



SOPHIA COLLEGE (AUTONOMOUS)

SENIOR COLLEGE 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. ----- | Elected teaching staff member |
| 5. ----- | Elected teaching staff member |
| 6. ----- | Elected teaching staff member |
| 7. ----- | 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

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|--------------------------------|---------------------------------|
| 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

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|--------------------------------|--|
| 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

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

V. IQAC Documentation, Feedback Sub Committee

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|---------------------------|-------------|
| 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

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

VII. Administrative Team

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|--------------------------------|---------------------------------|
| 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) |

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.**

XIV. Vigilance Committee

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|-----------------------|----------|
| 1. Ms. Jyoti Mantri | Convenor |
| 2. Dr. Paul Rozario | |
| 3. Dr. Sangeeta Dubey | |
| 4. Dr. Sumanika Sethi | |
| 5. Dr. Jennie Mendes | |

XV. Tracking of Additional Credits **(All the credits, Certification, doubt solving, Maintaining cumulative records)** **Not responsible for - promoting courses, running courses, generating opportunities)**

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| 1. Dr. Meeta Saxena | Coordinator |
| 2. Ms Nisha Yadav | Co-coordinator |
| 3. Ms Rinjal Jain | |
| 4. Ms Shruti Waydonde-Kadam (Tracking of Sports related hours) | |
| 5. Ms. Naina Karangutkar (Maintenance of records) | |

XVI. SWAYAM and Add on Courses **Planning, positioning, putting it in calendar, Coordinating with course coordinator, holding orientation sessions, spreading awareness,** **Not responsible for - Tracking individual credits,**

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|-----------------------|----------------|
| 1. Dr. Roshan D'Souza | Coordinator |
| 2. Dr. Meeta Saxena | Co Coordinator |
| 3. Ms. Shahnaz Shaikh | |
| 4. Ms Samrita Sinha | |

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

XVII. Anti-Ragging Committee

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|--------------------------------|-------------|
| 1. Dr. (Sr.) Ananda Amritmahal | Coordinator |
| 2. Ms. Beena Gonsalves | |
| 3. Ms. Boskey Martis | |
| 4. Ms. Jihasa Vachharajani | |
| 5. Dr. Arjumanara Surti | |
| 6. Ms Sarah Mathai | |

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 Sarah Mathai

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. 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
4. -----
5. -----

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

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|----------------------|-----------|
| 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 Dr. Sangeeta Dubey Dr. Andrea Coutinho Sr. Patricia D'Souza Dr. Elwin John	Convenor Coordinator
Senior College (Science):	Dr. Rajbinder Dehiya Dr. P. Sirisha Murthy Dr. Sree Nair Dr. Arjumanara Surti Ms. Sandra Mendes Ms. Sandhya Kadiru	Convenor Coordinator

XXXVII. Kaleidoscope

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

XLVIII. Science Instrumentation Committee

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

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. College Choir

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

LIII. Foreign Students Cell / Link with foreign universities

Ms. Jennie Mendes

COLLEGE ASSOCIATIONS AND CLUBS

ASSOCIATIONS

1. Sophia Sports Association
2. The Bhartiya Sanskriti Parishad

STAFF MEMBER INCHARGE

Ms Shruti Waydonde-Kadam
Dr. Andrea Coutinho

Ms. Samrita Sinha
Ms. Nisha Yadav

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| 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
 Sr. Poonam

Diocesan Youth Commission Sr. Patricia D'Souza

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