



**Daffodil**  
*International*  
**University**

STUDENT

# HANDBOOK 2023

Visit our Website  
Discover Your Future  
[www.daffodilvarsity.edu.bd](http://www.daffodilvarsity.edu.bd)



**Daffodil**  
*International*  
**University**

# STUDENT HANDBOOK

Visit our  
*Website*  
Discover Your Future

[www.daffodilvarsity.edu.bd](http://www.daffodilvarsity.edu.bd)

Daffodil International University (DIU) is a prestigious private university in Dhaka, Bangladesh. Established in 2002, DIU offers a wide range of undergraduate and postgraduate programs. With a focus on practical learning and industry engagement, DIU prepares students for successful careers. The university boasts a modern campus, qualified faculty, and a commitment to academic excellence and holistic development.



# CONTENTS

Messages	01
Introduction	02
An overview of Daffodil International University	03
Achievements in brief	06
Academic Programs	08
Academic Outline for Undergraduate Programs	13
Academic Rules and Regulation	14
Academic Standing	17
Degree Requirements	19
Grade Report	20
Code of Conduct	21
Campus Life	27
Fee Payment Procedures	30
Examinations Procedure	32
DIU Library	36
General Facilities	42
Special Facilities of DIU	43
Student Service Related Offices	59
Where to go for Information	68
Frequently Asked Questions (FAQ)	69

**““ You are about to embark on a journey for higher education that will lead you to your ultimate destination: your professional career.””**



## MESSAGE FROM THE VICE CHANCELLOR

I welcome students to Daffodil International University (DIU) from all over the country and abroad. DIU is now your academic home and I congratulate you for your choice of the university. You are about to embark on a journey for higher education that will lead you to your ultimate destination: your professional career.

At DIU, we are concerned about your holistic development as an individual with skills which are useful to society and nation. We offer the best possible facilities and resources to develop you for future startups, businesses and employment. For your development, DIU offers skills development courses/workshops and training through Human Resources Development Institute (HRDI), Career Development Center (CDC), and Daffodil Institute of Languages (DIL). DIU also offers a range of co-curricular and extra-curricular activities through 45 student clubs for development of real-life skills, specially soft skills for future employment.

We use Internet technologies, Google Classroom and Blended Learning resources to reinforce classroom teaching and learning. Our academics use innovative teaching techniques to help you learn your lessons effectively. You are free to form online communities with fellow students to help each other with learning problems.

DIU offers a host of online facilities, like DIU email, forum, Google Classroom, Blended Learning Center (BLC), social media platforms to support your classroom work, display of results, notices, and other services including online library. All these facilities are accessible anytime from anywhere and are convenient to access services of DIU. All such digital services make DIU a premier digital university in Bangladesh. Please collect your DIU email account and password to access DIU services.

You are welcome to enjoy the facilities of the university, including the residential halls, of the lush green campus at Daffodil Smart City. We believe that you will have a fruitful and rewarding academic journey at DIU.



**Professor Dr. M. Lutfar Rahman**  
Vice Chancellor  
Daffodil International University

A handwritten signature in black ink, appearing to read 'M. Lutfar Rahman'.

**Professor Dr. M. Lutfar Rahman**



**Daffodil**  
*International*  
**University**



# INTRODUCTION

This Student Handbook serves as a valuable resource and guide for all students. It provides important information about university policies, procedures, and resources. Whether you are a new student embarking on an exciting educational journey or a returning student continuing your academic pursuits, this handbook aims to help you navigate through your university experience with confidence and clarity.

At Daffodil International University (DIU), we are committed to fostering a dynamic and inclusive learning environment that empowers students to excel academically, grow personally, and engage actively in campus life. This handbook is designed to acquaint you with the university's mission, values, and the multitude of opportunities available to you as a member of our vibrant community.

You will find detailed information about academic policies and procedures, including guidelines on course registration, grading systems, academic integrity, and the various support services offered to enhance your learning experience in this handbook. We believe that education extends beyond the classroom, and thus, this handbook provides insights into student life, highlighting campus resources, organizations, housing options, health and wellness services, and career development opportunities.

As a student at DIU, it is important for you to be aware of your rights and responsibilities. The handbook outlines the code of conduct, disciplinary procedures, and your freedom to express your ideas and concerns. It offers guidance on addressing grievances and complaints. It provides information on student rights, duties and representation, allowing you to actively participate in shaping the university community.

This handbook offers details about tuition, fees, scholarships, financial aid, student employment opportunities, campus policies and regulations, parking and transportation, information technology, and campus safety, ensuring a secure and conducive environment for all students.

Furthermore, it provides information on disability services, international student support, and initiatives promoting diversity and inclusion. We strive to create an inclusive and equitable campus where every student feels valued, respected, and empowered.

Please keep in mind that this handbook is not exhaustive, but rather a starting point for your journey at this university. As the university community evolves, policies and resources may change, and it is important to stay updated. Therefore, we encourage you to regularly check the university website and other official channels for the updated information and announcements.

We hope the Student Handbook will serve as a valuable companion throughout your time at DIU. We encourage you to read it thoroughly, familiarize yourself with its contents, and use it as a reference whenever you have questions or, you need guidance. Remember, you are an important member of our university community, and we are here to support your growth, education, and success.



# AN OVERVIEW OF DAFFODIL INTERNATIONAL UNIVERSITY

Established : 24th January 2002

## Faculties:

Faculty of Business and Entrepreneurship

Faculty of Science and Information Technology

Faculty of Humanities and Social Sciences

Faculty of Allied Health Sciences

Faculty of Engineering

Faculty of Graduate Studies

**06** Faculties

**25** Departments

**50** Programs

**20,000+** Students

**05** Academic Buildings

**01** Studio Apartment  
for academic and  
administrative staff

**03** Halls for  
male students

**03** Halls for  
female students

**30** Total area  
in acres

**DIU is committed to creating responsible global citizens with knowledge, skills, aptitude, and an entrepreneurial mindset. Its mission is to provide advanced education in science, technology, soft skills, hard skills, and other important qualities that will benefit the nation and the world now and in future.**

To fulfill its mission, DIU has established a state-of-the-art campus at Daffodil Smart City (DSC), Birulia, near Uttara, Dhaka. The 30-acre campus features a peaceful, green environment with separate academic and administrative buildings, residential halls for male and female students, sport fields, various labs, a large auditorium, a gym, and many more. The entire campus has been designed to provide students with learning opportunities everywhere they go.

To maintain the cleanliness and eco-friendliness of its purpose-built campus, DIU has implemented various green initiatives, such as, biogas plants, large-scale plantation, deer feeding, solar energy infrastructure, and a large cycling track. The campus, located in the picturesque setting of Daffodil Smart City (DSC) provides students with a unique learning environment that emphasizes digitization, automation, morality, honesty, career specialization, leadership, and entrepreneurship through 'Art of Living' programs, all under the guidance of experienced and renowned faculty members.

The vision of DIU includes promoting personal and social transformation through the "change together" effort, which is integrated into all academic and extra-academic aspects of campus life. This includes encouraging physical exercise, sportsmanship, yoga, and pranayama for overall health and well-being of both students and all the rest at DIU. The campus features a 6000+ seat auditorium at DSC, as well as smaller halls with multimedia systems, providing spaces for events big and small. The DIU campus offers a range of facilities that makes it an attractive location for both education and recreation. These include Media Lab, Mobile Apps Development Research Lab, Innovation Lab, facilities for indoor and outdoor games, canteens with health and safety measures, comfortable lounges, digital classrooms, gymnasium, medical center, Green Garden Café, Food Court, Anisul Huq Study Center, 400-seat international conference hall, Marketing Lab, a large transport pool, standard football and cricket grounds, English Language Club, Self-Assessment Center (SAC), MCT Lab, Golf driving and practice range, and Startup market. All these resources and amenities make the campus a great place to learn, have fun and grow.







# ACHIEVEMENTS IN BRIEF

DIU has secured the 5th place among both public and private universities in Bangladesh and the 3rd among private universities in **QS World University Rankings Asia 2023**.

DIU was ranked the 1st among all universities in Bangladesh in the **Times Higher Education (THE) Impact Rankings 2022**.

The university also secured the 2nd place in Scopus **Indexed Research Publications in 2022**.

DIU has consistently performed well in the **"UI GreenMetric World University Rankings"** with the top position in Bangladesh for the past 6 consecutive years, the 7th position in South Asia, and the 191st globally.

In 2022, one of the leading dailies **"Arthakantha"** recognized Daffodil International University as the **'Best University'** of the Year.

DIU became champion in the 3rd edition of the **Bangabandhu Inter-University Sports Championship 2022**.

Team Diamond of DIU won the NASA Space Apps Challenge 2022 Global Award, outcompeting 31,000 competitors from 160 countries.

DIU BoT Chairman, Dr. Md. Sabur Khan was elected the President of AUAP, a prestigious international Association of the **Universities of Asia Pacific for 2023-2024**.

Dr. Md. Sabur Khan received an **Honorary Doctorate degree** from Caucasus University, Georgia for his contribution in Education, Entrepreneurship and Internationalization.





Dr. Md. Sabur Khan has received **Honorary Fellowship on Entrepreneurship and Education in Said Business School**, the University of Oxford by ABRM (Academy of Business & Retail Management).

Dr. Md. Sabur Khan has received **special recognition from World Book of Records**, a UK based Organization.

DIU is the first ever private university in Bangladesh to confer **D.Litt. degree upon Dr. Achyuta Samanta**, Founder of KIIT University and KISS, India.

DIU is linked with **Global Access Asia**, an online education system with **60+ foreign universities around the world**.



# ACADEMIC PROGRAMS

Daffodil International University offers a wide range of undergraduate, graduate and postgraduate programs across various disciplines, including English, business administration, engineering, computer science, law, social sciences, and many more. The offered programs are presented in the figure below:

