



(M) : 093556-88202  
093556-88204

# Global Research Institute of Management & Technology

(Approved by AICTE & HSBTE, Govt. of Haryana and  
Affiliated to Kurukshetra University, Kurukshetra)

NACHRAUN, RADAUR, DISTT. YAMUNA NAGAR (HARYANA) INDIA  
e-mail : info@grimtradaur.ac.in • Website : www.grimtradaur.ac.in

Ref. No **GRIMT/EC/2024-27/6113**

Date **12.12.2024**.....

## OFFICE ORDERS

### Examination Committee

The **Examination Committee** is an apex body of the Institute which is headed by Controller of Examinations (COE). The main function of this Committee is to carry out examinations, publish results and distribute mark sheets to the students who pass the semester examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

The Examination Committee shall conduct the examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith. The Examination Committee of the college is in the responsibility of smooth conduct of sessional examinations for all the courses and the maintenance of students' records.

The committee will be responsible for overseeing all the examination related activities, ensuring adherence to academic standards and maintaining the integrity and fairness of the examination process. The primary objectives of the Examination committee will include the development and implementation of examination policies and procedures, scheduling examinations for all the programs, ensuring that all assessments are conducted in a fair and transparent manner and any issue(s) or concerns that may arise during the examination period.

The committee's responsibilities will encompass preparing examination timetables, coordinating with faculty to ensure that assessment criteria are met, overseeing the conduct of examinations and maintaining records of results and academic performance. Additionally the committee will be tasked to manage any grievance(s) related to examinations & results and ensuring the compliance with institutional regulations and guidelines.

  
13/12/24  
Registrar

Global Research Institute of  
Management & Technology  
Jathlana Road, Nachraun, Radaur  
Distt. Yamuna Nagar-135133



Director  
Global Research Instt. of Mgt. & Technology  
Village - Nachraun (Radaur)  
Distt. Yamuna Nagar-135133

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Dated 13-12-2024

The constitution of the **Examination Committee** comprises:

S.No.	Name of the Person	Designation	Position in Committee	Contact No.s
1.	Dr. Lakshya Aggarwal	Director	Convenor & COE	9355688207
2.	Mr. Mahesh Verma	Registrar	Co-Convenor	9355688204
3.	Er. Sunil Kumar	Assistant Professor-ME	Member	9528560007
4.	Er. Ravi Chahal	Assistant Professor-CE	Member	8529038395
5.	Er. Brij Bhushan	Assistant Professor-ME	Member	9466660041
6.	Mr. Jai Parkash	Office Superintendent	Member	9812073977
7.	Mr. Subhash	Office Staff	Member	9466068915
8.	Mr. Rajinder	Peon	Supporting Staff	9466361152

The convenor and co-convenor will ensure a meeting of the committee as and when required, record and keep the minutes of meeting related to the activities done on the part of the committee. The office clerk will assist the above cell in all matters and will maintain the proper record. The Committee shall come into force on the day it is notified and shall function as per the rules and regulations notified by the Institute and concerned University and Board.

The copy of the above is forwarded to the following for information and necessary action, please.

- 1) Chairman
- 2) Vice Chairperson
- 3) Prof. (Dr.) R.S. Sharma – Group Director
- 4) Prof. (Dr.) Lakshya Aggarwal-Director
- 5) Registrar
- 6) All Members of Examination Committee (EC)
- 7) All HOD's (to be circulated amongst all faculty and staff of the concerned departments)
- 8) Website of the Institute
- 9) Librarian
- 10) All Notice Boards
- 11) Chief Warden
- 12) Security Officer(s)

(Registrar)

Registrar

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Management & Technology  
Jathlana Road, Nachraun, Radaur  
Distt. Yamuna Nagar-135133

Director

Global Research Instt. of Mgt. & Technology  
Village - Nachraun (Radaur)  
Distt. Yamuna Nagar-135133

(Director)