




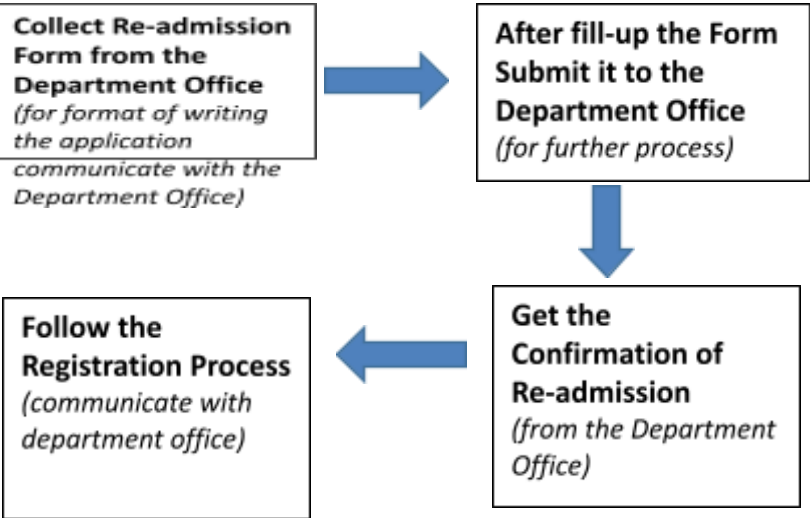
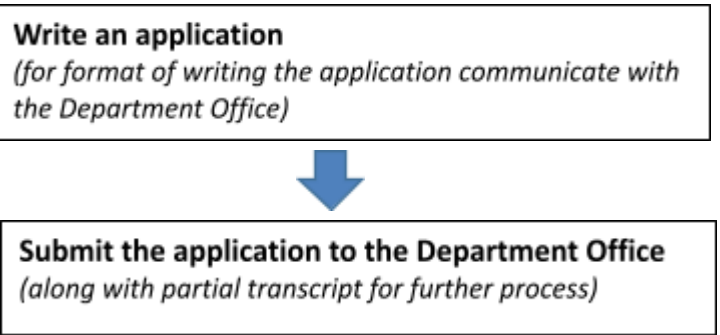
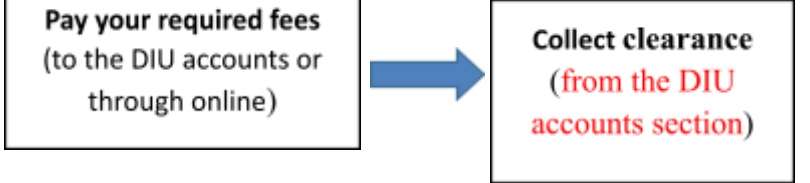
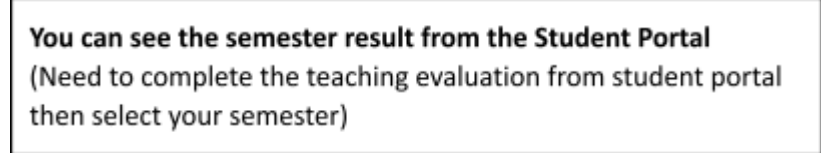







Service Charter for the Department of Agricultural Science

SL	Service Title	Process Flow	Responsible
01	Collect student ID Card, Email address and know about student portal. (For new admitted students)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Contact to the Department Office https://pd.daffodilvarsity.edu.bd/support_ticket </div>	Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd
02	Course Offering	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Department Office will publish the Course Offering <i>(as per semester schedule)</i> Online: https://daffodilvarsity.edu.bd/noticeboard </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; padding: 5px;"> Follow the Notice Board of the Department <i>(For Online: https://daffodilvarsity.edu.bd/department-notice/ags)</i> </div>	Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd
03	Registration Process	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: 40%;"> Accounts Clearance <i>(by paying the required fees to the DIU accounts or pay through online)</i> </div> <div style="margin: 0 10px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: 40%;"> Meet with Batch Advisor <i>(along with online clearance)</i> </div> <div style="margin: 0 0 10px 10px;">  </div> <div style="border: 1px solid black; padding: 5px; width: 40%;"> Check the Student Portal <i>(for confirmation of the registration)</i> </div> </div>	Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd Cell No.: +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd
04	Subject or Course Add/Drop/Changes	<div style="border: 1px solid black; padding: 5px;"> Meet with Batch Advisor <i>(within 7 working days to add/drop/changes in your course registration)</i> </div>	Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd

