project Monitoring Committee**

1. Dr. Roshan D'Souza
2. Dr. Anagha Tendulkar
3. Dr. Prabha Shetty
4. Dr. Rashna Poncha

**X. RUSA Purchase Committee**

1. Ms. Prabha Suresh
2. Dr. Ignat Mendes
3. Dr. Chinmoyee Vatsyayan
4. Dr. Sangeeta Dubey

**XI. Ek Bharat Shreshtha Bharat**

1. Dr Sangeeta Dubey

**XII. Mentor-mentee programme**

1. Dr. Sunita Jadhav
2. Dr. Hemalata Ramachandran
3. Dr. Lata Pujari

**XIII. Examination Committee**

Dr. Yasmin Khan

**Controller of Examination**

**A. Conduct of Examinations**

1. Dr. Sunita Jadhav - Deputy Controller
2. Ms. Tanaz Asha - Assistant to Deputy
3. Ms Swarupa Kamat
4. Dr. Sree Nair
5. Dr. T.C. Roymon
6. Ms. Nishtha Dev
7. Dr. Tina Chakravarty
8. Ms. Rinjal Jain
9. Ms. Juliana D'Costa
10. Ms. Ambreen Shaikh

**B. Declaration of Results**

1. Dr. Rashna Poncha - Deputy Controller
2. Dr. Meeta Saxena - Assistant to Deputy
3. Ms Sandra Mendes
4. Dr. Andrea Coutinho
5. Dr. Rajbinder Dehiya
6. Ms. Nisha Yadav
7. Ms. Saqueba Mistry
8. Ms. Sidranaaz Qazi
9. Ms. Drinal Lopes

**Post Graduate Examination Committee**

1. Dr. Rajbinder Dehiya – Deputy Controller
2. Dr. Madhavi Kaji
3. Dr. Sree Nair
4. Dr. Prabha Shetty

- **Vice Principals are ex-officio members of the Examination Committee.**

**XIV. Vigilance Committee**

1. Ms. Jyoti Mantri
2. Dr. Paul Rozario
3. Dr. Sangeeta Dubey
4. Dr. Hema Subramaniam
5. Dr. Sumanika Sethi
6. Dr. Jennie Mendes

Convenor

**XV. Tracking of Additional Credits**

1. Dr. Madhavi Kaji Coordinator
2. Ms Nisha Yadav
3. Ms Shruti Waydonde-Kadam
4. Mr Vijay Vig
5. Ms. Jaloo Bharucha
6. Ms. Naina Karangutkar

- **Coordinator IQAC is an ex-officio member of the Additional Credits Committee.**

**XVI. SWAYAM and Add on Courses**

1. Dr. Roshan D'Souza Coordinator
2. Dr. Elwin John
3. Ms. Rinjal Jain
4. Dr. Meeta Saxena
5. Ms. Shahnaz Shaikh

**XVII. Anti-Ragging Committee**

1. Dr. (Sr.) Ananda Amritmahal Coordinator
2. Ms. Beena Gonsalves
3. Ms. Boskey Martis
4. Ms. Jihasa Vachharajani
5. Dr. Arjumanara Surti
6. Ms Syona Roy

**XVIII. Grievance Redressal**

1. Dr. (Sr.) Ananda Amritmahal Coordinator
2. Ms. Beena Gonsalves
3. Ms. Boskey Martis
4. Ms. Jihasa Vachharajani
5. Dr. Arjumanara Surti
6. Ms Syona Roy

**XIX. Internal Complaint Committee (Sexual Harassment)**

1. Dr. (Sr.) Ananda Amritmahal Coordinator
2. Mr. Ajay Yadav
3. Dr. Ivan John
4. Dr. Lata Pujari
5. Ms. Audrey D'Mello (Advocate with Majlis)

