



(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/2024-27/6422

Date 10-07-2025.....

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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Me
10.07.2025

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

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



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Dated 10-07-2025

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	Chairperson	9355688207
2.	Mr. Mahesh Verma	Registrar	Coordinator	9355688204
3.	Er. Sunil Kumar	Head of Deptt.-ME	Co-Coordinator	9991322257
4.	Er. Brij Bhushan	Assistant Professor-ME	Member	9466660041
5.	Er. Ravi Chahal	Assistant Professor-CE	Member	8529038395
6.	Ms. Kanu Chauhan	Assistant Professor-Mgt.	Member	9817858124
7.	Ms. Anshul Garg	Assistant Professor-Applied Science	Member	7988597421
8.	Er. Neeraj Sharma	Assistant Professor-ME	Member	9467616257
9.	Er. Sumit	Assistant Professor-CE	Member	8295283285

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) Hon'ble Chairman
- 2) Hon'ble Vice Chairperson
- 3) Prof. (Dr.) Lakshya Aggarwal-Director
- 4) Registrar
- 5) All Members of Maintenance Committee (MC)
- 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)

10.07.2025
(Registrar)
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Director/Principal
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Page 2 of 2