SOPHIA COLLEGE FOR WOMEN AUTONOMOUS

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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SENIOR COLLEGE AND GENERAL COMMITTEES AND COMMITMENTS

2019 – 2020

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. Chinmoyee Vatsyayan	Head of the Department
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. Medhavi Chaturvedi	Student Body President
15.	Ms. Shatakshi Mukherji	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. Chinmoyee Vatsyayan	
5.	Dr. Roshan D'Souza	
6.	Dr. Paul Rozario	
7.	Dr. Tina Chakravarty	
8.	Dr. Anagha Tendulkar	

III. Internal Quality Assurance Cell

1.	Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
2.	Ms. Gilda Pereira	Vice Principal (Arts)
3.	Dr. Yasmin Khan	Vice Principal (Science)
4.	Sr. Annie Peter	Vice Principal (Junior College)
5.	Mrs. Sheila Master	Ex-Student Consultant, IQAC
6.	Dr. Anagha Tendulkar	Coordinator, IQAC
7.	Dr. Roshan D'Souza	Faculty Member
8.	Dr. Sumanika Sethi	Faculty Member
9.	Mrs. Boskey Martis	Representative of Office Staff
10.	Mr. Ramesh Ramane	Representative of other non-teaching Staff
11.	Ms. Rajni Desai	Ex-Student
12.	Mrs. Nevah D'Mello	Ex-Student
13.	Sr. Teresa Pereira	Management Representative
14.	Ms. Medhavi Chaturvedi	Student Body President
15.	Ms. Shatakshi Mukherji	Cultural Secretary

IV. IQAC Program Sub Committee

1.	Dr. Anagha Tendulkar	Coordinator, IQAC
2.	Dr. T.C. Roymon	Arts
3.	Ms. Samrita Sinha	Arts
4.	Ms. Tanaz Asha	Science
5.	Mr. Vijay Vig	Science

V. Administrative Team

1.	Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
2.	Ms. Gilda Pereira	Vice Principal (Arts)
3.	Dr. Yasmin Khan	Vice Principal (Science)
4.	Sr. Annie Peter	Vice Principal (Junior College)
5.	Ms. Bina Gonsalves	Supervisor (Junior College)

VI. RUSA PROJECT

Dr. Yasmin Khan Nodal Officer

VII. RUSA Project Monitoring Committee

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

VIII. RUSA Purchase Committee

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

IX. Examination Committee

Dr. Ignat Mendes **Controller of Examination**

A. Conduct of Examinations

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

B. Declaration of Results

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

Post Graduate Examination Cmmittee

1. Ms. Rajbinder Dehiya - Deputy Controller
2. Dr. Chinmoyee Vatsyayan
3. Ms. Shraddha Prabhu
4. Dr. Sree Nair

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

X. Vigilance Committee

1. Dr. Perpetua Miranda Convenor
2. Dr. Paul Rozario
3. Dr. Sangeeta Dubey
4. Dr. Hema Subramaniam
5. Dr. Sumanika Sethi
6. Ms. Jyoti Mantri

XI. Tracking of Additional Credits

1. Dr. Madhavi Kaji Coordinator
2. Ms. Jaloo Bharucha
3. Ms. Naina Karangutkar

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

XII. SWAYAM

1. Dr. Roshan D'Souza Coordinator
2. Dr. Elwin John
3. Ms. Rinjal Jain

XIII. Add on Courses

1. Dr. Perpetua Miranda Convenor
2. Dr. Meeta Saxena
3. Ms. Shahnaz Shaikh

XIV. Anti-Ragging Committee

1. Dr. (Sr.) Ananda Amritmahal — Coordinator
2. Sr. Annie Peter
3. Ms. Boskey Martis
4. Ms. Jihasa Vachharajani
5. Ms. Medhavi Chaturvedi
6. Dr. Arjumanara Surti

XV. Grievance Redressal

1. Dr. (Sr.) Ananda Amritmahal — Coordinator
2. Sr. Annie Peter
3. Ms. Boskey Martis
4. Ms. Jihasa Vachharajani
5. Ms. Medhavi Chaturvedi
6. Dr. Arjumanara Surti

XVI. Internal Complain Committee (Sexual Harassment)

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

XVII. Caste-Based Discrimination Committee

1. Vaishali Pachunde
2. Chetan Lingayat

XVIII. 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

XIX. Admission Committee – Senior College Science

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

XX. 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. Dr. Tina Chakravarty

XXI. Student Welfare Committee

1. Sr. Rosa Makil
2. Dr. Perpetua Miranda
3. Dr. Rajbinder Dehiya
4. Dr. Sumanika Sethi
5. Ms. Shahnaz Shaikh
6. Dr. Madhavi Kaji

XXII. Academic Audit Committee

1. Dr. Arjumanara Surti — Convenor
2. Dr. Trevor Allis — Coordinator
3. Dr. Prabha Shetty
4. Ms. Nisha Yadav
5. Dr. Madhavi Kaji

XXIII. Extra-Curricular Activities Committee

1. Dr. Gianni E. Mapara — Coordinator
2. Ms. Lavanya Vardarajan
3. Ms. Sidranaaz Qazi
4. Ms. Nisha Yadav
5. Ms. Shruti Waydande-Kadam
6. Ms. Shraddha Gaikwad

XXIV. Attendance Committee Arts

1. Ms. Gilda Pereira — Convenor
2. Dr. Rashna Poncha
3. Ms. Nisha Yadav
4. Ms. Nishtha Yadav
5. Dr. Elwin John

XXV. Attendance Committee - Science

1. Dr. Yasmin Khan — Convenor
2. Ms. Gianni E. Mapara
3. Dr. Meeta Saxena
4. Ms. Sandhya Kadiru

XXVI. Scrutiny of PBAS

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

XXVII. Prize Committee

1. Vice Principal Arts — Convenor — Ex-Officio
2. Vice Principal Science — Convenor — Ex-Officio
3. Coordinator of Student Activities — Ex-Officio
4. Two Staff Members: Dr. Trevor Allis and Ms. Tanaz Asha

