

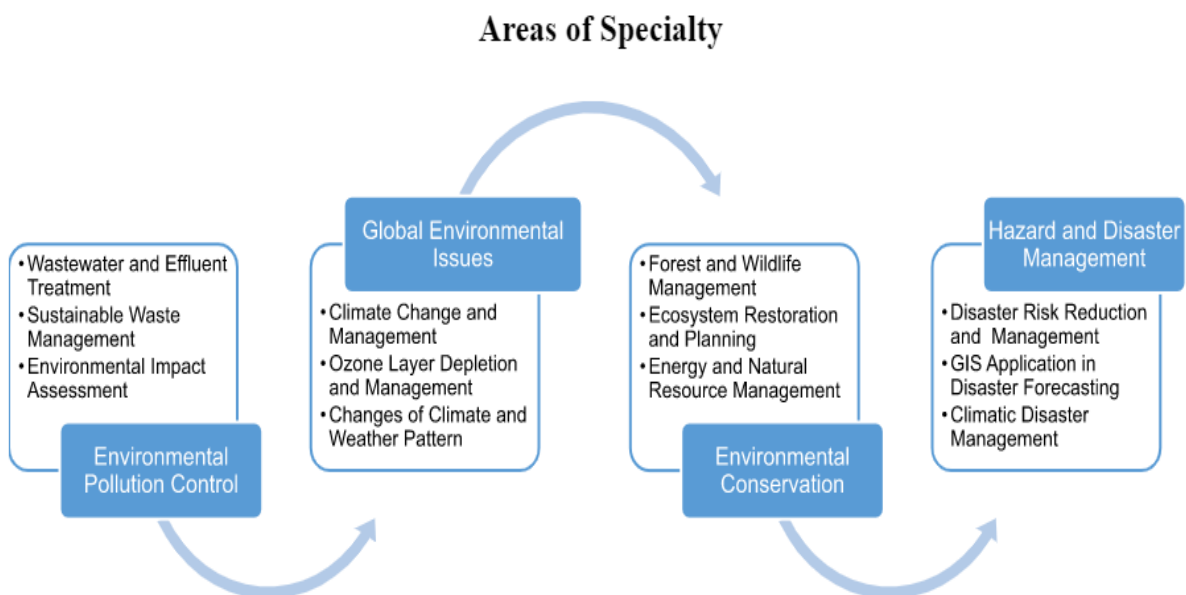
Guide Book

Environmental Science and Disaster Management (ESDM)

Daffodil International University offers a 4 year B.Sc. (Hons.) Program in Environmental Science and Disaster Management (ESDM). Environmental Science and Disaster Management have to be considered in a special way due to the emerging needs of professionals and researchers in Climate Change & Sustainable Development, Natural & Climatic Disaster Management, Biodiversity Conservation & Ecosystem Restoration, Environmental Pollution Control & Management, and Environmental Research & Development sectors. During this journey department plays various vital roles by providing all necessary support from admission to career guidance and further assistance.

Vision and Mission:

The vision of the Department of Environmental Science and Disaster Management (ESDM) is to lead and gain national and international confidence and excellence in frontier areas of Environmental Science and researches at the fields of Climate Change & Sustainable Development, Natural & Climatic Disaster Management, Biodiversity Conservation & Ecosystem Restoration, Environmental Pollution Control & Management, and Environmental Research & Development and facilitate effective disaster management through development of various guidelines and legislative framework as hazard mapping, risk characterization and minimization and impact minimization during and after disaster.



