

## **Section Guide Book**

### **Department of English**

#### **Introduction:**

The Department of English is one of the three prestigious departments under the Faculty of Humanities and Social Science at Daffodil International University. The department was established in 2003 with a view to offering high-standard instruction in English at the undergraduate and postgraduate levels. The syllabus of BA (Hons) and MA (Final) at DIU creates a balance between linguistics and literature, classic and contemporary, with a special focus on practical needs. A student has to complete 140 credits for achieving BA (Hons) degree and 36 credits for MA (Final) degree. The students have an opportunity to major in Literature or Linguistics in MA (Final). At present, the department has 35 full-time faculty members. In addition, it has some part-time luminous professors from different prime public universities in the country. The academic programs in the department are conducted semester-wise in a well-planned and well-disciplined way. Different kinds of extra-curricular activities including seminars, literary discussions, debates, and film shows are organized on a regular basis. The department has a language laboratory under it, run as a separate unit. It is furnished with modern electronic equipment for speaking and listening practice. It has spacious air-conditioned classrooms equipped with multimedia facilities. It has also a well-decorated office room and faculty room.

#### **Mission and Vision:**

"The Department of English at Daffodil International University (DIU), aspires to be a center of academic excellence, professional expertise, and contextual research in English Studies both nationally and globally."

"To foster knowledge and a love of literature and of language among students with a coherent curricular framework and well-structured course choices through teaching a variety of literary, pedagogical, theoretical and analytical skills."

"The Department of English aims at creating productive generations of pupils ensuring a culture of excellence with quality education of literature and language in the competitive global context."

1. **Services & Facilities:** Services and Facilities of the Department of English of DIU are given below:

#### **To Students:**

- Providing information regarding waiver and informing results among students
- Guiding, counseling, and providing information to dropout students regarding Re-Admission and Time Extension of Study
- Providing instant support for taking approval and to complete the process
- Providing information regarding Campus Transfer, Department Change, Semester Drop, Course Add/drop, Admission Cancel and Late registration process.
- Preparing and issuing documents for graduate/postgraduate students: Recommendation/ Migration/ Medium of Instruction / Concern Letter / Testimonial / Character Certificate

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etc. It takes a minimum of three working days to hand over the document to the applicant.

- Attesting and verifying certificates, transcripts, and other documents and sealing those for sending abroad if required.
- Providing necessary administrative support instantly to perform academic activities smoothly.
- Coordinating club activities.
- Offering general counseling that covers all academic, curricular, and extracurricular activities.
- Organizing the orientation for newly admitted students each semester.
- Organizing farewell programs for final semester students.
- Working with students and faculty members to plan various co-curricular and extra-curricular activities.
- Promoting student participation in social, cultural, and recreational activities.
- Planning and arranging social, cultural, and recreational activities of various student groups according to university policies and regulations.
- Arranging workshops, seminars, and outcome-based programs for the students. When necessary the department brings national and international experts as facilitators.
- Working on student occurrence issues and conflict management.
- Organizing joint programs with reputed organizations like The Daily Star, The EMK Center, The American Embassy, British Council, etc.

#### **For Guardians and others:**

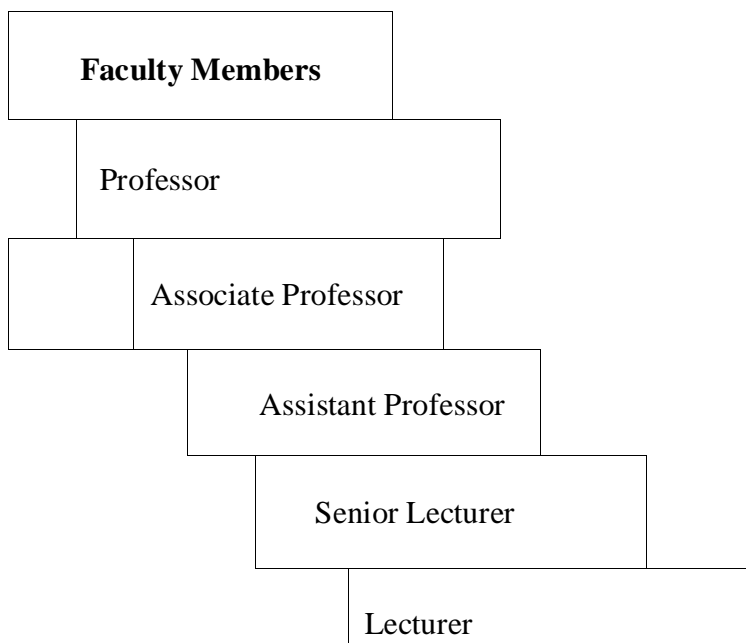
- Rapid response to guardians to their queries. Guiding them to solve any issue. Taking immediate initiative for the highest service satisfaction.
- Regular communication with guardians through telephone, mobile phone, and e-mail.
- The department provides counseling to guardians on issues like drug addiction, psychological problems, poor results, and irregularity of the students.
- Support and Coordinate among departments, associations, and clubs.

