



SOPHIA COLLEGE FOR WOMEN (AUTONOMOUS)

COMMITTEES AND COMMITMENTS

2022-2023

**Theme of the Year:
“Recover Discover Empower”**





Office of the Principal

Sophia College for Women
AUTONOMOUS

Bhulabhai Desai Road
Mumbai – 400026

Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

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

SENIOR COLLEGE AND GENERAL COMMITTEES AND COMMITMENTS

2022- 2023

Theme of the Year: “Recover Discover Empower”

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A.P. Patil
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Dr. Anagha Tendulkar
I/C Principal, Sophia College for Women
(Autonomous)



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SENIOR COLLEGE AND GENERAL COMMITTEES AND COMMITMENTS **2022- 2023**

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 and submitted at the end of every academic year.

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. 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. Yasmin Khan | 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. | Ms Padmini Somani | Local member nominated by Management (Social-Service) |
| 12. | Dr. Chinmoyee Vatsyayan | Consultant, Internal Quality Assurance Committee |
| 13. | Dr. T.C. Roymon | Coordinator, Internal Quality Assurance Committee |
| 14. | Ms Aditi Gupta | Student Body President |
| 15. | Ms Mihika Hajela | Cultural Secretary |
| 16. | Dr. Anagha Tendulkar | Principal |

II. Planning And Evaluation Committee

- | | | |
|----|-----------------------------|--------------------------|
| 1. | Dr. Anagha Tendulkar | Principal |
| 2. | Dr. (Sr.) Ananda Amritmahal | Dean & Administrator |
| 3. | Dr. Rashna Poncha | Vice Principal (Arts) |
| 4. | Dr. Rajbinder Dehiya | Vice Principal (Science) |
| 5. | Dr. Roshan D'Souza | |
| 6. | Dr. Trevor Allis | |
| 7. | Ms Lavanya Varadharajan | |

III. Administrative Team

- | | |
|-------------------------|---------------------------------|
| 1. Dr. Anagha Tendulkar | Principal |
| 2. Dr. Rashna Poncha | Vice Principal (Arts) |
| 3. Dr. Rajbinder Dehiya | Vice Principal (Science) |
| 4. Sr. Annie Peter | Vice Principal (Junior College) |
| 5. Ms Bina Gonsalves | Supervisor (Junior College) |

IV. Internal Quality Assurance Cell

- | | |
|--------------------------------|--|
| 1. Dr. Anagha Tendulkar | Principal (Chairperson, IQAC) |
| 2. Dr. (Sr.) Ananda Amritmahal | Dean & Administrator |
| 3. Dr. Rashna Poncha | Vice Principal (Arts) |
| 4. Dr. Rajbinder Dehiya | Vice Principal (Science) |
| 5. Dr. Chinmoyee Vatsyayan | Consultant, IQAC |
| 6. Dr. T.C. Roymon | Coordinator, IQAC |
| 7. Dr. Sangeeta Dubey | IQAC Subcommittee |
| 8. Ms Tanaz Asha | IQAC Subcommittee |
| 9. Mr. Vijay Vig | IQAC Subcommittee |
| 10. Dr. Arjumanara Surti | Senior Faculty Member |
| 11. Ms Sandra Mendes | Senior Faculty Member |
| 12. Mrs. Boskey Martis | Representative of Office Staff |
| 13. Mr. Ramesh Ramane | Representative of other non-teaching Staff |
| 14. Ms Rajni Desai | Ex-Student |
| 15. Mrs. Nevah D'Mello | Ex-Student |
| 16. Dr. Medha Rajadhyaksha | Ex-faculty |
| 17. Ms Aditi Gupta | Student Body President |
| 18. Ms Mihika Hajela | Cultural Secretary |

V. IQAC Program Sub Committee

- | | |
|-------------------------|-------------|
| 1. Ms Tanaz Asha | Coordinator |
| 2. Dr. Elwin John | |
| 3. Sr. Patricia D'Souza | |
| 4. Ms Nisha Yadav | |

