



Social Transformation through Dynamic Education

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

(Permanently Affiliated to Shivaji University, Kolhapur)



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## General Administration Department

### Objective of General Administration Department

To ensure efficient, transparent, accountable, and student-centric administration by providing administrative support for academic excellence, statutory compliance, quality assurance, and institutional development in accordance with the norms of the Bar Council of India, Shivaji University, Government of Maharashtra, and Bharati Vidyapeeth.



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

## **Functions of General Administration Department**

The General Administration Department is the central administrative unit responsible for the overall coordination, management, and smooth functioning of the college. It acts as a link between the Principal, teaching staff, non-teaching staff, students, university authorities, government agencies, and regulatory bodies.

### **A. Administrative Functions**

1. Implement the decisions of the Management, Principal, and Governing Body.
2. Maintain general administration and office management.
3. Ensure compliance with the rules and regulations of the Bar Council of India (BCI), University, Government, UGC, and other statutory authorities.
4. Coordinate all academic and administrative departments.
5. Maintain institutional records, files, and correspondence.
6. Supervise office staff and support staff.
7. Monitor discipline and administrative efficiency.
8. Maintain confidentiality of official records and documents.

### **B. Establishment and Human Resource Management**

1. Maintain service books and personal files of employees.
2. Process appointments, confirmations, promotions, and retirements.
3. Maintain leave records and attendance registers of staff.
4. Process salary, increments, and other service benefits.
5. Maintain staff workload and duty allocation records.
6. Coordinate faculty and staff recruitment procedures.
7. Maintain records relating to pension, gratuity, and provident fund matters.

### **C. Academic Administration Support**

1. Coordinate admission processes.
2. Assist in preparation and implementation of the academic calendar.
3. Support timetable preparation and workload distribution.
4. Maintain student records and university registration data.
5. Coordinate examination-related administrative activities.
6. Facilitate conduct of seminars, workshops, moot courts, and academic events.
7. Support implementation of BCI and University academic requirements.



## **D. Student Administration**

1. Maintain student admission records.
2. Issue Bonafide Certificates, Leaving Certificates, Transfer Certificates, and other documents.
3. Process scholarship and freeship applications.
4. Maintain student attendance and academic records.
5. Address student grievances and administrative issues.
6. Support student welfare schemes and activities.
7. Coordinate anti-ragging and student discipline measures.

## **E. Financial Administration**

1. Coordinate budget preparation and implementation.
2. Monitor fee collection and accounting processes.
3. Process salary bills and financial claims.
4. Maintain financial records and audit documents.
5. Coordinate grant proposals and utilization certificates.
6. Assist in internal and external audits.

## **F. Regulatory and Compliance Functions**

1. Ensure compliance with BCI norms and standards.
2. Coordinate University affiliation matters.
3. Maintain statutory registers and records.
4. Prepare reports required by Government, University, AISHE, UGC, and other authorities.
5. Coordinate NAAC, NIRF, and Academic Audit activities.
6. Ensure implementation of institutional policies and SOPs.
7. Monitor statutory committee functioning.

## **G. Infrastructure and Asset Management**

1. Maintain college buildings and infrastructure.
2. Coordinate repair and maintenance work.
3. Supervise housekeeping and sanitation services.
4. Maintain stock registers and asset records.
5. Coordinate procurement and purchase activities.
6. Ensure safety, security, and disaster management preparedness.
7. Monitor ICT facilities and campus utilities.



## **H. Documentation and Record Management**

1. Maintain inward and outward correspondence registers.

2. Preserve important administrative records.
3. Digitize records and maintain document archives.
4. Maintain minutes of meetings and resolutions.
5. Prepare annual reports and institutional profiles.
6. Ensure proper record retention and disposal procedures.

## **I. Public Relations and Communication**

1. Maintain liaison with the University, Government departments, and regulatory bodies.
2. Coordinate communication with students, parents, alumni, and stakeholders.
3. Manage institutional website and publicity activities.
4. Facilitate MoUs and collaborations.
5. Organize official functions, meetings, and ceremonies.

## **J. NAAC and Quality Assurance Support**

1. Assist IQAC in quality assurance initiatives.
2. Maintain criterion-wise documentation.
3. Collect and compile institutional data.
4. Coordinate feedback collection and analysis.
5. Support academic and administrative audits.
6. Assist in preparation of AQAR and SSR reports.



  
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