

# Mandatory Disclosure

## 1. Name of the Institution: Address including Telephone, Mobile, E-Mail

MADHUPUR POLYTECHNIC  
(Estd. by DHTE, Govt. of Jharkhand, Run & Managed by OCWET under PPP mode)  
Rajabhita, 52 Bigha, Madhupur, Jharkhand, PIN- 815353  
Phoneno. 9337150026,  
[E-mail: madhupurpolytechnic@gmail.com](mailto:madhupurpolytechnic@gmail.com)

## 2. Name and address of the Trust/ Society/Company and the Trustees: Address including Telephone, Mobile, E-Mail

ORISSA CHILD WELFARE & EDUCATION TRUST  
Kapila Prasad, Old Town, Bhubaneswar,  
Odisha-751002  
Mobile – 9437635751  
E-mail: abadajena@yahoo.co.in

## 3. Name and Address of the Vice Chancellor/Principal/Director: Address including Telephone, Mobile, E-Mail

Prof. Kanhaiya Prasad,  
Address: Qtr. No. 301, H.O.D Quarter madhupur Polytechnic,  
Rajabhita, 52 Bigha, Madhupur, Jharkhand, PIN-815353.  
Mobile – 9337150026  
Email id – [madhupurpolytechnic@gmail.com](mailto:madhupurpolytechnic@gmail.com)

## 4. Name of the affiliating University

Jharkhand University of Technology, Ranchi, Jharkhand

## 5. Governance

### Members of the Board and their brief background

The Governing Body consists of eminent educationists, technocrats, representatives of the affiliating University and government institutions who are known for their progressive approach and dedication to the cause of education and social development as per norms laid down by AICTE and UGC.

Sl.	Name of members	Designation	Name of the Organisation
1	Mr. Amiya Ranjan Badajena	Chairman	OCWET, Bhubaneswar
2	Mrs. Rajashree Baliarshing	Trustee	OCWET, Bhubaneswar
3	Dr. P. K. Das	Educationist	BIIT, Bhubaneswar
3	Prof. Kanhaiya Prasad	Staff Nominee	Principal, Madhupur Polytechnic

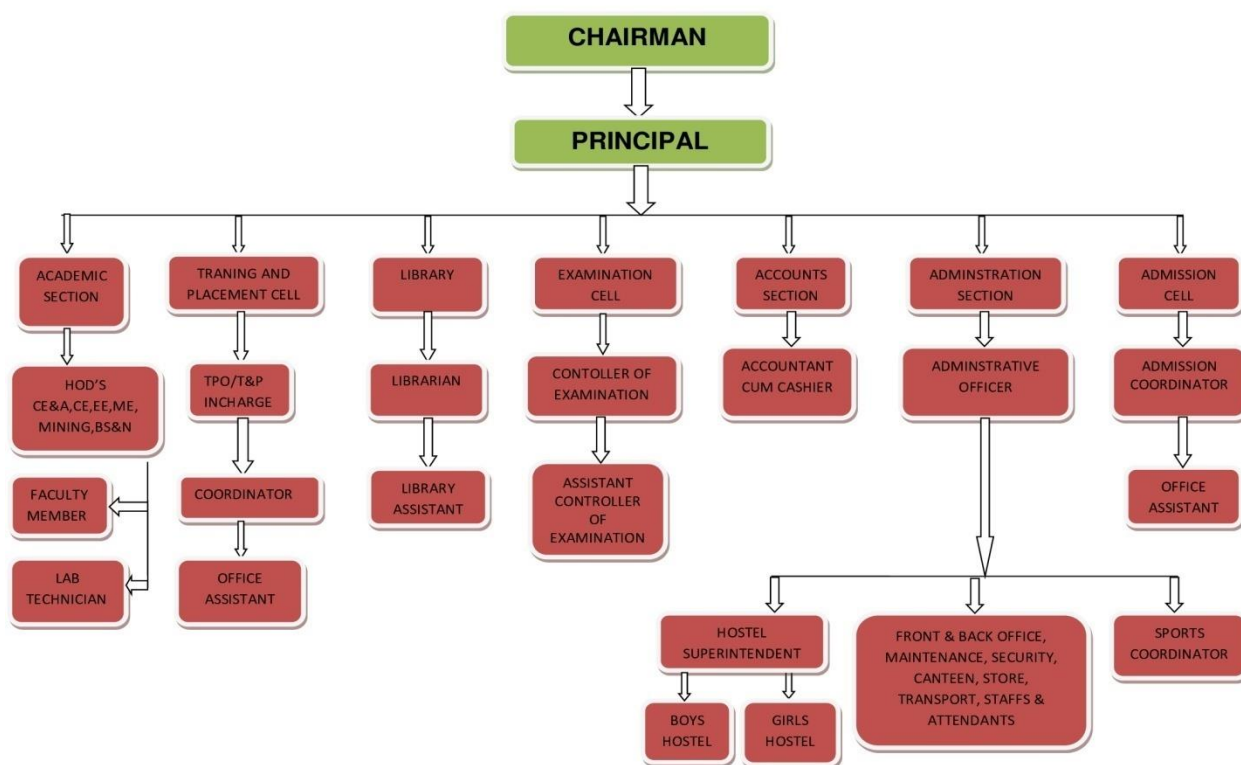
## Members of Academic Advisory Body (Academic Council)