VI. IQAC Documentation, Feedback Sub Committee

- | | |
|---------------------------|-------------|
| 1. Mr. Vijay Vig | Coordinator |
| 2. Mr. Gaurishankar Singh | |
| 3. Ms Lynelle Jeysus | |
| 4. Ms Sidranaaz Qazi | |
| 5. Ms Nishtha Dev | |
| 6. Ms Jaloo Bharucha | |

VII. IQAC CAS Sub Committee

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

VIII. NEP Committee

1. Dr. Anagha Tendulkar
 2. Dr. (Sr.) Ananda Amritmahal
 3. Dr. Rashna Poncha
 4. Dr. Rajbinder Dehiya
 5. Dr. T.C. Roymon
 6. Ms Swarupa Kamat
 7. Dr. Roshan D'Souza
 8. Dr. Andrea Coutinho
 9. Ms Aditi Gupta
- Convenor

IX. Examination Committee

Dr. Sunita Jadhav

Controller of Examination

A. Conduct of Examinations

1. Ms Tanaz Asha - Deputy Controller
2. Ms Swarupa Kamat
3. Ms Nishtha Dev
4. Ms Rinjal Jain
5. Ms Juliana D'Costa
6. Ms Rita Dsouza
7. Ms Soniya Khudanpur
8. Ms Shraddha Prabhu
9. Dr. Prabha Shetty – (PG)

B. Declaration of Results

1. Dr. Meeta Saxena - Deputy Controller
2. Ms Nisha Yadav
3. Ms Sidranaaz Qazi
4. Ms Amira Khan
5. Mr. Subodh Lad
6. Dr. Lata Pujari (PG)

Post Graduate Examination Committee

1. Dr. Prabha Shetty – Deputy Controller
2. Dr. Anjumanara Surti
3. Dr. Sree Nair
4. Dr. Lata Pujari
5. Ms Amira Khan
6. Mr. Subodh Lad

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

X. Vigilance Committee

1. Dr. Sangeeta Dubey
 2. Dr. Paul Rozario
 3. Dr. Sumanika Sethi
 4. Ms Jennie Mendes
 5. Ms Sandhya Kadiru
- Convenor

XI. RUSA Project

Dr. Yasmin Khan Nodal Officer
Ms Swarupa Kamat Coordinator

A. RUSA Project Monitoring Committee

1. Dr. Roshan D'Souza
2. Dr. Trevor Allis
3. Dr. Rashna Poncha
4. Dr Rajbinder Dehiya

B. RUSA Purchase Committee

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

C. RUSA Mentor-mentee programme

1. Ms Swarupa Kamat
2. Sr. Patricia D'Souza
3. Dr. Lata Pujari

XII. Tracking of Additional Credits

(All the credits, Certification, doubt solving, Maintaining cumulative records)

Not responsible for - promoting courses, running courses, generating oppurtunities)

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

XIII. 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.

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

XIV. Anti-Ragging Committee

- | | |
|---------------------------|-------------|
| 1. Dr. Anagha Tendulkar | Coordinator |
| 2. Ms Beena Gonsalves | |
| 3. Ms Boskey Martis | |
| 4. Ms Jihasa Vachharajani | |
| 5. Dr. Arjumanara Surti | |
| 6. Ms Aditi Gupta | |

XV. Grievance Redressal

1. Dr. Anagha Tendulkar Coordinator
2. Ms Beena Gonsalves
3. Ms Boskey Martis
4. Ms Jihasa Vachharajani
5. Dr. Arjumanara Surti
6. Ms Aditi Gupta