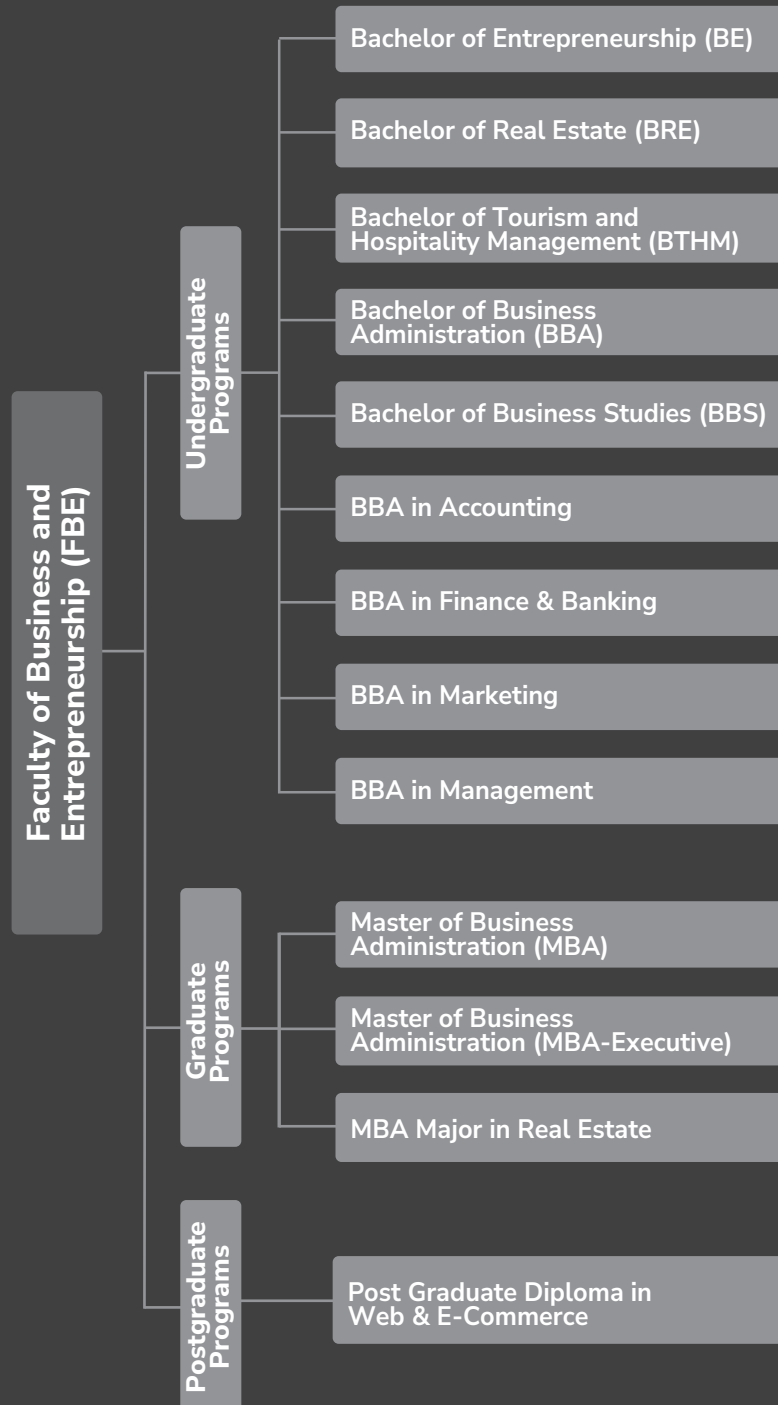


Figure 1. Faculty of Business and Entrepreneurship

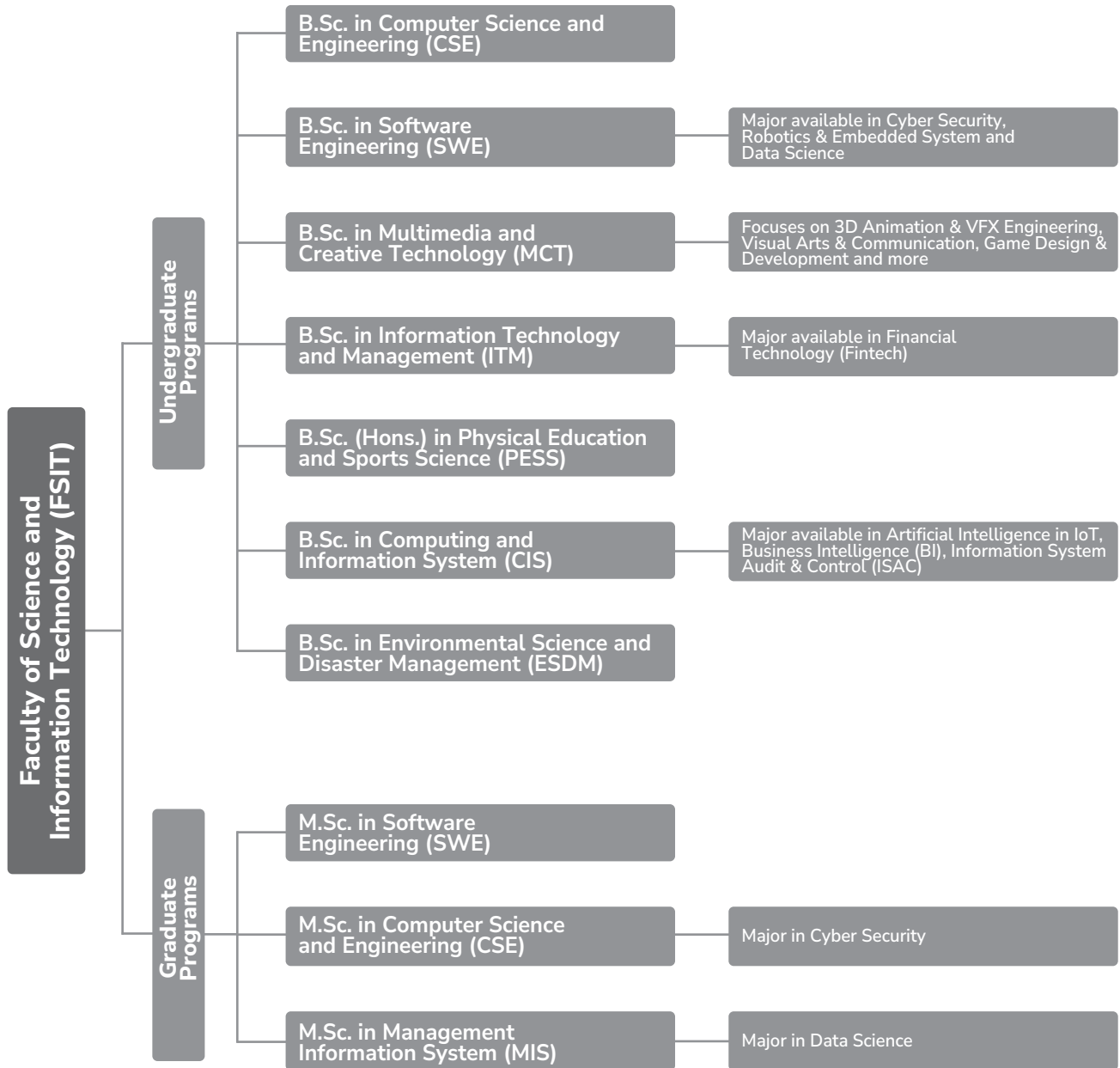


Figure 2. Faculty of Science and Information Technology

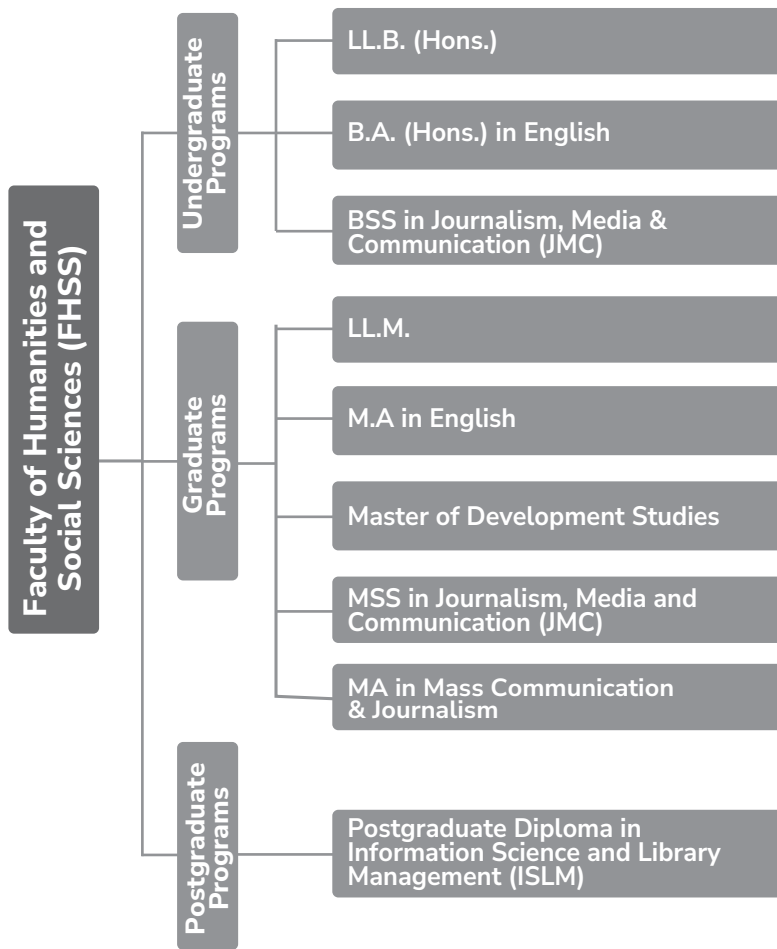


Figure 3. Faculty of Humanities and Social Sciences

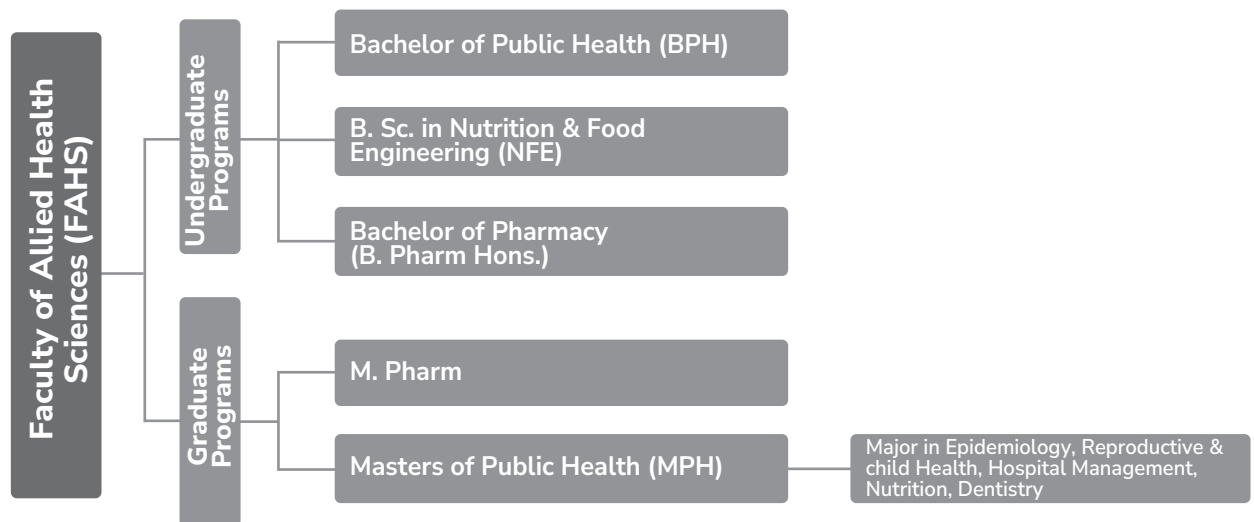


Figure 4. Faculty of Allied Health Sciences

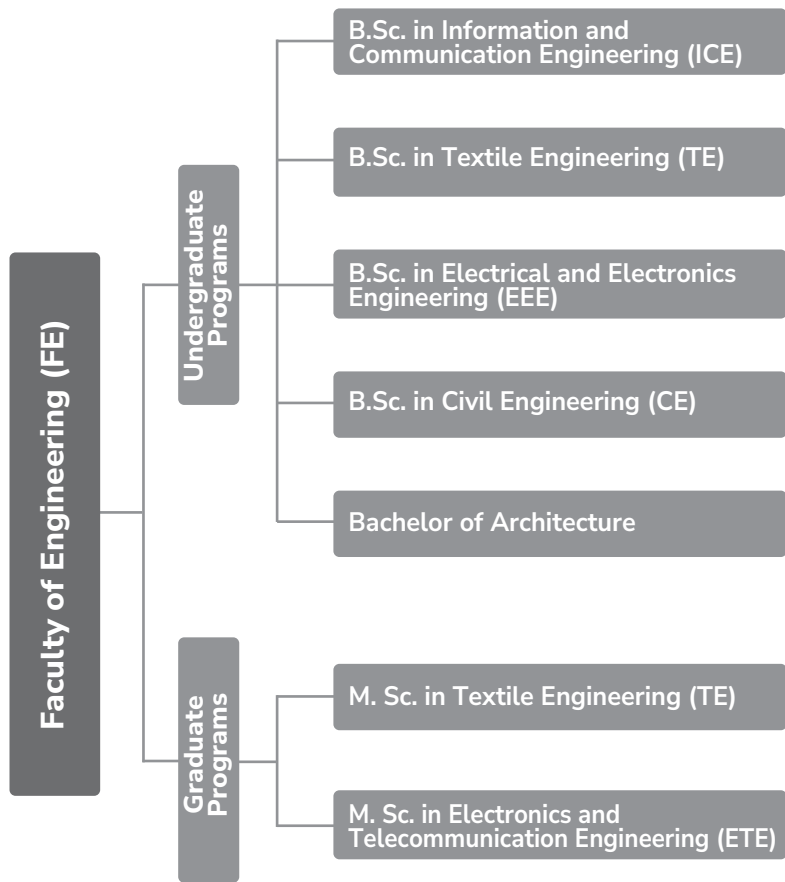


Figure 5. Faculty of Engineering

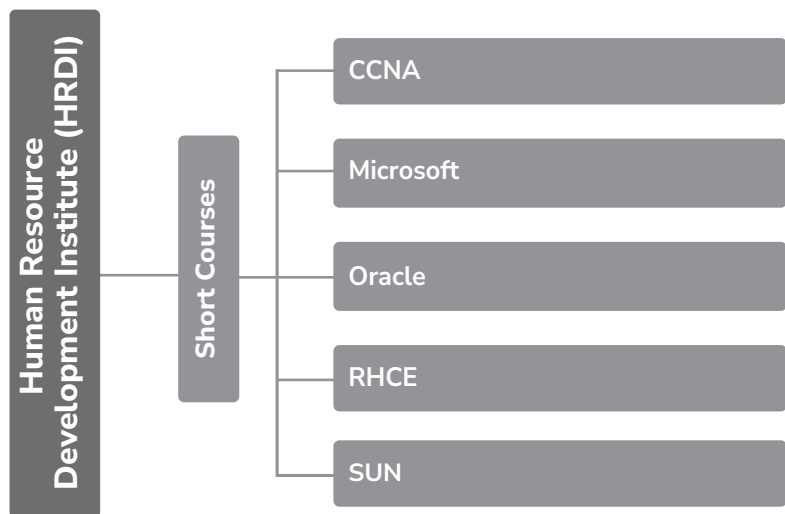


Figure 6. Human Resource Development Institute (HRDI)







# ACADEMIC OUTLINE FOR UNDERGRADUATE PROGRAMS

## General Information

Two semesters in a year

Spring Semester (January – June): Duration 26 weeks

Fall Semester (July – December): Duration 26 weeks

Students' Course-load per semester: 18–22 Credits

Table 1: Academic Calendar for Undergraduate Programs

Event Details	Spring Semester	Fall Semester
Advising and Registration	1 - 10 January	24 June - 7 July
Classes Start	11 January	8 July
Class Test - 1	1st Week of February	4th Week of July
Class Test - 2	4th Week of February	4th Week of August
*Mid-semester Examination	2 Weeks (March)	2 Weeks (September)
*Class Starting After Midterm Exam	2nd Day (after finishing Mid-semester Examination)	2nd Day (after finishing Mid-semester Examination)
Class Test - 3	4th Week of April	4th Week of October
*Preparatory Break	1 Week (before Final Examination)	1 Week (before Final Examination)
*Final Examination	2 Weeks	2 Weeks
Result Preparation and Publication of Semester Results	11 June - 15 June (5 Days)	18 December – 23 December (6 Days)
Semester Break	19 June – 23 June (5 Days)	26 December – 31 December (6 Days)

\*Specific date will be notified through notice

### Credit:

A credit means the unit of measuring students' academic load, usually based on number of classroom hours, directed and non-directed independent learning, preparation for and taking assessments and other related activities that lead to the achievement of the learning outcomes stipulated at a level of study in the Framework. The calculation of credit is based on notional hours.

### Credit hour:

Credit hour means face to face learning hour per week for lecture, tutorial, seminar, etc.



# ACADEMIC RULES AND REGULATION

## **Registration:**

In every semester, the date for registration will be notified. The students must be registered within the specified date. All fees to be paid at the time of registration are non-re-fundable except (i) where the university fails to provide a place to the students in a course and (ii) courses dropped by the student in the first week of registration. The student will, in such cases, get a refund of the tuition fee and other charges except registration/admission fee.

## **Registration procedure:**

A student seeking registration for the semester should:

1. Pay registration fees to the accounts office within the scheduled date and collect a software generated registration clearance if all dues are cleared.
2. Collect the course offer paper from the corresponding department
3. Students have to contact their course advisor/mentor according to the course advising date with that clearance and select courses in consultation with the student's advisor
4. After successful completion of registration, you can check it from the registered course option of the student portal (<http://studentportal.diu.edu.bd/#/registeredCourse>). After selecting the semester, the registered course will be shown.

## **Course advisor/ mentor:**

A course advisor who will be assigned by the head of the department to each student will provide career and academic-related guidance till your graduation. Sometimes they will provide guidance beyond the academic matters that will help you to excel your life or to solve any specific problem of your life.





#### **Transfer from other university:**

Students with good academic records from other recognized universities are eligible for transfer of their credits to DIU. Students willing to transfer from another university must have transcripts of courses and grades, together with copies of certificate/ mark sheet of SSC or HSC or transcripts of O and A levels. These transcripts will be evaluated against the minimum entry requirement at DIU.

#### **Credit transfer under student exchange program:**

DIU students wishing to achieve credits from international partner universities for one semester to one year student exchange programs are advised to contact the Office of International Affairs to apply. Credit transfer under the student exchange program is available at the following link for foreign universities:

Link: <https://daffodilvarsity.edu.bd/international-linkage>

DIU students wishing to transfer their credits to a foreign university are advised to go through the website of that university very carefully and must understand all the procedures regarding admission,

tuition and other fees, financial aid and insurance policies, and available part-time work facilities for students before enrollment.

#### **Exemption of Courses:**

Students with extensive academic or professional experience may apply to waive courses by completing a 'Request for Course Waiver' form. This form should be submitted to the coordinator of the program/ Head of the Department/ Dean of the Faculty with the relevant academic transcripts or evidence of an appropriate certification. A student having completed any course of a Bachelor degree from another recognized university is eligible for waiver provided that he/ she has obtained at least a 'B' grade or over 60% percent marks in that specific course. Waiver is given to foundation courses only. Course waiver requires approval from the equivalence committee of DIU.

#### **Course load and sequence:**

The course sequence and load vary from program to program and the students are advised to consult their respective course advisor. A student must follow the course sequence stipulated in the program curriculum. A student must pass all prerequisite courses in order to be eligible to register for a higher-level course required for a given program. Course load is allocated according to the course sequence of the program. Eighteen to twenty-two credit hours per semester are the normal course load for undergraduate or graduate students according to DIU standards.

#### **Attendance:**

Attendance is regarded as a part of the course requirement. Students are given marks on class attendance. All undergraduate students must maintain at least 60% class attendance of a course they study each semester. If the class attendance of any student falls below 60%, the student will not be allowed to sit for final examinations and evaluate the teaching evaluation form.

#### **Selecting the major:**

Students are advised to choose their major no later than the second semester of the third year. Before going to choose the major, students should try to complete all the courses of 2nd year level and should take the opinion of the course advisor/ mentor.

**Student dismissal:**

Students are dismissed from the program for failure to make satisfactory academic progress. Students failing to maintain the required CGPA (2.00) in two consecutive semesters will be dropped out of the program. Students dropped out of the program may appeal to the respective Head/Program Coordinator and Dean for re-admission. Re-admission will not be granted without strong evidence of significant change in student's ability to complete the requirement satisfactorily.

**Teaching method and medium:**

The university follows modern and effective teaching methods including class lectures, interactive discussions, simulations, lab work, case analysis, and field study. A special feature of Daffodil International University teaching is the tutorial/workshop/lab sessions designed to assist students in learning application of concepts and theories. The medium of instruction at Daffodil International University is English.

