



(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/AC/2024-27/6110**

Dated .....  
**13-12-2024**

## OFFICE ORDERS

### Alumni Committee

An Alumni Committee is constituted with prime objective to plan and execute events related to internal and external stakeholders including students, alumni, parents and the media. The committee works on the below given perspectives:

1. To Post updates regarding activities of college in social networks.
2. To contact students to know about their designations and their employers.
3. To arrange guest lectures by the alumni to make the students understand the requirements of the corporate companies.
4. To gather the information of passed out students pursuing higher degrees.
5. To arrange Alumni Meetings run efficiently and effectively.
6. To serve as a spokesperson for the committee when required.
7. To represent the committee and the college in matters involving the relevant association.
8. Ensure transparency in the related activities.
9. To perform any other related duty assigned by Director/ Principal of the institution.
10. Faculty members are requested to collect the data from the students of their respective department.
11. To form and update the yearly calendar of events under the observation of co-ordinator of the committee.
12. To communicate with respective Head of the Department regarding the activities of the cell.
13. To identify the students who have leadership qualities and make them as members in the alumni cell.
14. To report all the related activities to the coordinator of the committee.
15. The committee should work towards building and maintaining a strong network of alumni who can be connected with the institution and with each other.
16. The committee should facilitate communication and interaction between the alumni's themselves.
17. Providing career guidance and mentors guidance and mentorship to the students in establishing their careers.

  
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



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

Ref. No. GRIMT/AC/2024-27/6110

Dated 13-12-2024


18. The committee works on supporting the institution feedback/suggestion/recommendations on placements, infrastructures etc., from the alumni and report to inclusive growth of the institution.
19. The committee organizes alumni events, such as reunions, conferences, connected with the institution.
20. The committee work towards by involving alumni who can contribute to the development of the institution.
21. The committee works towards contributions for the by involving alumni who can contribute to the development of the institution involving alumni in various academic and administration bodies.

The **Alumni Committee** constitutes with below given members:

S.No.	Name of the Person	Designation	Position in Committee	Contact No.s
1.	Dr. Lakshya Aggarwal	Director	Convenor	9355688207
2.	Ms. Harpreet Kaur	Assistant Professor- Applied Sciences	Coordinator	9812052437
3.	Er. Brij Bhushan	Assistant Professor-ME	Co-Coordinator	9466660041
4.	Ms. Preeti Garg	Associate Professor- Pharmacy	Member	7988218247
5.	Er. Sunil Kumar	Assistant Professor-ME	Member	9528560007
6.	Er. Vikas Garg	Assistant Professor-CE	Member	8950738807
7.	Er. Pallvi Gupta	Assistant Professor-ECE	Member	9729746046
8.	Er. Komal Ahuja	Assistant Professor-CSE	Member	8607907468
9.	Mr. Kuldeep Kumar Gupta	Assistant Professor- Applied Science	Member	9315386772

The coordinator will ensure a meeting of the committee atleast once in a month and record & 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 authorities of Chairman-BOG of the Institute.

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

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

Page 2 of 3



(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/AC/2024-27/6110

Dated 13-12-2024

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.) Lakshaya Aggarwal-Director
- 5) Registrar
- 6) All Members of Anti-Discrimination Committee (ADC)
- 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)

*[Signature]*  
13/12/24  
Registrar

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

(Director)

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