



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

Office of the Principal

Sophia College for Women  
**AUTONOMOUS**

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## **SOPHIA COLLEGE SENIOR AND GENERAL** **COMMITTEES AND COMMITMENTS** **2021- 2022**

**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)**

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|---------------------------------|---|
| 1. Dr. (Sr.) Anila Verghese     | Chairperson of the Trust                              |
| 2. Sr. Patricia D'Souza         | Nominee of the Secretary of the Management            |
| 3. Dr Arjumanara Surti          | Senior faculty member nominated by Principal          |
| 4. Ms Swarupa Kamat             | Elected teaching staff member                         |
| 5. Dr. Trevor Allis             | Elected teaching staff member                         |
| 6. Dr Meeta Saxena              | 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. Sarah Mathai            | Student Body President                                |
| 15. Ms. Harshini Agarwal        | 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. Rajbinder Dehiya        | Vice Principal (Science)        |
| 4. Dr. Anagha Tendulkar        | Vice Principal (Administration) |
| 5. Dr. Roshan D'Souza          |                                 |
| 6. Dr Yasmin Khan              |                                 |
| 7. Ms Lavanya Varadharajan     |                                 |

### III. Internal Quality Assurance Cell

- |                                |  |
|--------------------------------|--|
| 1. Dr. (Sr.) Ananda Amritmahal | Principal (Chairperson, IQAC)                      |
| 2. Ms. Gilda Pereira           | Vice Principal (Arts)                              |
| 3. Dr. Rajbinder Dehiya        | 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. Ms Sandra Mendes           | 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. Sarah Mathai           | Student Body President                             |
| 18. Ms. Harshini Agarwal       | 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 Sub Committee

- |                           |             |
|---------------------------|-------------|
| 1. Dr. Roymon TC          | Coordinator |
| 2. Mr. Gaurishankar Singh |             |
| 3. Dr. Ivan John          |             |
| 4. MS Lynelle Jesus       |             |
| 5. Ms. Sidranaaz Qazi     |             |
| 6. Ms Sonya Khudanpur     |             |
| 7. MS Jaloo Bharucha      |             |

### 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. Rajbinder Dehiya        | Vice Principal (Science)        |
| 4. Dr. Anagha Tendulkar        | Vice Principal (Administration) |
| 5. Sr Annie Peter              | Vice Principal (Junior College) |
| 6. Ms. Bina Gonsalves          | Supervisor (Junior College)     |

## **VIII. RUSA PROJECT**

Dr. Yasmin Khan                      Nodal Officer  
Ms Swarupa Kamat                      Coordinator

## **IX. RUSA Project Monitoring Committee**

1. Dr. Roshan D'Souza
2. Dr. Anagha Tendulkar
3. Dr. Rashna Poncha
4. Dr Rajbinder Dehiya

## **X. RUSA Purchase Committee**

1. Ms. Leena Krishnan
2. Dr. Chinmoyee Vatsyayan
3. Dr. Sangeeta Dubey
4. Dr. Prabha Shetty

## **XI. RUSA Ek Bharat Shreshtha Bharat**

1. Dr Sangeeta Dubey

## **XII. RUSA Mentor-mentee programme**

1. Ms Swarupa Kamat
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\_- Joint Deputy Controller
3. Ms Swarupa Kamat
4. Ms. Nishtha Dev
5. Ms. Rinjal Jain
6. Ms. Juliana D'Costa
7. Ms. Ambreen Shaikh
8. Ms Soniya Khudanpur
9. Ms Shraddha Prabhu

### **B. Declaration of Results**

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

### **Post Graduate Examination Committee**

1. Dr. Rajbinder Dehiya – Deputy Controller
2. Roshaniraj Sharma
3. Dr. Sree Nair
4. Dr. Prabha Shetty

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



**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. Ms Lavanya Vardarajan

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

1. Dr. Rajbinder Dehiya                  Convenor
2. Ms. Shraddha Prabhu                  Co-ordinator
3. Ms. Sandra Mendes
4. Dr. Meeta Saxena
5. Ms. Sandhya Kadiru
6. Dr. P. Sirisha Murthy
7. Dr. Sree Nair

**XXIII. Library Committee**

1. Dr. (Sr.) Ananda Amritmahal          Principal
2. Ms Leena Krishnan                      Convenor
3. Dr. T.C. Roymon
4. Dr. Paul Rozario
5. Ms Lavanya Varadrajan
6. Ms Rochelle Ferns

