

SL	Service Title	Process Flow	Responsible
01	Collect student ID Card, Email address and know about student portal. (For newly admitted students)	Contact to the Department Office https://pd.daffodilvarsity.edu.bd/support_ticket	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
02	Course Offering	Department Office will publish the Course Offering (as per semester schedule) → Follow the Notice Board of the Department (For Online: https://daffodilvarsity.edu.bd/public/department/mba/notice)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
03	Registration Process	Accounts Clearance (by paying the required fees to the DIU accounts or pay through online) → Meet with Batch Advisor (along with online clearance) → Check the Student Portal (for confirmation of the registration)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd Cell No.: +880 1847140051 (DIU Accounts) Email: students.accounts3@daffodilvarsity.edu.bd
04	Subject or Course Add/Drop/Changes	Meet with Batch Advisor (within 7 working days to add/drop/changes in your course registration)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
05	Semester Drop Process Students will submit the semester drop/course drop application to department office as per deadline.	Write an application for semester drop (for format of writing the application communicate with the Department Office)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
06	To register courses of previous syllabus	Write an application (for format of writing the application communicate with the Department Office) → Submit the application to the Department Office (for further process)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
07	Re-admission Process Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.	Collect Re-admission Form from the Department Office (for format of writing the application) → After fill-up the Form Submit it to the Department Office (for further process) → Get the Confirmation of Re-admission (from the Department Office) → Follow the Registration Process (communicate with department office)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd Cell No.: +880 1847140051 (DIU Accounts) Email: students.accounts3@daffodilvarsity.edu.bd
08	Extension of the studentship	Write an application (for format of writing the application communicate with the Department Office) → Submit the application to the Department Office (along with partial transcript for further process)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
09	Clearance for examinations (Midterm and Final)	Pay your required fees (to the DIU accounts or through online) → Collect clearance (from the DIU accounts section or MBA office)	Cell No.: +880 1847140051 (DIU Accounts) Email: students.accounts3@daffodilvarsity.edu.bd Cell No.: +8801847334925 Email: mbaoffice1@daffodilvarsity.edu.bd
10	Semester result	You can see the semester result from the Student Portal (Need to complete the teaching evaluation from student portal then select your semester)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
11	Internship Process Note I: After completing required courses as per the syllabus. Apply transcript using students' portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis & so on registration of 3/6 credits after checking transcript.	For getting an internship letter (you have to apply through the following Internship portal link: http://internship.daffodilvarsity.edu.bd/?app=applicant_login) → Collect the internship letter (from the department office within two working days) → Submit the internship letter (to the Organization where you want to do the internship) → Submission of acceptance Letter (If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office) → Internship Supervisor (Department will notify through email, cell phone also notice board)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
12	Concern Letter, MoI, LoR, Testimonial and etc. (For running students) Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.	Collect Running students Application Form (from the department) → Payment (pay 50 taka to DIU accounts) → Submit Application (to the department and collect)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd Cell No.: +880 1847140051 (DIU Accounts) Email: students.accounts3@daffodilvarsity.edu.bd
13	Concern Letter, MoI, LoR, Testimonial, Migration Certificate etc. (For alumni)	Apply through student portal (by using DIU student application portal) → Collection the documents (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)	Email: registraroffice2@daffodilvarsity.edu.bd
14	Email password problem, student portal problem and internship portal problem	Payment (Pay 20 taka to DIU accounts section or pay through online) → Submit Money Receipt to Department office or apply through Helpdesk	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd Cell No.: +880 1847140051 (DIU Accounts) Email: students.accounts3@daffodilvarsity.edu.bd
15	BLC Support	Contact to the BLC support team or Visit following link (Link: https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1)	Cell No.: +8801847027540 Email: blc1@daffodilvarsity.edu.bd
16	Scholarship/Waiver support	Visit the web site (Link: https://daffodilvarsity.edu.bd/scholarship or contact waiver and scholarship section)	Cell No.: +8801811458843 Email: scholarship@daffodilvarsity.edu.bd Cell No.: +8801811458848 Email: scholarship1@daffodilvarsity.edu.bd
17	Academic Transcripts / Certificates	Payment (Pay your required fees to the DIU accounts section or pay through online) → Apply through student portal (Link: http://studentportal.diu.edu.bd/#/login) → Collect the Documents (from Exam section as per delivery deadline)	Cell No.: +8801847334925 Email: mbaoffice@daffodilvarsity.edu.bd mbaoffice1@daffodilvarsity.edu.bd
18	Teachers/officers Information	Visit for teachers: https://daffodilvarsity.edu.bd/article/faculty → Visit for Officers: https://daffodilvarsity.edu.bd/article/administration-directory	Cell No.: +8801847140061 Email: thmoffice@daffodilvarsity.edu.bd
19	Insurance Information	Contact to the office of the Director of Finance and Accounts	Cell No.: +8801847334799 Email: treasureroffice@daffodilvarsity.edu.bd
20	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 No.: +8801847140037 Email: transport-dsc@daffodilvarsity.edu.bd
21	DIU Boys Hostel (Younus Khan Scholar Garden -01)	Contact to the Hall office	Cell No.: +8801847334956 Email: yksg3@daffodil.family Cell No.: +8801847334959 Email: yksg2@daffodil.family Cell No.: +8801847334955 Email: yksg@daffodil.family
22	DIU Boys Hostel (Younus Khan Scholar Garden -02)	Contact to the Hall office	Cell No.: +8801847140030 Email: ksarker@daffodilvarsity.edu.bd Cell No.: +8801847334954 Email: yksg4@daffodil.family Cell No.: +8801847334957 Email: yksg7@daffodil.family Cell No.: +8801847334929 Email: frahman@daffodilvarsity.edu.bd Cell No.: +8801847334960 Email: rasg1@daffodilvarsity.edu.bd Cell No.: +8801847334961 Email: rasg2@daffodilvarsity.edu.bd
23	DIU Girls Hostel (Rowshan Ara Scholar Garden)	Contact to the Hall office	Cell No.: +8801847334967 Email: yksg9@daffodil.family Cell No.: +8801847334966 Email: yksg10@daffodil.family Cell No.: +8801847334963 Email: rasg3@daffodil.family Cell No.: +8801847334964 Email: rasg5@daffodil.family Cell No.: +8801847334965 Email: rasg6@daffodil.family

Note:

1. You can also get this information in the following link:
Student Portal: <https://daffodilvarsity.edu.bd/article/students>
Departmental Website: <https://daffodilvarsity.edu.bd/department/bba>

2. Please let us know about the service you received at the following Number: 01713-493000