#### **General Office Function:**

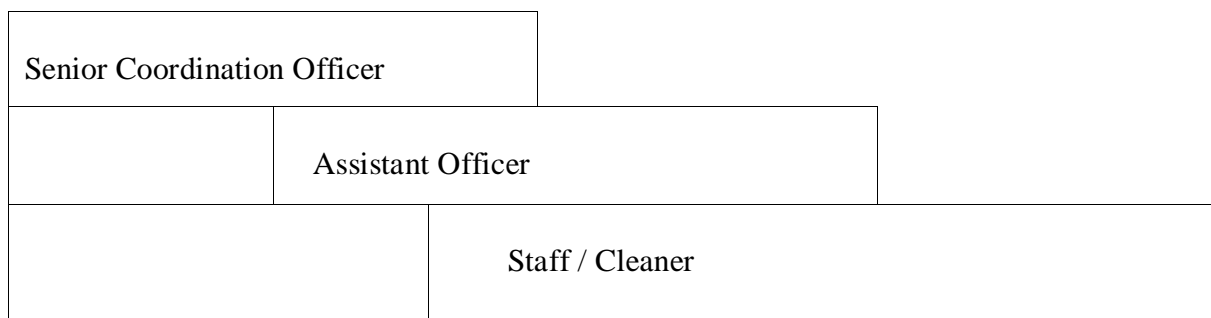
- Providing general administrative support for all the Departments/Sections to solve their issues within the shortest possible time.
- Prepare, receive and dispatch Official documents regularly on first priority to run official activity smoothly.

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Departmental Hierarchy: The following is the hierarchy of the Department of English:



Administration:



**Faculty Members:**

Sl	Name	Designation
1	Dr. Liza Sharmin(LS)	Professor & Dean
2	Dr. Ehatasham Ul Hoque Eiten (EHE)	Assistant Professor

	Professor A. M.M. Hamidur Rahman(HR)	Professor
3	Dr. Binoy Barman(BB)	Professor
4	Dr. Mohammed Shamsul Hoque(SH)	Professor
5	Ms. Tahsina Yasmin(TY)	Associate Professor
6	Dr. Md. Mostafa Rashel(MMR)	Associate Professor
7	Mr. Mohammad Mustafizur Rahman(MRS)	Assistant Professor
8	Ms. Irina Ishrat(IR)	Assistant Professor
9	Ms. Nahid Kaiser(NK)	Assistant Professor
10	Mr. Md. Ariful Islam Laskar(MAIL)	Assistant Professor
11	Ms. Asma Alam(AA)	Assistant Professor
12	Ms. Fatema Begum Laboni (FBL)	Assistant Professor
13	Mr. Md. Abdul Momen Sarker (AMS)	Assistant Professor
14	Mr. Mohammad Elius Hossain(MEH)	Assistant Professor