**XXIV. Student Welfare Committee**

1. Sr. Rosa Makil
2. Dr. Sumanika Sethi
3. Ms. Shahnaz Shaikh
4. Sr. Patricia D’Souza
5. Ms Jyoti Mantri
6. Sr Rajani Khandagale

**XXV. Academic Audit Committee**

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

**XXVI. Extra-Curricular Activities Committee**

1. Ms. Nisha Yadav      Coordinator
2. Ms. Sidranaaz Qazi
3. Ms. Shruti Waydande-Kadam
4. Ms. Ahana Sharma
5. Ms Wilma Monteiro

**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. Rajbinder Dehiya                  Convenor
2. Ms. Jyoti Mantri
3. Sr Rajani Khandagale
4. Ms. Sandhya Kadiru

**XXIX. Prize Committee**

1. Vice Principal Arts                      Convenor      Ex-Officio
2. Vice Principal Science                  Convenor      Ex-Officio
3. Coordinator of Student Activities      Ex-Officio

**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 Bhavna Daswani

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

Ms. Jennie Mendes

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

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

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

Dr Sree R Nair

**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 Convenor  
Dr. Sangeeta Dubey Coordinator  
Dr. Andrea Coutinho  
Sr. Patricia D'Souza  
Dr. Elwin John

Senior College (Science): Dr. Rajbinder Dehiya Convenor  
Dr. P. Sirisha Murthy Coordinator  
Dr. Sree Nair  
Dr. Arjumanara Surti  
Ms. Sandra Mendes  
Ms. Sandhya Kaduru

**XXXVII. Kaleidoscope**

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

**XXXVIII. Coordinating Committee for Theme of the Year and Ananya:**

**Theme - HOPE, COURAGE and RESILIENCE**

1. Ms. Nishtha Dev Convenor
2. Ms. Shahnaz Shaikh Co- Convenor
3. Ms. Lynelle Jeysus
4. Ms. Ahana Sharma
5. Ms. Ayesha Shaikh

**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**

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

**XLI. Print media, Social Media & Website Committee**

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

**XLII. Star College Coordination**

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**

Dr. P . Sirisha Murthy                      Coordinator  
Ms. Sandhya Kadiru                      Co- Coordinator  
Ms. Sandra Mendes  
Dr. Sree Nair  
Dr. Meeta Saxena  
Ms. Shraddha Prabhu  
Mr Vijay Vig  
Ms Rochelle Ferns

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

Ms Jihasa Vachharajani                      Coordinator  
Ms Ahana Sharma                      Co-coordinator

**1. Seminar Committee**

Sr. Patricia D'Souza                      Coordinator  
Ms. Swarupa Kamat                      Panel Representative  
Dr. Sunita Jadhav  
Ms. Nishtha Dev  
Ms Wilma Monterio

**2. Cultural Committee**

Dr. Sumanika Sethi                      Coordinator  
Ms. Nisha Yadav                      Panel Representative  
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	

### **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. Sarah Mathai & Harshini Agarwal

### **XLVII. Staff Activities Committee**

1. Ms. Supriya Bhiwandkar
2. Ms Bushra Shaikh

### **XLVIII. Science Instrumentation Committee**

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|--------------------------------|-----------------------|
| 1. Dr. (Sr.) Ananda Amritmahal | Principal, Ex-officio |
| 2. Dr. Rajbinder Dehiya        | Ex-officio            |
| 3. Dr. Prabha Shetty           | Convenor              |
| 4. Dr Yasmin Khan              | Consultant            |
| 5. Dr. Hema Subramaniam        |                       |
| 6. Dr. Roshan D'Souza          |                       |
| 7. Ms. Jyoti Mantri            |                       |

### **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**

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|-----------------------------------|-------------|
| 1. Dr. Trevor Allis               | Coordinator |
| 2. Dr. Roshan D'Souza             | Coordinator |
| 3. Dr. Bhavna Daswani             |             |
| 4. Ms. Shraddha Prabhu (Avishkar) |             |
| 5. Ms. Nisha Yadav (Avishkar)     |             |

### **LII. Placement Cell**

1. Sr. Rosa Makil
2. Dr. Chinmoyee Vatsyayan
3. Dr. Margarida Colaco

4. Ms Rinjal Jain
5. Dr. Andrea Coutinho
6. Dr. Sangeeta Dubey

**LIII. College Choir**

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

**LIV. 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 Snehal Martin  
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. Hemalata Ramchandran

### **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