



Droan College of Education & Technology

Vill & Post – Khanpur Purab, Dineshpur Road, Rudrapur, U.S Nagar

Mandatory Disclosure

1. Name of the Institution

Droan College of Education & Technology
Vill & Post – Khanpur Purab, Dineshpur Road, Rudrapur,
U.S Nagar, Uttarakhand, Pin – 263153
Contact No. – 05944-261800, 9837155663
Email – info@droancollegeuk.com

2. Name and address of the Trust/ Society/ Company and the Trustees

Droan Educational Society
39, Shakti Vihar Colony,
Rudrapur, U.S Nagar, Uttarakhand, Pin – 263153
Contact No. – 9639501000
Email – chairman@droancollegeuk.com

3. Name and Address of the Principal

Dr. Gurmeet Kaur
C-82/83, City One Colony
Rudrapur, U.S Nagar, Uttarakhand, Pin – 263153
Contact No. – 9639501000
Email – principal.bed@droancollegeuk.com

4. Name of the affiliating

University

Kumaun University, Nainital

5. Governance

Board of Governors

• S.Surender Singh Grover	Guardian
• Mr. Vijay Bhushan Garg	Chairman
• Mr. Kishor Kumar Sharma	Secretary
• Mrs. Savita Garg	Joint Secretary
• Mrs. Jaswinder Kaur	Vice Chairman
• Mrs. Samvedna Sharma	Treasurer
• Mr. Deepak Arora	Director
• Mr. Keshav Sharma	Director
• Mr. Arun Sharma	Director

Managing Board

• Mr. Kishor Kumar Sharma	Chairman
• Dr. Shamsher Singh	Secretary
• Mr. Deepak Arora	Executive Member
• Dr. Gurmeet Kaur	Executive Member
• Mrs. Jaspreet Kaur	Executive Member
• Mrs. Mamta Sharma	Executive Member
• Mr. Pulkit Garg	Executive Member
• Mr. Gurpreet Singh	Executive Member

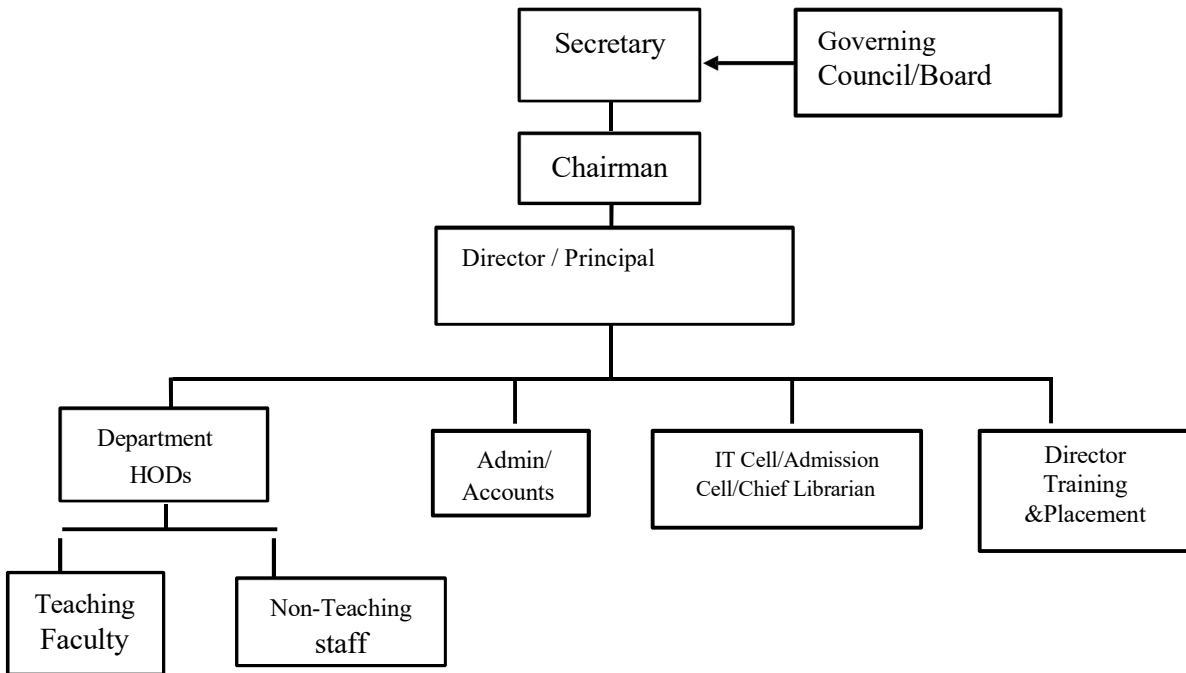
The Board of Governors meets at least twice in an Academic Year and Managing Board Body meeting is held quarterly.