1	Prof. Kanhaiya Prasad	Principal, Madhupur Polytechnic	Chairman
2	Dr. R. R. Sinha	Vice- Principal, Madhupur Polytechnic	Member
3	Mr. B. Mondal	HOD, CEA, Madhupur Polytechnic	Member
4	Mr. Md Amjad Ali	HOD, EE, Madhupur Polytechnic	Member

## Frequently of the Board Meeting and Academic Advisory Body

The Governing Body meets twice a year to frame policies and monitor its implementation; the Academic Council also meets twice a year to review and implement academic policies and the academic calendar.

## Organizational chart and processes



## Nature and Extent of involvement of Faculty and students in academic affairs / improvements

All faculty members are members of Board of studies. They provide valuable inputs for development and upgradation of the Syllabus. Faculty Advising is an activity that is practiced by the Institute to counsel the students with respect to academics, extracurricular, co-curricular activities and others if any. This system encourages student-teacher interaction and addresses grievances of the student.

The Student Council is the peak Student representative body of the Institute. The role of the Council is to assist in pursuing the objectives of the Institute by : Strengthening relationships between students and faculty members, Giving inputs through Faculty Advisor for betterment of Teaching Learning Process, Facilitating the development of the Institution, Encouraging a sense of loyalty of all students to each other and to the Institution, Identifying and cultivate leadership abilities by setting example, Building and maintaining co-operation among the different batches of students, Organizing debates, seminars, study tours and cultural functions etc., Organizing discussion on the social, cultural and academic issues, Ensuring a ragging-free atmosphere for excellent academic pursuit in and around the campus, Promoting and guiding students for advancement of knowledge.

### **Mechanism/Norms and Procedure for democratic/good Governance**

The college activities are managed through multiple groups thinking on day-to-day issues and policies are decided based on past experience, improvements in view and directives of JUT / AICTE or Management. Staff contributes their views and a conscience decision is taken which is followed as policy by all concerned. Student meetings are conducted with principal to decide the policies and procedures for student's activities, sports, gatherings etc. The staff meetings are held once in a month whereas the HODs and Principal meet every week. The library works through the Library Committee of which Principal is Post facto Chairman. One student council member presents each department on this committee.

### **Student Feedback on Institutional Governance/ Faculty performance**

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. Student Feedback is obtained every semester in regard to Faculty, Teaching Learning Process, Course Curriculum. Parent feedback is obtained during the Parents Meet held on second Saturday of September every year. Informal feedback is obtained from peer institutions and community and the outcomes are used for improvement of the curriculum through Principal and HODs, who in turn present the relevant extracts of the feedback / suggestions before the Academic Council / Board of Studies of the University for possible incorporation/modification of syllabi.

The IQAC in the planning process considers feedbacks collected from all the stakeholders to prepare perspectives on development. These developmental perspectives are discussed in the respective meetings of Advisory Board, RC, PT and alumni. The reflections of the meetings are incorporated in the plan. The institution has developed evaluation tools for stakeholders to record their opinions, suggestions and objections for constructive developments for future.

### **Grievance Redressal mechanism for Faculty, staff and students**

The Institution has a "Grievance Redressal Cell" to redress the grievances of the students and staff. The students/staffs may approach the Cell for their grievances regarding accommodation, academic

matters, financial matters, health services, library, canteen and transportation and other central services.

