



(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/2024-27/6241

Date 05-03-2025

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.

Me
05.03.2025

Registrar

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

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05.03.25

Director

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



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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	Chairperson	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. Sahil Manchanda	Assistant Professor-CE	Member	9813057939
6.	Er. Deepika	Assistant Professor-CSE	Member	9050800074
7.	Ms. Himani	Assistant Professor-Mgt.	Member	8570878154

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.

Me
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Registrar

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Director

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

- 1) Chairman
- 2) Vice Chairperson
- 3) Prof. (Dr.) Lakshaya Aggarwal-Director
- 4) Registrar
- 5) All Members of Alumni Committee (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)

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05.03.2025

(Registrar) Registrar
Global Research Institute of
Management & Technology
Jathlana Road, Nachroan, Radaur
Distt. Yamuna Nagar-135133

[Signature]
05/03/25
(Director) Director
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