



(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/2024-27/6242

Date ~~05-03-2025~~.....

## OFFICE ORDERS

### ADMISSION CELL

The **Admission Cell** is dedicated to facilitate the admission process ensuring that every deserving student receives justified opportunities based on their credibility. However, aspirants are required to cater to the eligibility criteria in order to ensure a seamless admission.

The Admission Cell is responsible for the diploma, under graduate and post graduate students admissions in the concerned programs. This cell will also develop contacts with other relevant graduate admissions committees with the goal of identifying potential candidates who would be more appropriate for the BBA, BCA, Diploma, B. Tech and M.Tech Courses. The admissions committee endeavours to identify applicants from various junior colleges. The applicants to be identified by the cell and when possible, invite them to visit the campus. In addition, the admissions cell tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information on the applicants. This cell reviews admission requirements for the program annually. The members of the cell in consultation with HRD prepare attractive brochures, prospectus and handouts for wider publicity. The cell collects the proposals / materials from the departments, committees and lecturers to draft annual plan of activities for the year for publication in the prospectus.

The members of the cell finalize all the matters related to admissions of the students at both UG & PG level. The cell provides all information related to admissions under A Category (Convener Quota) and B Category (Management Quota) to the students and parents. It also provides information on the college website.

The cell issues the notifications for spot admissions under different categories and for admissions under left over/unfilled seat categories as per the guidelines issued by State Government and concerned Competent authority. The cell is responsible to submit the list of admissions made by the college to the concerned competent authorities and get approved. It also organizes activities related to admissions deemed fit by the institute as when decided by the coordinator.

*Me*  
05.03.2025  
Registrar

*Director*  
Director

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Dated 05-03-2025

The composition of the **Admission Cell** is as under:

S.No.	Name of the Person	Designation	Position in Committee	Contact No.s
1.	Dr. Lakshya Aggarwal	Director	Chairperson	9355688207
2.	Er. Ravi Chahal	Assistant Professor-CE	Coordinator	8529038395
3.	Er. Harish Chauhan	Assistant Professor-EEE	Co-Coordinator	9355688208
4.	Ms. Ritu	Assistant Professor-Mgt.	Member	8607925600
5.	Ms. Mahak Rana	Assistant Professor-CA	Member	8053220344
6.	Ms. Anu Bedi	Warden-Girls Hostel	Member	9671305018
7.	Mr. Jai Parkash	Office Superintendent	Member	9812073977
8.	Mr. Mangeram	Clerk	Member	7027264073
9.	Mr. Baljit	Peon	Supporting Staff	9996463013

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.) Lakshya Aggarwal-Director
- 4) Registrar
- 5) All Members of Admission Cell (AC)
- 6) All HOD's (to be circulated amongst all faculty and staff of the concerned departments)
- 7) Website of the Institute
- 8) Librarian
- 9) All Notice Boards
- 10) Chief Warden
- 11) Security Officer(s)

05.03.2025  
Registrar  
Global Research Institute of  
Management & Technology  
Jathlana Road, Nachraun, Radaur  
Distt. Yamuna Nagar-135133

05/03/25  
Director  
Global Research Instt. of Mgt. & Technology  
Village - Nachraun (Radaur)  
Distt. Yamuna Nagar (Haryana)  
(Director)