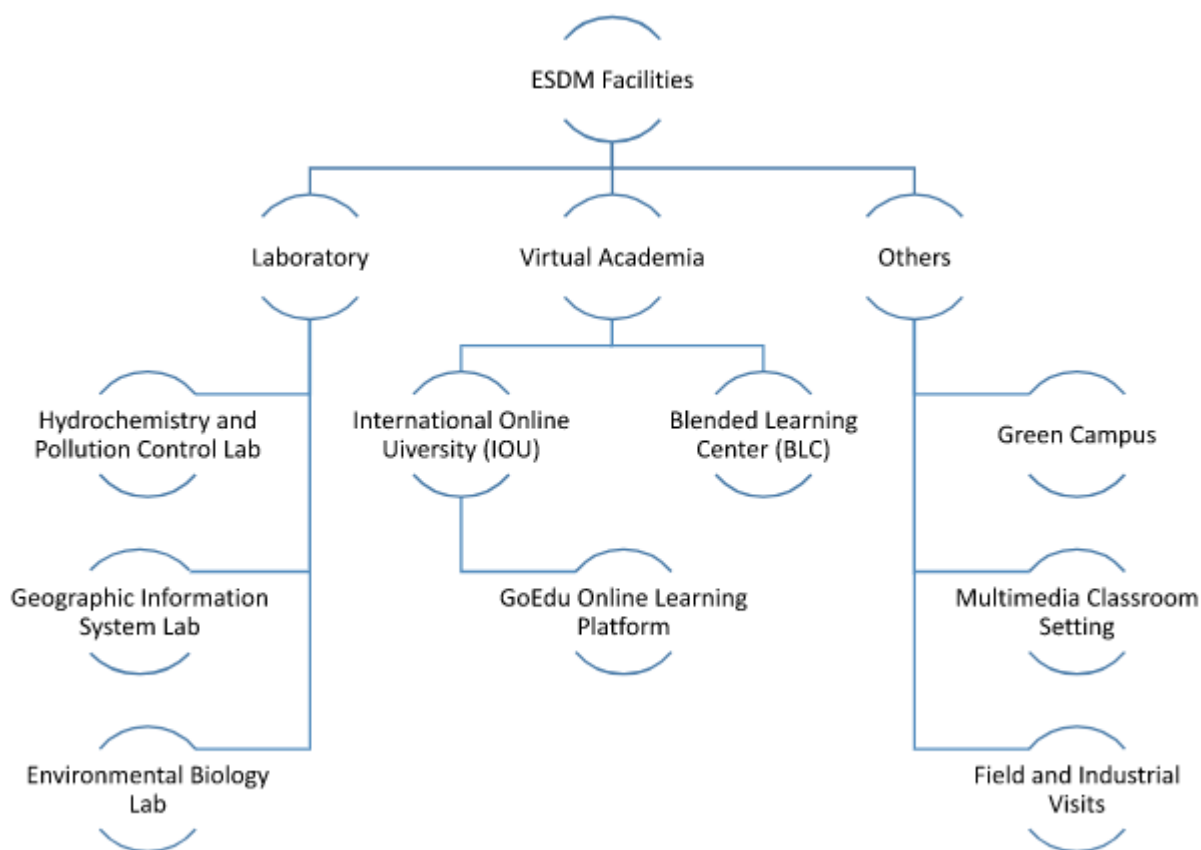
Program Objectives:

To invent ideas and disseminate knowledge for attaining a safe and sustainable future through:

- Contributing to the excellence of scientific expertise to meet the global challenges.
- Generate environmental professionals who can work with different environmental issues (pollution, environmental degradation, climate change, etc.)
- Developing capacity to analyze (prevention and mitigation) different hazard and disaster impact in national and international aspects.
- Learning through research culture and work with different research projects.
- Develop ideas to conserve biodiversity and nature with sustainable techniques.
- Contribute to develop social awareness and increase socio-environmental responsibility.
- Contribute to achieving the sustainable development goals through research and development.

Services and Facilities

- Up to 75% scholarship/Waiver.
- Professor, Associate professor, Sr. Lecturer, Lecturer are conduct the classes.
- Faculties are foreign degree holder.
- Department Officer and Staff support
- Multimedia classroom and Modern ESDM lab & GIS Lab facility
- Class room opening and closing facility, Cleaned and large classroom
- Students course registration
- Payments counseling and Accounts information
- Industry based Courses
- Job Facility and career Guidance
- Access and opportunity to know all notices, class routine, Exam routine and Other official documents from online.
- Conduct regular Quizzes, Assignment and Presentation.
- Timely Midterm and Final examinations.
- Maintenance of student examination records (such as: attendance, invigilator list, Questions bank)
- Environment and Disaster management based industry and field visit.
- Project and thesis opportunity
- Engaging students to the Sports and Extracurricular activities



Departmental hierarchy and details

Sl. No.	Name	Designation of concerned Faculty and Officer	Email
1.	Professor Dr. A.B.M. Kamal Pasha	Professor & Head of the Department	drpasha@daffodilvarsity.edu.bd
2.	Dr. Mahfuza Parveen	Associate professor	mahfuza.esdm@diu.edu.bd
3.	S.M. Mahmudur Rahman	Lecturer	mahamudurrahman.esdm@diu.edu.bd
4.	Mr. Sagar Majumder	Lecturer	sagar.esdm@diu.edu.bd
5.	Sadia Sikder	Lecturer	sadasikder.esdm@diu.edu.bd
6.	Syed Nazmus Sakib	Lecturer	sakib.esdm@diu.edu.bd
7.	Salmoon Hossain Surovi	Assistant Coordination Officer	esdmoffice@daffodilvarsity.edu.bd
8.	Md. Saddam hossen	Office Attendant	-

9.	Irat Sarkar	Office Staff	-
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Regular activities

- Office room, class room, department opening, cleaning, and closing
- Class room maintenance: multimedia open & check, fixed asset monitoring
- ESDM lab and GIS lab maintenance
- Conduct classes regularly and smoothly
- Faculty office and Classroom support
- Registration and Late registration process
- Dropout student follow up
- IT related all problems solving (Email recovery, Password recovery)
- Admission counseling
- Office counseling
- Faculty counseling
- Student all sorts of general queries.
- Accounts information provide
- Documentation, drafting, Record keeping and reporting.
- Official letter make and provide (Recommendation, concern letter)
- Office Maintenance
- Notice, Routine, Class schedule publish physical and online notice board
- Social media handling and Promotion
- Department website maintenance
- Attend scheduled meeting and followed by meeting Minutes.
- Required seminar, event organizing and celebration.

