



**Department Guide Book  
Department Finance and Banking  
Faculty of Business and Entrepreneurship**

## **Message from Head of the Department**

Dear Students, Parents, and Esteemed Stakeholders,

It is with great pride and enthusiasm that I welcome you to the Department of Finance and Banking at Daffodil International University. Our mission is to cultivate future leaders who possess a strong foundation in finance, combined with the critical skills needed to navigate the evolving global financial landscape.

In our BBA in Finance and Banking program, we are particularly focused on equipping our students with the knowledge and skills required to excel in the fast-growing field of Financial Technology (FinTech). As the financial industry increasingly adopts innovative technologies such as blockchain, cryptocurrency, artificial intelligence, and data analytics, our department is committed to integrating these emerging trends into our academic offerings. This approach ensures that our students are not only prepared for traditional finance careers but also positioned to lead in the digital finance revolution. We are committed to fostering an environment where innovation, ethical practices, and technological advancement converge. Our goal is to provide students with the tools to not only succeed but to thrive in the modern financial ecosystem, characterized by both its opportunities and challenges.

I invite you to be part of our journey toward excellence, where knowledge meets opportunity, and learning transforms into leadership. Together, let's shape the future of finance and banking.

Warm Regards,  
Dr. Md. Anhar Sharif Mollah  
Associate Professor and Head  
Department of Finance and Banking  
Daffodil International University

## About the Department

Welcome to the exciting world of Finance and Banking, where convention combines technology and numbers become life. The Department of Finance and Banking is a pioneering hub that effortlessly integrates accounting concepts with cutting-edge technologies. We take pleasure in developing the next generation of professionals that are not only skilled in Finance and Banking but also fluent in the language of technology. In a continually evolving business setting, getting ahead of the curve is critical. The Department of Finance and Banking is at the vanguard of this change, bringing cutting-edge technology into every aspect of our program. From blockchain and artificial intelligence to data analytics and cloud computing, we provide our pupils with the skills and knowledge they need to succeed in their Finance and Banking profession of today's digital era. With its continuous efforts to bridge the gap between the theory and practice, the Department of Finance and Banking collaborates with professional finance bodies like CFA, CFP and CPA to keep the graduates of this department clearly ahead of other graduates. Location of the Department:

BBA in Finance and Banking program at AB-4 Building, Room- 906, DSC, Birulia, Savar, Dhaka-1341

### Name of the Degrees:

#### Under graduation Degree: BBA in Finance & Banking

Website Link: <https://daffodilvarsity.edu.bd/department/finance/program/finance-and-banking>

Social Medias link: <https://daffodilvarsity.edu.bd/department/finance>

### Mission Statement:

Our mission is to empower students with expertise in finance, banking, and FinTech, foster research, and bridge academia with industry to develop adaptable, ethical, and innovative financial professionals.

### Vision Statement:

To be a global leader in Finance and Banking education, producing ethical professionals who drive economic and societal growth, while embracing financial technology to foster innovation in financial services.

### BBA in Finance & Banking:

#### Program Objectives:

To provide students with a solid understanding of the core principles of finance and banking.

To prepare students for the challenges of managing digital financial assets and developing effective strategies for digital wealth management.

To enhance students' understanding of the intersection between finance, technology, and innovation, preparing them for the future of financial services.

To introduce students to key financial technologies such as blockchain, cryptocurrency, AI, machine learning, and robo-advisors, providing them with hands-on experience in using these tools.

To foster partnerships with industry professionals and organizations, enhancing students' real-world learning experiences.

To develop students' analytical skills in evaluating financial technologies, assessing their impact on traditional financial systems, and understanding their role in shaping the future of finance.

To encourage students to design and implement FinTech solutions that address real-world financial problems, promoting creativity and entrepreneurship.

To facilitate industry collaborations and internships that allow students to gain practical experience with leading FinTech companies, fostering a deeper understanding of the industry's dynamics.