The Cell sorts out their problems promptly and judiciously. The Cell also redresses the grievances of the students as and when required. As a result of this mechanism, the Institution has pleasant ambience atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.

The composition of the students' Grievance Redressal cell is as under: Principal and the HODs are the members.

The activities of Grievance Redressal Cell are augmented by the role of Faculty Advisor, who takes personal care of small group of students, so as to avoid any major grievances.

### **Establishment of Anti Ragging Committee**

There is an Anti-ragging Committee in the college as per the directions of the Supreme Court and the specific guidelines of AICTE. The Committee is always very vigilant and keep an eye on all affairs. No case of ragging has been reported during the last four years.

### **Establishment of Online Grievance Redressal Mechanism**

There exists an Online Grievance Redressal Mechanism as per AICTE norms.

### **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

Established by the University as per norms and guidelines of AICTE.

### **Establishment of Internal Complaint Committee (ICC)**

Established by the University as per norms and guidelines of AICTE.

### **Establishment of Committee for SC/ST**

Established by the University as per norms and guidelines of AICTE.

### **Internal Quality Assurance Cell**

IQAC at Madhupur Polytechnic is primarily working as an internal mechanism for (1) creating, (2) enhancing, (3) sustaining quality. It helps us to meet its goals by adopting student centric approach in its functioning and thinking. IQAC of Madhupur Polytechnic is forging together the world of knowledge and the world of work in its effort to create excellence. In Madhupur Polytechnic, IQAC is striving to build up a system to improve the academic and administrative performance.

Essentially it is performing the following functions;

Formulating and implementing quality;

Taking such steps as are considered necessary and proper in generating a learning centre in Madhupur Polytechnic for quality improvement and sustenance.

Examining the feedbacks obtained from various stakeholders and formulating measures for improvement.

Within the existing academic and administrative system, the institution has developed mechanisms of its own for the quality assurance. The academic quality of the institution is evaluated on the basis of the performance of the students in their examinations. The teachers also judge the student's academic abilities by way of question-answer and written tests. The poor students are helped by the teachers to improve their academic quality by taking extra classes. The administrative system also looks after the quality education in the institution.

The academic and administrative systems in the institution have been quite effective to the enhancement of quality education. The institution has a reliable mechanism to get the academic and administrative machinery of the institution in motion. The academic quality of the institution is maintained by the teaching and learning processes.

Head of the Institution conducts meeting regularly and visits the classrooms to ensure proper delivery of the material and timely completion of course as per syllabus in time.

The students play a major role in assuring quality of education imparted by the institution. It is through their active participation in classrooms that the quality of the education is maintained. Students are punctual and attend classes regularly. They also interact with the class teachers and request for extra classes if needed. They approach to the teachers for the solution of their problems related to their syllabus. Their participation is also assured by involving them in Cultural and other activities. The students also approach to the head of the institution directly for the redressal of their problems.

## 6. Programmes

### Name of Programmes approved by AICTE

Sl. No	Program	Course	Duration	Sanctioned Intake
1	Diploma	Civil Engineering	3Years	60
2	Diploma	Electrical Engineering	3Years	60
3	Diploma	Mechanical Engineering	3Years	60
4	Diploma	Mining Engineering	3Years	60
5	Diploma	Computer Engineering & Application	3Years	60

**For each Programme the following details are to be given:**

Program	Number of seats	Duration	Cut off mark / rank of admission during last three years	Fees	Placement Facilities	Campus Placement in last three years with minimum salary, maximum salary and average salary
<b>2017</b>						
Diploma	300	3	JCECEB Counselling	As per approval from Fee Fixation Committee, Govt. of Jharkhand		Max.Salary-2.16 Lakh Min.Salary-1.56 Lakh Average-1.60 Lakh
<b>2018</b>						
Diploma	300	3	JCECEB Counselling	As per approval from Fee Fixation Committee, Govt. of Jharkhand		Max.Salary-2.28 Lakh Min.Salary-1.56 Lakh Average-1.68 Lakh

**Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:**

**Details of the Foreign University**

Not Applicable

## 7. Faculty

Branch	Level	Permanent faculty	Adjunct Faculty	Permanent Faculty : student ratio	Number of faculty employed during last three years	Number of faculty left during last three years
Civil Engineering	Diploma	7	0	1:25	3	3
Electrical Engineering	Diploma	6	0	1:25	3	3
Mechanical Engineering	Diploma	6	0	1:25	3	3
Mining Engineering	Diploma	5	0	1:25	2	2
Computer Engineering & Application	Diploma	5	0	1:25	3	3
Basic Science & Humanities	Diploma	7	0	1:25	1	1

## 8. Profile of Vice Chancellor/Director/Principal/Faculty

### Profile of Principal

Name	Kanhaiya Prasad
Date of Birth	15.10.1987
Unique ID	1-3778322147
Educational Qualification	B.Tech., M.Tech Ph.D (Continuing)
Working Experience Teaching Research Industry Others	13Years
Area of Specialization	Mechanical Engineering
Courses taught at Diploma Level	Engg. Mechanics
Research Guidance No. of papers published in National /International journals/Conference Master Ph.D	01

## Profile of Faculty Members

<b>Department of Basic Science and Humanities</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Dr. R. R. Sinha	HOD cum Vice Principal
2	Mohammad	Lecturer
3	Krishna Kumar	Lecturer
4	Dev Nath Pandey	Lecturer
5	Sunil Kumar Singh	Faculty-Lab
6	Rahul Gupta	Faculty-Lab
7	Hemant Kumar Jha	Faculty-Lab
<b>Department of Civil Engineering</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Shahnawaz Ashraf Ansari	HOD
2	Rohit Raj	Lecturer
3	Md Sahil Raihan	Lecturer
4	Sanuj Choudhary	Lecturer
5	Chandan Mondal	Lecturer
6	Biswajit Routray	Lecturer
7	Phalguni Yadav	Faculty Lab
<b>Department of Computer Engineering &amp; Application</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Bibekanand Mondal	HOD cum Prof. In-Charge Examination
2	Swati Kiran	Lecturer
3	Rameswar Mahto	Lecturer
4	Pranav Kumar Thakur	Lecturer
5	Vishal Kumar	Lecturer
<b>Department of Electrical Engineering</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Md Amjad Ali	HOD cum T&P In-Charge
2	Alok Kumar	Lecturer
3	Sweta Kumari	Lecturer
4	Ranjeet Kumar	Lecturer
5	Sweety Kumari	Lecturer
6	Itishree Baliarsingh	Lecturer
7	Jitendra Kumar	Faculty Lab



<b>Department of Mechanical Engineering</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Mukul Sahay	HOD cum Admission Coordinator
2	Ved Prakash Ojha	Lecturer
3	Ram Bachan	Lecturer
4	Amit Yadav	Lecturer
5	Suraj Kumar	Lecturer
6	Sudhansu Nayak	Lecturer
7	Vikas Kumar Mehra	Workshop Superintendent
<b>Department of Mining Engineering</b>		
<b>Sl. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Sunil Kumar Singh	Lecturer
2	Rakhal Kumar Pal	Faculty Lab
3	Love Kumar	Lecturer
4	Rohit Maurya	Lecturer
5	Shyamal Kumar Mandal	Lecturer
6	Alok Ranjan Mahananda	Lecturer

## **9. Fee**

**As per approval from Fee Fixation Committee, Govt. of Jharkhand**

- **Time schedule for payment of fee for the entire programme.**  
31<sup>st</sup> August
- **No. of Fee waivers granted with amount and name of students.**  
12 students per year from 2017-2020 and 13 student per year from 2018-21.
- **Criteria for fee waivers/scholarship.**  
As per guidelines of Government of Jharkhand
- **Estimated cost of Boarding and Lodging in Hostels**  
Estimated cost of Boarding and Lodging in Hostels Annual rent and establishment, water & electricity cost for hostel is Rs 11,600/-, and fooding expenses is on cost-to-cost basis which comes to approximately 2700/-per month.

