# Devi Ahilya Vishwavidyalaya

(Grade 'A+' University, Accredited by NAAC)

## Institute of Engineering & Technology

Vikramshila Parisar, Khandwa Road, Indore - 452017

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IET/DAVV/2026/262

Date: 23.11.2026

**OFFICE ORDER**

**Subject: Appointment of Cell Coordinator for Minor Degree Programme**

Dr. Uma Bhatt, Professor, E&TC is hereby appointed as the Cell Coordinator for the Minor Degree Programme at IET, DAVV, with immediate effect. She shall be responsible for overall planning, implementation, coordination and monitoring of the programme in accordance with the approved policy for the minor degree program.

**Her roles and responsibilities shall include the following:**

1. Coordinate with Heads of Departments and respective Programme Coordinators for effective implementation.
2. Coordinate registration, admission, eligibility verification and allocation of students to various Minor Degree Programmes.
3. Prepare academic schedules and timetables in coordination with departments, avoiding conflict with regular academic activities.
4. Ensure compliance with approved curricula, credit requirements and academic regulations.
5. Coordinate identification and deployment of faculty members for various courses.
6. Monitor conduct of classes, attendance, academic progress and timely completion of courses.
7. Coordinate with the Examination Section for examinations, assessment, results and academic records.
8. Coordinate with Administrative and Accounts Sections regarding fee collection, remuneration and other financial matters as per approved norms.
9. Facilitate student orientation, counselling, communication and resolution of programme-related grievances.
10. Maintain a consolidated database of students, courses, faculty members and academic progress.
11. Obtain periodic feedback from students and faculty members and suggest measures for improvement.
12. Submit periodic progress reports to the Director and undertake other assigned programme-related responsibilities.

All Heads of Departments, Minor Programme Coordinators, faculty members and concerned administrative sections are hereby instructed to extend necessary cooperation to the Cell Coordinator for smooth and effective implementation of the programme.

P Bansal

Director

Director
Institute of Engineering & Technology
Devi Ahilya Vishwavidyalaya,
INDORE

Copy to:

1. Dr. Uma Bhatt;
2. All Heads of Departments;
3. Examination Section;
4. Accounts Section;
5. Administrative Officer;
6. Director Office