05	<p>Semester Drop Process</p> <p>Students will submit the semester drop/course drop application to department office as per deadline.</p>	<div data-bbox="595 73 1303 204" style="border: 1px solid black; padding: 5px;"> <p>Write an application for semester drop <i>(for format of writing the application communicate with the Department Office)</i></p> </div> <div data-bbox="875 225 943 288" style="text-align: center;">  </div> <div data-bbox="595 301 1312 408" style="border: 1px solid black; padding: 5px;"> <p>Submit the application to the Department Office <i>(for further process)</i></p> </div>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>
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06	<p>To register courses of previous syllabus</p>	<div data-bbox="595 488 1303 652" style="border: 1px solid black; padding: 5px;"> <p>Write an application <i>(for format of writing the application communicate with the Department Office)</i></p> </div> <div data-bbox="887 660 954 724" style="text-align: center;">  </div> <div data-bbox="595 726 1308 890" style="border: 1px solid black; padding: 5px;"> <p>Submit the application to the Department Office <i>(for further process)</i></p> </div>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>
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07	<p>Re-admission Process</p> <p>Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.</p>	 <pre> graph TD A["Collect Re-admission Form from the Department Office (for format of writing the application communicate with the Department Office)"] --> B["After fill-up the Form Submit it to the Department Office (for further process)"] B --> C["Get the Confirmation of Re-admission (from the Department Office)"] C --> D["Follow the Registration Process (communicate with department office)"] </pre>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p> <p>Cell No.: +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd</p>
08	<p>Extension of the studentship</p>	 <pre> graph TD A["Write an application (for format of writing the application communicate with the Department Office)"] --> B["Submit the application to the Department Office (along with partial transcript for further process)"] </pre>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>
09	<p>Clearance for examinations (Midterm and Final)</p>	 <pre> graph LR A["Pay your required fees (to the DIU accounts or through online)"] --> B["Collect clearance (from the DIU accounts section)"] </pre>	<p>Cell No.: +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd</p>
10	<p>Semester result</p>	 <pre> graph TD A["You can see the semester result from the Student Portal (Need to complete the teaching evaluation from student portal then select your semester)"] </pre>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>

<p>11</p>	<p>Internship Process</p> <p>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.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>For getting an internship letter <i>(you have to apply through the following Internship portal link: http://internship.daffodilvarsity.edu.bd/?app=applicant_login)</i></p> </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Collect the internship letter <i>(from the department office within two working days)</i></p> </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Submit the internship letter <i>(to the Organization where you want to do the internship)</i></p> </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Submission of acceptance Letter <i>(If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office)</i></p> </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px;"> <p>Internship Supervisor <i>(Department will notify through email, cell phone also notice board)</i></p> </div>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>
<p>12</p>	<p>Concern Letter, MoI, LoR, Testimonial and etc.</p> <p>(For running students)</p> <p>Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <p>Payment process <i>(pay 50 taka to DIU accounts section or pay through online)</i></p> </div> <div style="text-align: center; margin-right: 20px;">  </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Submit Application <i>(to the department office and collect documents)</i></p> </div>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p> <p>Cell No.: +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd</p>