## 10. Admission

### • Number of seats sanctioned with the year of approval

Sl.	Programme	Course	Sanctioned seat		
			2018-2019	2019-2020	2020-2021
1	Diploma	Civil Engineering	60	60	60
2	Diploma	Computer Engineering & Application	60	60	60
3	Diploma	Electrical Engineering	60	60	60
4	Diploma	Mechanical Engineering	60	60	60
5	Diploma	Mining Engineering	60	60	60

### Number of students admitted under various categories each year in the last three years

#### Academic Year 2018-2019

Level	Course	Intake	General	OBC	SC	ST	Minority	TFW	Total
Diploma	CE	60	35	7	11	9	00	03	65
Diploma	CEA	60	15	7	5	0	00	03	30
Diploma	EE	60	28	7	4	5	00	02	46
Diploma	ME	60	28	7	7	4	00	03	49
Diploma	MINING	60	31	7	6	7	00	02	53

#### Academic Year 2019-2020

Level	Course	Intake	General	OBC	SC	ST	Minority	TFW	Total
Diploma	CE	60	42	6	5	9	00	01	63
Diploma	CEA	60	16	7	4	00	00	00	26
Diploma	EE	60	28	7	4	5	00	02	46
Diploma	ME	60	30	7	5	4	00	00	46
Diploma	MINING	60	32	7	5	7	00	00	51

#### Academic Year 2020-2021

Level	Course	Intake	General	OBC	SC	ST	Minority	TFW	Total
Diploma	CE	60	31	6	5	11	00	03	56
Diploma	CEA	60	9	7	4	00	00	02	22
Diploma	EE	60	42	7	4	8	00	03	61
Diploma	ME	60	28	7	5	4	00	02	46
Diploma	MINING	60	33	7	5	8	00	02	55

Civil Engineering-CE, Computer Engineering & Application-CEA, Electrical Engineering-EE, Mechanical Engineering-ME, Mining Engineering-MINING.

## 11. Admission Procedure

- **Mention the admission test being followed, name and address of the Test Agency and its URL (website)**  
JCECEB, Ranchi, <https://jceceb.jharkhand.gov.in>
  
- **Calendar for admission against Management/vacant seats:**
  
- **Last date of request for applications**  
As per the guide lines of JCECEB Ranchi
  
- **Last date of submission of applications**  
As per the guide lines of JCECEB Ranchi
  
- ***Dates for announcing final results***  
As per the guide lines of JCECEB Ranchi
  
- **Release of admission list (main list and waiting list shall be announced on the same day)**  
As per the guide lines of JCECEB Ranchi
  
- **Date for acceptance by the candidate (time given shall in no case be less than 15 days)**  
As per the guide lines of JCECEB Ranchi
  
- ***Last date for closing of admission***  
15<sup>th</sup> August every year
  
- **Starting of the Academic session**  
1<sup>st</sup> week of August every year
  
- **The waiting list shall be activated only on the expiry of date of main list**  
As per the guide lines of JCECEB Ranchi
  
- **The policy of refund of the fee, in case of withdrawal, shall be clearly notified**  
As per guideline of AICTE/UGC

## 12. Criteria and Weightages for Admission

- **Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.**

Admission process is being done as per guideline of the Government of Jharkhand & Jharkhand Combined Entrance Competitive Examination Board, Ranchi. JCECEB was conducting an entrance test for taking admission into Diploma-Regular, Diploma- Lateral. Earlier off-line counseling was conducted but now online counseling process is conducted. Seats are allotted to the candidates based on the approved seat of the respective college as per letter of the AICTE & the affiliated University.

Student having minimum 35% of mark secure in Matriculation is eligible for appearing the Entrance test conducted by JCECEB, Ranchi Diploma-regular & minimum 45% of mark secure in specific subjects (Mathematics, Physics and one subject either Chemistry or any vocation subject) in plus Two examination is eligible for Diploma Lateral entry. As per counseling brochure /Information brochure of JCECEB, out of the total intake of respective branch of approved Polytechnic Institute under Jharkhand University of Technology, Ranchi, different percentage for different reserve category seats is fixed. If those percentages of seats are not filled up, such vacancy seat will merge to general seats. Reserve category includes SC, ST, BC-I, BC-II. Allotment of students through JCECEB counseling process for all affiliated and constituent colleges of the University based on their Rank.

- **Mention the minimum level of acceptance, if any**  
Not Applicable
- **Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years**
- **Display marks scored in Test etc. and in aggregate for all candidates who were admitted**

Not Applicable

### **13. List of Applicants**

- **List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats**

Not Applicable

### **14. Results of Admission Under Management seats/Vacant seats**

- **Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)**
- **Score of the individual candidate admitted arranged in order or merit List of candidates who have been offered admission**
- **Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate**
- **List of the candidate who joined within the date, vacancy position in each category before operation of waiting list**

Not Applicable