



(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/2024-27/6416

Dated 10-07-2025.....

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.


(Registrar) 10.07.2025
Global Research Institute of
Management & Technology
Jathlana Road, Nachraun, Radaur
Distt. Yamuna Nagar-135133


(Director)
Global Research Inst. of Mgt. & Technology
Nachraun (Radaur) - 135133
Page 1 of 2



(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/2024-27/6416

Date 07-07-2025

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	Chairperson	9355688207
2.	Er. Sunil Kumar	Head of Deptt.-ME	Convenor	9528560007
3.	Er. Vikas Garg	Head of Deptt.-CE	Co-Convenor	8950738807
4.	Mr. Mahesh Verma	Registrar	Member	9355688204
5.	Mr. Kuldeep Kumar Gupta	Head of Deptt.-Applied Science	Member	9315386772
6.	Er. Komal Ahuja	Head of Deptt.-CSE & BCA	Member	8607907468
7.	Ms. Poonam Rani	Head of Deptt.-BBA	Member	9728138747
8.	Er. Ravi Chahal	Assistant Professor-CE	Member	8529038395
9.	Er. Brij Bhushan	Assistant Professor-ME	Member	9466660041
10.	Mr. Jai Parkash	Office Superintendent	Member	9812073977
11.	Mr. Subhash	Office Staff	Member	9466068915
12.	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) Hon'ble Chairman
- 2) Hon'ble 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)
Global Research Institute of
Management & Technology
Jathlana Road, Nachroan, Radaur
Distt. Yamuna Nagar-135133


Director/Principal
(Director)
Global Research Inst. of Management & Technology
Nachraun (Radaur) - 135133
Page 2 of 2