15	Ms. Rabeya Binte Habib (RBH)	Assistant Professor
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17	Mr. Md. Nuruzzaman Moral (NM)	Assistant Professor
18	Ms. Afroza Akhter Tina (AAT)	Senior Lecturer
19	Ms. Shipra Mondal (SM)	Senior Lecturer
20	Mr. Mohammad Zahidul Islam (ZI)	Senior Lecturer
21	Mr. Al Mahmud Rumman (AMR)	Lecturer (Senior Scale)
23	Ms. Nahida Akter Poly (NAP)	Lecturer (Senior Scale)
24	Mr. Md. Rafiz Uddin (MRU)	Lecturer
25	Ms. Farjana Yesmin (FY)	Lecturer
27	Ms. Mahinur Akther (MA)	Lecturer
28	Mr. Emran Khan (EK)	Lecturer
29	Mr. Mahmudul Hasan (MH)	Lecturer
30	Ms. Afroza Akter (AAB)	Lecturer
31	Ms. Khairun Nahar (KN)	Lecturer

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**Administration:**

<b>Sl</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	Mr.Nazmul Hasan Nahid	<b>Assistant Coordination Officer</b>

**Staff**

<b>Sl</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	Mr. Hannan Mizi	<b>Office Staff</b>
<b>2</b>	Habibur Rahman	<b>Office Staff</b>
<b>3</b>	Mr. Rashedul Islam	<b>Office Staff</b>

2. **Departmental Rules & Policies:** When any employees are appointed to the Department of English Daffodil International University, one has to adhere to the following rules and regulations regarding this Section. The following rules are applicable to every employee as well as its users.

- ✓ Minimum office time should be maintained for smooth operations of this section.

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- ✓ Silence is to be kept at all times inside the accounts floor. Unnecessary talking, Gossiping, and laughing is strictly prohibited inside Office Area.

3. **Regular Activities:** For giving smooth service to the students and others, the Department of English, Daffodil International University has the following units with their entrusted responsibilities:

- ❖ recruiting, training, and managing staff.
- ❖ managing projects and keeping track of progress toward goals.
- ❖ managing budgets.
- ❖ Respond to queries and correspondence.
- ❖ devising and following processes and procedures.
- ❖ working with student groups.
- ❖ gathering and analyzing data.
- ❖ researching and writing reports.

4. **Reporting Format:**

- Personally
- Email/ Over Phone/ Mobile
- Job Tracking System
- Meeting Minutes

5. **Individual Job Description:**

**Job description of Professor/ Assistant Professor/Senior Lecturer/ Lecturer:**

- ❖ Teach one or more university subjects to undergraduate and graduate students
- ❖ Prepare and deliver lectures to students and conduct laboratory sessions or discussion groups
- ❖ Prepare, administer and grade examinations, assignments, and reports

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- ❖ Advise students on the course and academic matters and career decisions
  - ❖ Direct research programs of graduate students and advise on research matters
  - ❖ Conduct research in the field of specialization and publish findings in scholarly journals or books
  - ❖ May serve on faculty committees dealing with such matters as curriculum planning and degree requirements, and perform a variety of administrative duties
  - ❖ May represent their universities as speakers and guest lecturers
  - ❖ May provide professional consultative services to government, industry and private individuals.
  - ❖ University professors and lecturers specializing in a particular subject matter such as literature and applied linguistics and ELT

### **Administration:**

#### **Senior Officer/ Assistant Officer**

- ❖ Perform administrative duties for the Head in response to emails, telephone or in-person inquiries; direct telephone inquiries to appropriate individuals for follow-up; prepare meeting minutes, letters and memos, setup meetings, etc.
- ❖ Ensure that directives from the Head and other academic and administrative units of the university are performed efficiently for smooth functioning of the Office of the Dean.
- ❖ Act as a link between the Head and the faculty members of the school and keep both sides informed about the developments in academic and research activities
- ❖ Collaborate with internal and external bodies, individuals, and groups on behalf of the Dean
- ❖ Maintain and ensure the security of all documents in his/her custody based on DIU policy.
- ❖ Keep the faculty members/personnel informed about the rules/ policies of DIU.
- ❖ Work out the requirements of the stationary items of the School, submit a requisition, draw items from the administrative officer and issue them to all concerned on a regular (monthly/weekly) basis.

## **6. Conclusion:**



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The English departments of the universities of Bangladesh have a long tradition in our country and have always made a remarkable contribution to producing skilled and enlightened professionals and citizens of the country.