



SOPHIA COLLEGE (AUTONOMOUS)

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)

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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. 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

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

Dr. Yasmin Khan	Nodal Officer
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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
2. Ms Nisha Yadav
3. Ms Shruti Waydonde-Kadam

Coordinator

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 Convener (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 Ms. Sandhya Kadiru Dr. Madhavi Kaji	Convenor Coordinator

XXXVII. Kaleidoscope

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

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

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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

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

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

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|------------------------|-------------|
| 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. Soumya Sharma | |
| 4. Dr. Bhavna Daswani | |
| 5. Ms. Shraddha Prabhu | |
| 6. Dr. Sree Nair (Avishkar) | |
| 7. 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

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
 Sr. Poonam

Diocesan Youth Commission

Sr. Patricia D'Souza