PRINCIPAL
Dr. R. N. Nadar
M.Com., M.B.A.(HR), M.Phil, Ph.D.

SECRETARY
Dr. Prerana R. Kolhe
D.Litt, M.A. (History), M.A. (Marathi Lit.), B.Ed

FOUNDER PRESIDENT
Dr. Rajkumar M. Kolhe
Ph.D., NET (UGC), B.Ed., M.A. (Eng. Lit.), M.A. (History), M.A. (Hindi Lit.) M.B.A., D.Litt.

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EXAMINATION COMMITTEE

1. About the Examination Committee

The Examination Committee of JMF's Vande Mataram College of Arts, Commerce & Science is constituted to ensure the systematic planning, organisation, coordination, and smooth conduct of all internal, college-level, and university examinations.

The committee plays a vital role in maintaining transparency, fairness, confidentiality, academic integrity, and discipline throughout the examination process. It coordinates with academic departments, faculty members, administrative staff, and the University of Mumbai to ensure that examination-related activities are conducted efficiently and in accordance with applicable university ordinances, examination regulations, and institutional guidelines.

The committee oversees examination scheduling, allocation of examination duties, internal assessment coordination, examination attendance, university examination arrangements, verification and uploading of internal assessment marks, and maintenance of examination records.

Through effective planning, supervision, documentation, and adherence to prescribed procedures, the Examination Committee strives to uphold the credibility, reliability, and academic standards of the institutional evaluation system.

2. Objectives of the Examination Committee

1. To ensure fair, transparent, systematic, and efficient conduct of internal and university examinations.
2. To maintain academic integrity, confidentiality, impartiality, and examination discipline.
3. To prepare and implement examination schedules in accordance with the institutional academic calendar and University of Mumbai notifications.
4. To coordinate examinations across different academic programmes, departments, and semesters.
5. To ensure proper planning and allocation of examination supervision and administrative duties.
6. To facilitate accurate collection, verification, and timely uploading of internal assessment marks.

7. To maintain systematic records of examination attendance, assessment details, and other examination-related documentation.
8. To coordinate with university authorities regarding examination procedures, schedules, and compliance requirements.
9. To ensure smooth conduct of undergraduate and postgraduate examinations.
10. To prevent examination-related irregularities through appropriate monitoring and procedural safeguards.
11. To address examination administration concerns and refer specialised complaints to the competent authorities.
12. To facilitate timely completion of examination-related activities and strengthen institutional academic accountability.
13. To promote continuous improvement in examination administration and evaluation practices.

3. Composition of the Examination Committee

Sr. No.	Name of Committee Member	Designation	Contact Details
	College Examinations		
1	Mrs. Manjula Dhawle	Convener	manjudhawle21@gmail.com
2	Dr. Ragini Shrimali	Member - Science	ragini.shrimali13@gmail.com
3	Mrs. Madhuri Bhange	Member - Science	madhuri.nikam30@gmail
4	Mrs. Vidya Iyer	Member - Arts	vgiyer17@gmail.com
5	Mrs. Khushboo Dubey	Member - Commerce	khushidubey1412@gmail.com
6	Ms. Mrunali Jadhav	Member - Science	jm.mrunal643@gmail.com
	University Examinations		
1	Mr. Vitthal Kolhe	In-charge- Arts	vitthalkolhe099@gmail.com
2	Mr. Mohan Adude	Joint In-charge - Arts	mohanadude.am@gmail.com
3	Ms. Sharvari Kharade	Member - Commerce	sharvari.kharade03@gmail.com
4	Mrs. Mahek Bhatia	Member - Commerce	mahek.bhatia2911@gmail.com
5	Dr. Brijesh Gaud	Member - Science	brijeshgaudnrb@gmail.com
6	Mrs. Bharati Gaikar	Member - IT Coordinator	grbharati2609@gmail.com

7	Mr. Subhash Asawale	Member - Administrative Representative	asw_Subhash@rediffmail.com

4. Examination Administration Procedure

Step 1 – Examination Planning

The committee shall review academic calendars, university notifications, and institutional examination requirements.

Step 2 – Preparation of Timetable

Internal examination timetables shall be prepared and approved through the prescribed institutional process.

Step 3 – Duty Allocation

Examination-related responsibilities shall be allocated to the concerned coordinators, faculty members, and authorised staff.

Step 4 – Examination Preparation

The committee shall coordinate examination halls, seating arrangements, materials, attendance documents, and administrative requirements.

Step 5 – Conduct of Examinations

Examinations shall be conducted in accordance with applicable university regulations and institutional procedures.

Step 6 – Attendance and Documentation

Examination attendance and other relevant records shall be collected and verified.

Step 7 – Assessment Coordination

Internal assessment activities and marks collection shall be coordinated through the concerned departments.

Step 8 – Verification and Marks Upload

Relevant marks shall be verified and submitted through authorised institutional or university systems.

Step 9 – Reporting and Follow-up

Examination-related reports, observations, and recommendations shall be submitted to the Convener and competent authority.

5. Institutional Commitment

JMF’s Vande Mataram College of Arts, Commerce & Science is committed to maintaining fairness, transparency, confidentiality, academic integrity, and accountability in all examination-related activities.

The Examination Committee supports this commitment through systematic planning, effective coordination, disciplined examination administration, timely assessment procedures, and accurate record maintenance.

Through collaborative efforts among faculty members, examination coordinators, administrative staff, and university authorities, the committee strives to maintain the credibility of the examination system and ensure meaningful assessment of students' academic achievements.

“Fair Examination, Transparent Evaluation and Academic Excellence.”