



Social Transformation through Dynamic Education

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

(Permanently Affiliated to Shivaji University, Kolhapur)



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Founder, Bharati Vidyapeeth, Pune

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Admin set up

Various Administrative Departments / Sections in Bharati Vidyapeeth New Law College, Kolhapur

A systematic distribution of work among teaching and non-teaching staff ensures efficient governance, compliance with the requirements of the Bar Council of India, Shivaji University, NAAC, AISHE, Government authorities, and Bharati Vidyapeeth. Academic and administrative responsibilities are generally delegated through various committees and coordinators to ensure smooth functioning of the institution.

Core Administrative Sections

Sr. No.	Sections
1.	General Administration
2.	Establishment
3.	Admission
4.	Student Section
5.	Accounts and Purchase
6.	Examination
7.	Scholarship
8.	Library
9.	Affiliation Section




PRINCIPAL

Bharati Vidyapeeth's

New Law College, Kolhapur

Administrative and Academic Work Distribution for Smooth Administration

For effective governance, transparency, accountability, and compliance with the requirements of the Bar Council of India (BCI), Shivaji University, Government of Maharashtra, NAAC, AISHE, and Bharati Vidyapeeth, the administrative structure of a law college may be divided into the following departments/sections:

1. Principal's Office

Functions

- Overall administration and academic leadership.
- Policy implementation.
- Institutional planning and development.
- Coordination with Management, University, BCI, and Government authorities.
- Supervision of all academic and administrative activities.

2. General Administration Section

Functions

- Office administration and coordination.
- Official correspondence.
- Record management.
- Monitoring day-to-day administrative activities.
- Maintenance of institutional files and registers.

3. Establishment (Human Resource) Section

Functions

- Recruitment and appointment of staff.
- Service books and personal files.
- Leave management.
- Promotions and career advancement.
- Staff approvals and retirement matters.
- Reservation roster maintenance.



4. Admission Section

Functions

- Admission process for LL.B., B.A. LL.B., and Diploma Courses.
- MH-CET Law admission coordination.
- Student registration and eligibility verification.
- Admission records and documentation.
- Student enrollment management.

5. Student Section

Functions

- Student records maintenance.
- Bonafide, Leaving, Migration, and Character Certificates.
- Student identity cards.
- Attendance records.
- Scholarship and freship coordination.
- Student grievance assistance.

6. Accounts and Finance Section

Functions

- Fee collection.
- Salary preparation.
- Budget preparation.
- Cash book maintenance.
- Audit compliance.
- Grant utilization and financial reporting.

7. Examination Section

Functions

- Internal examinations.
- University examination coordination.
- Internal assessment records.
- Result processing and analysis.
- Examination documentation and confidentiality.



8. Scholarship and Freeship Section

Functions

- Government scholarship schemes.
- EBC, SC, ST, OBC, SBC, VJNT scholarship processing.
- Minority scholarship coordination.
- Student financial aid records.

9. Library and Learning Resource Section

Functions

- Library administration.
- Book procurement and cataloguing.
- Digital library services.
- E-resources management.
- Reading room administration.

10. IQAC (Internal Quality Assurance Cell)

Functions

- Quality assurance initiatives.
- NAAC documentation.
- Academic and administrative audits.
- Feedback collection and analysis.
- AQAR preparation.

11. Research and Publication Cell

Functions

- Faculty and student research promotion.
- Research projects.
- Publication of journals.
- Research workshops and seminars.
- Research ethics compliance.



12. Legal Aid and Extension Activities Section

Functions

- Legal Aid Clinic management.
- Legal literacy programmes.
- Village adoption activities.
- Community outreach programmes.
- Social justice initiatives.

13. Moot Court and Internship Cell

Functions

- Moot court competitions.
- Internship coordination.
- Court visits.
- Practical training programmes.
- Advocacy skill development.

14. Training and Placement Cell

Functions

- Placement assistance.
- Career guidance.
- Competitive examination guidance.
- Soft skills and employability training.
- Industry and legal profession linkages.

15. Student Development Section

Functions

- Student activities-cultural, sports.
- Student welfare programmes.
- Community service.
- Leadership development activities.



16. Public Relations and Media Section

Functions

- Publicity and media communication.
- Social media management.
- Press releases.
- Institutional branding.
- Stakeholder communication.

17. Infrastructure and Maintenance Section

Functions

- Building maintenance.
- Classroom management.
- Furniture and equipment maintenance.
- Housekeeping and sanitation.
- Security and safety arrangements.

18. Purchase and Stores Section

Functions

- Procurement of goods and services.
- Stock verification.
- Asset management.
- Vendor coordination.

19. Alumni Relations Section

Functions

- Alumni database management.
- Alumni association activities.
- Alumni feedback.
- Alumni contribution and networking.

20. Information Technology (IT) Section

Functions

- College website management.
- ERP and digital systems.
- Computer laboratory maintenance.
- Network and internet services.



Statutory Cells and Committees

The following cells function as separate administrative units for compliance purposes:

1. Anti-Ragging Committee
2. Internal Complaints Committee (ICC)
3. Student Grievance Redressal Cell
4. SC/ST Cell
5. Standing Committee
6. Equal Opportunity Cell
7. Women Development Cell
8. Divyangjan Support Cell
9. Career Guidance and Counseling Cell
10. Discipline Committee
11. Disaster Management and Safety Cell
12. Green Campus and Environmental Cell

Academic Support Units

- IQAC
- Research Cell
- Legal Aid Cell
- Moot Court Cell
- Placement Cell




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