**XX. Caste-Based Discrimination Committee**

1. Dr. (Sr.) Ananda Amritmahal Coordinator
2. Ms Vaishali Pachunde
3. Mr. Chetan Lingayat

**XXI. Admission Committee – Senior College Arts**

1. Ms. Gilda Pereira Convenor
2. Ms. Swarupa Kamat Coordinator
3. Sr. Patricia D'Souza
4. Dr. Sumanika Sethi

5. Ms. Jihasa Vachharajani
6. Dr. Trevor Allis
7. Ms. Nisha Yadav
8. Dr. Tina Chakravarty

**XXII. Admission Committee – Senior College Science**

1. Dr. Yasmin Khan Convenor
2. Ms. Shraddha Prabhu Co-ordinator
3. Dr. Madhavi Kaji
4. Ms. Sandra Mendes
5. Dr. Meeta Saxena
6. Ms. Sandhya Kadiru
7. Dr. P. Sirisha Murthy
8. Dr. Hemalatha Ramachandran

**XXIII. Library Committee**

1. Dr. (Sr.) Ananda Amritmahal Principal
2. Mrs. Prabha Suresh Convenor
3. Dr. Madhavi Kaji
4. Dr. T.C. Roymon
5. Dr. Paul Rozario
6. Ms Lavanya Varadrajan

**XXIV. Student Welfare Committee**

1. Sr. Rosa Makil
2. Dr. Rajbinder Dehiya
3. Dr. Sumanika Sethi
4. Ms. Shahnaz Shaikh
5. Dr. Madhavi Kaji
6. Sr. Patricia D'Souza

**XXV. Academic Audit Committee**

1. Dr. Arjumanara Surti Convenor (Science)
2. Dr. Trevor Allis Convenor (Arts)
3. Dr. Prabha Shetty
4. Ms. Nisha Yadav
5. Dr. Madhavi Kaji

**XXVI. Extra-Curricular Activities Committee**

1. Ms. Nisha Yadav Coordinator
2. Ms. Sidranaaz Qazi
3. Ms. Shruti Waydonde-Kadam
4. Ms. Ahana Sharma

**XXVII. Attendance Committee Arts**

1. Ms. Gilda Pereira Convenor
2. Ms. Nisha Yadav
3. Ms. Vidya Konar
4. Ms. Nishtha Dev

**XXVIII. Attendance Committee - Science**

- |                       |          |
|-----------------------|----------|
| 1. Dr. Yasmin Khan    | Convenor |
| 2. Ms. Jyoti Mantri   |          |
| 3. Dr. Meeta Saxena   |          |
| 4. Ms. Sandhya Kadiru |          |

**XXIX. Prize Committee**

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|--------------------------------------|----------|------------|
| 1. Vice Principal Arts               | Convenor | Ex-Officio |
| 2. Vice Principal Science            | Convenor | Ex-Officio |
| 3. Coordinator of Student Activities |          | Ex-Officio |
| 4. Dr. Trevor Allis                  |          |            |
| 5. Ms. Rochelle Ferns                |          |            |

**XXX. College Magazine Committee**

1. Ms. Jihasa Vachharajani
2. Dr. Sumanika Sethi
3. Dr. Trevor Allis
4. Ms. Jini Joseph
5. Ms. Tanaz Asha
6. Dr. Sree Nair

**XXXI. Staff In-charge of the Sophia J.N. Heredia Counselling Centre**

Ms. Jennie Mendes

**XXXII. Staff member in-charge of the Science Stores**

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|----------------------|-----------|
| 1. Dr. Prabha Shetty | In-Charge |
| 2. Mr. Vijay Vig     | Assistant |

**XXXIII. Staff member in-charge of Suman Tulsiani Research Centre**

Dr. Hema Subramaniam

**XXXIV. Staff member in-charge of the Herbal Garden**

Dr. Chinmoyee Vatsyayan

**XXXV. Staff member in-charge of Staff Room Computers**

Mr. Vilas Rodrigues

**XXXVI. Time-Table Committee**

Senior College (Arts):	Ms. Gilda Pereira Dr. Sangeeta Dubey Dr. Andrea Coutinho Sr. Patricia D'Souza Dr. Elwin John	Convenor Coordinator
Senior College (Science):	Dr. Yasmin Khan Dr. P. Sirisha Murthy Dr. Sree Nair Dr. Arjumanara Surti Ms. Sandra Mendes	Convenor Coordinator

