



Social Transformation through Dynamic Education

**BHARATI VIDYAPEETH'S  
NEW LAW COLLEGE, KOLHAPUR**

(Permanently Affiliated to Shivaji University, Kolhapur)



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## Establishment Section

### Motto of the Establishment Section

**“Efficient Human Resource Management through Transparency,  
Accuracy, Accountability, and Compliance.”**



  
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**Bharati Vidyapeeth's**  
**New Law College, Kolhapur**

## Functions of Establishment Section

The Establishment Section is responsible for managing all service-related matters of teaching and non-teaching employees of the college. It ensures compliance with the rules and regulations of the Government of Maharashtra, Shivaji University, Bar Council of India (BCI), University Grants Commission (UGC), and Bharati Vidyapeeth.

### Objectives

- To maintain accurate and up-to-date service records of all employees.
- To ensure timely processing of service matters and employee benefits.
- To facilitate efficient human resource management in the institution.
- To ensure compliance with statutory and regulatory requirements.

### Functions of the Establishment Section

#### 1. Recruitment and Appointment

- Process recruitment proposals for teaching and non-teaching staff.
- Maintain records of sanctioned posts and workload.
- Prepare appointment orders, joining reports, and service agreements.
- Coordinate selection committee meetings and maintain related records.
- Process approvals from the University, Government, and Management.

#### 2. Service Records Management

- Maintain Service Books of all employees.
- Maintain personal files of teaching and non-teaching staff.
- Record appointments, promotions, transfers, and retirement details.
- Update qualifications, training, and career advancement records.
- Preserve employee records in physical and digital formats.

#### 3. Leave Administration

- Maintain leave accounts of employees.
- Process applications for Casual Leave, Earned Leave, Medical Leave, Maternity Leave, Paternity Leave, Study Leave, and Duty Leave.
- Maintain leave registers and records.
- Verify leave balances and prepare reports.



#### **4. Salary and Increment Matters**

- Process annual increments.
- Verify pay fixation and pay revisions.
- Maintain records relating to salary grants and non-grant salary matters.
- Coordinate with the Accounts Section for salary processing.
- Maintain pay-related service records.

#### **5. Promotion and Career Advancement**

- Process proposals for promotions and Career Advancement Scheme (CAS).
- Maintain records of API/PBAS and performance assessments where applicable.
- Prepare documentation required for screening and selection committees.
- Maintain seniority lists.

#### **6. Employee Welfare and Benefits**

- Process Provident Fund (PF), National Pension System (NPS), gratuity, and pension-related matters.
- Process medical reimbursement claims as per applicable rules.
- Maintain records of insurance and welfare schemes.
- Facilitate employee benefit claims and advances.

#### **7. Attendance and Service Verification**

- Maintain staff attendance records.
- Verify service periods for various administrative purposes.
- Issue service certificates and experience certificates.
- Maintain workload and duty allocation records.

#### **8. Retirement and Superannuation Matters**

- Maintain retirement schedules of employees.
- Process retirement proposals and pension papers.
- Issue retirement orders.
- Coordinate settlement of retirement benefits.
- Maintain records of retired employees.



## **9. Regulatory Compliance**

- Ensure compliance with Government, University, UGC, BCI, and Bharati Vidyapeeth regulations.
- Maintain reservation roster registers.
- Maintain records related to staff approvals.
- Prepare reports required by statutory authorities.
- Assist in audits and inspections.

## **10. Correspondence and Documentation**

- Handle establishment-related correspondence.
- Maintain confidential records and files.
- Prepare reports, statements, and returns.
- Maintain registers prescribed under applicable rules.
- Preserve resolutions and orders relating to staff matters.

## **11. Support for Accreditation and Quality Assurance**

- Provide employee data for NAAC, AISHE, NIRF, Academic and Administrative Audits.
- Maintain faculty qualification and professional development records.
- Prepare statistical reports relating to human resources.
- Support IQAC in quality assurance documentation.

## **Important Registers Maintained by the Establishment Section**

1. Service Book Register
2. Personal File Register
3. Attendance Register
4. Leave Register
5. Seniority Register
6. Reservation Roster Register
7. Increment Register
8. Confidential Record Register
9. Promotion/CAS Register
10. Retirement Register
11. Staff Approval Register
12. Faculty Qualification Register
13. Employee Welfare and Benefit Register
14. Duty Leave Register
15. Experience Certificate Register



## Key Performance Indicators (KPIs)

- Timely processing of appointments and approvals.
- Accuracy of service records.
- Timely settlement of employee benefits.
- Compliance with statutory requirements.
- Efficient maintenance of establishment records.
- Timely submission of reports to regulatory authorities.



  
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