



Department Guide Book
Department of Business Administration
Faculty of Business and Entrepreneurship
Message from Head of the Department

I, as the Head of the Department of Business Administration under the Faculty of Business and Entrepreneurship, would like to welcome you all. The Department has been committed to providing quality education for students since its inception with a blend of well-experienced teachers having foreign degrees and a galaxy of young, energetic faculty members who are entirely and passionately devoted to teaching their students in the best and most modern fashion.

Two programs, namely Bachelor of Business Administration (BBA) and Master of Business Administration (MBA), under the Department have been designed to produce highly skilled and dynamic graduates who will be able not only to compete with other graduates in finding suitable employment in the country but also participate in the global economic system. The up-to-date and pragmatic curricula and syllabi of the BBA and MBA programs aim at nurturing the potential and flair of young learners as well as making them worthy citizens so that they can meet the changing demands of society and can face challenges in the days to come.

We have introduced the 'DIU Blended Learning Center and Smart Edu' facility in order to increase interaction between teachers and students of all courses through the use of technology. The online interaction is mostly off-campus and maybe round the clock. It has added a new dimension in the mode of interactive teaching to ensure effective students' learning.

We believe that the Department will lead the next decade in higher education for business in Bangladesh by dint of its quality, innovation, state-of-the-art technology, and student-centric as well as employment-oriented education.

May Allah bless DIU and all of you

Description of the Program:

The Department of Business Administration (DBA) of Daffodil International University, a center of excellence, strives hard to prepare tomorrow's socially responsible business leaders. The aim of DBA is to provide educational know-how that changes the lives of our students as the competent professionals. The department provides caring, inspiring and student friendly environment that are needed to achieve their goals. The teaching is based on industry-related and skill-oriented case methodology within the subjects of accounting, finance, banking and insurance, marketing, HRM, and MIS which is designed with the concept of real-life project based and outcome-based education (OBE) model to produce skilled graduates in the field. For local and international students, we offer our all courses in English.

Students of DBA are dynamic and talented joined from home and abroad, who thoroughly enjoy the challenges and rewards of studying in a highly diverse setting where they gain exposure to work with others from different cultures, religions, and approaches. When students leave DIU, they are ready to start their careers at different prestigious institutions or to pursue further education in international graduate programs. We are proud to attest that our alumni reflect their role in the global economy in a

responsible manner and take into account the economic, social and environmental consequences of their decisions.

Location of the Department:

BBA program at AB-4 Building, Room- 1106, DSC, Birulia, Savar, Dhaka-1341

MBA program AB-4 Building, Room- 1107, DSC, Birulia, Savar, Dhaka-1341

Name of the Degrees:

Under graduation Degree: Bachelor of Business and Administration

Website Link: <https://daffodilvarsity.edu.bd/department/bba>

Social Media Link: <https://www.facebook.com/dba.daffodilvarsity.edu.bd/>

Graduate Degree: Masters of Business Administration

Website Link: <https://daffodilvarsity.edu.bd/department/bba/program/7/2/graduate>

Social Media Link: <https://www.facebook.com/MBAprogram.DIU>

Vision Statement:

The Department of Business Administration (DBA) aims to be a leading global center for business education, focused on nurturing leaders with an entrepreneurial mindset and commitment to a sustainable future

Mission Statement:

The mission of the Department of Business Administration (DBA) is to develop responsive business leaders who can create economic and social value by discovering, imparting, and applying the knowledge of business.

BBA program Objectives:

MBA program Objectives:

- To apply knowledge of basic business concepts and principles (Knowledge of basic skills).
- To position organizations in chosen market areas, compete successfully, and satisfy stakeholders with the objective of achieving superior organizational performance (Strategic Thinking and Leadership).
- To champion ethical and socially responsible decision-making for the common goal (Ethics and Social Responsibility).
- To identify problems, generate and evaluate alternatives using appropriate analytical and quantitative techniques, and draw conclusions (Critical Thinking).
- To communicate their ideas effectively and efficiently in a variety of business settings (Effective Communication).

To appreciate and understand the value of diverse perspectives in business decision-making and organizational life (Global Perspective).