### **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 in Finance & Banking 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.

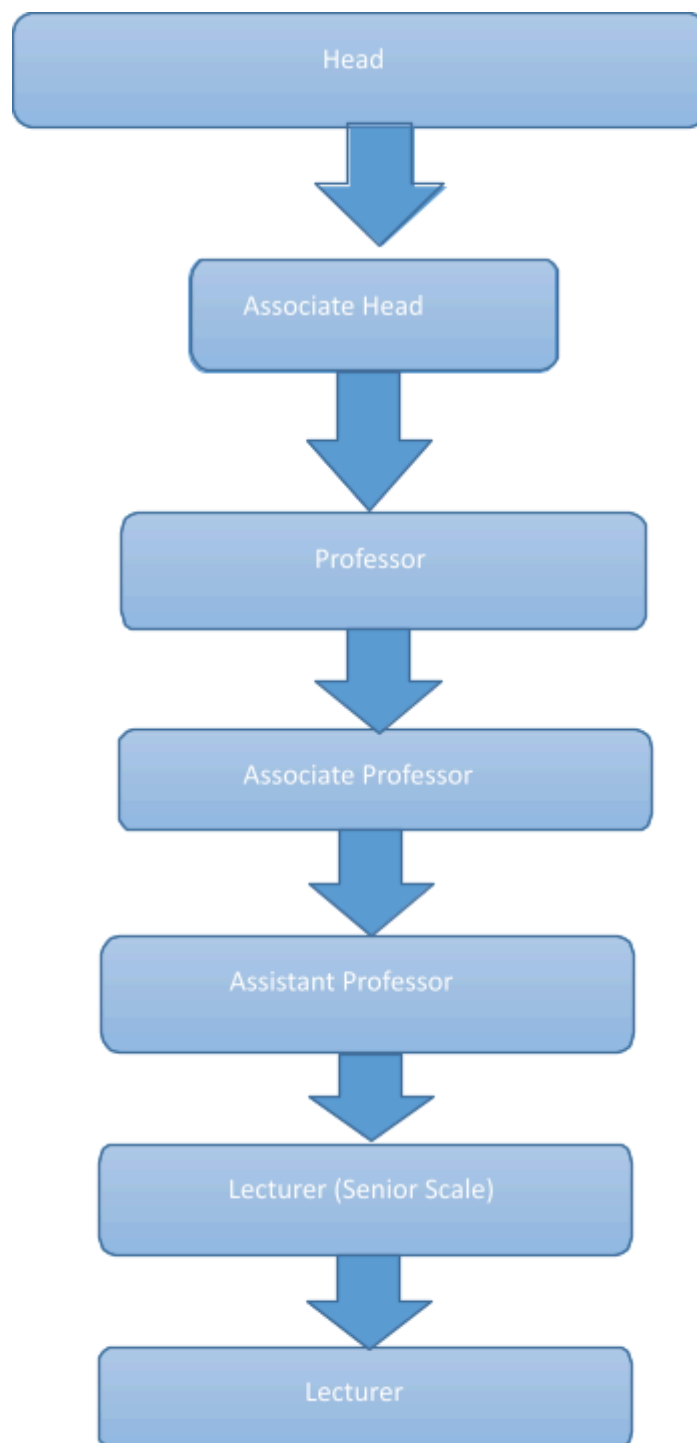
**Faculty Information:**

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

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

**Faculty Hierarchy:**

**Website Link:** <https://faculty.daffodilvarsity.edu.bd/teachers/finance.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.

## **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 in Finance & Banking 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 in Finance & Banking Part)
76. Fixed assets monitoring report
77. Prepare Annual budget (for BBA in Finance & Banking)
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 Classroom Status:

At we have well-furnished classroom which is situated in the following floor:

THEORY CLASSROOMS' STATUS	
ROOM NO.	
Class Room -906	

### 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 Finance and Banking 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.