Developmental activities

- OBE based syllabus development
- Administrative work ticketing based
- Students suggestion solving by ticketing systems
- Latest technology based GIS lab
- Students opportunity to work in ESDM experimental lab

Reporting format/process:

- Personally
- Email/ Over Phone/ Mobile
- Smart-Edu tagging / Timesheets
- Meeting Minutes

Individual job description:

Sl	Name	Job Description
1.	Professor Dr. A.B.M. Kamal Pasha Head of the Department	<ul style="list-style-type: none"> • Department overall operations and Policy Implementation • Faculty and official accountability • Administrative Responsibility • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, coordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after • Disciplinary Initiative • Employee Self-development ensuring (Training & Skill)
2.	Dr. Mahfuza Parveen Associate professor	<ul style="list-style-type: none"> • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, co-ordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after • Self-development (Training & Skill)
3.	S.M. Mahmudur Rahman Lecturer	<ul style="list-style-type: none"> • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, co-ordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after

		<ul style="list-style-type: none"> • Self-development (Training & Skill)
4.	Mr. Sagar Majumder Lecturer	<ul style="list-style-type: none"> • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, co-ordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after • Self-development (Training & Skill) •
5.	Sadia Sikder Lecturer	<ul style="list-style-type: none"> • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, co-ordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after • Self-development (Training & Skill) •
6.	Syed Nazmus Sakib Lecturer	<ul style="list-style-type: none"> • Class conduction • Mentoring and Counseling • Research work enhancement and Publications • Workshop/ Seminar/ event organizing, co-ordinating and participation • Online course conduction • Student Assessment (Presentations, Assignments, Quizzes, Exams) • Field work • Industrial Visit • Students welfare look after • Self-development (Training & Skill) •
7.	Salmoon Hossain Surovi Assistant Coordination Officer	<ul style="list-style-type: none"> • Co-coordinate all activities of ESDM Department and handle the task of office manager. • Provide administrative support to the Head & respected Faculties

		<ul style="list-style-type: none"> • Co-coordinate & manage the staffs & maintain the functional condition of ESDM office. Provides work direction to clerical and technical staff, directly or through supervisors. Perform others related duties as required. • Check and reply to Mails, preparing meeting minutes, arrange the meetings. • Perform secretarial functions, including drafting, typing & printing letters, memos and other documents. Receive telephone calls, including taking messages for other staffs • Maintain official file/documents safely by keeping records & documenting it properly • Maintain contingency fund, procurement procedure & keep copies in <i>official</i>, approved, and registered files • Monitor & keep update the ESDM website & FB page. • Co-ordinate different workshops and training programs organized by ESDM dept. Handle all necessary logistics for these programs including venue booking, banner, stationeries, food etc. • Co-ordinate works with others department's offices
8.	Md. Saddam hossen Office Attendant	<ul style="list-style-type: none"> • Takes care of ESDM Lab • Maintain the security & cleanliness of ESDM office & office equipments; opening & closing the rooms timely & properly • Delivery of letters/documents to different departments within DIU and outside • Assist the office and faculty in filing of documents in proper order. • Class room opening/closing, Multimedia maintenace • Provide Tea/Snacks services to the employees of ESDM dept. and also to the guests/visitors. • Provide necessary support while organizing different programs of ESDM dept.
9.	Irat Sarkar Office Staff	<ul style="list-style-type: none"> • Maintain the security & cleanliness of ESDM office & office equipments; opening & closing the rooms timely & properly • Delivery of letters/documents to different departments within DIU and outside • Assist the office and faculty in filing of documents in proper order. • Class room opening/closing, Multimedia maintenace • Provide Tea/Snacks services to the employees of ESDM dept. and also to the guests/visitors.

		<ul style="list-style-type: none">• Provide necessary support while organizing different programs of ESDM dept.
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Conclusion:

The department of ESDM plays one of the most significant roles to enrich the top tier satisfaction and service throughout the all stakeholders. Along with nurture both students' knowledge and research skills with their creative ideas in terms of finding something new and applicable in the environmental research field.