Departmental Rules and Policies:

The department's primary responsibility is to provide students with the necessary administrative assistance so that they may successfully continue their studies. In accordance with the policies and guidelines of the institution, the department provides every assistance to the students.

Students Support against inquiries:

Students have a variety of questions about the departmental services. After being admitted, a prospective student or their guardian is interested in learning many things about our department. Such as

- a) Course offer
- b) Class starting date.
- c) Mid-term and Final Examination date.
- d) New students ID card and Reissue ID card.
- e) Credit requirements and duration of the program
- f) Tuition fees waiver and scholarships
- g) Faculty members' information.
- h) BBA Students participated in different contests.
- i) Membership of IEB.

Following Information provided to the students:

A student comes to the department after getting admission. From the department the following information has been given to the student:

- Provide Course Offer: A student can get from Online and Offline Notice board. The department also emails the students.
- Provide Section: During advising time, the department ensures the section of every student.
- Provide Advisor's details: When a student comes to the department we give the advisor's details.
- Provide Semester Schedule and: Semester schedule also provided to the students during advising time.
- Class routine. Class routine generally emails to the students and also upload in the online notice board.

Advising and Counselling:

Every student is under an advisor. A student can get all kinds of advising regarding academic and

other issues.

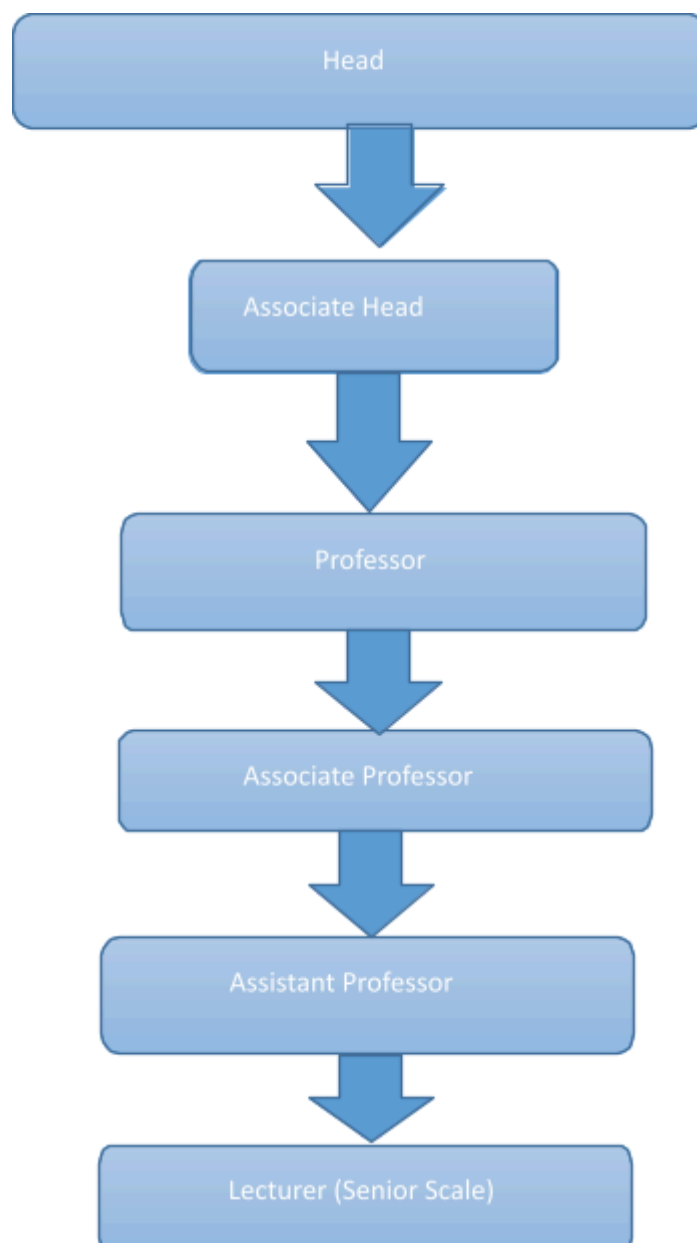
Faculty Information:

Students can get the faculty information from the departmental web site and also from the department.

