



(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/WDMC/2024-27/6436

Date: 10-07-2025

OFFICE ORDERS

Website Development & Maintenance Cell

The **Website Development & Maintenance Cell** is constituted for providing recommendations on website design, graphics, content placement, and functionality. The cell supervises the updating of content, ensuring accuracy and relevance. The cell provides training to users on how to utilize the website effectively. It also addresses technical issues and ensure smooth operation of the website.

The cell identifies and implements necessary updates and new features. It also works on overseeing website data backup and restoration processes, including event reports and photos. The cell looks after the designing of promotional materials like manifestos, logos, and posters for college events.

The cell encourages the stakeholders to utilize the website for communication and information access. It also implements the measures to protect the website from unauthorized access and cyber threats. In essence, the WDMC acts as a central hub for all website-related activities, ensuring the website effectively serves the needs of the institution and its stakeholders.

The members of the **Website Development & Maintenance Cell** are as under:

S.No.	Name of the Person	Designation	Position in Committee	Contact Number(s)
1.	Dr. Lakshya Aggarwal	Director	Chairperson	9355688207
2.	Ms. Sapna	Computer Programmer	Coordinator	9306973577
3.	Ms. Anju Saini	Assistant Professor-CSE	Co-Coordinator	9050910171
4.	Mr. Mahesh Verma	Registrar	Member	9355688204
5.	Er. Komal Ahuja	Head of Deptt.-CSE & BCA	Member	8607907468
6.	Ms. Seema Devi	Assistant Professor-CSE	Member	9812906529
7.	Er. Sunil Kumar	Head of Deptt.-ME	Member	9991322257
8.	Mr. Kuldeep Kumar Gupta	Head of Deptt.-Applied Science	Member	9315386772
9.	Ms. Mahak Rana	Assistant Professor-BCA	Member	8053220344
10.	Ms. Ranjana	Student	Member	8434766766
11.	Mr. Amit	Student	Member	6306817279
12.	Ms. Suneha Sharma	Student	Member	6005378001
13.	Ms. Kritika Sharma	Student	Member	9682307832

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

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

[Signature]
(Director/Principal)
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Dated

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 Website Development & Maintenance Cell (WDMC)
- 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) Registrar

Global Research Institute of
Management & Technology

Jathiana Road, Nachroan, Radaur
Distt. Yamuna Nagar-135133

(Director/Principal)

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Nachraun (Radaur) - 135133