



Office of the Principal

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

Sophia College for Women
AUTONOMOUS

Bhulabhai Desai Road
Mumbai – 400026

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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)

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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. 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

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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. 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 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 Committee

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. 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 |

**XXXVI. Coordinating Committee for Theme of the Year and Ananya:
"FOSTERING SECULARISM AND SOCIAL RESPONSIBILITY"**

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|---------------------------|--------------|
| 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. 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

XXXVIII. Entrepreneurship and Skills Hub

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