13	<p>Concern Letter, MoI, LoR, Testimonial, Migration Certificate and etc.</p> <p>(For alumni)</p>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>Apply through student portal (by using DIU student application portal)</p> </div> <div style="margin: 0 10px; font-size: 2em;">➔</div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>Collection the documents (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)</p> </div> </div>	<p>Email: registraroffice2@daffodilvarsity.edu.bd</p>
14	<p>Email password problem, student portal problem and internship portal problem</p>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>Payment (Pay 20 taka to DIU accounts section or pay through online)</p> </div> <div style="margin: 0 10px; font-size: 2em;">➔</div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>Submit Money Receipt to Department office or apply through Helpdesk</p> </div> </div> <p style="font-size: 0.8em; margin-top: 5px;">(For alumni)</p>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p> <p>Cell No.: +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd</p>
15	<p>BLC Support</p>	<p>Contact to the BLC support team or Visit following link: (https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students?pli=1)</p> <p>(For alumni)</p>	<p>Cell No.: +8801847027540 Email: bhc1@daffodilvarsity.edu.bd</p>
16	<p>Laptop (Bachelor of Public Health)</p> <p>(One Student One Laptop, eligibility, distribution, information, credit completion and etc.)</p>	<p>Need to complete at least 54.25 credits successfully with SGPA 2.5 and payment should be clear up to the last semester.</p> <p>(For alumni)</p>	<p>Cell No.: +8801713493088 Email: laptop@daffodilvarsity.edu.bd</p>
17	<p>Scholarship/Waiver support</p>	<p>Contact to the Scholarship/Waiver section or visit the web site (Link: https://daffodilvarsity.edu.bd/scholarship or contact waiver and scholarship section)</p> <p>(For alumni)</p>	<p>Cell No.: +8801811458843 Email: scholarship@daffodilvarsity.edu.bd</p> <p>Cell No.: +8801811458848 Email: scholarship1@daffodilvarsity.edu.bd</p>

18	Academic Transcripts / Certificates	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 80%; text-align: center;"> Payment <i>(Pay your required fees to the DIU accounts section or pay through online)</i> </div> <div style="margin: 5px 0;">➔</div> <div style="border: 1px solid black; padding: 5px; width: 80%; text-align: center;"> Apply through student portal <i>(Link: http://studentportal.diu.edu.bd/#/login)</i> </div> <div style="margin: 5px 0;">⬇</div> <div style="border: 1px solid black; padding: 5px; width: 80%; text-align: center;"> Collect the Documents <i>(from Exam section as per delivery deadline)</i> </div> </div>	<p>Cell No.: +8801847140157 Email: nislam@daffodilvarsity.edu.bd</p> <p>Cell No.:+8801847027533 Email: examoffice8@daffodilvarsity.edu.bd</p> <p>Cell No.:+8801847027526 Email: examoffice9@daffodilvarsity.edu.bd</p>
19	Teachers/officers Information	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; width: 40%; text-align: center;"> Visit for teachers: https://daffodilvarsity.edu.bd/article/faculty </div> <div style="margin: 0 10px;">➔</div> <div style="border: 1px solid black; padding: 5px; width: 40%; text-align: center;"> Visit for Officers: https://daffodilvarsity.edu.bd/article/administration-directory </div> </div>	<p>Cell No.: +8801896034250 Email: agsoffice@daffodilvarsity.edu.bd</p>
20	Insurance Information	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Contact to the office of the Director of Finance and Accounts </div>	<p>Cell No.: +8801847334799 Email: treasureroffice@daffodilvarsity.edu.bd</p>
21	DIU Transportation	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Visit the link: https://daffodilvarsity.edu.bd/article/transport or https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161 </div>	<p>Cell No.: +8801847140037 Email: transport-dsc@daffodilvarsity.edu.bd</p>

22	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: yksg8@daffodil.family
23	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.: +8801847334967 Email: yksg9@daffodil.family Cell No.:+8801847334966 Email: yksg10@daffodil.family
24	DIU Girls Hostel (Rowshan Ara Scholar Garden)	Contact to the Hall office	Cell No.: +8801847334929 Email: frahman@daffodilvarsity.edu.bd Cell No.:+8801847334960 Email: rasg1@daffodilvarsity.edu.bd Cell No.:+8801847334961 Email: rasg2@daffodilvarsity.edu.bd Cell No.:+8801847334963 Email: rasg3@daffodil.family Cell No.:+8801847334964 Email: rasg5@daffodil.family Cell No.:+ 8801847334965

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