



DUMKAL POLYTECHNIC

Basantapur, Dumkal, Murshidabad, West Bengal

Approved by AICTE, New Delhi

Affiliated to WBSCTVESD, West Bengal

INSTITUTIONAL QUALITY ASSURANCE & STANDARD OPERATING PROCEDURES MANUAL

Academic Session 2026–27

FOREWORD

Dumkal Polytechnic was established in 2002 under the Basantapur Education Society with the objective of providing quality technical education and skill development opportunities to the youth of the region.

The institution is committed to academic excellence, professional ethics, technical competence, innovation and social responsibility. This manual has been prepared to ensure uniformity, transparency and accountability in academic and administrative processes. It serves as a guiding document for faculty members, staff, students and stakeholders.

The procedures outlined in this manual are intended to support continuous improvement and effective implementation of institutional policies in accordance with the guidelines of AICTE and WBSCTVESD.

Principal
Dumkal Polytechnic.

Dr. Md Fayzal Kabir
Principal
Dumkal Polytechnic

CONTENTS

Chapters	Page No
1. Institutional Profile	3
2. Vision, Mission and Quality Policy	4
3. Governance and Administration	5
4. Academic Management System	6
5. Examination Management	7
6. Departmental Administration	8
7. Student Support Services	9
8. Industry Institute Interaction	10
9. Laboratory and Workshop Management	11
10. Library Management	12
11. Committees and Cells	13
12. Standard Operating Procedures	14
13. Documentation and Record Maintenance	15
14. Continuous Improvement Framework	16

CHAPTER 1

INSTITUTIONAL PROFILE

Dumkal Polytechnic is a diploma engineering institution situated at Basantapur in the district of Murshidabad, West Bengal.

The institution was established in the year 2002 under the Basantapur Education Society and has been contributing to technical education and skill development for more than two decades.

The institute offers diploma programmes in:

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Computer Science & Technology

The institution provides classrooms, laboratories, workshops, library facilities, hostel accommodation, sports facilities and other student support services required for quality technical education.

CHAPTER 2

VISION, MISSION AND QUALITY POLICY

Vision

To become a centre of excellence in diploma-level technical education by producing competent, ethical and industry-ready professionals.

Mission

To provide quality technical education through effective teaching-learning processes.

To develop technical skills through practical training and laboratory work.

To promote innovation, professionalism and lifelong learning.

To strengthen industry-institute interaction for enhancing employability.

To inculcate discipline, ethics and social responsibility among students.

Quality Policy

Dumkal Polytechnic is committed to providing quality technical education through continuous improvement of academic processes, infrastructure, student support services and industry interaction while complying with statutory requirements.

CHAPTER 3

GOVERNANCE AND ADMINISTRATION

The institution functions through a structured system of governance.

The Governing Body provides policy direction and strategic guidance.

The Principal serves as the academic and administrative head of the institution.

The Academic Council assists in academic planning and monitoring.

Heads of Departments supervise departmental activities and ensure effective implementation of academic programmes.

Faculty members are responsible for teaching, mentoring, assessment and student development.

CHAPTER 4

ACADEMIC MANAGEMENT SYSTEM

An academic calendar shall be prepared at the beginning of every academic session.

The academic calendar shall include:

- Commencement of classes
- Internal assessments
- Practical examinations
- Industrial visits
- Student activities
- Semester examinations

Faculty members shall prepare lesson plans and maintain teaching records.

Academic progress shall be reviewed periodically by the concerned departments and institutional authorities.

CHAPTER 5

EXAMINATION MANAGEMENT

The examination system shall be conducted in accordance with WBSCTVESD regulations.

Internal assessment shall include class tests, assignments, practical work and attendance as prescribed.

Departments shall maintain assessment records and ensure timely submission of marks.

Confidentiality, transparency and fairness shall be maintained throughout the examination process.

CHAPTER 6

DEPARTMENTAL ADMINISTRATION

Each department shall function under the supervision of the Head of Department.

Departments shall be responsible for:

- Academic planning
- Laboratory management
- Student mentoring
- Internal assessments
- Result analysis
- Industry interaction activities

Departmental meetings shall be conducted periodically to review academic progress and developmental activities.

CHAPTER 7

STUDENT SUPPORT SERVICES

The institution shall provide support to students through:

- Academic counseling
- Career guidance
- Scholarship assistance
- Placement support
- Grievance redressal mechanisms
- Sports and cultural activities

Students shall be encouraged to participate in technical, cultural and social activities for holistic development.

CHAPTER 8

INDUSTRY INSTITUTE INTERACTION

The institution shall promote interaction with industries through:

- Industrial visits
- Guest lectures
- Internship opportunities
- Technical seminars
- Skill development programmes
- Placement activities

Such interactions shall help students understand industrial practices and enhance employability.

CHAPTER 9

LABORATORY AND WORKSHOP MANAGEMENT

Laboratories and workshops shall be maintained in a safe and functional condition.

Equipment registers, stock registers and maintenance records shall be maintained by the concerned departments.

Students shall follow safety instructions while performing practical work.

Regular inspection and maintenance of equipment shall be carried out.

CHAPTER 10

LIBRARY MANAGEMENT

The library shall support teaching, learning and research activities of the institution.

Students and staff shall have access to textbooks, reference books, journals and other learning resources.

Proper records of issue, return and stock verification shall be maintained.

Users shall observe library rules and maintain discipline.

CHAPTER 11

COMMITTEES AND CELLS

The institution shall function through various committees and cells including:

- Governing Body
- Academic Council
- Examination Committee
- Anti-Ragging Committee
- Training and Placement Cell
- Library Committee
- Sports Committee
- Cultural Committee
- Grievance Redressal Committee

Each committee shall perform its assigned responsibilities and maintain records of meetings and activities.

CHAPTER 12

STANDARD OPERATING PROCEDURES

The institution shall follow standard operating procedures for:

- Admission
- Student Registration
- Class Conduct
- Attendance Monitoring
- Internal Assessment
- Examination Activities
- Laboratory Operations
- Library Services
- Industrial Visits
- Placement Activities
- Grievance Handling
- Record Maintenance

These procedures shall be reviewed periodically and revised whenever necessary.

CHAPTER 13

DOCUMENTATION AND RECORD MAINTENANCE

The institution shall maintain academic and administrative records in a systematic manner.

Records shall include:

- Admission records
- Attendance registers
- Assessment records
- Examination records
- Committee minutes
- Stock registers
- Financial records

Proper preservation and retrieval of records shall be ensured.

CHAPTER 14

CONTINUOUS IMPROVEMENT FRAMEWORK

Continuous improvement shall be achieved through:

- Student feedback
- Faculty feedback
- Industry feedback
- Academic review meetings
- Departmental review meetings
- Internal quality review

The institution shall take necessary corrective and preventive actions to improve academic quality and institutional effectiveness.

CONCLUSION

Dumkal Polytechnic remains committed to providing quality technical education and creating opportunities for the academic, professional and personal development of its students.

This manual serves as a guiding framework for maintaining quality standards, ensuring effective administration and promoting continuous institutional growth.



Principal
Dumkal Polytechnic.
Dr. Md Fayzal Kabir
Principal
Dumkal Polytechnic