Website Link: <https://faculty.daffodilvarsity.edu.bd/teachers/bba.html>

Faculty Hierarchy:

Website Link: <https://faculty.daffodilvarsity.edu.bd/teachers/bba.html>



Services and Facilities provided by the Faculty Members

- Teach students through lecture, tutorial, discussion, seminar,
- Conduct and/or supervise thesis students.
- Supervise students, communicate with the students, give correct guidelines to them and supervise their activity.
- Help to accomplish academic and non-academic activities of the university, faculty or department.
- Conduct of exam, script evaluation.
- Moderate exam questions
- Conduct Lab sessions
- Conduct the activities and duties imposed by the VC, Dean and Head of the department as directed by the Management
- Arrange workshops, and seminars for student development.
- Develop academic curricular
- Conducting research, and writing papers, proposals, journal articles, and books.
- Attend and participate in meetings, conferences, and other events in and outside of the institution.
- Participate in training opportunities and initiatives at the institution.
- Maintain BLC
- Maintain daily activities in Smart Edu.
- Manage internship facilities for the students
- Visit Industries to create the scope of jobs for our students
- Perform other tasks assigned by the Head and the Management.

Departmental Admin Hierarchy:

Website Link: <https://daffodilvarsity.edu.bd/coordination-officer>

Perform tasks and provide services by the Department Office:

Class Conduct & Registration Related Tasks

1. Prepare Class schedule (Beginning of a semester)
2. Class routine upload in RBRMS software & update regularly
3. Course offer & Create section on ERP system (Beginning of a semester)
4. Assign Course teacher on ERP system
5. Prepare Notice Advising Notice and Circulate it to students (Online Notice, Webpage, Social Media pages, and Notice Board)

Online notice

6. Inform and Circulate Class Schedule for Faculty members to Conduct Classes
7. Provide support for faculty members for conducting regular classes
8. Monitor regular classes (Every Day)
9. Inform Students regarding class schedule/exam schedule of the semester
10. Information regarding course drop/add after registration
11. Provide information regarding the registration process after the deadline.
12. Provide class routine (Make up schedule, reschedule & class change)
13. Provide Extra class schedule

Service provided for newly admitted students:

14. Provide information regarding Registration completion of new students
15. Call to newly admitted students for completing the registration
16. Complete their registration
17. Collect students & guardian insurance form from the students
18. Provide Class Schedule for them (Printed copy for every students)
19. Check their class attendance (if find absent contact them)
20. Inform to all students for completing their teaching evaluation

Exam Related Tasks:

21. Prepare exam schedule (Mid & Final exams)
22. Exam schedule circulate to all (through online notice, e-mail and BBA group page)
23. Prepare Mid and Final Improvement Notice and Circulate it to students
24. Stationery requisition from exam and store
25. Exam room observation
26. Provide attendance sheets to exam committee
27. Input (Mid and Final) improvement students list in ERP
28. Mail & remind to all faculty for submitting the question paper
29. Provide guideline to complete any students' incomplete/improvement exam

Internship Related Tasks:

30. Inform students to complete formalities for internship registration
31. Transcript & Accounts clearance check
32. Assign internship Supervisor for registered students
33. Prepare forwarding letter and provide for students (When they confirm their internship placement)
34. Provided the thesis writing format to the students
35. Prepare and Circulate defense notice
36. Informed the students for submitting their thesis paper
37. Room selection for defense

38. Prepare attendance sheets for defense
39. Inform the defense committee members
40. External selection
41. Prepare supervisor evaluation sheet
42. Check plagiarism report
43. Prepare external bill & money receipt
44. Refreshment arrangement for external and other board members
45. Send the received copy of the money receipt to the accounts
46. Send the grade sheet to the exam section
47. Preparer the degree forwarding of passed students
48. Prepare the supervisor bill
49. Follow up and collect the bill, distribute among the supervisors
50. Send the received copy of the money receipt to the accounts

Event related Tasks (Industrial visit, seminar, workshop and other events):