**Additional facilities for weak students:**

Newly admitted students with Grade Point of less than 3.0 ("B" grade) in English in the HSC exams will enroll in an English language remedial course immediately after admission into DIU. At the time of Admission, Student Counseling and Admission office of DIU will inform the matter to the student. The fees of the remedial course will be 50% of the tuition fees of English-I course. The Equivalence Committee of the respective faculty will recommend the minimum grade requirement for the remedial course. A student will register for English-I course after successfully completing the remedial course. Besides, many students joining the university may be coming from Bangla medium schools and, therefore, would have to adjust to English as the medium of instruction. They may be asked to attend English courses rigorously and special English courses offered by DIL or HRDI. Similarly, students from non-science background or who are weak in Mathematics may be asked to attend a remedial course in Mathematics.

**Grading and Performance Evaluation Process:**

Final Grade in each course will be given on the basis of the performance in class attendance, quiz, assignment, presentation, mid-semester and semester final examination as indicated below:

Table 2: Marks Distribution

Class Attendance	7
Presentation	8
Assignment	5
Quiz (3 Quizzes)	15
Mid Semester Examination	25
Semester Final Examination	40
<b>Total</b>	<b>100</b>

A student may earn letter grades on the basis of his/her academic performance on the course. The letter grades A+, A, A-, B+, B, B-, C+, C and D are considered passing grades and also acceptable to continuing of grades. Grade "F" is the failing grade. Daffodil International University maintains uniform grading system as per instruction of University Grants Commission (UGC) of Bangladesh as follow:

Table 3: Uniform Grading System

Marks obtained out of 100	Grade	Grade point Equivalent	Remarks
80% and above	A+	4.00	Outstanding
75% to less than 80%	A	3.75	Excellent
70% to less than 75%	A-	3.50	Very Good
65% to less than 70%	B+	3.25	Good
60% to less than 65%	B	3.00	Satisfactory
55% to less than 60%	B -	2.75	Above Average
50% to less than 55%	C+	2.50	Average
45% to less than 50%	C	2.25	Below Average
40% to less than 45%	D	2.00	Pass
Less than 40%	F	0.00	Fail



## ACADEMIC STANDING

To remain in good standing, a student must maintain a minimum SGPA of 2.00 in a semester.

The SGPA is calculated on the basis of the number of courses taken, including the course(s) in which the student receives "F" grade, until he or she retakes the course(s) and the "F" grade is replaced by a passing grade.

### Academic Probation and Dismissals:

A student with a SGPA of less than 2.00 in a semester is placed on probation, and is allowed a maximum of two semesters to raise his/her SGPA. A student who fails to achieve a SGPA of 2.00 within two consecutive semesters may be allowed additional chance depending on the improvement made, may be asked to transfer to another degree program or may be dismissed from the university.

#### Semester drop:

1. If a student who has not registered in a semester and wishes to drop a semester or more must apply to the Registrar through the respective Head and Dean or can apply through the student Portal. (<http://studentportal.diu.edu.bd/#/dropSemester>)

2. A registered student who wishes to drop a semester (dropping all courses for the semester) must do so within the deadline by contacting the respective Course Advisor/Mentor. If a registered student wants to drop the semester after the deadline, he/she must apply to the Registrar through the respective Head and Dean for permission. The Registrar may allow such temporary drop only under convincing reasons.

Such as, serious or prolonged illness, death of parents, etc. The Semester drop will not be allowed after the Mid Semester examination of the semester. The grade "F" is recorded for students who abandon their courses without officially dropping from a semester or from a course.



3. A student who did not formally dropped from a program or has been absent for 2 consecutive semesters, the student must have to take re-admission.

#### Re-admission:

To take re-admission, a student must apply through the prescribed form. The student will get the form from the respective department office. The student has to pay Tk. 5,000/- as the re-admission fees. If he/she remains absent for 2 consecutive semesters and Tk. 1,000/- will be charged for every additional semester. Re-admission is granted only once.



Tabel 4: Calculation of Re-admission Fees

No. of Drop Semester	Fees Amount (Tk.)	Total Amount (Tk.)
3 Consecutive Semester	5,000/-	5,000/-
4 Consecutive Semester	5,000/- + 1,000/-	6,000/-
5 Consecutive Semester	5,000/- + 1,000/- + 1,000/-	7,000/-

**Change of program:**

Program change is not allowed before finishing a semester. Students seeking to change their Program must submit the prescribed application form. The following steps need to complete for changing the program:

- Collect the application form from the Admission Office
- Attached the transcript with the Form
- Recommendation of the Head and respective Dean of the Present and the Future department
- Pay the fees Tk. 5,000 (Five thousand taka only) to the accounts section and attached the payment receipt with the application form
- Finally submit the application form to the office of the Registrar

Program changes may be done within the first two semesters only.

**Fees Refund Policy:**

- "Admission Fee" is non-refundable in any situation.
- If a student cancels his/her admission before the scheduled date of registration, other deposited fees, except "Admission Fee" will be refunded.
- If a student cancels his/her admission after the scheduled date of registration, no amount of the deposited fees will be refunded.
- If any additional amount is deposited in addition to the amount payable, it will be refunded.

**Admission cancel process:**

A student who wishes to withdraw from the university, needs to follow the steps below:  
Students are asked to write and application to the Registrar, through Head of the Department and Dean of the Faculty mentioning the subject and follow the process stated below:

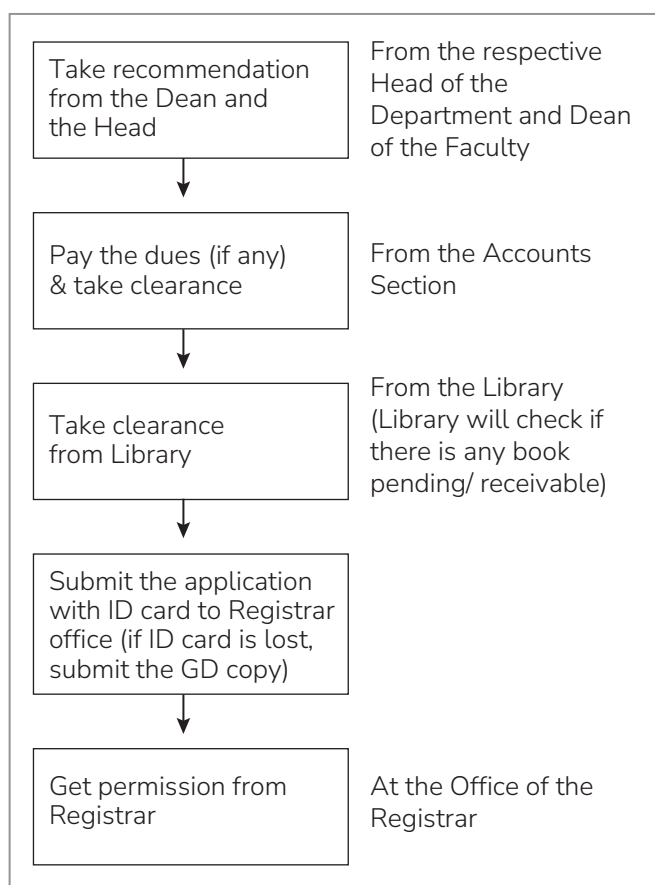


Figure 7. Admission Cancel Process

And finally, subject to approval a letter will be issued from the Office of the Registrar to student's permanent address by post.



# DEGREE REQUIREMENTS

1. In order to earn the degree, a student must:
  - a) Successfully complete all the courses and credits required for the degree
  - b) Earn the minimum CGPA (2.00) required for the degree
  - c) Clear all dues and liabilities to the university
2. All students must finish their degree requirements within a specific timeframe. 4-6 years for 4-year graduate programs and 5-7 years for 5-year graduate programs. For master's program a student can take maximum 4-year to complete the degree from the date of his/her first admission.
3. Students are responsible for fulfilling all the requirements of their respective degree programs within the deadline. They should consult their Academic Advisors in planning their course schedule and be familiar with DIU policies and procedures related to registration for courses and graduation requirements for their degrees.
4. When a student completes the requirements for the degree, he/she should apply through the student portal to the Controller of Examinations Office for provisional certificate, transcript and for applying main certificate in convocation by paying required fees.



## GRADE REPORT

Cumulative Grade Point Average (CGPA) of a student is (numerical value) obtained by dividing the weighted grade points by the credits hours taken. Only the courses graded A+, A, A-, B+, B, B-, C+, C and D are used to determine credits. In case students retake courses, CGPA will be calculated on the highest grade obtained in the courses. Grades obtained in course(s) in all examinations will be shown in the grade report.



### The Incomplete Grade ("I") :

The 'Incomplete' ('I') grade is used in special circumstances. The 'Incomplete' 'I' grade is given only at the end of a semester to a student who has completed all other requirements except that he did not participate in the semester final examination.

The student has the responsibility to take initiative to sit for the improvement examination to make-up the Incomplete examination. If the incomplete examination is not completed in the improvement examination, which will be held after the publication of the semester result, then 'I' grade will automatically be converted into 'F'. Due to unfair means in the examination or some other reasons, a student has to repeat an examination, the result is shown as 'W'. If the case is not settled in time, then 'W' will be automatically converted into 'F'.

### Academic Probation:

A student must maintain a good academic standing with a CGPA of at least 2.00. Students with CGPA and (or) SGPA of less than 2.00 will be placed on Probation. Students on Probation will be allowed a maximum of three semesters to upgrade CGPA and (or) SGPA minimum 2.00, failing of which the student will be dropped from the program.

### Retake Policy:

A student who has passed a course with a grade "B" or below in any particular course, he/she may be allowed to retake the course twice at the most to improve the relevant grade. In all cases normal course fees will have to be paid to the university.

### Appeal for any Unsatisfactory Result:

A student not satisfied with the grade he/she received in any course may apply for re-checking the answer script through the prescribed form from the respective department and needs to be submitted to the Office of the Controller of Examinations. Before making an appeal, the student will have to make a payment of fees Tk. 500/- (five hundred taka) only. For rechecking the answer script, student must apply within 30 days of the publication of the semester result.

# CODE OF CONDUCT

## Personal conduct

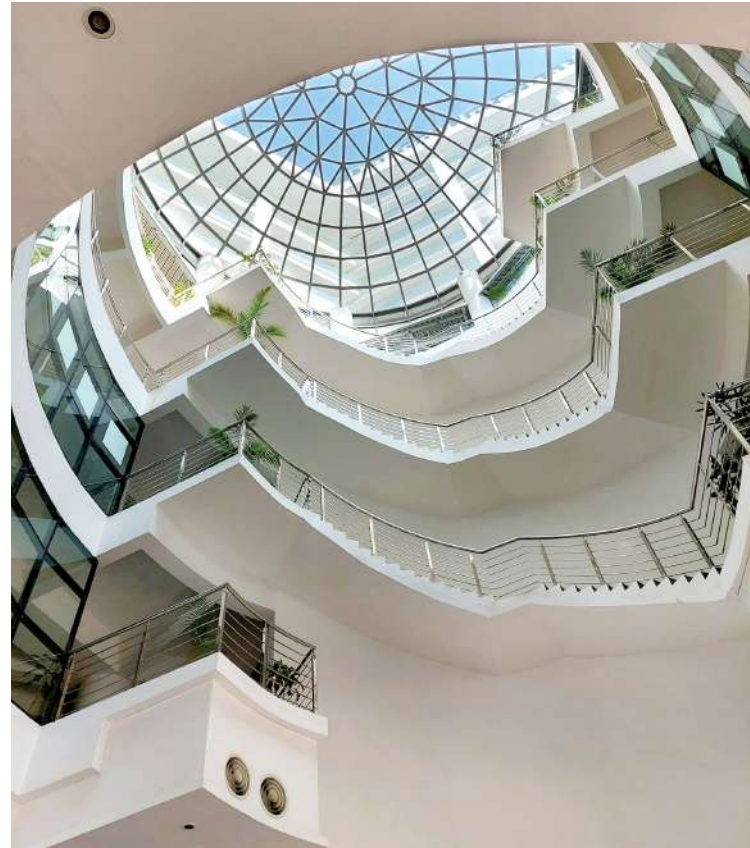
### All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to interpersonal relationships;
- act honestly and ethically in their dealings with others;
  - respect the privacy of everybody;
  - ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the university, to access or use the resources of the university 'including in the library, lecture theaters and laboratories; and
  - ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students.

## Academic conduct

### All students must:

- ensure that their enrolment and progress in their awarded course is lawful and consistent with the rule and resolutions of Daffodil International University (DIU). Students must not enroll with other university while registered with Daffodil International University.
- read all official correspondences from the university, including emails;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
  - avoid any activity or behavior that would unfairly advantage or disadvantage another student or, staff, or anybody else academically; and
- conform to the university's requirements for working with others.



Discipline is an important aspect of Daffodil International University (DIU). The university serves as an instrument for molding the character and behavior of the student and this prepares them to take up their future careers as well as the mantle of leadership. Also, it is generally accepted that education constitutes the single most important instrument for the acquisition of knowledge and skills that are indispensable for the building of manpower base to promote socioeconomic advancement.

Therefore, DIU has formulated the above code of conduct. If students violate those, university will take preventive measures and also will hand in punishment to offenders to maintain peace and academic environment of the university. Punishment may be warnings, expulsion for one or more semesters or expelled for good from the university depending on the gravity of the offense. The guardian will be involved in this process.

Table 5: Violations of code of conduct and the Punishment

Sl.	Type	Description	Punishment
01	Classroom discipline	Students are expected to maintain respectful and decorous behavior towards students, staff, and faculty while in the classroom and on the university premises. Indiscipline includes: interrupting learning through talking out of place, use of mobile phones in class, arrogance, using slang/rude words or behavior, etc. It also includes loud talking or disruptive behavior during classes and exams.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
02	Undesirable behavior	A behavior in or out of the campus that seems offensive to the society and tarnish the image of the university is an act of undesirable behavior.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
03	Inappropriate conduct	Any offensive conduct, act or use of improper/vulgar expression of language in communicating with faculty members, university officials or others on campus, is an act of unseemly conduct.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
04	Unlawful obstruction	Interference or obstruction intended to prevent a person from free movement on campus is unlawful obstruction. Any intention to or prevention of a person from movement to or from any university activities is an unlawful obstruction.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
05	Indecent behavior	Any behavior or expression intended to tease or annoy members of the opposite gender or use of otherwise improper words, gestures, clothing or acts is indecent behavior.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
06	Subversive activities	Any act or behavior or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity through social media or any other written document.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
07	Group affirmation against DIU	Group affirmation verbal, in writing and in social media or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conducts</li> </ul>



Sl.	Type	Description	Punishment
08	Ragging and bullying	Ragging/ bullying can include: intimidation, humiliation, ridicule or offense; physical threats; exercise of power over another through negative behavior; insulting, abusing, disparaging or intimidating behavior or words.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
09	Cyber bullying	Cyber bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, and occurs on the university premises , or adversely affects the safety of students while in university.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
10	Violence / physical abuse	Any act of physical violence such as beating, kicking, and unwanted physical contact by any member of the university or their agents is an act of physical abuse.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
11	Intolerance/ racism	All members of the university are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender creed or status in the university or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
12	False / frivolous complaints	Making a complaint to the university authority in an attempt to mislead, misuse or impede university protocols is a false or frivolous complaint.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> </ul>
13	Fraud/ deception	Providing false information in order to derive benefit by forging of documents, records, etc. is an act of fraud. Fraud includes, but not limited to: knowingly reporting a false emergency; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
14	Dress code	All students should wear clean and decent dresses. No student should come to DIU premises wearing any indecent dresses.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> </ul>
15	Disorder/ agitation	Riot or incitement to riot, application of force or coercion or organizing meetings/procession/demonstrations intended to solicit support or obtain signatures to show support or compel any member of the university to participate in activities subversive of discipline or of functioning of university is an act of disorder or agitation.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>