XVI. Internal Complaint Committee (Sexual Harassment)

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

XVII. Caste-Based Discrimination Committee

1. Dr. Anagha Tendulkar Coordinator
2. Dr. Vaishali Pachunde
3. Mr. Chetan Lingayat

XVIII. Admission Committee – Senior College Arts

1. Dr. Rashna Poncha 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

XIX. 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
8. Ms Rinjal Jain

XX. Library Committee

1. Dr. Anagha Tendulkar Principal
2. Ms Leena Krishnan Convenor
3. Mr. Vijay Vig
4. Ms Shahnaz Shaikh

XXI. Student Welfare Committee

1. Sr. Rosa Makil
2. Ms Shahnaz Shaikh
3. Sr. Patricia D'Souza
4. Sr. Rajani Khandagale

XXII. Academic Audit Committee

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

XXIII. Extra-Curricular Activities Committee

1. Ms Nisha Yadav Coordinator
2. Ms Shruti Waydande Kadam
3. Ms Wilma Monteiro
4. Dr. Vaishali Pachunde

XXIV. Attendance Committee - Arts

1. Dr. Rashna Poncha Convenor
2. Ms Nisha Yadav
3. Ms Vidya Konar
4. Ms Nishtha Dev

XXV. Attendance Committee - Science

1. Dr. Rajbinder Dehiya Convenor
2. Dr. Tressa Jacob
3. Sr. Rajani Khandagale
4. Ms Sandhya Kadiru

XXVI. Prize Committee

1. Dr. Rashna Poncha Ex-Officio
2. Dr. Rajbinder Dehiya Ex-Officio
3. Sr. Rosa Makhil Ex-Officio
4. Sr. Rajani Khandagale
5. Ms Nishtha Dev

XXVII. College Magazine Committee

1. Ms Jihasa Vachharajani
2. Ms Vaishali Pachunde
3. Ms Jini Joseph
4. Dr. Bhavna Daswani
5. Ms Sonia Khudanpur

XXVIII. Staff In-charge of the Sophia I.N. Heredia Counselling Centre

Ms Jennie Mendes

XXIX. Staff member in-charge of the Science Stores

Mr. Vijay Vig

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

Dr. Sree R Nair

XXXI. Staff member in-charge of the Herbal Garden

Dr. Chinmoyee Vatsyayan

XXXII. Staff member in-charge of Staff Room Computers

Mr. Vilas Rodrigues

XXXIII. Staff in charge Green Audit

Dr. Chinmoyee Vatsyayan

XXXIV. Time-Table Committee

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

- | | | |
|---|---|-----------------------------------|
| 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. Devdita Godhino | | in-charge, Practical Arrangements |

XXXVI. Ananya

- | | |
|------------------------|----------|
| 1. Ms Nishtha Dev | Convenor |
| 2. Ms Shahnaz Shaikh | |
| 3. Dr. Tressa Jacob | |
| 4. Ms Zainab Shahiwala | |

XXXVII. College Union Committee

1. Dr. Anagha Tendulkar Principal
2. Sr. Rosa Makil
3. Sr. Devdita Godhino
4. Two staff members (to be elected)
5. Students: - SBP – Ms Aditi Gupta
 - Cultural Secretary – Ms Mihika Hajela
 - Association Representatives
 - Class Representatives
 - Two or three students co-opted by CUC

XXXVIII. Entrepreneurship and Skills Hub

1. Dr. Chinmoyee Vatsyayan Coordinator
2. Dr. Sangeeta Dubey Co-coordinator
3. Ms Lavanya Varadharajan
4. Dr. Roshan D'Souza
5. Dr. Andrea Coutinho
6. Dr. Lata Pujari

XXXIX. Placement Cell

1. Dr. Sangeeta Dubey Co-coordinator
2. Dr. Chinmoyee Vatsasyan
3. Ms Rinjal Jain
4. Ms Sonia Khudanpur

XL. Brand Building, Media & Website Committee

1. Mr. Gaurishankar Singh Convenor
2. Ms Saqueba Mistry
3. Ms Jaloo Bharucha
4. Ms Rita Dsouza
5. Ms Aditi Gupta
6. Ms Mihika Hajela
7. Ms Sonia Khudanpur
8. One CUC Nominee