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- **Organizational chart and processes**



Roles and Responsibilities:

Secretary is the Executive Trustee responsible for financial, academic and policy matters of the institution. He has the responsibility of Planning, Research & Development and Infrastructural Development

Chairman is the chief mentor of the Institution and also the head of the governing council. He will direct and approve all the policy matters related to the overall running of the institution.

Director is vested with the following responsibilities.

- Management of the Institute
- Financial matters
- Chair the management review meeting

Principal is vested with the following responsibilities

- Academic operations
- Resource requirements
- Responsible for meeting Statutory and Regulatory requirements of the Government, AICTE and University
- Responsible for financial matters of the Institution.

Director, Training and Placement is vested with organizing Training and Placement activities for students.

College Office staff:

- Assist principal in the process of admission of students
- Maintenance of student and staff records
- Advertising and recruitment
- Correspondence with University and other statutory agencies



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- Finance management; banking, insurance, purchase, PF, fee collection and Other administrative matters.
- Infrastructure maintenance

Librarian is vested with responsibility of all necessary activities for maintaining and improving the Library. These include identifying and ordering books, reference material, journals, online resources, issue of resources and maintain record of their use.

Heads of department is responsible for

- Smooth running of the concerned department
- Maintain records related to department
- Maintain laboratory
- Assign duties and monitor faculty performance
- Decide the departmental needs and arrange for compliance
- Monitor R&D and project activities of the department

Teaching staff are responsible for

- Teaching theory and practical subjects as per time table
- Act as student counselors and mentor them
- Maintain records as required for academic activity
- Conduct tests, examination and evaluate as per VTU norms
- Do other co-curricular and extracurricular activities assigned by the department
- Conduct R&D activities and undertake industrial/ sponsored projects
- Update technical knowledge and keep abreast with developments

Laboratory instructors and technicians:

- Maintain laboratory facility
- Help faculty in conducting laboratory classes
- Do other co-curricular activities assigned by the department

Department office staff:

- Help HOD & faculty in day to day operations
- Maintain department record
- Maintain department correspondence

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

Faculty –

- Faculty make use of innovative teaching practices for effective teaching learning.
- More than 95% of the staff get good feedback from the students and also very good rating in the appraisal.
- Faculty are also involved in the design and implementation of curriculum beyond the syllabus like soft skills, Maker labs and mentoring innovative projects under NewGen IEDC.

Student –

- Student / Alumni representatives are part of Department Advisory Boards, Academic Council and also various committees like anti ragging committee, Grievance redressal etc.
- Students evaluate faculty members on their teaching learning capabilities regularly.
- Students actively take part in organizing events, participate in competitions locally and also at inter-state levels both in academic and extra-curricular activities.
- Alumni regularly visit the institute to educate their juniors and update on the opportunities available to them.
- Students also give feedback through various surveys like course exit survey, program exit survey etc.
- Students actively participate in learning curriculum beyond syllabus and most of the students will also try to convert their innovative ideas into project / prototypes / products.



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

Feedback is taken at regular intervals

- **Establishment of Anti Ragging Committee**

ANTI-RAGGING COMMITTEE DETAILS

ANTI-RAGGING COMMITTEE DETAILS				
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	204/df/dt
1	Date of Appointment:	16/06/2016	Name of the Committee Member:	Mr. Rajeev Kumar Gangwar
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	9675024027	Email Address:	gangwarrajeev9823@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	815/df/dt
2	Date of Appointment:	07/08/2024	Name of the Committee Member:	Tehsildaar Gadarpur
	Profession:	Govt.	Associated With:	Local Administration
	Mobile Number:	8755414081	Email Address:	gadarpur.teh@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	816/df/dt
3	Date of Appointment:	07/08/2024	Name of the Committee Member:	Rep of SDM Rudrapur
	Profession:	Govt.	Associated With:	Local Administrator
	Mobile Number:	9457087051	Email Address:	usn.sdm@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	817/df/dt
4	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Saroj Mandal
	Profession:	Reporter	Associated With:	Media
	Mobile Number:	8273811988	Email Address:	mandal.saroj857@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	818/df/dt
5	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Abhishek Gupta
	Profession:	NGO	Associated With:	Be Human Foundation
	Mobile Number:	9837084504	Email Address:	gupta.abhishek112@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	612/df/dt
6	Date of Appointment:	08/12/2022	Name of the Committee Member:	Mr. Bappi Mandal
	Profession:	Lecturer	Associated With:	Institution
	Mobile Number:	7505956406	Email Address:	bappimandal07@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	522/df/dt
7	Date of Appointment:	05/07/2021	Name of the Committee Member:	Mr. Harender Singh
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	7248474100	Email Address:	shswsmith@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	412/df/dt