Sl.	Type	Description	Punishment
16	Disorderly behavior	Any breach of university rules, regulations or policies are an act of disorderly behavior.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
17	Disruption	Disruption is an act or a combination of actions by an individual or a group of individuals, who interfere with the smooth and regular functioning of the university. Authorized officers of the university have the right to restrain or prohibit such disruptive behavior and take such other action as may be deemed fit and proper.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
18	Disobedience	Failure or refusal to obey university rules or someone in authority is an act of disobedience.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
19	Unauthorized Recording	Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the university.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> </ul>
20	Misuse of ID	Students should not enter the university premises without Identity Cards. A student may not voluntarily lend his or her ID to another person for any reason. Willfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
21	Academic Dishonesty/ Plagiarism	Cheating, presentation of someone else's work as your own, preparing work to be used for someone's works, knowingly furnishing false information about academic matters to an university official are acts of academic dishonesty. Plagiarism is using others' ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
22	Copyright Infringement	The DIU logo, publications, audio-visual productions and other media materials are the official property of the university. All creative works of students (even in the form of raw footage) done under offered courses are also considered as university property. One may not use the logo, video, photographs and other media materials without written authorization.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conducts</li> </ul>

Sl.	Type	Description	Punishment
23	Cyber-Crime	Misbehavior and crimes committed through email, blogs, social networking sites, DIU network or DIU Web Portal, or mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behavior, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber- bullying.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
24	Mischief	Tampering with or unauthorized use of any equipment of the university, or other properties, such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
25	Possession of Weapons	Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the university.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
26	Theft	Misappropriation or removal of university property or the property of others without any lawful authority is an act of theft.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
27	Damage of Property	Vandalism, arson, willful act or reckless behavior leading to damage or destruction of the university property or the property of others are considered to be a damage of property.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>
28	Smoking	Daffodil International University is a smoke free university. All members of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of the university.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> </ul>
29	Drugs	Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offense. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> </ul>
30	Gender Harassment/ Eve Teasing	Sexual harassment or Eve teasing is defined as inappropriate, unwanted and unwelcome conduct or behavior of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and in certain circumstances outside the university. These cases will be overlooked by the Gender Harassment Committee.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university</li> </ul>

Sl.	Type	Description	Punishment
31	Forming District wise Group/ Association at the Campus	It is definitely forbidden to establish any kind of district wise groups or associations or to conduct any activity on campus under its banner.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conduct.</li> </ul>
32	Unfair usage of Transport	University students need to comply with the transport usage policy.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be imposed financial penalty.</li> </ul>
33	VISA/ passport for International Students	International students must be careful of the expiration dates of their passports and visas. Concerning students must renew their documentation no later than two months before the expiration date.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conduct.</li> </ul>
34	Campus stay	Any student can stay on campus till 8:00 pm maximum). In case of emergency, they should have prior permission from the Proctor Office.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conduct.</li> </ul>
35	Club's Executive Committee Member requirement	To hold the post of Executive Committee member of any club, a DIU student should maintain minimum CGPA 3.00.	<ul style="list-style-type: none"> <li>• Failing to maintain that, those club will be advised to revise the committee.</li> <li>• Until getting revised committee list, the committee will be postponed for further action abiding by the club policy.</li> </ul>
36	Club protocol	Any student can stay on campus till 8:00 pm (maximum). In case of emergency, they should have prior permission from the Proctor Office.	<ul style="list-style-type: none"> <li>• May be issued a warning letter</li> <li>• May be suspended one or more semesters.</li> <li>• May be expelled from the university in case of grave conducts</li> </ul>
37	Decent proximity with others	Maintaining decent social proximity at the campus premises while contacting others is expected from all the students of DIU. Any misconduct about this will be considered an unlawful event.	<ul style="list-style-type: none"> <li>• May be issued a warning letter.</li> <li>• May be issued one semester dismissal for worst case scenario.</li> <li>• No improvements after notices may terminate from the University enrollment</li> </ul>



Education is the  
movement from  
darkness to light.

—Alan Bloom

# CAMPUS LIFE

## CAMPUS BEHAVIOR GUIDELINE OF DAFFODIL INTERNATIONAL UNIVERSITY

The motto of Daffodil International University (DIU) is to deliver broad-based education with a view to generate effective citizens capable of competing in the national and inter-national job markets of the 21st century. Through its academic and extra-academic provisions, DIU nurtures the students to achieve the best of their potential ensuring principles of equal opportunities for all and physical, psychological and emotional well-being of individual student.

In view of the fast-changing needs and demands and past experience of untoward and unacceptable incidents affecting physical, psychological, social and academic requirements of students, DIU follows a zero-tolerance policy against bullying, anti-social behavior, immoral and unethical activities by its students. DIU aims to ensure good health and safety for all the students under its care. In order to achieve the broad aims laid out above, The Anti-ragging policy of DIU has been finalized.



### As per DIU rule, ragging constitutes any of the following acts:

1. Any conduct by any student, orally or in writing, or by any act, which has the effect of teasing, treating a fresher or any student, or anybody in the campus with rudeness.
2. Rowdy or undisciplined activities by any student, which cause or is likely to cause annoyance, hardship, physical or psychological damage, or to raise fear or apprehension in any fresher or any other student.
3. Asking any student to get involved in any activity, which a student will not in the ordinary course do and which has the effect of causing a sense of shame, or torment or embarrass so as to adversely affect the physical or mental status of a fresher or any student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a fresher or of any student.
5. Exploiting the services of a fresher or any student for accomplishing academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure imposed on a fresher or any student.
7. Any act of physical abuse including its variants: sexual abuse, homosexual assaults, striping, forcing obscene and lewd acts, gesture causing emotional and physical harm to a fresher or any student.
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any student.
9. Any act that affects the mental health and self-confidence of a fresher or any student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



### Depending on the nature and gravity of the offense judged by the Proctorial Committee, one or more of the following “actions”, will be taken against those found guilty:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing at any test/examination or other evaluation processes.
4. Withholding results.
5. Debarring from representing DIU in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Expulsion from the institution for a period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
10. Provided that where the person or persons committing or abetting the act of ragging is/are not identified, the institution shall resort to collective punishment.

## ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি ক্যাম্পাস আচরণ নীতিমালা

ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি-এর লক্ষ্য ও উদ্দেশ্য হলো প্রযুক্তি-নির্ভর বিশ্বমানের শিক্ষা প্রদান করে শিক্ষার্থীদেরকে একবিংশ শতাব্দীর চ্যালেঞ্জ মোকাবেলা করার উপযোগী এবং দেশে ও বিদেশে চাকুরীর বাজারের জন্য যোগ্য ও উন্নতমানের নাগরিক হিসাবে গড়ে তোলা। সেজন্য একাডেমিক কার্যক্রমের পাশাপাশি পেশাগত দক্ষতা উন্নয়নের জন্য ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি নানাবিধ সহায়ক কার্যক্রম পরিচালনা করে আসছে। ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি প্রত্যেক শিক্ষার্থীদের তাদের মেধা ও উদ্ভাবনী শক্তির বিকাশের জন্য সমান সুযোগ নিশ্চিত করে আসছে। শিক্ষার্থীদের শারীরিক, মানসিক, সামাজিক এবং শিক্ষা উপযোগী পরিবেশ বজায় রাখতে ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি কর্তৃপক্ষ সবসময় সচেতন এবং সচেষ্ট রয়েছে। ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি নিজস্ব তত্ত্বাবধানে সকল শিক্ষার্থীর সুস্বাস্থ্য এবং নিরাপত্তা নিশ্চিত করার লক্ষ্যে নিরলস কাজ করে যাচ্ছে। দ্রুত বৈশ্বিক পরিবর্তন ও সময়ের চাহিদার প্রয়োজনে এবং অতীতের নানা অপ্রীতিকর অভিজ্ঞতার প্রেক্ষিতে ইউনিভার্সিটি কর্তৃপক্ষ ক্যাম্পাসে শিক্ষার্থীদের দ্বারা র্যাগিং, ইভটিজিং, সমাজবিরোধী আচরণ, অসৎ এবং অনৈতিক কর্মকাণ্ড কোন অবস্থাতেই বরদাস্ত করে না। ক্যাম্পাসে এধরণের কোন কার্যক্রম সম্পাদিত হলে বিশ্ববিদ্যালয় কর্তৃপক্ষ তার বিরুদ্ধে কঠোর নীতি অনুসরণ করে থাকে।

সার্বিক পরিস্থিতি বিবেচনা করে ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি কর্তৃপক্ষ ইতিমধ্যে ক্যাম্পাস আচরণ নীতিমালা চূড়ান্ত করেছে। ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি-এর ক্যাম্পাস আচরণ নীতিমালা অনুযায়ী ক্যাম্পাসে র্যাগিং বা নিয়ম বহির্ভূত শান্তিযোগ্য কর্মকাণ্ডগুলো নিম্নে উল্লেখ করা হলো।

- ১। যে কোন শিক্ষার্থীর কোন মৌখিক বা লিখিত বা ভাবভঙ্গিমূলক কোন আচরণ যা ইভটিজিং-এর পর্যায়ে পড়ে বা ইভটিজিংকে উৎসাহিত করে।
- ২। যে কোন শিক্ষার্থীর কোন মৌখিক বা লিখিত বা ভাবভঙ্গিমূলক নির্দয় কোন আচরণ বা কর্মকাণ্ড যা নবীন বা অন্য কোন শিক্ষার্থীর ক্ষতি করতে পারে।
- ৩। ক্যাম্পাসে দাপটের সাথে বা বেপরোয়াভাবে চলাফেরা বা বেপরোয়া আচরণ যা কোন নবীন শিক্ষার্থী কিংবা যে কোন শিক্ষার্থীর বিরক্তি বা ভয়ভীতির কারণ হতে পারে।
- ৪। যে কোন শিক্ষার্থীর কোন উচ্ছৃঙ্খল ও অনৈতিক আচরণ বা কার্যক্রম যা অন্য কারো বিরক্তির কারণ হতে পারে।
- ৫। ক্যাম্পাসে বেপরোয়াভাবে চলাফেরা বা বেপরোয়া ভাবভঙ্গিমূলক কোন আচরণ যা কোন নবীন শিক্ষার্থী কিংবা যে কোন শিক্ষার্থীর কষ্ট বা শারীরিক বা মানসিক নির্যাতন বা ক্ষতির কারণ হতে পারে।
- ৬। যে কোন শিক্ষার্থীকে কোন কার্যক্রমে অংশগ্রহণ করতে বাধ্য করা যা সে কখনো করে না বা তার জন্য তাকে লজ্জায় পড়তে হয় বা বিপদে পড়তে হয় বা বিব্রতকর অবস্থায় পড়তে হয় যা কোন নবীন বা যে কোন শিক্ষার্থীর স্বাভাবিক জীবন যাপন ব্যাহত করে বা বিঘ্নিত করে বা করতে পারে।
- ৭। সিনিয়র শিক্ষার্থীর কোন কর্মকাণ্ড যা কোন নবীন বা যে কোন শিক্ষার্থীর নিয়মিত একাডেমিক কার্যক্রমকে বিঘ্নিত ও বিরক্ত করতে পারে।
- ৮। একক বা দলগতভাবে কোন শিক্ষার্থীদের উপর অপিত একাডেমিক বা অন্য কোন দায়িত্ব সম্পাদনের জন্য কোন নবীন শিক্ষার্থীদের ব্যবহার করা।
- ৯। নবীন বা যে কোন শিক্ষার্থীদের কাছ থেকে আর্থিক চাঁদাবাজি বা জবরদস্তি করে তাকে দিয়ে অর্থ ব্যয় করতে বাধ্য করা।
- ১০। নবীন অথবা যে কোন শিক্ষার্থীকে শারীরিক নির্যাতন, যৌন নির্যাতন, অশ্লীল অঙ্গভঙ্গি বা অত্যাচার যার কারণে তার শারীরিক ও মানসিক ক্ষতি হতে পারে।
- ১১। নবীন বা যে কোন শিক্ষার্থীর নামে কথার মাধ্যমে, ই-মেইল বা সোসাল মিডিয়ায় কিংবা যে কোন উপায়ে অপবাদ দেওয়া।
- ১২। ক্ষমতা বা কর্তৃত্ব বা দাঙ্কিতা দেখানোর জন্য যে কোন কর্মকাণ্ড যা নবীন বা অন্যান্য শিক্ষার্থীর মানসিক স্বাস্থ্য বা তাদের আস্থার উপড় প্রভাব ফেলতে পারে।

ড্যাফোডিল ইন্টারন্যাশনাল ইউনিভার্সিটি-এর ক্যাম্পাস আচরণ নীতিমালা বিরুদ্ধ র্যাগিং বা উপরোক্ত কোন ধরনের ঘটনা কর্তৃপক্ষের গোচরীভূত হলে প্রস্ট্রিয়াল কমিটি আপরাধী শনাক্তকরণ করে অপরাধের প্রকৃতি, গুরুত্ব ও ভয়াবহতা বিবেচনা করে নিম্নে বর্ণিত এক বা একাধিক শাস্তিমূলক ব্যবস্থা গ্রহণ করবে।

- ১। ক্লাশে উপস্থিতি এবং একাডেমিক কার্যক্রম থেকে বিরত রাখা।
- ২। বৃত্তি, ওয়েভার, ফেলোশীপ এবং অন্যান্য সুযোগ-সুবিধা প্রত্যাহার।
- ৩। পরীক্ষায় অংশগ্রহণ কিংবা অন্যান্য মূল্যায়ন প্রক্রিয়া থেকে বিরত রাখা।
- ৪। পরীক্ষার ফলাফল প্রত্যাহার (Withdraw)।
- ৫। আঞ্চলিক, জাতীয় অথবা আন্তর্জাতিক বিভিন্ন পর্যায়ের সম্মেলন, সামার প্রোগ্রাম, ক্রীড়া ও বিতর্ক প্রতিযোগিতা, যুব উৎসব, ইত্যাদিতে বিশ্ববিদ্যালয় প্রতিনিধিত্ব থেকে প্রত্যাহার।
- ৬। হোস্টেল সুবিধা থেকে বহিষ্কার বা প্রত্যাহার করা।
- ৭। ভর্তি বাতিল।
- ৮। বিশ্ববিদ্যালয় থেকে এক থেকে চার সেমিস্টারের জন্য বহিষ্কার করা।
- ৯। বিশ্ববিদ্যালয় থেকে স্থায়ীভাবে বহিষ্কার ও নির্দিষ্ট সময়ের জন্য অন্যান্য বিশ্ববিদ্যালয়ে ভর্তি থেকে বিরত রাখা।
- ১০। যে সকল ক্ষেত্রে র্যাগিং এর জন্য কোন এক বা একাধিক শিক্ষার্থীকে সুনির্দিষ্টভাবে চিহ্নিত করা যাবে না সে ক্ষেত্রে কর্তৃপক্ষ দলগত ভাবে শাস্তিমূলক ব্যবস্থা গ্রহণ করবে।



# FEE PAYMENT PROCEDURES

Helpline **09617901212**  
[accountssupport@daffodilvarsity.edu.bd](mailto:accountssupport@daffodilvarsity.edu.bd)

## CASH

### DIU cash counter

Every concern can direct deposit their fees on every working day (08 am to 04 pm)  
**In the case of USD, the dollar rate will be considered on the rate of submission date.**

## BANK PAYMENT SYSTEMS



### Eastern Bank Limited (EBL)

Any branch of Bangladesh and no charge applicable.  
 Payment forms are available in the bank branch.



