

Service Charter

Department of Business Administration

Bachelor of Business Administration (BBA)

#	Service Title	Process Flow	Responsible
01	Collect student ID Card, Email address and know about student portal <i>For newly admitted students</i>	Contact the Department Office https://pd.daffodilvarsity.edu.bd/support_ticket	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
02	Course Offering	Step 1: Department Office will publish the Course Offering As per semester schedule ↓ Step 2: Follow the Notice Board of the Department Online: https://daffodilvarsity.edu.bd/department-notice/bba	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
03	Registration Process	Step 1: Accounts Clearance By paying the required fees to the DIU accounts or online ↓ Step 2: Meet with Batch Advisor Along with online clearance ↓ Step 3: Check the Student Portal For confirmation of the registration	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd Cell: +8801847334724 (DIU Accounts) Email: students.accounts5@daffodilvarsity.edu.bd
04	Subject or Course Add/Drop/Changes	Meet with Batch Advisor Within 7 working days to add/drop/change your course registration	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
05	Semester Drop Process <i>Students will submit the semester drop/course drop application to the department office as per deadline.</i>	Write an application for semester drop For the application format, communicate with the Department Office	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
06	To register courses of previous syllabus	Step 1: Write an application For the application format, communicate with the Department Office ↓ Step 2: Submit the application to the Department Office For further process	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd

#	Service Title	Process Flow	Responsible
07	Re-admission Process <i>Students will pay the required re-admission fee to the DIU accounts section or online as per DIU policy.</i>	Step 1: Collect Re-admission Form from the Department Office ↓ Step 2: Fill up the form and submit it to the Department Office For further process ↓ Step 3: Get the Confirmation of Re-admission From the Department Office ↓ Step 4: Follow the Registration Process Communicate with the Department Office	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd Cell: +8801847334724 (DIU Accounts) Email: students.accounts5@daffodilvarsity.edu.bd
08	Extension of the studentship	Step 1: Write an application For the application format, communicate with the Department Office ↓ Step 2: Submit the application to the Department Office Along with partial transcript for further process	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
09	Clearance for examinations <i>Midterm and Final</i>	Step 1: Pay your required fees To the DIU accounts or online ↓ Step 2: Collect clearance From the DIU accounts section or BBA office	Cell: +8801847334724 Email: students.accounts5@daffodilvarsity.edu.bd Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd
10	Semester result	View the semester result from the Student Portal Complete the teaching evaluation on the student portal first, then select your semester	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
11	Internship Process	Step 1: Apply for an internship letter Through the internship portal: http://internship.daffodilvarsity.edu.bd/?app=applicant_login ↓ Step 2: Collect the internship letter From the department office within two working days ↓ Step 3: Submit the internship letter To the organization where you want to do the internship ↓ Step 4: Submit the acceptance letter If the organization accepts you, it will provide an acceptance letter; submit it to the department office ↓ Step 5: Internship Supervisor assigned Department will notify through email, cell phone and notice board Note: After completing the required courses as per the syllabus, apply for a transcript through the student portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis registration of 3/6 credits after checking the transcript.	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd

#	Service Title	Process Flow	Responsible
12	Concern Letter, Mol, LoR, Testimonial etc. <i>For running students</i>	Step 1: Collect Running Students Application Form From the department ↓ Step 2: Payment Pay 50 taka to DIU accounts ↓ Step 3: Submit Application To the department, and collect the document Note: Students will submit the application through the Batch Advisor. It will be provided from the department office within 2 working days.	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd Cell: +8801847334724 (DIU Accounts) Email: students.accounts5@daffodilvarsity.edu.bd
13	Concern Letter, Mol, LoR, Testimonial, Migration Certificate etc. <i>For alumni</i>	Step 1: Apply through student portal Using the DIU student application portal ↓ Step 2: Collect the documents Download from the student portal, or collect the hard copy from the Registrar Office as per deadline	Cell: +8801847140181 Email: registraroffice2@daffodilvarsity.edu.bd
14	Email password, student portal and internship portal problems	Step 1: Payment Pay 20 taka to DIU accounts section or online ↓ Step 2: Submit Money Receipt to Department Office Or apply through Helpdesk	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd Cell: +8801847334724 (DIU Accounts) Email: students.accounts5@daffodilvarsity.edu.bd
15	BLC Support	Contact the BLC support team or visit the guideline https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students?pli=1	Cell: +8801847027540 Email: blc1@daffodilvarsity.edu.bd
16	Laptop <i>One Student One Laptop: eligibility, distribution, information, credit completion etc.</i>	Meet the eligibility requirement Complete at least 16 courses or 48 credits successfully with SGPA 2.5, and payment must be clear up to the last semester	Cell: +8801713493088 Email: laptop@daffodilvarsity.edu.bd
17	Scholarship/Waiver support	Visit the website https://daffodilvarsity.edu.bd/scholarship , or contact the waiver and scholarship section	Cell: +8801811458843 Email: scholarship@daffodilvarsity.edu.bd Cell: +8801811458848 Email: scholarship1@daffodilvarsity.edu.bd
18	Academic Transcripts / Certificates	Step 1: Payment Pay your required fees to the DIU accounts section or online ↓ Step 2: Apply through student portal http://studentportal.diu.edu.bd/#/login ↓ Step 3: Collect the documents From the Exam section as per delivery deadline	Cell: +8801847140157 Email: nislam@daffodilvarsity.edu.bd Cell: +8801847027533 Email: exanoffice8@daffodilvarsity.edu.bd Cell: +8801847027526 Email: exanoffice9@daffodilvarsity.edu.bd

#	Service Title	Process Flow	Responsible
19	Teachers/Officers Information	Step 1: Teachers https://daffodilvarsity.edu.bd/article/faculty ↓ Step 2: Officers https://daffodilvarsity.edu.bd/article/administration-directory	Cell: +8801847140172 Email: bbaoffice1@daffodilvarsity.edu.bd Cell: +8801847334948 Email: bbaoffice@daffodilvarsity.edu.bd
20	Insurance Information	Contact the office of the Director of Finance and Accounts	Cell: +8801847334799 Email: treasureroffice@daffodilvarsity.edu.bd
21	DIU Transportation	Visit the link https://daffodilvarsity.edu.bd/article/transport or https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161	Cell: +8801847140037 Email: transport-dsc@daffodilvarsity.edu.bd
22	DIU Boys Hostel <i>Younus Khan Scholar Garden-01</i>	Contact the Hall Office	Cell: +8801847334956 Email: yksg3@daffodil.family Cell: +8801847334959 Email: yksg2@daffodil.family Cell: +8801847334955 Email: yksg8@daffodil.family
23	DIU Boys Hostel <i>Younus Khan Scholar Garden-02</i>	Contact the Hall Office	Cell: +8801847140030 Email: ksarker@daffodilvarsity.edu.bd Cell: +8801847334954 Email: yksg4@daffodil.family Cell: +8801847334957 Email: yksg7@daffodil.family Cell: +8801847334967 Email: yksg9@daffodil.family Cell: +8801847334966 Email: yksg10@daffodil.family
24	DIU Girls Hostel <i>Rowshan Ara Scholar Garden</i>	Contact the Hall Office	Cell: +8801847334929 Email: frahman@daffodilvarsity.edu.bd Cell: +8801847334960 Email: rasg1@daffodilvarsity.edu.bd Cell: +8801847334961 Email: rasg2@daffodilvarsity.edu.bd Cell: +8801847334963 Email: rasg3@daffodil.family Cell: +8801847334964 Email: rasg5@daffodil.family Cell: +8801847334965 Email: rasg6@daffodil.family

Note

- You can also find this information at the following links:
Student Portal: <https://daffodilvarsity.edu.bd/article/students>
Departmental Website: <https://daffodilvarsity.edu.bd/department/bba>
- Please let us know about the service you received at the following number: 01713-493000