



Social Transformation through Dynamic Education

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

(Permanently Affiliated to Shivaji University, Kolhapur)



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Student Section

Motto of the Student Section

"Student First – Efficient, Transparent, Responsive and Accountable Services for Academic Success and Institutional Excellence."

Policy, Standard Operating Procedure (SoP), Functions and Advantages




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Bharati Vidyapeeth's
New Law College, Kolhapur

Student Section

1. Policy Statement

The Student Section of Bharati Vidyapeeth New Law College, Kolhapur is committed to providing efficient, transparent, student-centric, technology-enabled, and responsive administrative services to all students. The section shall maintain accurate student records, facilitate academic and administrative processes, ensure timely delivery of student services, and uphold the principles of fairness, confidentiality, accountability, and regulatory compliance.

The Student Section shall function in accordance with the norms prescribed by the Bar Council of India (BCI), Shivaji University, Government of Maharashtra, Bharati Vidyapeeth, and other statutory authorities.

2. Objectives

1. To maintain complete and accurate student records.
2. To provide timely administrative services to students.
3. To facilitate admissions, registrations, examinations, scholarships, and certification processes.
4. To ensure compliance with University and statutory requirements.
5. To support student welfare and academic progression.
6. To establish a student-friendly administrative environment.
7. To promote digital record management and efficient service delivery.

3. Standard Operating Procedure (SoP)

A. Student Admission Records

Procedure

1. Receive admission documents from Admission Section.
2. Verify admission forms and supporting documents.
3. Create individual student files.
4. Enter student information in ERP/Student Database.
5. Generate enrollment and registration records.
6. Maintain physical and digital records.



Documents Maintained

- Admission Form
- CET Allotment Letter
- Eligibility Documents
- Transfer Certificate
- Migration Certificate (if applicable)
- Caste Certificate (if applicable)
- Scholarship Documents

B. Student Registration and Enrollment

Procedure

1. Collect University registration details.
2. Verify student information.
3. Submit registration data to the University.
4. Maintain registration records.
5. Communicate enrollment numbers to students.

C. Student Identity Card Process

Procedure

1. Collect student photographs and details.
2. Prepare identity cards.
3. Verify information.
4. Distribute ID cards.
5. Maintain issuance records.

D. Bonafide Certificate Issue

Procedure

1. Receive application from student.
2. Verify admission status.
3. Prepare certificate.
4. Obtain authorized signature.
5. Issue certificate and maintain record.

Time Limit

Within 2 working days.



E. Leaving Certificate (LC) Issue

Procedure

1. Receive written application.
2. Obtain No-Dues Certificate.
3. Verify records.
4. Prepare Leaving Certificate.
5. Obtain Principal's approval.
6. Issue certificate and maintain register.

Time Limit

Within 7 working days.

F. Scholarship Coordination

Procedure

1. Inform students regarding scholarship schemes.
2. Verify scholarship applications.
3. Upload and submit applications.
4. Coordinate with Scholarship Section.
5. Maintain records and status reports.

G. Examination Support

Procedure

1. Verify examination forms.
2. Assist students in examination registration.
3. Coordinate with Examination Section.
4. Maintain examination records.
5. Communicate examination notices.

H. Student Grievance Support

Procedure

1. Receive grievance applications.
2. Record grievance in register.
3. Forward to concerned authority.
4. Track grievance resolution.
5. Inform student regarding action taken.



I. Student Record Management

Procedure

1. Maintain student master register.
2. Update academic progression records.
3. Preserve records securely.
4. Digitize records wherever possible.
5. Ensure confidentiality.

4. Functions of Student Section

Student Admission and Registration

- Maintain admission records.
- Process student enrollment.
- Maintain University registration records.
- Verify student documents.

Student Records Management

- Maintain personal files of students.
- Update student database.
- Maintain attendance and academic records.
- Preserve student records and archives.

Certificate Services

- Bonafide Certificates.
- Leaving Certificates.
- Character Certificates.
- Identity Cards.
- Duplicate certificates (where permissible).
- No Objection Certificates.

Scholarship Support

- Assist students in scholarship applications.
- Coordinate government scholarship schemes.
- Maintain scholarship records.

Examination Assistance

- Examination form verification.



- University registration support.
- Student examination records.
- Examination communication.

Student Welfare Services

- Student grievance assistance.
- Student counseling support.
- Facilitation of student welfare schemes.
- Coordination with statutory cells.

Data and Documentation

- Student database management.
- Preparation of reports for University, AISHE, NAAC, and IQAC.
- Statistical data compilation.
- Record retention and archiving.

5. Registers Maintained by Student Section

1. Student Admission Register
2. Enrollment Register
3. University Registration Register
4. Bonafide Certificate Register
5. Leaving Certificate Register
6. Character Certificate Register
7. Identity Card Register
8. Scholarship Register
9. Student Grievance Register
10. Student Attendance Register
11. Migration Certificate Register
12. Duplicate Certificate Register
13. Student Record Movement Register
14. Alumni Transfer Register

6. Responsibilities of Student Section Staff

Student Section In-charge

- Supervision of all student-related activities.
- Compliance monitoring.
- Coordination with University and administration.
- Record verification and reporting.



Clerical Staff

- Record maintenance.
- Data entry.
- Certificate preparation.
- Student service delivery.
- Register maintenance.

Assistant Staff

- File management.
- Document verification support.
- Record retrieval and dispatch work.

7. Advantages of an Efficient Student Section

For Students

- Quick access to student services.
- Timely issue of certificates and documents.
- Accurate academic records.
- Better support for scholarships and examinations.
- Enhanced student satisfaction.

For College Administration

- Organized student record management.
- Improved regulatory compliance.
- Efficient handling of student-related matters.
- Better coordination with University and Government agencies.
- Reduced administrative errors.

For NAAC and Quality Assurance

- Proper documentation and evidence management.
- Improved data availability for accreditation.
- Better student support services.
- Enhanced institutional credibility.
- Strong governance and transparency mechanisms.



Key Performance Indicators (KPIs)

Sr. No.	Indicator	Target
1	Bonafide Certificate Issue	Within 2 Days
2	Leaving Certificate Issue	Within 7 Days
3	Student Record Accuracy	100%
4	Scholarship Application Processing	100% Within Deadline
5	Grievance Resolution Support	Within 7–15 Days
6	Student Satisfaction Level	Above 90%
7	Digital Record Maintenance	100%




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