### Southeast Bank Limited (SEB)

Only Dhanmondi branch, address : Mirpur Road: 27 number Navana Tower (Opposite of Air Plaza), No charge applicable.  
 Payment form are available in branch.



### Premier Bank limited (PBL)

At DIU office cash counter. (Only for collection schedule time)



### Islami Bank Bangladesh Ltd. (IBBL\*)

Any branch of Bangladesh  
 Account name : Daffodil International University  
 Account number : 20502900100059801  
 Branch Name : Panthapath.

\*After IBBL payment, please write down your DIU student ID (ID Ex: 111-11-1111 or 024200....) on the top of deposit slip & send an image of your deposit slip to « [finance.operation@daffodilvarsity.edu.bd](mailto:finance.operation@daffodilvarsity.edu.bd) & [cash@daffodilvarsity.edu.bd](mailto:cash@daffodilvarsity.edu.bd) » this mail address.

## DIU 1 CARD APPS PAYMENT SYSTEM

Anyone can easily pay their tuition fees by our 1Card App  
(App based payment system) 1Card App download and registration instruction



### 1Card

1Card App Download Link: <https://cutt.ly/uCXMxf9>

Payment guideline (full using process)

[https://www.youtube.com/watch?v=Zaq-\\_C0t234](https://www.youtube.com/watch?v=Zaq-_C0t234)

Download and install 1Card App from Google Play Store.

Register in 1Card App by using your email address.

Login to 1 Card App with ID (email) & Password



### Nexus Pay & Rocket

You can deposit your tuition fees by using DBBL Nexus Pay & Rocket  
(Mobile banking) it will charge only 20/- taka per transaction.



### DBBL Instruction (1card)

Ex. You will pay your tuition fees taka 2,00,000/- (02 lac),  
It will charge only 20/- taka for per payment.

### Other-card instruction (1card)



Charge will be applicable @1.53% For 'Visa, Master & Amex  
(Anyone can deposit their academic fees by using Nagod Apps)  
Nagad payment guideline (video): <https://youtu.be/g4HwVBzGDkU>



### Bkash payment system (auto)

(Anyone can deposit their academic fees by using bKash Apps)  
Bkash payment guideline (video): <https://youtu.be/rkwad2R9GhI>

Preserve all of your payment receipts/slip (information) for future reference.

Helpline: **09617901212**

[accountssupport@daffodilvarsity.edu.bd](mailto:accountssupport@daffodilvarsity.edu.bd)



## EXAMINATIONS PROCEDURE

### **Class Tests & Assignments:**

Class Tests are taken in class hour or tutorial hour. The duration of a class test will be 15 to 20 minutes. Assignments may be done in class/tutorial hour/at a home work.

### **Mid Semester Examination:**

Mid Semester Examination is held in the weeks announced in the Semester Calendar. The duration of the mid semester exam is one hour and 30 minutes.

### **Semester Final Examination:**

Semester Final Examination will be held as announced in the Semester Calendar by the university. The duration of the semester final examination is 2 hours. The Semester final examination of Pharmacy department will be 2 hours and 30 minutes.





### **Fairness in class tests, examinations, etc.:**

1. Students are strictly forbidden from adopting unfair means in assignments, class tests, mid semester and semester final examinations, project work, term papers, etc. The following acts or activities shall be considered unfair means during examinations and in other contexts:
  - communicating with fellow students for obtaining help; (For example, talking, eye contact, signaling, body language etc.).
  - copying from another student's script /report/paper;
  - copying from printed matter, hand-written script, writing on desk, wall, palm of hand, or from other incriminating documents;
  - possession of any indiscriminating documents, whether used or not;
  - any approach direct or indirect form to influence a teacher concerning grade
  - any other unruly behavior which is disruptive of the academic program.
2. If a student is found adopting or adopted unfair means, he/she may be asked to seat for improvement semester final examination or retake the course or expelled for one or more semesters depending on the magnitudes of the offense. Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the university.

### **Make up Class Tests:**

Students are required to attend all class tests, assignments and examinations as per announced in university schedule. There is no Make-up for class tests and assignments.

### **Improvement Semester Final Examination:**

To sit for Semester Final improvement Examination, students need to register themselves in the department for the examination. Date of improvement examinations will be announced by the examination committee in time. A student seeking improvement examination must pay the improvement exam fee at the prevailing rate. After completing these formalities, the student shall watch for the schedule of semester final improvement exams and sit for the exam. The improvement semester final exam is held within 3 weeks after publication of the results of the semester final examinations. If a student misses the schedule, he/she will have to retake the course.

### **Make-up Mid Semester and Semester Final Examination:**

Make-up examination is allowed only in case of overlap examinations both mid semester and semester final examination. The examination committee will announce make-up schedule on time and students will follow the schedule accordingly.

### **CGPA calculation:**

The formula for calculating GPA (Grade Point Average) or CGPA (Cumulative Grade Point Average) is where  $C_i$  considered as credit and  $G_i$  considered as grade point.

CGPA Calculation:

The formula for calculating SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average) is  $CGPA = \frac{\sum C_i \times G_i}{\sum C_i}$  where  $C_i$  considered as credit and  $G_i$  considered as grade point.

**Example:**

Table 6. CGPA Calculation

Course Code	Course Title	Credit Hour	Grade	Grade Point	$C_i \times G_i$	CGPA
XXX111	Course-1	3	A	3.75	11.25	2.6786
XXX112	Course-2	1	A+	4.00	4.00	
XXX113	Course-3	3	B	3.00	9.00	
XXX114	Course-4	1	A-	3.50	3.50	
XXX115	Course-5	3	B+	3.25	9.75	
XXX116	Course-6	3	F	0.00	0.00	
		<b>14</b>			<b>37.50</b>	

Total Credit Taken = 14, Total Credit Earned = 11

Total  $C_i \times G_i = (3 \times 3.75) + (1 \times 4.00) + (3 \times 3.00) + (1 \times 3.50) + (3 \times 3.25) + (3 \times 0.00) = 37.50$

Total  $C_i = 14$

GPA =  $37.50 \div 14 = 2.6786$

Semester GPA = 2.68 (Rounded) & CGPA = 2.68 (Rounded)

Table 7. CGPA Calculation

Course Code	Course Title	Credit Hour	Grade	Grade Point	$C_i \times G_i$	CGPA
XXX116	Course-6	3	A+	4.00	12.00	3.2813
XXX121	Course-7	3	A	3.75	11.25	
XXX122	Course-8	1	A+	4.00	4.00	
XXX123	Course-9	3	B+	3.25	9.75	
XXX124	Course-10	1	B	3.00	3.00	
XXX125	Course-11	2	B+	3.25	6.50	
XXX126	Course-12	3	D	2.00	6.00	
		<b>16</b>			<b>52.50</b>	

Total Credit Taken = 16, Total Credit Earned = 27

Total  $C_i \times G_i = (3 \times 4.00) + (3 \times 3.75) + (1 \times 4.00) + (3 \times 3.25) + (1 \times 3.00) + (2 \times 3.25) + (3 \times 2.00) = 52.50$

Total  $C_i = 16$  & Cumulative Total  $C_i = (11+16) = 27$

Total  $C_i \times G_i = 37.50$  & Total Cumulative  $C_i \times G_i = (37.50+52.50) = 90.00$

GPA =  $52.50 \div 16 = 3.2813$  & CGPA =  $90.00/27 = 3.3333$

Semester GPA = 3.28 (Rounded), CGPA = 3.33 (Rounded)

In the Transcript CGPA has been calculated for the courses taken only at DIU. Credit Transferred courses are not included for calculating CGPA. Only the total number of transferred credits will be shown separately in the transcript to prove the completion of their requirement for the degrees.

## Examination Guidelines:

- Student must wear their ID cards properly.
- They must bring their admit cards. A student shall not be allowed to sit for the exams without admit cards.
- Student is allowed to keep the permitted materials only.
- Students, if found with any act of cheating, shall be debarred from appearing at the said examination or all examinations to be decided by the Examination Committee.
- Candidates shall not leave the examination hall before one hour has passed.
- Students are strictly prohibited to carry cell phone in the examination hall.
- Digital diary, programmable calculators and smart watch are not allowed to use in the exam hall.
- Students must not write anything on the question paper, desk, chair, walls of the examination hall.
- Not more than one student is allowed to go outside the examination hall at a time.
- Student must sign in the attendance sheet before leaving the examination hall.
- Nobody will be allowed to enter the examination hall more than half an hour after the examination starts.
- Student may use additional answer sheet if needed but he/she must write his/her ID number and other particulars clearly and get them attached with the original answer scripts duly signed by the invigilator.
- Candidates must observe silence and strict discipline in the examination hall.
- For any other matters pertaining to smooth conduct of examination not mentioned above, the decision of the invigilator/ hall in charge shall be considered final.



## DIU LIBRARY

Welcome to the Digital Library of DIU - a world of endless knowledge and infinite discovery awaits you. We are dedicated to ensuring that the information is regularly updated to meet the evolving needs of our users on a daily basis.

Founded in 2002

DIU library slogan: **Read, Learn, and Share**

Location: **3rd floor, AB-4**

Size

**70,000**sft.

Total Seat Capacity

**1,000**

Collection

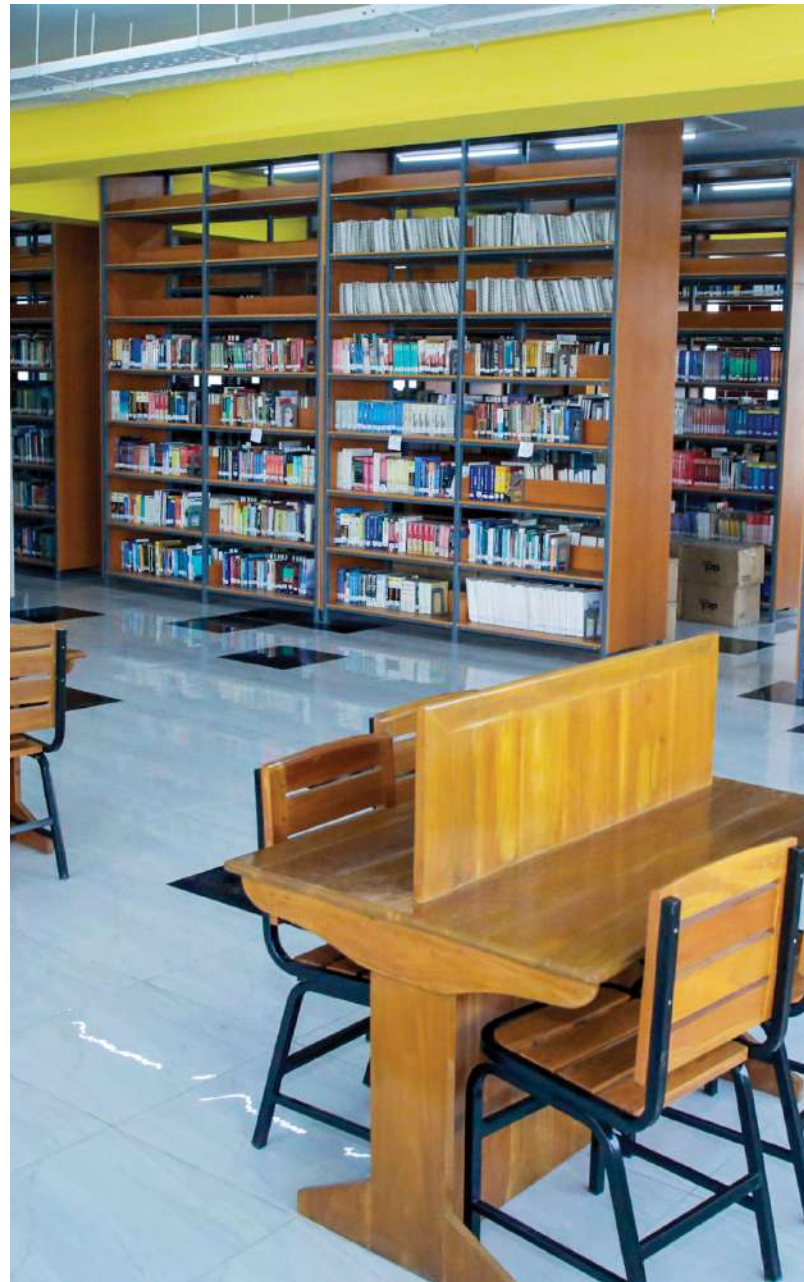
**5,15,427**

Hard Copy Resources

**49,777**

E-Resources

**4,65,650**





### Collection of Resources in Library: 5,15,427

Table 8. Resources in Library

Hard Copy: 49,777		E-Resources: 4,65,650	
Item	Number	Item	Number
Books	36,520	E-Books	1,83,000
Journals	2,532	E-Journals	35,000
Projects	3,356	Journal Articles	2,26,000
Annual Reports	2,156	Projects, Thesis & Dissertation	18,000+
Magazines	5,213	Audio Visual Materials	3,650

### Borrowing privileges for students:

Table 9. Borrowing Privileges for Students

Type of materials	Item limit	Loan period (excluding holidays)
Book	2 Copies	7 days
Project Report	2 Copies	15 days
Periodicals	2 Copies	15 days

### Rules and Regulations:

- Library users must prominently display their Student ID on them at all times.
- Library membership card is non-transferable.
- Readers should observe strict silence inside the library
- Talking on mobile phones is not permitted inside the library reading zone.
- Personal belongings should not be left unattended. The DIU library will not be responsible for the loss of personal belongings.
- Eating, drinking, sleeping, and smoking are not allowed in the library.
- Library furniture/equipment should not be moved from its original location.
- Library computers are provided to be strictly used for academic purposes and cannot be used for personal e-mail, online chatting, or playing games.
- Library staff reserve the right to inspect bags or other personal property when users enter or leave the library.

## SERVICES & FACILITIES

Table 10. Services &amp; Facilities by Library

Services	Facilities
Borrow, renew, and hold ■	■ Library automation with “Koha-ILS”
Reference and referral services ■	■ Institutional repository (DSpace)
Current awareness services ■	■ OPAC (Online access public catalogue) book drop box
Information literacy services ■	■ Bag counter and locker
OpenAthens: Remote access services ■	■ Web chat,web searching facilities
Vufind (Discovery searching database) ■	■ Research support and articles request
Turnitin: Plagiarism similarity checking ■	■ RFID(Radio frequency of identification)
Articles request services ■	■ WiFi
Research support ■	■ Patron access counter
Library automation training (Open source) ■	■ Silent and group study zone
Newspapers clipping ■	■ Library café and mind mapping corner
Information literacy ■	■ Kabi Nazrul Eduplex (Theater Hall)
	■ Rabindranath knowledge park

### Disciplinary procedures of the library:

Table 11. Disciplinary Procedures of the Library

Behavior	Action			
	Step 1	Step 2	Step 3	Step 4
Damaging library furniture, equipment, or books due to improper use.	Data of the student will be taken to put the value of what has been ruined under his/her account			
Engaging in other inappropriate behavior, including playing cards, using profanity, running, and so on	Giving directions	Warning	Request to leave the library for the rest of the day	If refused, an incident report will be written to the chairman of the library committee to take proper action. Until then the student might be prohibited from entering the library.
Engaging in theft or taking something without permission or rightful ownership	An incident report will be written to the chairman of the library committee to take proper action. Until then the student might be prohibited from entering the library.			
Engaging in improper or inappropriate use of computers.	Giving directions	Warning	Request to leave the library for the rest of the day	If refused, an incident report will be written to the chairman of the library committee to take proper action. Until then the student might be prohibited from entering the library.