XXVIII. College Magazine Committee

1. Ms. Jihasa Vachharajani
2. Dr. Sumanika Sethi
3. Dr. Trevor Allis — Journals
4. Ms. Jini Joseph
5. Ms. Tanaz Asha
6. Dr. Sree Nair
7. Dr. Medha Rajadhyaksha — Consultant

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

Ms. Jennie Mendes

XXX. Staff member in-charge of the Science Stores

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

XXXI. Staff member in-charge of Suman Tulsiani Research Centre

Dr. Hema Subramaniam

XXXII. Staff member in-charge of the Herbal Garden

Dr. Chinmoyee Vatsyayan

XXXIII. Staff member in-charge of Staff Room Computers

Mr. Vilas Rodrigues

XXXIV. 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. Yasmin Khan	Convenor
	Dr. P. Sirisha Murthy	Coordinator
	Dr. Sree Nair	
	Dr. Arjumanara Surti	
	Ms. Sandra Mendes	
	Ms. Sandhya Kadiru	
	Dr. Chinmoyee Vatsyayan	

XXXV. <u>Kaleidoscope</u>

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

XXXVI. <u>Coordinating Committee for Theme of the Year and Ananya:</u>
"FOSTERING SECULARISM AND SOCIAL RESPONSIBILITY"

1. Dr. Gianni. E. Mapara — Convenor
2. Ms. Shahnaz Shaikh — Co- Convenor
3. Ms. Samrita Sinha
4. Ms. Lavanya Vardarajan
5. Ms. Sidranaaz Qazi

XXXVII. <u>College Union Committee</u>

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

XXXVIII. <u>Entrepreneurship and Skills Hub</u>

1. Dr. Chinmoyee Vatsyayan — Coordinator
2. Dr. Margarida Colaço
3. Dr. Hema Subramaniam
4. Dr. Perpetua Miranda
5. Dr. Roshan D'Souza
6. Dr. Anagha Tendulkar
7. Dr. Sangeeta Dubey
8. Dr. Andrea Coutinho
9. Mr. Gauri Shankar Singh
10. Dr. Lata Pujari

XXXIX. PR/ Press Committee

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

XL. Star College Coordination

1. Dr. Yasmin Khan – Coordinator (Overall)
2. Dr. P. Sirisha Murthy – Coordinator (Chemistry)
3. Ms. Jyoti Mantri – Coordinator (Microbiology)
4. Dr. Hema Subramaniam – Coordinator (Life Science)
5. Dr. Chinmoyee Vatsyayan – Coordinator (Biochemistry)

XLI. 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

XLII. Education to Excellence in Science Programme

Dr. P. Sirisha Murthy	Coordinator
Ms. Sandhya Kadiru	Co- Coordinator
Dr. Ignat Mendes	
Ms. Sandra Mendes	
Dr. Sree Nair	
Dr. Chinmoyee Vatsyayan	
Dr. Meeta Saxena	
Ms. Shraddha Prabhu	
Dr. Rajbinder Dehiya	

XLIII. Education to Excellence in Arts Programme

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

1. Seminar Committee

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

2. Cultural Committee

Dr. Sumanika Sethi	Coordinator
Ms. Nisha Yadav	Panel Representative
Ms. Teetash Singhal	
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	

XLIV. Canteen Committee

1. Dr. Chinmoyee Vatsyayan
2. Ms. Susan Tharian
3. Dr. Gianni. E. Mapara
4. Ms. Susan Johnson
5. Dr. T.C. Roymon
6. Mr. Rampratap Yadav
7. Students: Ms. Medhavi Chaturvedi and Ms. Shatakshi Mukherji

XLV. Staff Activities Committee

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

XLVI. 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. Chinmoyee Vatsyayan	
6. Dr. Roshan D'Souza	
7. Ms. Jyoti Mantri	
8. Dr. Meeta Saxena	

XLVII. Committee to plan and update programmes for laboratory staff

1. Dr. Roshan D'Souza	Coordinator
2. Dr. Sree Nair	
3. Dr. Gianni Mapara	
4. Dr. Meeta Saxena	

XLVIII. Staff members in liaisons with University for student cultural activities

Dr. Sunita Jadhav

XLIX. Research Development Cell

1. Dr. Trevor Allis	Coordinator
2. Dr. Arjumanara Surti	Coordinator
3. Ms. Teetash Singhal	
4. Dr. Bhavna Daswani	
5. Ms. Shraddha Prabhu	
6. Ms. Nisha Yadav	

L. College Choir

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

LI. Foreign Students Cell / Link with foreign universities

Ms. Jennie Mendes

LII. Avishkar Teacher In-charge

1. Dr. Sree Nair
2. Ms. Nisha Yadav

LIII. Mentor-mentee programme

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

LIV. 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

LV. 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

COLLEGE ASSOCIATIONS AND CLUBS

ASSOCIATIONS	STAFF MEMBER INCHARGE
1. Sophia Sports Association	Ms. Suhasini Kulkarni 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. Royman (Committee Member)
12. SSRI	Dr. Ivan John Dr. Gianni. E. Mapara

In-charge of Christian Programmes:
Masses - Sr. Rosa Makil and Sr. Poonam
Diocesan Youth Commission - Dr. Perpetua Miranda and Sr. Patricia D'Souza

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