

## Key Services Managed by the Coordination Officer

SL	Service Title	Description (What This Service Helps You With)
1	<b>Student ID, Email &amp; Portal Access</b>	Assistance in collecting your Student ID card, activating DIU email, and getting access to the Student Portal and BLC.
2	<b>Course Offering &amp; Registration</b>	Information and guidance on how to choose and register courses each semester.
3	<b>Course Add / Drop / Change</b>	Support in adding, dropping, or changing courses within the official timeline.
4	<b>Semester Drop</b>	Help in applying for temporary withdrawal (dropping a semester) with proper approval.
5	<b>Re-Admission</b>	Guidance for students returning after a gap to continue their studies.
6	<b>Extension of Studentship</b>	Support for extending studentship duration beyond the standard academic period.
7	<b>Examination Clearance (Mid/Final)</b>	Assistance in clearing dues and getting approval for appearing in examinations.
8	<b>Semester Result</b>	Support in checking semester results and resolving result-related issues.
9	<b>Internship Process</b>	Guidance in applying for internships, placement support, and related approvals.
10	<b>Documents for Current Students</b>	Providing Concern Letters, MoI, LoR, Testimonial, etc., for academic or professional use.
11	<b>Documents for Alumni</b>	Providing Concern Letter, Migration Certificate, etc., for graduates/alumni.
12	<b>Convocation Support</b>	Assistance regarding the convocation process, registration, and queries.
13	<b>Email, Student Portal &amp; Internship Portal Issues</b>	Help in resolving login, access, or technical issues in DIU portals.
14	<b>BLC (Online Learning Platform) Support</b>	Guidance for using the BLC (Blended Learning Center) and reporting issues.
15	<b>Laptop (One Student One Laptop)</b>	Assistance in applying for and receiving your laptop under DIU's official program.
16	<b>Scholarship / Waiver Support</b>	Information and assistance in applying for, renewing, or maintaining scholarships/waivers.
17	<b>Insurance Information</b>	Guidance about student insurance benefits and the claim process.
18	<b>Transportation Service</b>	Information on bus schedules, routes, and applying for transport facilities.
19	<b>DIU Boys &amp; Girls Hostel</b>	Help in applying for university accommodation and understanding hostel policies.
20	<b>Teachers' Directory</b>	Access to contact details and departmental information of faculty members.
21	<b>Officers' Directory</b>	Access to contact details of administrative officers and support staff.
22	<b>Academic Transcript &amp; Certificates</b>	Help in applying for official transcripts, provisional certificates, and other academic records.