### Use of study area:

- DIU library is committed to providing an environment suitable for reading, study, and activities in support of research and instructional programs.
- Be considerate and respectful of others in the library.
- Leave study spaces neat and clean and ready for use by other patrons. Take all your belongings with you, put trash in the bins provided.
- Ringing cell phones are not acceptable. Cell phones must be switched to silent mode. If you need to talk, step outside the library.
- Refrain from any disruptive activity, loud or excessive talking, or behavior that distracts or intimidates other patrons and staff.
- Respect the quiet study areas. No conversations or other noises are allowed in these areas.
- Use the group study rooms for group study. Please keep your conversations to a low level, so as not to disturb other users.
- Posting or placing of bills or flyers within the libraries is prohibited without prior approval from the library.
- No photography, videotaping, recording, or filming is allowed in the library without the express permission of the librarian.



### Food and drink guidelines:

- Users are welcome to bring non-alcoholic drinks into the library
- Food is not permitted in the library
- Drinks are permitted in spill-proof mugs and pop-up bottles only.
- We established our food and drink guidelines with the following goals in mind:
  - To create an environment of mutual respect and to promote learning.
  - To preserve our library collections and protect our facility from pests and harmful molds.
  - To help to ensure the health and safety of all library users and a long life for library collections, furnishings, and equipment.
  - To continue to direct library funds to purchasing library resources that support the curriculum, rather than to replacing materials, furnishings, and equipment damaged by food and drink.

**Library computer and internet use policy:**

DIU library makes computers and WiFi facilities available to students, faculty, officers and visitors to provide access to library collections and other information resources to support learning and research. To achieve a place of safe and friendly research, the library has established the following rules regarding the use of library computers.

- Software may not be downloaded on library computers.
- Library computers are intended for research and curriculum support.
- Gaming, gambling, illegal, illicit or commercial activities are not permitted.
- Users should understand that all computer activity can be monitored.
- During peak periods, a 45- minute time limit will apply. If patrons are waiting, non-library related use of computers must stop immediately upon request of library staff.
- Users may not maliciously access, alter, damage, or destroy any computer system, network, program, or data.
- The library has an obligation to maintain a welcoming, comfortable, safe, and harassment-free environment for library patrons and for university employees. Usage of library computers must support such an environment.
- We welcome the use of laptops in the library. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Users may not unplug any library equipment or cables for any reason.

**Opening Hours:**

Saturday - Thursday: 8:00 am to 8:00 pm

Friday: 9:00 am to 5:00 pm

All DIU libraries remain closed on holidays. In addition, the library may be closed at any time with the prior approval of the university authority when appropriate. Closing procedures begin 15 minutes prior to actual closing time and all patrons are requested to exit the library 5 minutes prior to actual closing time.







## GENERAL FACILITIES

Daffodil International University provides some general facilities to all students that you need to know.



### DIU website:

DIU website is a portal for all kinds of information and activities of DIU at [daffodilvarsity.edu.bd](http://daffodilvarsity.edu.bd). Useful information, resources, events and activities are available in this website. Students are recommended to check DIU website regularly.



### Email:

All students of Daffodil International University are given individual email ID provided by respective department. Information on events, opportunities, notices are circulated through the email. Therefore, it is expected that students will regularly check their DIU email accounts and will remain active.



### DIU forum:

DIU forum is an online discussion tool which is rich with different kinds of information which can be really very useful for the students. Students can get access to DIU forum by visiting [forum.daffodilvarsity.edu.bd](http://forum.daffodilvarsity.edu.bd). They can browse information instantly by visiting forum but with limited access without log in. To get the most out of DIU forum, students are required to register in the forum using their DIU email IDs. After registration, they can browse and contribute to the Forum.



### Student portal:

After admission, each student will have their access to student portal from where they can track their progress, results, financial records and can do teaching evaluation at the end of each semester. Login credentials of student portal is provided by respective department and are circulated by departmental notice boards.

(<https://daffodilvarsity.edu.bd/noticeboard>)



### Google Classroom and Blended Learning Center (BLC):

Daffodil International University maintains Google Classroom and BLC as its preferred Learning Management System (LMS) which are digital tools for maintaining educational contents, assignments, discussions of academic courses. Students can get Google Classroom access by visiting [classroom.google.com](http://classroom.google.com). They need to log in using their DIU email ID and password and will require a class code for each individual class to get access to their courses in Google Classroom. Respective teachers of each course will circulate the class code to the students in the class. To learn how to use BLC visit: <https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle->

## SPECIAL FACILITIES OF DIU



### One Student One Laptop project

We are living in a world of information technology where education is increasingly being dependent on the use of computer and internet. It has now been a prime responsibility of the university to equip its students with proper technical knowledge so that they can survive and secure a respectable place in society.

In the backdrop of the rapid spread of one-to-one computing globally, the university is looking for additional ways to influence positively students' learning process. There are two main ways to do so: first, offering them laptops to be used on the campus only, and secondly, allowing them to take the devices at home for personal use.

Considering the present situation, DIU is distributing laptops among students to use on a personal basis and thus help them to face the challenges of a globalized world.

### Why laptops for students?

The simplest answer is technology for transferring education!

Moreover, laptop and internet have become a day-to-day instrument for every student who really wants to be global. We are committed to preparing them for the 21st century and to adapt them to the latest ICT friendly education which will develop their knowledge, skills and abilities to fit globally.

Laptop with internet will facilitate students to get online resources instantly whenever they need from wherever they live. Yes. WiFi will be available around DIU campus for maximizing the use of technology.

How laptops can be utilized for academic affairs?

- For checking results, and academic calendar and so on;
- For checking the financial transactions and semester performance (by both students and parents);
- For accessing DIU online library;
- For searching learning resources, career tips, job related training and offers etc.;
- For attending online classes and exams with DIU and others. (Note: DIU is on the way for offering few courses soon.)

**Who will get the laptop?**

Students admitted in any bachelor program are entitled for getting laptops.

Special Note: Students of Master's programs, evening programs, diploma courses, and short courses are not entitled for the laptop project.

Application procedure:

When students are completed four semester and registered fifth semester then they will get the message on student portal to laptop option, must be submit video resume, google sites and feedback, go to Daffodil Students Affairs (DSA) office receive their token and go to skill.jobs for registration and receive their laptop from Daffodil Computers Ltd. (DCL).

**Distribution strategy:**

After completion of the 4th semester, students will be entitled for receiving the laptop. Before and after receiving the laptop, students have to follow university rules and regulations.

**Laptop Servicing Procedure:**

Students will get 4-year warranty. They will be entitled for receiving free service for the 1st year and will have to pay 50% service charge in the rest of the time period (3 years).

Students can receive services from any service centers of the Daffodil Computer Ltd. by showing the warranty card / ID card /acknowledgment form.

- **Basic training for the recipient:** Training will be available for DIU laptop recipient students from Microsoft IT academy.
- **Misuse of laptop and restrictions:** DIU preserves the right to take back the laptop from any student any time if any evidence of misuse is found and proved.
- **If the laptop is lost:** If the laptop is lost, a student will have to inform the DIU authorities through an application where the sponsor's signature and acknowledgment are musts. DIU will not provide any other laptop in place of the lost one. Students have to take the responsibility of the lost laptop.

- **Laptop Rights:** DIU is providing the students with the laptop for facilitating them to develop their ICT skill and academic performance. As having a laptop is part and parcel for getting an education at DIU the students are strictly forbidden to sell laptop during their studentship at DIU. DIU reserves rights to check individual laptop with short notice if required. Students will be the absolute owners of the laptops provided to them after receiving a degree from DIU

- For further clarification, please feel free to contact:  
Accounts Office  
E-mail: [laptop@daffodilvarsity.edu.bd](mailto:laptop@daffodilvarsity.edu.bd)  
Cell: 01713493088





## FINANCIAL AID AND SCHOLARSHIPS

Daffodil International University (DIU) also offers waivers and scholarships in various categories on the basis of result and conditions. Providing poor and meritorious students financial support, strengthening student's capacity and giving inspiration to their effort to complete higher education uninterrupted are the main objectives of the financial aid and scholarship program of DIU. Daffodil International University provides waiver and scholarship opportunities to 18,467 students yearly. In the Corona-19 pandemic situation Daffodil International University also provided special waiver to support students to continue their study.

### Category of waiver and scholarship:

I. Special waiver facilities for newly admitted students of Bachelor of Innovation and Entrepreneurship (BIE) program

DIU offers the tuition fee waiver for the newly admitted students of Bachelor of Innovation and Entrepreneurship program on the basis of their results in HSC or equivalent exam including fourth subject in the following categories effective from Spring 2023 to Fall 2023 semester (only for local students).

To know more about this special waiver facility student can visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

### II. Waiver on fixed category:

#### a) Result-based waiver (SSC and HSC/undergraduate):

DIU offers the tuition fee waiver for the students on the basis of their results in HSC or equivalent exam including fourth subject.

To know more about this waiver facility student can visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

#### b) Waiver on SGPA (academic result of immediate last semester)

Students will also get tuition fee waiver on the basis of the semester final result. To know more about this waiver facility student can visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

#### c) Female quota:

DIU offers the tuition fee waiver for female students. To know details please visit the following link: <https://daffodilvarsity.edu.bd/scholarship>

#### d) DIU Employee/1st blood relatives of DIU employee quota:

DIU employees or the first blood relatives (children/sibling/spouse) of regular and full-time employees of DIU will get 50% tuition fee exemption. To know the terms and conditions and application procedure please visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

#### e) Daffodil International College (DIC) quota:

Students who completed their HSC from Daffodil International College (DIC) will get 20% waiver. If DIC students achieve better result in HSC than SSC, they will get 30% waiver on their tuition fees. To know the terms and conditions and application procedure please visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

#### f) Daffodil Polytechnic Institute (DPI)/Bangladesh Skill Development Institute (BSDI) Quota:

04 years diploma alumnus of Daffodil Polytechnic Institute (DPI) and Bangladesh Skill Development Institute (BSDI) will get waiver of 20% of their tuition fee.

To know the terms and conditions and application procedure please visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

#### g) DIPTI Business Management (BM) College Quota:

Alumnus of DIPTI Business Management (BM) college under BTEB will get tuition fee waiver for getting admission in any bachelor program of Daffodil International University.

To know the terms and conditions and application procedure please visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

#### h) Daffodil Technical Institute (DTI) Quota:

04 years diploma alumnus of Daffodil Technical Institute (DTI) and Bangladesh Skill Development Institute (BSDI) will get waiver of 20% of their tuition fee.

To know the terms and conditions and application procedure please visit the following link:  
<https://daffodilvarsity.edu.bd/scholarship>

**i) 1st blood relatives of alumni quota:**

1st blood of alumni of DIU will get 10% waiver of their tuition fee.

To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**j) Waiver for spouse of DIU alumni quota:**

Spouses of DIU alumni will get 10% waiver of their tuition fee.

To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**k) Waiver for Master's program in DIU:**

DIU provides the waiver to the graduates from DIU or other institutions for completing Master's degree from DIU.

To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**l) Waiver for students admitted in a group (at least 10 in number):**

DIU Offers waiver on getting admission in a group in/under the masters program. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**m) Player quota:**

If National, Premier and First Division level players get admitted into DIU, they will also enjoy category wise waiver. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**n) Physically challenged/ specially-able quota:**

DIU offers 25% waiver to physically challenged/specially-able students. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**o) Tribal/ethnic group quota:**

DIU offers 15% waiver to Tribal students (Khagrachari, Rangamati, Bandarban). To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**p) Sibling/spouse quota:**

■ If a sibling/spouse continues to study at the same time in day programs at Daffodil International University, both of them will get 20% waiver on tuition fee.

■ If one sibling/spouse completes his/her degree earlier, waiver benefit of the other sibling/spouse will be stopped from that semester.

To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**q) Waiver for son/daughter of current students' quota:**

Son/daughter of ongoing students will get 20 % waiver on the tuition fee. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>



**r) Waiver for diploma holders admitted in day program:**

Diploma holder students who will take admission in day programs (Undergraduate) will get waiver based on their diploma results. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**s) 1st batch of a program quota:**

Students of the 1st batch of any program will get 15% waiver on tuition fee. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>

**t) Waiver for international students on direct admission in Master's Programs:**

Newly admitted international students taking direct admission in Master's programs at DIU will get a waiver on their tuition fee. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>.

**u) Waiver benefit for dual master quota:**

Students who are doing second Masters in DIU will be given tuition fee waiver on their tuition fee. To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>.

**III. Need-based waiver:**

**Conditions to apply:**

Students, who are not getting any type of waiver or scholarship in DIU but facing financial problems, are eligible to apply for need-based financial aid.

To know the terms and conditions and application procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship>.

**IV. Talent hunt scholarship program**

Daffodil International University (DIU) has introduced the Talent Hunt Scholarship Program to support meritorious and poor students to study at any Undergraduate Program offered in Daffodil International University. An open competition will be held among the applicants. Selected applicants will be awarded 100% tuition fees waiver and additional scholarships for their boarding, lodging under the Talent Hunt Scholarship Program. Newly admitted international students also are eligible to participate in the competition.

To know the terms and conditions, application and selection procedure please visit the following link:

<https://talenthunt.daffodilvarsity.edu.bd/?app=home>



#### V. Freedom fighter's quota waiver

1971 is a significant year for Bangladesh. Liberation War is a momentous event of Bangladesh history. Through this blood-stained and sacrifice-laden war, Bangladesh attained acknowledgment as an independent country. Heroes never die. Freedom Fighters are the greatest sons of our soil. We must concede their dedication, guts, sacrifice and loyalty for motherland with utmost priority. Daffodil International University (DIU) is never in oblivion to the sacrifice people made during the war of independence of Bangladesh. DIU will ensure the spirits of our great liberation war and offers full free waiver to the so/daughter of freedom fighters. To know the details please visit the link:

<https://daffodilvarsity.edu.bd/scholarship/freedom-fighters-ward>

#### VI. Scholarship for winner of 'Are you the next startup?'

To find the next startup and give opportunity to students, an advertisement is announced each semester through Facebook from Innovation and Entrepreneurship Department of Daffodil International University.

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/scholarship-for-are-you-the-next-startup>

#### VII. Chairman Endowment Fund Scholarship:

Dr. Md. Sabur Khan, Honorable Chairman, Board of Trustees (BoT) of Daffodil International University has donated a fund for the welfare of meritorious and poor students to continue study at any undergraduate programs in DIU. This scholarship is named as 'Chairman Endowment Fund Scholarship.'

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/chairman-endowment-fund-scholarship>

#### VIII. Professor Dr. M. Lutfar Rahman Scholarship

A scholarship named after Professor Dr. M. Lutfar Rahman for the students of the Faculty of Science and Information Technology (FSIT) has been instituted out of fund amounting to taka one lac donated by Professor Dr. M. Lutfar Rahman, honorable Vice Chancellor, DIU during his tenure as the Dean, Faculty of Science and Information Technology in the same university.

The value of each scholarship is Taka 10,000/- per annum. To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/lutfar-rahman-scholarship>



**IX. Razia Begum Scholarship**

Razia Begum Scholarship (in memory of the mother of Professor Dr. Aminul Islam, Emeritus Professor & Honorable former VC of DIU) is being distributed among students of the Faculty of Business and Economics. The scholarship was originated out of the fund (taka one lac) contributed by Professor Dr. Aminul Islam during his tenure as the honorable Vice Chancellor of DIU.

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/razia-begum-scholarship>.