Ms. Sandhya Kadiru  
Dr. Madhavi Kaji

**XXXVII. Kaleidoscope**

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|--|---|--|
| 1. Dr. Chinmoyee Vatsyayan<br>Dr. Roshan D'Souza<br>Sr. Patricia D'Souza | } | in-charge of permissions                                 |
| 2. Dr. T.C. Roymon   |   |  |
| 3. Sr. Rosa Makil & Sr. Poonam   |   | in-charge, Security<br>in-charge, Practical Arrangements |

**XXXVIII. Coordinating Committee for Theme of the Year and Ananya:  
"Hope, Courage and Resilience – Charting New Horizion"**

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|-----------------------|--------------|
| 1. Ms. Nishtha Dev    | Convenor     |
| 2. Ms. Shahnaz Shaikh | Co- Convenor |
| 3. Ms. Samrita Sinha  |              |
| 4. Ms. Ahana Sharma   |              |
| 5. Ms. Amina Merchant |              |
| 6. Ms. Ruqsana Khan   |              |

**XXXIX. College Union Committee**

1. Dr. (Sr.) Ananda Amritmahal
2. Sr. Rosa Makil
3. Sr. Poonam
4. Two staff members (to be elected)
5. Students: - SBP and Cultural Secretary  
- Association Representatives  
- Class Representatives  
- Two or three students co-opted by CUC

**XL. Entrepreneurship and Skills Hub**

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|-----------------------------|-------------|
| 1. Dr. Chinmoyee Vatsyayan  | Coordinator |
| 2. Ms. Lavanya Varadharajan |             |
| 3. Dr. Hema Subramaniam     |             |
| 4. Dr. Roshan D'Souza       |             |
| 5. Dr. Anagha Tendulkar     |             |
| 6. Dr. Sangeeta Dubey       |             |
| 7. Dr. Andrea Coutinho      |             |
| 8. Dr. Lata Pujari          |             |

**XLI. PR/ Press Committee**

1. Ms. Nivedita Iyer
2. Dr. Anagha Tendulkar
3. Dr. Sumanika Sethi
4. Dr. Tina Chakravarty

**XLII. Star College Coordination**

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|--------------------------|----------------------------|
| 1. Dr. P. Sirisha Murthy | Coordinator (Overall)      |
| 2. Sr. Rajani Khandagale | Coordinator (Chemistry)    |
| 3. Ms. Jyoti Mantri      | Coordinator (Microbiology) |
| 4. Dr. Hema Subramaniam  | Coordinator (Life Science) |
| 5. Ms. Sandhya Kadiru    | Coordinator (BZP)          |

**XLIII. Learning Enhancement Programme Committee**

1. Sr. Patricia D'Souza Coordinator
2. Dr. Sunita Jadhav
3. Dr. Sree Nair
4. Ms. Samrita Sinha
5. Ms. Vidya Konar

**XLIV. Education to Excellence in Science Programme**

1. Dr. P. Sirisha Murthy Coordinator
2. Ms. Sandhya Kaduru Co- Coordinator
3. Dr. Ignat Mendes
4. Ms. Sandra Mendes
5. Dr. Sree Nair
6. Dr. Meeta Saxena
7. Ms. Shraddha Prabhu
8. Dr. Rajbinder Dehiya

**XLV. Education to Excellence in Arts Programme**

1. Dr. Rashna Poncha Coordinator
2. Ms. Jihasa Vachharajani Co-coordinator

**1. Seminar Committee**

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|----------------------|----------------------|
| Dr. Sunita Jadhav    | Coordinator          |
| Sr. Patricia D'Souza | Panel Representative |
| Ms. Swarupa Kamat    |                      |
| Ms. Nishtha Dev      |                      |
| Dr. Tina Chakravarty |                      |

**2. Cultural Committee**

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|--------------------|----------------------|
| Dr. Sumanika Sethi | Coordinator          |
| Ms. Nisha Yadav    | Panel Representative |
| Ms. Ahana Sharma   |                      |
| Ms. Samrita Sinha  |                      |
| Ms. Shahnaz Shaikh |                      |

**3. Research Committee**

- |                     |                      |
|---------------------|----------------------|
| Dr. Andrea Coutinho | Coordinator          |
| Dr. Paul Rozario    | Panel Representative |
| Dr. Sangeeta Dubey  |                      |
| Dr. T.C. Roymon     |                      |
| Dr. Elwin John      |                      |
| Dr. Soumya Sharma   |                      |

