Department of Business Studies

Daffodil International University

Message from Head of the Department

In today's world, the progressive digitalization of the marketplace presents an ever greater challenge for companies. Big data, social media, and e-business play a central role in almost all areas of business, from production and manufacturing to personnel management, accounting, sales, logistics, and more.

As such, the future of companies lies in emerging technologies, innovative solutions, and digital business models. Experts in the field of Digital Business are therefore in ever-increasing demand. Our Bachelor's degree BBS in E-Business Management under the Department of Business is designed to optimally prepare you for this varied and exciting field.

The Department of Business Studies gives priority to the development of soft skills of the undergraduates such as teamwork, communication skills and leadership qualities by offering skill development programs, whilst giving special attention to the improvement of English language communication skills. As a whole this program is designed in such a way that undergraduates will be able to acquire skills and competencies required by the competitive job market.

With this brief introduction, I welcome you to be a part of our journey towards being a world-class center of excellence in education, training and research.

Description of the Program

BBS in E-Business Management optimizes the advent of Information and Communication Technology as a tool to increase business competitiveness. Today's customers and employees alike are empowered to drive business beyond traditional static websites. Supported by smart mobile technology, there is a need to leverage on online intelligent Enterprise-Wide information systems to derive business values and gain competitive advantage. Such technologies unleash operational effectiveness across all internal functional areas (Marketing & Sales, Production, Logistics, Purchasing, and Accounting) including external entities emphasizing dynamic customers and vendor's needs. Students in the BBS in E-Business Management program will learn how these technologies are used to address business concepts.

Department's Location:

Room No. 920 at Knowledge Tower

Daffodil Smart City, Birulia, Savar, Dhaka-1216

Name of the Degree:

Bachelor of Business Studies in E-Business Management

Website Link:

https://daffodilvarsity.edu.bd/department/bs/article-detail/message-from-head-bbs-bs

Social Media Link:

https://www.facebook.com/bbs.diu

Name of the Program Offering Entity:

Bachelor of Business Studies in E-Business Management under the department of Business Studies

Vision of the Program Offering Entity:

The vision of the Department of Business Studies (DBS) is to create high quality human resources in the field of e-business who lend their expertise in the local & global arena and serve the society as business leaders by setting high professional and ethical standards.

Mission of the Program Offering Entity:

The mission of the Department of Business Studies is to develop quality graduates who will contribute in the field of e-business sectors through their skills, dedication and hard work.

Objectives of the Program Offering Entity:

Departmental Rules and Policies:

The main task of the department is to ensure all kinds of administrative and academic support to the students, so that studentscan continue their study smoothly. The department ensues all support to the students in compliance with therules and regulations of the university.

Students' Support against Inquiries:

Students ask for various types of information related to the departmental services. A prospective

student or aguardian wants to know various things about our department after getting admission. Such

as:

- Course offer

- Class starting date.

- Mid-term and Final Examination date.

- New students ID card and Reissue ID card.

- Credit requirements and duration of the program

- Tuition fees waiver and scholarships

- Faculty members' information.

- BBS Students participated in different contests.

- Membership of EBC.

Following Information provided to the students:

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

- Provide Course Offer: A student can get from Online and Offline Notice board. The department alsoemails 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 Counseling:

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/bs.html

Faculty Hierarchy:

Website Link:
https://faculty.daffodilvarsity.edu.bd/teachers/bs.html

Faulty Job Responsibilities:

- **Conduction of regular classes**
- **Students' mentoring**
- **Prepare course materials**
- **Perform all duties assigned by the department & the management**
- **Research activities**
- **Final year project supervision**
- **Organize workshops, seminars etc.**

Departmental Admin Hierarchy:

Website Link:

https://daffodilvarsity.edu.bd/coordination-officer

Admin. Officers' job responsibilities:

- Liaison with various department for the Smooth operation of departmental activities
- Course offer fixing with course offer committee
- Various Bill Related job
- Old Syllabus related students' problem solved
- Alumni Support
- Defense related job
- Degree awarding related job
- Various Report Submission related job
- Dues related job
- Classrooms' and lab rooms' problem solve related job
- Exam Related support
- Counselling & Processing student's re-admission form.
- Communicating with students and guardians regarding dues issue
- Processing student's different application like waiver, semester drop etc.
- Solving student's mail password problem.
- Solving student's BLC problem.
- Informing student's reschedule class.
- Contact with student's Parents for different purposes
- Solving late registration issue
- Processing student's application
- Supported newly admitted students for different purposes

- Solving student's class routing problem
- Solving student's transport problem for attending class in due time.
- Solving student's laptop issue
- Preparing student's testimonial, Concern letter and medium of Instruction.
- Circulating different notice to the students.
- Providing coordination support regarding various issues
- Assisting students to apply for Transcript, Certificate, and Convocation etc.
- Solving different problems of BBS students like different conflict management, etc.
- Supporting students for ID card issue
- Other activities as and when required by the management.
- Look after supporting staff to keep campus neat and clean.
- Course registration of BBS Program.
- Daily class monitoring of BBS Program.

Theory Classrooms' Status:

We have one class room which is situated in the following floor.

THEORY CLASSROOMS' STATUS
ROOM NO.
Class Room -920

Physics Lab rooms' Status:
   Currently we do not have any lab room.

Clubs' Details:
   We have following club:
a) E-Business Club: A student can join the club and explore the opportunities of himself/herself.
   For more details, please go through the below link:
   Website:
   Social Media Link:
   https://www.facebook.com/DIUEBC

Conclusion:

To ensure smooth services to students from academic and administrative side both need to have the proper knowledge and job responsibilities. Therefore, a booklet may provide guidelines regarding the departmental activities which can help students to meet their demand and quires from various perspective.

Professor Dr. Md. Abul Hossain
Head, Department of Business Studies
Daffodil International University