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No.				
8	Date of Appointment:	12/06/2019	Name of the Committee Member:	Mrs. Balwinder Kaur
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	7535828721	Email Address:	avneetkaurchinu999@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	819/df/dt
9	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Mahender Singh Bisht
	Profession:	Member	Associated With:	Parent
	Mobile Number:	6396435931	Email Address:	mahendersingh11@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	820/df/dt
10	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Rajendra Batra
	Profession:	Member	Associated With:	Parent
	Mobile Number:	6396335232	Email Address:	rajendrabatra025@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	820/df/dt
11	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Sooraj Bisht
	Profession:	Member	Associated With:	Student
	Mobile Number:	9091435623	Email Address:	sooraj.bisht123@gmail.com
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	821/df/dt

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

Grievance Redressal Committee Details

Sr. No.	Committee Type:	Grievance Redressal Committee	Appointment Order Reference Number:	085/df/dt
1	Date of Appointment:	03/08/2009	Name of the Committee Member:	Dr. Shamsher Singh
	Profession:	HOD	Associated With:	Institution
	Mobile Number:	9837155663	Email Address:	hod@droancollegeuk.com
Sr. No.	Committee Type:		Appointment Order Reference Number:	422/df/dt
2	Date of Appointment:	11/07/2018	Name of the Committee Member:	Ms. Swati Aneja
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	8193024000	Email Address:	swatianeja1@gmail.com
Sr. No.	Committee Type:		Appointment Order Reference Number:	744/df/dt
3	Date of Appointment:	01/01/2022	Name of the Committee Member:	Mr. Aakaash Bala
	Profession:	Admin	Associated With:	Institution
	Mobile Number:	7351710533	Email Address:	aakaash.bala55@gmail.com



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Sr. No.	Committee Type:		Appointment Order Reference Number:	721/df/dt
4	Date of Appointment:	01/01/2022	Name of the Committee Member:	Mr. Gopal Vishwas
	Profession:	Admin	Associated With:	Institution
	Mobile Number:	9917935152	Email Address:	gopalviswas619@gmail.com
Sr. No.	Committee Type:		Appointment Order Reference Number:	314/df/dt
5	Date of Appointment:	03/02/2017	Name of the Committee Member:	Mr. Pramod Kumar
	Profession:	Lecturer	Associated With:	Institution
	Mobile Number:	8392953896	Email Address:	pramodgangwar.pg@gmail.com
Sr. No.	Committee Type:		Appointment Order Reference Number:	314/df/dt
6	Date of Appointment:	07/08/2024	Name of the Committee Member:	Ms. Babita Majumdaar
	Profession:	Member	Associated With:	Student
	Mobile Number:	5685858565	Email Address:	babiita.majumdaar@gmail.com

• Establishment of Internal Committee (IC)

INTERNAL COMMITTEE (IC) DETAILS

Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	685/df/dt
1	Date of Appointment:	05/07/2021	Name of the Committee Member:	Mr. Harender Singh
	Profession:	MEMBER	Associated With:	Institution
	Mobile Number:	7248474100	Email Address:	hswsmith@gmail.com
	Designation	NON TEACHING FACULTY	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	051/df/dt
2	Date of Appointment:	19/11/2006	Name of the Committee Member:	Dr. Gurmeet Kaur
	Profession:	CHAIR PERSON	Associated With:	Institution
	Mobile Number:	8958068125	Email Address:	principal@droancollegeuk.com
	Designation	HOD	Gender	Female
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	828/df/dt
3	Date of Appointment:	26/10/2023	Name of the Committee Member:	Mr. Arvind Bhandari
	Profession:	MEMBER	Associated With:	Institution
	Mobile Number:	7017376060	Email Address:	arvind.bhandari@gmail.com
	Designation	PROFESSOR	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	929/df/dt
4	Date of Appointment:	10/10/2024	Name of the Committee Member:	Mr. Anish Bairagi
	Profession:	STUDENT	Associated With:	Student
	Mobile Number:	9858586545	Email Address:	bairagi.anish12@gmail.com
	Designation	STUDENT	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	931/df/dt
5	Date of Appointment:	05/09/2024	Name of the Committee Member:	Mr. Tarkeshwar Pawar
	Profession:	MEMBER	Associated With:	Non Teaching Staff
	Mobile Number:	7668828631	Email Address:	tarkeshwar.pawar@gmail.com