**X. Mofiz Uddin Majumder Scholarship Fund:**

Mr. Mominul Haque Majumder, Honorable Treasurer and DIU Alumni has approached the university for creating a fund under the name of his Father "Mofiz Uddin Majumder Scholarship Fund". Mr. Mofiz Uddin Majumder had spent most of his life as a teacher. He was an educationist, honest man and inspiration to the society. The scholarship in his name is being distributed among the students who are in financial crisis and who have already lost his/her father before taking admission at DIU.

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/mofiz-uddin-scholarship>.

**XI. Delwar Hussain Chowdhury Scholarship:**

Ms. Rahima K Mirza and Ms. Fahmida Emran Mumu, Alumni, Faculty of Business and Entrepreneurship have approached the university for creating a fund under the name of their Father in Law "Delwar Hossain Chowdhury Scholarship Fund". Mr. Delwar Hossain Chowdhury was a Freedom Fighter, and development worker. He was an educationist, honest man and inspiration to the society.

The scholarship in his name is being distributed among the students who are in financial crisis and who have already lost his/her father before taking admission at DIU.

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/delwar-hussain-scholarship>.

**XII. The late Hafez Md. Abdur Rahim and the late Mrs. Jarina Begum Scholarship Fund:**

A scholarship named after The late Hafez Md. Abdur Rahim and the late Mrs. Jarina Begum Scholarship for the students of the Department of Electronics and Telecommunication Engineering (ETE)/Information and Communication Engineering (ICE) has been instituted out of a fund amounting taka One Lac & Twenty five thousands only contributed by Professor Dr. Md. Golam Mowla Chowdhury during his tenure as the Controller of Examinations and Professor, Department of Electronics and Telecommunication Engineering (ETE) of DIU .

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/late-hafez-and-late-mrs.-jarina-begum-scholarship>.

**XIII. The late Professor Dr. Ahmad Husain and the late Mrs. Mahbuba Hossain Scholarship Fund:**

A scholarship named after The late Professor Dr. Ahmad Husain and the late Mrs. Mahbuba Hossain Scholarship for the students of the Faculty of Engineering has been instituted out of a fund amounting to taka One Lac & Twenty five Thousands only contributed by Professor Dr. Md. Golam Mowla Chowdhury during his tenure as the Controller of Examination and Professor, Department of Electronics and Telecommunication Engineering (ETE) of DIU.

To know the eligibility, terms and conditions, application and selection procedure please visit the following link:

<https://daffodilvarsity.edu.bd/scholarship/late-professor-dr.-ahmad-and-late-mrs.-mahbuba-hossain-scholarship>.





#### XIV. Waiver regarding Corporate Social Responsibility (CSR):

Daffodil International University (DIU) is always committed to the welfare of the country as well as the society. Since its establishment DIU has been providing financial aid and scholarship to support meritorious and poor students, orphans, street children etc. to study in this university under its Corporate Social Responsibility (CSR). Providing poor and meritorious students financial support, focusing on students' capacity and giving inspiration to their effort to complete higher education uninterrupted is the main objective of financial aid and scholarship of DIU. DIU also started need and skill-based waiver opportunities to help the students not only financially but also with opportunities through guidance and mentoring to make them skilled and updated. Daffodil International University provided waiver and scholarship opportunities to more than 2200 students till date as part of their Corporate Social Responsibility (CSR).

To know the eligibility, terms and conditions, application and selection procedure please visit the following link: <https://daffodilvarsity.edu.bd/scholarship/waiver-on-csr>

DIU offers some other scholarships. You can learn about them from the following link:

<https://daffodilvarsity.edu.bd/scholarship/others-scholarship>

**Student life insurance:**

It has been observed that many students faced accidents or premature death while studying. As a result, the family as well as the student have to face huge suffering both mentally and financially. Sometimes the family has to face huge medical expenses also. To provide support to the affected families and for continuation of the education of the affected students uninterruptedly, Daffodil International University introduced 'Students Life Insurance' since 2016 in death, accidental death and permanent total disability of student. Initial sum at risk up to BTD 2,50,000/-.

**Benefits:**

Benefits of the insurance are as follows:

Table 12. Benefits of the Student Life Insurance

Sl.	Terms	Benefit
01	Normal Death of insured students	100% of the sum assured
02	Accidental death	200% of the sum assured (Provided death occurs within 90 days of accidents)
03	Permanent total disability (Both eyes, both hands above the wrist, both feet above the ankle, one hand above the wrist, one foot above the ankle)	100% of the sum assured (At permanent total disability, individuals group coverage insurance will be ceased)
04	Other benefits	No other benefit except Normal Death/ Accidental Death/ Permanent total disablements will be paid. At the end of the cover period no premium will be refunded irrespective of any death claim. No maturity or surrender or paid-up value shall be payable.

**Terms and Conditions:**

To avail Students life insurance following terms and conditions must be followed:

1. Age limit of students must be minimum 18 to maximum 34 years.
2. Accidental death will not be paid in case of death due to murder, suicide, self-inflicted, intake of poison, intentional or unintentional, riot, commotion, civil disturbances, any unlawful activities, infection, participation in sport, journey in submarine and any irregular airlines.
3. Occurrence of death /disability of insured student of DIU shall be notified as soon as possible but not later than 90 days from death /disability.
4. The claim of insurance shall be declined in case of concealment of material fact/miss statement (such as not mentioning existing or previous illness, medical treatment, correct age, dangerous habit and other information/statement found in health questionnaire).

**How to register for student life insurance:**

Registration for student life insurance is processed at the time of admission at admission and counselling section.



**How to claim insurance money:**

Office of the Treasurer looks after the insurance matters and process for the claim. Following documents shall have to submit to claim insurance money. All necessary documents have to submit to office of the Treasurer of Daffodil International University to claim insurance money.

**Normal Death:**

1. Copy of student Id card
2. Copy of SSC certificate/NID card/Passport
3. Death certificate from registered MBBS doctor
4. Death certificate from city corporation/UP chairman

**Additional documents for accidental death:**

1. Post Mortem report
2. FIR report will be required along with death certificate

**Permanent Total Disability benefit:**

1. Doctors certificate regarding disability along with X-ray report with film
2. Discharge certificate from hospital (when applicable)





**Guardian life insurance:**

It has been observed that the guardians of many students get into an accident, major diseases or premature death while studying. As a result, the family as well as the students are affected financially. Sometimes the family has to face huge medical expenses also. Many times, there is an attempt to stop studying. To provide support to the affected families and for continuation of the education of the students uninterruptedly after death of guardian, Daffodil International University introduced 'Guardian Life Insurance' since 2019 in natural death, accidental death and major disease. Initial sum at risk up to BTĐ 3, 00,000/-.

**Benefits:**

Benefits of the insurance are as follows:

Table 13. Benefits of the Student Life Insurance

Sl.	Terms	Benefit
01	Normal Death of insured students	100% of the sum assured
02	Accidental death	200% of sum assured (Provided death occurs within 90 days of accidents)
03	Major Diseases (Myocardial Infarction or Heart Attack, Stroke, Cancer, Kidney Failure, Major Organ Transplantation, Multiple Sclerosis, Paralysis, Coronary Artery/Bypass Surgery)	100% of sum assured (At permanent total disability, individuals group coverage insurance will be ceased)
04	Other benefits	No other benefit except normal death/ accidental death/ major diseases will be paid. At the end of the cover period no premium will be refunded irrespective of any death claim. No maturity or surrender or paid up value shall be payable.

**Terms and Conditions:**

To avail Students life insurance following terms and conditions must be followed:

1. Age limits of insured guardian shall be minimum 35 years to maximum 69 years at entry time.
2. Guardian should be parents/brother/sister/uncles or anyone who will be determined as a guardian at the time of admission to bear educational expenses during study period of student in DIU. (1st blood relative of student are appreciable as guardian)
3. Occurrence of death /accident of insured guardian of student of DIU shall be notified as soon as possible but not later than 90 days from death /accident.
4. For major diseases the insured guardian of a student of DIU shall be Eligible for claim at least after 182 days of his admission.
5. Accidental death will not be paid in case of death due to murder, suicide, self-inflicted injury while sane or insane, intake of poison, intentional or unintentional, riot, strike, civil commotion, war, civil war, assault, terrorist act, mutiny, rebellion, revolution, insurrection, military or usurped power any unlawful activities, participation in sport, journey in submarine and any irregular airlines.

6. Making an arrest as an officer of the law, committing felony, accident occurring while affected by alcohol or any drugs/narcotics/psychotropic substances, injury/death incurred before the effective date of cover of insured guardian will not be paid insurance money.
7. Death due to nuclear contamination; the radioactive, explosive or hazardous nature of nuclear fuel materials or property contaminated by nuclear fuel materials or accident arising from such nature are entitled for guardian life insurance.
8. The claim of insurance shall be declined in case of concealment of material fact/miss statement (such as not mentioning existing or previous illness, medical treatment, correct age, dangerous habit and other information/statement found in health questionnaire).

**How to register for student life insurance:**

Registration for student life insurance is processed at the time of admission at admission and counselling section.

**How to apply:**

Registration for guardian life insurance is processed at the time of admission at admission and counselling section.

**How to claim insurance money:**

Office of the Treasurer looks after the insurance matters and process for the claim. Following documents shall have to submit to claim insurance money. All necessary documents have to submit to Office of the Treasurer of Daffodil International University to claim insurance money.

**Normal Death:**

1. Copy of student Id card
2. Copy of SSC certificate/NID card/passport of insured guardian
3. Death certificate from registered MBBS doctor
4. Death certificate from city corporation/UP chairman

**Additional documents for accidental death:**

1. Post mortem report
2. FIR report will be required along with death certificate

**Major diseases benefit:**

1. All relevant diagnosed reports regarding disease certified and confirmed by a specialist/doctors.
2. Discharge certificate from hospital (when applicable)



## GYMNASIUM

### Rules and regulations for the gymnasium use:

The management of DIU is providing the gymnasium facility among the students and employees, situated in the Daffodil Tower. The gym is set-up with modern fitness equipment and facilitated with other necessary accessories required for smooth functioning. DIU is not only providing world class education but also gymnasium and other facilities among the students and employees to ensure smooth mental and physical enhancement. The gym is set-up with modern fitness equipment and facilitated with other necessary accessories required for smooth functioning. The university authority expects that every-body (students, employees, instructor and support staffs) will strictly follow the following rules and regulations to ensure proper uses and maintenance of the gymnasium.

1. The gym is exclusively for the use of students and employees of the university. No one else is entitled to enter the gym.
2. Only regular (registered) students are allowed to use the gym, drop-out students are strictly prohibited in this regard.
3. Each student must fill-up a prescribed form and submit the relevant documents to the gym instructor to avail the facilities.
4. User must follow the guideline of instructor while exercise and they must handle the equipment very carefully.
5. User must not try any equipment without having prior guidance from the instructor as it could be harmful for health/fitness.
6. If it is found that any user has broken or damaged any equipment by improper use/ handling, then he or she will have to pay fine as defined by the university authority or gym instructor.



7. Student, will have to pay Tk. 500/- during registration to become a member. Membership will be made on first come first served basis. Monthly fee structure for each user category is as follows:

Table 14. Monthly fee structure for each user category

Sl.	Terms	Benefit
1	Students	1000/-
2	Teachers	1000/-
3	Officials	1000/-

8. There will be a total of 8 shifts during the university hour (from 9 AM to 5 PM), among which 2 shifts will be exclusively for female students and remaining 6 shifts will be for male students. Time limit of each shift will be maximum 1 (one) hour.
9. There will be one single shift after the office hour exclusively for teachers and officials. Duration of evening shift will be 3 hours (from 5PM to 8PM).
10. Users having dues in monthly fees will not be allowed to work out until he/she clears all dues.
11. The university authority may revise the fee structure upon showing valid reason and prior notification. The authority also reserves the right to cancel membership of any user at any time if any appropriate allegation found against him/her.
12. Decision taken by the university authority will be considered as final in case of any incident is unresolved under the above-mentioned rules.

#### Important tips regarding gym:

1. When you will do the registration, you will become a member of DIU gym. You can use gym any time paying monthly charges.
2. Students are not allowed in the off-peak time because faculty member and officials are allowed to use gym at that time. Off peak time means before 9 am and after 5 pm (less busy times).
3. Before starting, if you have any valuables, you should keep them in lockers in the changing room or temporary keep it to you Instructor.
4. Before you can use any of the equipment, you need to have an induction with one of our instructors because this is the meeting when you start a new club, you are given some initial preparation for your membership of the club (using gym).

5. When you have finished using the gym you should wipe them clean with a piece of cloth before the next person uses it.
6. If you need any help in addition with to exercise routine in the gym, you can make a booking for a special session with an exercise instructor.

#### General Tips:

When you decide to make a bodybuilding routine, you generally stick to it in the beginning. The results in the beginning are quite noticeable, so you will be more attracted towards to the routine. But, after gaining some considerable muscle, the body building does not progress at a fast pace as it was before. That is because your body slows down after gaining some muscle and it only maintains the muscle size after that period. So, you may lose interest in the routine and may want to give up everything. But that is not the right thing to do.

Whenever you introduce a new workout routine, your bodybuilding will progress. Do you know why? This is because your body has not learned the new technique and hence will work effectively. So, the result will be an increase in the muscle size and strength with a toned body. But, you should never be in a hurry to change your routine.

#### Contact:

Office of the Gym  
Email: sports1@daffodilvarsity.edu.bd  
Cell: +8801847 334 950



## MEDICAL SERVICES

Daffodil International University (DIU) values the well-being of its students, teachers, and employees. Health is of utmost importance, and as such, DIU has a well-equipped medical centre available at Daffodil Smart City (DSC). The medical center operates 16 hours a day, from 8 am to 12 am, ensuring that emergency medical care and first aid are available to students and employees at all times.

The medical center staff is responsible for providing prompt healthcare support to all members of the Daffodil Family. Their roles include handling emergencies, providing first aid, prescribing medicines, and referring serious cases to authorized hospitals as required. They also provide health support to local and international students participating in cross-cultural/exchange programs.

In addition, the medical center staff prepares health cards upon request and provides medical support during events such as sports tournaments, Foundation anniversary, convocation, and other similar occasions. They conduct health check-ups and ensure an acceptable standard of public health and sanitation throughout the university campus.

The medical center staff also organize vaccination programs for the prevention of communicable diseases, as well as health camps, blood donation drives, and other healthcare-related campaigns. With the medical center operating 16 hours a day, DIU ensures that its stakeholders have access to healthcare services whenever they need it, at a nominal cost.

### Services:

Emergency support available from 8 am to 12 noon

- First aid services
- Prescription of medicines to students, teachers, and staff
- Health support for local and international students studying and visiting DIU, including nebulization, sugar tests, blood pressure tests, and oxygen therapy
- Referral of serious patients to authorized hospitals as needed
- Preparation of health cards upon request
- Medical support during events such as sports tournaments, Foundation anniversary, convocation, and others
- Health check-ups
- Ensuring an acceptable standard of public health and sanitation across the university campus
- Organization of vaccination programs for the prevention of communicable diseases
- Arrangement of health camps, blood donation drives, and other healthcare-related campaigns
- 24/7 Ambulance support
- Emergency medicine support
- Physiotherapy support through well equipped machine & specialist

### Address:

Daffodil International University  
Daffodil Smart City (DSC), Birulia,  
Savar, Dhaka-1216, Bangladesh

E-mail: [diumc@daffodilvarsity.edu.bd](mailto:diumc@daffodilvarsity.edu.bd)  
Cell: +8801847140120

Ambulance Hotline Number:  
**+8801847334999**

# STUDENT SERVICES RELATED OFFICES

## OFFICE OF THE DIRECTOR OF STUDENTS AFFAIRS (DSA)

The Office of the Director of Students' Affairs is a professional body dedicated to the social, psychological, ethical and cognitive development and well-being of all students of Daffodil International University. It also works collaboratively with the faculty members to implement the university's educational and developmental mission. In addition to it, the Office of the DSA looks after all club activities, peer scholarship, foundation classes, orientation of newly admitted students, psychosocial support to create incredible experiences that reach all students through learning, programming and servicing. It also organizes training on positive behavioral changes, national-international collaboration programs, and award programs with a vision to have a transformational impact on the lives of every student to create doers instead of learners.