XLI. Star College Coordination

1. Dr. P. Sirisha Murthy Coordinator (Overall)
2. Sr. Rajani Khandagale Coordinator (Chemistry)
3. Ms Shraddha Pradhu Coordinator (Microbiology)
4. Dr. Sree Nair Coordinator (Life Science)
5. Ms Sandhya Kadiru Coordinator (BZP)

XLII. Learning Enhancement Programme Committee

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

XLIII. Education to Excellence in Science Programme

1. Dr. P . Sirisha Murthy Coordinator
2. Ms Sandhya Kaduru Co- Coordinator
3. Dr. Sree Nair
4. Dr. Meeta Saxena
5. Ms Shraddha Prabhu
6. Ms Anjali Menon
7. Ms Neha Choudhary

XLIV. Education to Excellence in Arts Programme

1. Ms Jihasa Vachharajani Coordinator
2. Ms Radhika Shanbhag Co-coordinator

A. Seminar Committee

- | | |
|----------------------|----------------------|
| Sr. Patricia D'Souza | Coordinator |
| Ms. Swarupa Kamat | Panel Representative |
| Ms Nishtha Dev | |
| Ms Wilma Monteiro | |

B. Cultural Committee

- | | |
|-------------------|----------------------|
| Ms Nisha Yadav | Coordinator |
| Ms Sukanya Menon | Panel Representative |
| Ms Samrita Sinha | |
| Ms Shahnaz Shaikh | |

C. Research Committee

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

XLV. Canteen Committee

1. Dr. Chinmoyee Vatsyayan
2. Ms Susan Tharian
3. Ms Susan Johnson
4. Mr. Rampratap Yadav
5. Students: Ms Aditi Gupta & Ms Mihika Hajela

XLVI. Staff Activities Committee

1. Mr. Anand Tripathi
2. Ms Shiney Gilbert
3. Ms Wilma Monteiro
4. Ms Ayesha Shaikh

XLVII. Science Instrumentation Committee

- | | |
|-------------------------|-----------------------|
| 1. Dr. Anagha Tendulkar | Principal, Ex-officio |
| 2. Dr. Rajbinder Dehiya | Ex-officio |
| 3. Dr. Prabha Shetty | Convenor |
| 4. Dr. Roshan D'Souza | |
| 5. Mr. Mayur Gaikwad | |
| 6. Dr. Sree Nair | |
| 7. Ms Shraddha Prabhu | |

XLVIII. 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 | |

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

Dr. Vaishali Pachunde

L. 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) | |

LI. College Choir

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

LII. Foreign Students Cell / Link with foreign universities

Ms Jennie Mendes

LIII. Studio Committee

1. Dr. Anagha Tendulkar
2. Ms Sonia Khudanpur
3. Mr. Rajesh Jadhav
4. Ms Zainab Shahiwala

LIV. COLLEGE ASSOCIATIONS AND CLUBS

ASSOCIATIONS

STAFF MEMBER INCHARGE

- | | |
|---|---|
| 1. Sophia Sports Association | Ms Shruti Waydande-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 | Dr. Tressa Jacob
Ms Zainab Shahiwala |
| 7. Nature Club | Dr. Trevor Allis
Ms Tanaz Asha |
| 8. World Music Club | Dr. Ivan John |
| 9. Art and Music Club | Ms Shiney Gilbert |
| 10. ACS and AICUF | Sr. Rosa Makil
Sr. Patricia D'Souza
Sr. Poonam |
| 11. NSS | Dr. Vaishali Pachunde (Coordinator)
Ms Sandhya Kadiru (Programme Officer)
Ms Simi Susan
Dr. T.C. Roymon (Committee Member) |
| 12. SSRI | Dr. Ivan John
Sr. Patricia D'Souza |

In-charge of Christian Programmes:

Masses: Sr. Rosa Makil and Sr. Devdita Godhino

Diocesan Youth Commission: Sr. Patricia D'Souza

Date: 13.06.2022

A.P. Patil
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Dr. Anagha Tendulkar
I/C Principal, Sophia College for Women
(Autonomous)