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	Designation	NON TEACHING FACULTY	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	761/df/dt
6	Date of Appointment:	24/10/2023	Name of the Committee Member:	Mr. Sharad Kumar
	Profession:	MEMBER	Associated With:	Institution
	Mobile Number:	9719275418	Email Address:	sharma.sharad@gmail.com
	Designation	TEACHING FACULTY	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	085/df/dt
7	Date of Appointment:	03/08/2009	Name of the Committee Member:	Dr. Shamsher Singh
	Profession:	MEMBER	Associated With:	Institution
	Mobile Number:	9837155663	Email Address:	shamsher1901@gmail.com
	Designation	TEACHING FACULTY	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	1011/df/dt
8	Date of Appointment:	07/08/2024	Name of the Committee Member:	Mr. Ranjeet Mandal
	Profession:	STUDENT	Associated With:	Student
	Mobile Number:	6397606074	Email Address:	mandal.ranjeet@gmail.com
	Designation	STUDENT	Gender	Male
Sr. No.	Committee Type:	INTERNAL COMMITTEE	Appointment Order Reference Number:	1012/df/dt
9	Date of Appointment:	10/10/2024	Name of the Committee Member:	Ms. Sanjana
	Profession:	STUDENT	Associated With:	Student
	Mobile Number:	9027355821	Email Address:	sanjana1990@gmail.com
	Designation	STUDENT	Gender	Female

• Establishment of Committee for SC/ ST

SC/ST COMMITTEE DETAILS

Sr. No.	Committee Type:	SC/ST COMMITTEE	Appointment Order Reference Number:	761/df/dt
1	Date of Appointment:	24/10/2023	Name of the Committee Member:	Mr. Sharad Kumar
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	9719275418	Email Address:	sharma.sharad@gmail.com
	Caste:	Other	Gender:	Male
Sr. No.	Committee Type:	SC/ST COMMITTEE	Appointment Order Reference Number:	941/df/dt
2	Date of Appointment:	20/11/2024	Name of the Committee Member:	Mr. Jay Sarkar
	Profession:	Admin	Associated With:	Institution
	Mobile Number:	7983689153	Email Address:	jay.sarkar54@gmail.com
	Caste:	Other	Gender:	Male
Sr. No.	Committee Type:	SC/ST COMMITTEE	Appointment Order Reference Number:	798/df/dt
3	Date of Appointment:	02/10/2023	Name of the Committee Member:	Ms. Kanika Mandal
	Profession:	Reception	Associated With:	Institution
	Mobile Number:	8394830042	Email Address:	mandal.kanika65@gmail.com
	Caste:	Other	Gender:	Female
Sr. No.	Committee Type:	SC/ST COMMITTEE	Appointment Order Reference Number:	911/DF/DT
4	Date of Appointment:	23/03/2024	Name of the Committee Member:	Ms. Bhawana Arya
	Profession:	Lecturer	Associated With:	Institution
	Mobile Number:	6365616102	Email Address:	arya.bhawana798@gmail.com
	Caste:	Sc	Gender:	Female



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• Establishment of Institution-Industry Cell.

INSTITUTION-INDUSTRY CELL DETAILS

Sr. No.	Committee Type:	INDUSTRY COMMITTEE	Appointment Order Reference Number:	514/df/dt
1	Date of Appointment:	01/07/2021	Name of the Committee Member:	Dr. Mod. Janey Alam Khan
	Profession:	Prof.	Associated With:	Institution
	Mobile Number:	9795248944	Email Address:	janeyalamphd@gmail.com
2	Date of Appointment:	07/11/2024	Name of the Committee Member:	Mr. Murari Viash
	Profession:	Sr. Mgr	Associated With:	Industry
	Mobile Number:	9856545455	Email Address:	vaish.murari@gmail.com
3	Date of Appointment:	05/09/2021	Name of the Committee Member:	Mr. Sudhir Tamta
	Profession:	Teaching Staff	Associated With:	Institution
	Mobile Number:	7409481593	Email Address:	kumar.sudhir349@gmail.com

