



Devi Ahilya Vishwavidyalaya

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

Institute of Engineering & Technology

Vikramshila Parisar, Khandwa Road, Indore - 452017

Website: www.dauniv.ac.in, www.iet.dauniv.ac.in, director@ietdavv.edu.in

IET/2026/182

Date: 04.08.2026

Office Order

Subject: Coordinators for B.Tech. and B.Des. First Year (Academic Session 2026–27 onwards).

Dr. Chandra Shekhar Chauhan (Mobile: 09826722978, Email: cchauhan@ietdavv.edu.in.) and Dr. Rachna Gupta (Mobile: 9425059372, Email: rgupta@ietdavv.edu.in) are hereby given additional responsibility as Co-coordinators **for the First Year B.Tech. and B.Des. programmes**, respectively, from the Academic Session 2026–27 onwards.

They shall work in close coordination with **Dr. Dheeraj Mandloi** (Mobile: 9407894470, Email: dmandloi@ietdavv.edu.in) Coordinator, B.Tech. First Year, to ensure smooth planning, coordination, and execution of all first-year academic and student-related activities.

The Coordinators shall broadly be responsible for:

1. Coordinating the commencement and smooth conduct of academic activities.
2. Monitoring attendance, discipline, and overall student engagement.
3. Facilitating orientation, induction, mentoring, and student support initiatives.
4. Coordinating with Heads of Departments, faculty members, and administrative sections on matters related to first-year students.
5. Addressing routine academic and student-related issues and ensuring timely resolution through the concerned authorities.
6. Monitoring classroom, laboratory, and timetable-related matters.
7. Ensuring effective communication with students, parents (where required), faculty members, and the Institute administration.
8. Coordinating examinations, extracurricular, and co-curricular activities concerning first-year students.
9. Performing any other duties assigned by the Director from time to time in the interest of the Institute.

The Coordinators shall function as a team to ensure effective coordination and a smooth academic experience for all first-year students.


Director

Copy to:

1. All Heads of Departments, IET DAVV
2. All faculty Members, IET DAVV
3. Administrative Officer, IET DAVV
4. Director Office, IET DAVV

Director
Institute of Engineering & Technology
Devi Ahilya Vishwavidyalaya
INDORE