**XLVI. Canteen Committee**

1. Dr. Chinmoyee Vatsyayan
2. Ms. Susan Tharian
3. Ms. Susan Johnson
4. Dr. T.C. Roymon
5. Mr. Rampratap Yadav
6. Students: Ms. Syona Roy and Ms. Samiksha Jain



**XLVII. Staff Activities Committee**

1. Dr Meeta Saxena,
2. Dr Elwin John
3. Ms. Supriya Bhiwandkar
4. Ms Bushra Shaikh

**XLVIII. Science Instrumentation Committee**

1. Dr. (Sr.) Ananda Amritmahal Principal, Ex-officio
2. Dr. Yasmin Khan Ex-officio
3. Dr. Ignat Mendes Convenor
4. Dr. Hema Subramaniam
5. Dr. Roshan D'Souza
6. Ms. Jyoti Mantri
7. Dr. Meeta Saxena

**XLIX. Committee to plan and update programmes for laboratory staff**

1. Dr. Roshan D'Souza Coordinator
2. Dr. Sree Nair
3. Ms. Saqueeba Mistry
4. Dr. Meeta Saxena

**L. Staff members in liaisons with University for student cultural activities**

Dr. Sunita Jadhav

**LI. Research Development Cell**

1. Dr. Trevor Allis Coordinator
2. Dr. Roshan D'Souza Coordinator
3. Dr. Soumya Sharma
4. Dr. Bhavna Daswani
5. Ms. Shraddha Prabhu
6. Dr. Sree Nair (Avishkar)
7. Ms. Nisha Yadav (Avishkar)

**LII. Social Media & Website Committee**

1. Dr. Anagha Tendulkar Convenor
2. Dr. Sumanika Sethi
3. Ms Soniya Khudanpur
4. Mr Gaurishankar Singh
5. Ms Saqueeba Mistry

**LIII. Placement Cell / Career Connections**

1. Sr. Rosa Makil
2. Dr. Chinmoyee Vatsyayan
3. Dr. Margarida Colaco
4. Ms Rinjal Jain
5. Dr. Andrea Coutinho
6. Dr. Sangeeta Dubey

**LIV. College Choir**

1. Dr. Andrea Coutinho
2. Sr. Rosa Makil

**LV. Foreign Students Cell / Link with foreign universities**

Ms. Jennie Mendes

# **COLLEGE ASSOCIATIONS AND CLUBS**

## **ASSOCIATIONS**

## **STAFF MEMBER INCHARGE**

1. Sophia Sports Association  
Ms Shruti Waydonde-Kadam  
Dr. Andrea Coutinho
2. The Bhartiya Sanskriti Parishad  
Ms. Samrita Sinha  
Ms. Nisha Yadav
3. Sophia College English Dramatics Association  
Ms. Jihasa Vachharajani  
Ms. Nivedita Iyer
4. English Literary Society  
Ms. Nishtha Dev  
Ms. Jini Joseph
5. International Relations Clubs  
Dr. Paul Rozario  
Dr. Trevor Allis
6. Sigma Sophia  
Ms. Tanaz Asha  
Dr. Hema Subramaniam  
Mr. Vijay Vig
7. Nature Club  
Dr. Trevor Allis  
Ms. Tanaz Asha
8. World Music Club  
Dr. Ivan John
9. Art and Music Club  
Dr. Sangeeta Dubey  
Ms. Shiney Gilbert
10. ACS and AICUF  
Sr. Rosa Makil  
Sr. Patricia D'Souza  
Sr. Poonam
11. NSS  
Dr. Vaishali Pachunde (Coordinator)  
Ms. Rochelle Ferns (Programme Officer)  
Dr. T.C. Roymon (Committee Member)
12. SSRI  
Dr. Ivan John  
Dr. Tina Chakravarty

### **In-charge of Christian Programmes:**

**Masses** Sr. Rosa Makil and Sr. Poonam

**Diocesan Youth Commission** Sr. Patricia D'Souza



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**Dr. (Sr) Ananda Amritmahal**  
Principal, Sophia College for Women