• Establishment of Internal Quality Assurance Cell

INTERNAL QUALITY ASSURANCE CELL DETAILS

Sr. No.	Committee Type:	SC/ST COMMITTEE	Appointment Order Reference Number:	684/df/dt
1	Date of Appointment:	05/09/2021	Name of the Committee Member:	Mr. Sudhir Tamta
	Profession:	Teaching Staff	Associated With:	Institution
	Mobile Number:	7409481593	Email Address:	tamta.sudhir11@gmail.com
	Caste:	Sc	Gender:	Male
2	Committee Type:	INTERNAL QUALITY ASSURANCE CELL	Appointment Order Reference Number:	774/df/dt
	Date of Appointment:	25/10/2023	Name of the Committee Member:	Mr. Shekhar Bhatnagar
	Profession:	Astt. Prof.	Associated With:	Institution
	Mobile Number:	7409791686	Email Address:	shekhar.bhatnagar90@gmail.com
3	Committee Type:	INTERNAL QUALITY ASSURANCE CELL	Appointment Order Reference Number:	814/df/dt
	Date of Appointment:	01/09/2022	Name of the Committee Member:	Ms. Rajni Vilasra
	Profession:	Lecturer	Associated With:	Institution
	Mobile Number:	7817022695	Email Address:	rajnivilasra.a2@gmail.com
4	Committee Type:	INTERNAL QUALITY ASSURANCE CELL	Appointment Order Reference Number:	765/df/dt
	Date of Appointment:	27/06/2023	Name of the Committee Member:	Ms. Prerna Batra
	Profession:	Lecturer	Associated With:	Institution
	Mobile Number:	9045321726	Email Address:	batra.prerna21@gmail.com



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6. Programmes

a. Name of Programmes approved by AICTE

Program – Management and Computer Application

Level	Course	Affiliating Body (University /Body)	Intake Approved For 2024-25
UNDER GRADUATE	BBA	Kumaun University, Nainital	60
UNDER GRADUATE	BCA	Kumaun University, Nainital	30

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

Name	Number of seats	Duration	Fee (as approved by the state government)
BBA	60	3 Years	https://www.droancollegeuk.ac.in/Seats-Fees.pdf
BCA	30	3 Years	https://www.droancollegeuk.ac.in/Seats-Fees.pdf

7. Faculty

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

<https://www.droancollegeuk.ac.in/faculty.pdf>

8. Information of Infrastructure and Other Resources Available

<u>Administrative Area</u>				
Sr. No.	Particulars	Actual Room Area (Sq.m.)	Expected Room Area (Sq.m.)	Deficiency
1.	Board Room	20	20	No
2.	Department Offices/Cabin for Head of Dept	40	40	No
3.	Central Store	40	30	No
4.	Exam Control Office	46	30	No
5.	Housekeeping	45	10	No
6.	Maintenance	20	10	No
7.	Office All Inclusive	300	300	No
8.	Placement Office	59	30	No
9.	Principal Directors Office	80	30	No
10.	Security	16	10	No
TOTAL		666.00	510.00	



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Amenities Area				
Sr. No.	Particulars	Actual Room Area (Sq. m.)	Expected Room Area (Sq. m.)	Deficiency
1.	Boys Common Room	100	100	No
2.	Cafeteria	150	150	No
3.	First aid cum Sick Room	60	10	No
4.	Girls Common Room	100	100	No
5.	Stationery Store	60	10	No
TOTAL		470.00	370.00	

Instructional Area-Common Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Computer Center	164	150	No
2.	Library & Reading Room	128	100	No
TOTAL		292.00	250.00	

Existing Programme / MANAGEMENT					
Sr. No.	Particulars	Level	Actual Room Area (Sqm)	Expected Room Area (Sqm)	Deficiency
1.	Seminar Hall	UG/PG	135	132	No
2.	Classroom	UG	210	0	No
3.	Tutorial Room	UG	42	0	No
4.	Computer Centre	UG/PG	164	150	No
5.	Language Laboratory	UG/PG	63	33	No
TOTAL			614.00	315.00	

Existing Programme / COMPUTER APPLICATIONS					
Sr. No.	Particulars	Level	Actual Room Area (Sqm)	Expected Room Area (Sqm)	Deficiency
1.	Seminar Hall	UG/PG	135	132	No
2.	Classroom	UG	203	0	No
3.	Tutorial Room	UG	34	0	No
4.	Computer Centre	UG/PG	164	150	No
5.	Language Laboratory	UG/PG	63	33	No
TOTAL			599.00	315.00	

9. Information of Library Facilities

Library Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Volumes	6916	2000	No
2.	Titles	352	100	No
3.	Journals	12	12	No
4.	Library Management Software	1	1	No
5.	Reading Room Seating Capacity	45	30	No
6.	MultiMediaPC	30	10	No



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10. Information of Computational Facilities

Computational Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Printers	2	0	No
2.	A1 size Color Printers	1	0	No
3.	Number of PCs in Language lab	20	20	No
4.	Legal Application S/W	30	30	No
5.	Legal System S/W	50	4	No
6.	PCs to Student ratio	40	0	No

11. LoA and subsequent EoA till the current Academic Year

Letter of approval of AICTE for academic year 2024-25 has been enclosed for your reference.