



(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/MC/2024-27/6115

Dated 13-12-2024

OFFICE ORDERS

MAINTENANCE COMMITTEE

The **Maintenance Committee** is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one. The committee's objective is to coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the job. Maintenance of institute infrastructure means monitoring, servicing and facilitating up keep of the instrument, equipment, gadget, functional space, institute building, etc. to make it operational with or without external help of professionals. The policy for maintenance of infrastructure depends on (a) type of infrastructure, (b) nature and frequency of its occupancy or utilization, (c) functional life and durability, (d) functional essentiality, and (e) price of item. For complaint related maintenance, a complaint register is kept at administrative block in which complainant enters the complaint and the complaint is resolved on daily basis and its stock is taken daily. Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meetings every month to get budget allocated.

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13/12/24
Registrar
Global Research Institute of
Management & Technology
Jathiana Road, Nachroan, Radaur
Distt. Yamuna Nagar-135133


Director
Global Research Inst. of Mgt & Technology
Village - Nachroan - Radaur
Distt. Yamuna Nagar-135133

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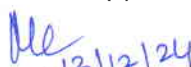
The composition of the **Maintenance Committee** is provided as under:

S.No.	Name of the Person	Designation	Position in Committee	Contact No.s
1.	Dr. Lakshya Aggarwal	Director	Convenor	9355688207
2.	Er. Sunil Kumar	Assistant Professor-ME	Coordinator	9991322257
3.	Er. Ravi Chahal	Assistant Professor-CE	Co-Coordinator	8529038395
4.	Mr. Hansraj	Non Teaching Staff	Member	9355688209
5.	Mr. Palwinder Saini	Maintenance Incharge	Member	9812073966
6.	Mr. Jarnail Singh	Workshop Instructor	Member	9991570914
7.	Mr. Salinder Singh	Workshop Instructor	Member	9802525725
8.	Mr. Yogesh	Non Teaching Staff	Member	9671940448
9.	Mr. Kuldeep Kumar	Non Teaching Staff	Member	9050918390

The Coordinator 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 round the year following the instructions given by the concerned authorities i.e. University, Boards and Haryana State Technical Education Society (HSTES) as per the rules and regulations notified to the Institute.

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 Admission Cell (AC)
- 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) 13/12/24
Registrar
Global Research Institute of
Management & Technology
Jathlana Road, Nachraun, Radaur
Distt. Yamuna Nagar-135133


(Director)
Director
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Village - Nachraun (Radaur)
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