51. Prepare Permission letter for particular event
52. Prepare budge for an event
53. Online venue booking
54. Apply for budget, advance, bill and adjustment through online
55. Follow up the concern offices for smooth support to conduct the program
56. Circulate the program information to the students and faculties
57. Collect souvenir from store section and also order for crest and banner
58. Follow up the PRO section for proper press release and multimedia for video support and social media circulation
59. Prepare field visit request letter
60. Prepare Transport Approval for field visit and other visits

Course Load and Bill related tasks (Full Time and Part-time Faculty members:

61. Prepare course load information of full time information
62. Prepare course load information of Par-time faculty members
63. Prepare bill for extra load for full time faculty
64. Prepare bill for part-time faculty
65. Prepare money receipt for part-time faculty and after disbursement of bill submit to accounts section the signed money receipt.

General Services for Students and Guardian:

66. Provide information regarding admission of BBA program
67. Respond to the queries, take information and communicate students, guardians and others through telephone, mobile phone, e-mail
68. Respond and attend students, guardians and others, listen their queries and guide them to address their issues and take proper initiative for highest service satisfaction.
69. Counsel students and Guardians and visitors and make service effective
70. Guide, counsel, and provide information to dropout students regarding Re-Admission and Time Extension of Study.
71. Take necessary steps to solve the E-mail password and Students Portal password problem, help to complete the Teaching Evaluation Process.
72. Answer/Respond to the query of alumni through email, Phone, mail and face to face instantly or within deadline.
73. Provide information about Department Change, Semester Drop, Course Add/drop, late registration process.

74. Provide information to the students to get their main transcript/certificate after completion of the degree.

Other Administrative Tasks:

75. Provide information for UGC Annual report (BBA Part)
76. Fixed assets monitoring report
77. Prepare Annual budget (for BBA)
78. Prepare semester report
79. Provide support during Admission test
80. Store requirement observation: Students chair, light, fan, AC and others as per necessary
81. Prepare and submit reports on Registration, Dropout, Attendance, Dues, Below 2.5, Waiver etc.)
82. Regular updated (Facebook page, Instagram, Twitter, linked in, YouTube)
83. Distribute Students ID card
84. Provide convocation gown and receive the gown then submit to store section
85. Provide Foundation day T-shirt and yearly calendar to the students
86. Updated and follow up departmental Web site

Theory Classrooms' Status:

At we have 27 well-furnished classrooms which are situated in the following floors:

THEORY CLASSROOMS' STATUS	
ROOM NO.	
	Class Room -1101 (A)
	Class Room -1102
	Class Room -1103
	Class Room -1110
	Class Room -1112
	Class Room -1113
	Class Room -1403
	Class Room -1404
	Class Room -1118 (B)
	Class Room -1506
	Class Room- 1507

Labs Details:

We have LAB facilities for the students.

- Marketing Lab
- Computer Labs

Computer Lab rooms' Status:

We have two labs facilities for BBA program students which are situated in the following floors:

LAB ROOMS' STATUS

ROOM NO.
Computer Lab at 11 th floor, room no- 1116, 1111
Marketing Lab at 14 th floor at 1405

Clubs' Details:

We have following clubs:

- a) **Marketing Club:** A student can join the club and explore the opportunities of himself/herself.
For more details, please go through the below link:
Social Media Link: <https://www.facebook.com/groups/1658031711186869>
- b) **DIU Business & Education Club (DIUBEC):** A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:
 - a. Social Media Link: <https://www.facebook.com/groups/Club.DIUBEC>
- c) **DIU HR Club:** A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:
 - a. Social Media Link: <https://www.facebook.com/diuhclub>
- d) **DIU Finance Club:** A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:
 - a. Social Media Link: <https://www.facebook.com/DIUFC.diu>
- e) **DIU Accounting Club:** A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:
 - a. Social Media Link: <https://www.facebook.com/profile.php?id=100087547143094>

Conclusion

The Department of Bachelor of Business Administration is playing a vital role in upholding the name of Daffodil International University as a rising university of Bangladesh by providing quality education to the students.

Dr. Md. Azizur Rahman

Associate Professor and Head

Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University