### REGULAR ACTIVITIES:

#### 1. Student Counseling

The core activity of the DSA Office is to provide student counseling.

#### General Student Counseling

All the officials of the DSA Office are ready to listen to our students' queries and problems to provide proper information and guidelines to them.

#### Psychological Counseling/ Psychotherapy session:

Our professional Mental Health Therapists (both male and female Psychologists) provide psychological counseling to all of our students, faculty members, and administrative employees.

- Individual counseling
- Group counseling
- Pair/Couple counseling
- Family Counseling

#### 2. Club Activities:

The DSA Office coordinates all the clubs at Daffodil International University, including:



### Departmental Club (21)

- 1 DIU Business & Education Club (DIUBEC)
- 2 English Literary Club (ELC)
- 3 DIU Computer and Programming Club (DIUCPC)
- 4 DIU Girls Computer and Programming Club (GCPC)
- 5 DIU NFE Club
- 6 DIU Communication Club
- 7 Daffodil Moot Court Society (DMCS)
- 8 DIU Real Estate Club
- 9 DIU Textile Club
- 10 Robotics Club
- 11 DIU Creative Park
- 12 Software Engineering Club
- 13 HR Club
- 14 Marketing Club
- 15 ITM Club
- 16 Cyber Security Club
- 17 Civil Engineering Club
- 18 Finance Club
- 19 DIU EEE Club
- 20 Data Science Club
- 21 DIU ICE Club

### Cultural Club (3)

- 22 DIU Cultural Club (DIUCC)
- 23 All Stars Daffodil
- 24 DIU Band Society



**Social Club (6)**

- 25 Daffodil Prothom- alo Bondhu Shova
- 26 কালেরকণ্ঠ শুভ সংঘ
- 27 DIU Change Together Club
- 28 DIU Blood Donors Club
- 29 YES Club
- 30 Readers Club

**Leadership Club (5)**

- 31 DIU Social Business Students' Forum (SBSF)
- 32 DIU Rotaract club
- 33 DIU MUNA (Model United Nations Association)
- 34 Society for Young Business Leaders
- 35 DIU Skill-Up Club
- Sports/Athletics Club (3)
- 36 DIU Chess Club
- 37 Daffodil Cyclist
- 38 DIU Karate-Do Club

**Voluntary Club (3)**

- 39 DIU Voluntary Service Club
- 40 DIU Air Rover Unit
- 41 BNCC

**Universal Club (3)**

- 42 DIU Debating Club (DIUDC)
- 43 DIU Photographic Society
- 44 DIU Film Society

**Adventure Club (1)**

- 45 SAROTHI, an adventure club

**Leadership club**

- 1. DIU Social Business Students' Forum (SBSF)
- 2. DIU Rotaract club
- 3. DIU MUNA (Model United Nations Association)

**Sports/athletics club**

- 1. DIU Chess Club
- 2. Daffodil Cyclist
- 3. DIU Karate-Do-Club

**Voluntary club**

- 1. DIU Voluntary Service Club
- 2. DIU Air Rover Scout Group
- 3. BNCC

**Adventure club**

- 1. Sarothi

**Universal club**

- 1. DIU Debating Club (DIUDC)
- 2. DIU Photographic Society
- 3. DIU Film Society

**1. Regular Workshop/ Seminars & Training:**

The DSA Office organizes different workshops, industry-academic collaboration program, seminars and training sessions for the students in association with the partner organizations such as the United Nations, Commonwealth, and different NGOs that help the students to develop their hard and soft skills and make them compatible with this competitive world.

**2. Observance of National and International Days:**

Different national and international days have been observed and celebrated in DIU through the initiative taken by the Students' Affairs Office. Such as:

- International Mother Language Day
- Independence Day
- Bangla New Year's Day
- National Mourning Day
- Victory Day
- Human Rights Day
- Women's Day

**3. Organizing Art of Living Parents' Day:**

At the end of each semester, Parents' Day is organized in a regular manner under the 'Art of Living (AOL)' course. In the Parents' Day, parents of the AOL Students join in an interactive discussion session where a triangular relationship among Parent-Student-Teacher develops. Here they discover the right understanding about relationships and feelings (Trust, Respect, Affection, Guidance, Reverence, Glory, Gratitude and Love) to become a rational being. The DSA Office organizes parents' day at DIU.

**4. Organizing Foundation Class:**

DSA Office organizes foundation classes for all newly admitted students in each semester for enhancing quality enrolment. The class is specially designed to make new students well equipped with all technological tools available in DIU and get them acquainted with University Rules and regulations, Service Offices, facilities, co- Curricular and Extra-Curricular activities etc. which influence students to achieve great academic records and empower human resources for the job market.

**5. Organizing Orientation Programs:**

At the beginning of every semester, the DSA Office organizes orientation programs for new students. It is the day to officially welcome the newly admitted students. The day is a gathering of teachers-students-parents as well as senior officials of our university. All the responsibilities of this program are carried out by the DSA Office. However, we empower our students to perform on the stage and organize the program.

**6. Daffodil Start-up Market:**

"Daffodil Startup Market has been initiated to promote entrepreneurial potentials of students and to create more buzz in Campus Life. It also facilitates entrepreneurial minded students to learn about starting up a new business in all legal, financial, strategic planning, and grooming aspects, where they are learning by doing. They can sell almost any wares, books, foods, art works, handmade goods, and anything innovative. For more information: <https://www.facebook.com/DIUStartupMarket>

**7. One Student One Laptop:**

DIU is distributing laptops among students to use on a personal basis and thus help them to face the challenges of a globalized world. The Students Affairs Office not only provides laptops but also helps students with all the necessary information related to laptops.

**8. Peer Scholarship:**

PEER Scholarship is a self-driven scholarship program to help those students of the University who are struggling hard to survive/continue their study due to an absolute financial crisis even though they bear bright academic results and the fund is generated from the surplus funds that the DSA office generates from different projects with various national and international organizations. PEER Groups (Teacher, Officer, classmates, and other students from different disciplines) who really show their willingness to contribute an amount can also make the contribution.

**9. Learn & Earn- on campus job for DIU students:**

The 'Learn & Earn at DIU' is introduced and run by DSA Office to support and subsidize meaningful work experiences on campus, offering current DIU students the opportunity to develop their professional skills in a professional work environment.

Students can learn from a mentor, expand their professional network, gain work experience and skills through a part-time job at DIU or any concern of the Daffodil Family while still continuing their regular classes. Students work in different departments of DIU such as Transport Management, different service and academic department offices as Student Associates, paid volunteers and contractual basis by expressing formal interest to the DSA Office.

**10. Student Conflict Management and Grievance Mitigation:**

The Students' Affairs Office serves as a hub for unwanted situation intervention / conflict management and grievance mitigation at DIU. By offering proper solutions, counseling, clear procedures, education, and support, the office contributes to cultivating a positive campus culture that promotes student well-being, personal growth, and academic success. DSA Office takes proactive steps to manage conflicts among students and facilitate their resolution, provides counseling services to students, helping them manage emotions, enhance communication skills, and navigate conflicts in a constructive manner. The DSA Office addresses student grievances effectively by establishing clear and transparent procedures for students to submit grievances, maintaining confidentiality and ensuring proper action to provide solutions.

**PROJECT ACTIVITIES:**

From the DSA Office we run different types of project activities that includes students' skill and leadership development (The Duke of Edinburgh's International Award program), community engagement and development with World University Association for Community Development (WUACD) and Universitas Airlangga in Indonesia and involving students of Art of Living course to organize different sessions in their hometown as a part of Academic Social Responsibility (ASR).

**Contacts****Office of the Director of Students' Affairs**

Email: [dsa@daffodilvarsity.edu.bd](mailto:dsa@daffodilvarsity.edu.bd),  
[dsaoffice@daffodilvarsity.edu.bd](mailto:dsaoffice@daffodilvarsity.edu.bd),  
[dsaoffice3@daffodilvarsity.edu.bd](mailto:dsaoffice3@daffodilvarsity.edu.bd)  
 Cell: +8801847334762, +8801847334865  
 Social Connection:

<https://www.facebook.com/diudsa/>

## CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center (CDC) of Daffodil International University (DIU) was established in 2005 with the aim of providing necessary technical assistance and academic support to DIU students so that they can attain employment skills and present themselves in the job market (both locally and internationally) with the required level of efficiency. To attain this objective, CDC has been trying to co-op itself with the latest demands and requirements of the job market; and accordingly, the Center has made its best effort to extend useful practical ideas, knowledge and skills to DIU students.

### Vision

To train and prepare high-quality, educated youth for the job market as well as to nurture quality entrepreneurs for the development of business and the economy of the country.

### Mission

- Develop DIU students with proper knowledge and skills so that they can compete in the job market with the highest rates of success;
- Provide proper counseling and advice DIU students so that they can find their best possible career with maximum satisfaction;
- Develop close and continuous contact and relationships with different government-, non-government and international organizations with the aim of placing increasing numbers of DIU students in those organizations;
- Arranging internship opportunities for DIU students in large, modern and multifarious organizations at home and abroad;
- Improve the confidence level of DIU students through proper orientation and guidance to meet their career requirements.

### Key Activities of Career Development Center (CDC)

Consistent with the above mentioned aims and objectives of Career Development Center (CDC), it has regularly undertaken the following activities as key components of its mission:

- Counseling for career planning
- Career related online session
- Conducting training on career related topics
- Job placements
- Internship placements
- Arranging job fairs, exhibitions and other career related events





- Industry visits for career development
- Arranging the Industry-Academia lecture series
- Arranging mock interview sessions (Physical & Online)
- Career publications
- Counseling for higher studies and scholarships at home & abroad
- Organizing international conferences, seminars, summer programs, etc.
- Job searching for creating opportunities for DIU graduates through networking

**Services**

- Job placement
- Self-employment
- Internship

**Other Services**

- Video resume
- Industry visit

For any other services concerned with career planning, students are always welcome to contact CDC Office face-to-face or online at the following e-mail address, website and cell phone number:

E-mail: [cdc@daffodilvarsity.edu.bd](mailto:cdc@daffodilvarsity.edu.bd)  
 Cell: +8801847334707  
[www.cdc.daffodilvarsity.edu.bd](http://www.cdc.daffodilvarsity.edu.bd)  
 (Saturday to Thursday 9.00 AM- 6.00 PM)





## INTERNATIONAL AFFAIRS

The DIU International Affairs office is an independent counseling office for students to be connected with international arena. Whether you are an international student interested in applying to DIU, a current student searching for information on study abroad opportunities or an overseas institution looking to work with DIU, we are here for you. Daffodil International University has developed academic collaboration with more than 500 renowned foreign universities and institutions globally in the area of student and faculty exchange, summer program, PhD program, scholarship, research collaboration, international internship, short term program and assistance in setting up new programs.

**Office of the International Affairs of Daffodil International University provides the following support to the students:**

- Advice and support DIU students for higher education with the partner universities
- Information on study and research possibilities abroad
- Maintain global connections
- Visa assistance, finding accommodation and formalities for students
- Advice and provide information on aspects of internationalization
- Admission of incoming exchange students
- Guide outgoing exchange students
- Information on partner universities and organizations abroad
- Scholarship information
- Organizing International events and conferences
- Liaison with international organizations where DIU is member

**Some important links of International Affairs of Daffodil International University:**

**List of international partner universities:**

<https://daffodilvarsity.edu.bd/international-linkage>

**Study abroad experiences:**

<https://daffodilvarsity.edu.bd/international/study-abroad-experiences>

**Facebook page of International Affairs, DIU for regular updates:** <https://www.facebook.com/diu.international>

**Contacts**

Email: [international@daffodilvarsity.edu.bd](mailto:international@daffodilvarsity.edu.bd)

Cell: +8801713493250

Or

Email: [int@daffodilvarsity.edu.bd](mailto:int@daffodilvarsity.edu.bd)

Email: [mobility@daffodilvarsity.edu.bd](mailto:mobility@daffodilvarsity.edu.bd)

Cell: +8801811458865



## DAFFODIL INSTITUTE OF LANGUAGE (DIL)



Daffodil Institute of Languages (DIL) was established in 2013 as an associated organization of Daffodil International University, with an objective to help the students of DIU and outside to learn foreign languages and pursue their higher studies and careers at home and abroad.

**Vision:**

Daffodil Institute of Languages aspires to be the gold standard in foreign language education in Bangladesh.

**Mission:**

Daffodil Institute of Languages (DIL) aims to offer its clients a friendly but professional environment where they find learning objectives challenging but possible; where they are supported by teaching and administrative staff, who are willing to help and support; and where they are encouraged to make best use of their potential to learn the languages they need to learn.



#### Available language courses:

- English language course ■
- French language course ■
- German language course ■
- Spanish language course ■
- Japanese language course ■
- Chinese language course ■
- Korean language course ■
- Arabic language course ■
- IELTS preparation course ■

#### Facilities:

- Special discount for DIU students
- Cambridge certified trainer for IELTS course
- Qualified language instructors
- Class rooms with modern technologies
- Language lab facilities
- Convenient class timing.
- Certification on successful completion

#### Opportunities:

- Job opportunity as language interpreter
- Better performance in job interviews
- Advantages to work in multinational companies
- Objective assessment of language abilities
- Better preparation for competitive exams
- Experience of tastes of different languages

#### Other activities:

DIL often organizes various motivational seminars and workshops where importance of learning languages along with other language learning tips are discussed. Students get privilege to enroll in different universities around the world through DIL with assistance of admission.ac.

#### Special addition:

##### IELTS:

DIL has established an IELTS test center at DIU campus in collaboration with IDP Education, where anyone can complete his/her registration for IELTS test and appear in the test inside the DIU campus.

##### J-Test:

DIL has also established a Japanese language test center in collaboration with J-Test (international authority of Japanese test). Anyone can complete his/her registration for J-Test and appear in the test inside the DIU campus.

#### DIL Office:

Academic building-4  
Cell: 01847140018,  
E-mail: dil@daffodilvarsity.edu.bd

## WHERE TO GO FOR INFORMATION

Tabel 15: Where to go for information

What Purpose	Where to go
Academic issues	Respective Coordination Officer / Head / Dean
Course advising	Respective Course Advisor
Registration process	Department Office / Accounts
Transfer, semester withdrawal	Department Office / Office of the Registrar
Financial AID	Office of the Registrar / Accounts
Course withdrawal	Department Office / Office of the Registrar
Certificate Application / Semester Result / Grade Sheet	Office of the Controller of Examinations
Medium of Instruction (Mol) / Recommendation Letter / Concern Letter / Migration Certificate / Testimonial / Character Certificate / etc.	For Current Student: Department Office For Alumni: Office of the Registrar
Admission processing	Admission office
Library services	Library
Career counseling	Career Development Center (CDC)
Exchange program	International Affairs office
Medical service	Doctor's chamber / medical center
For login credential	IT office
General problem complain receive	Department Office / Office of the Registrar
Re-admission related works	Department Office / Office of the Registrar
ID card loss	Department Office
Complains related to gender harassment	Contact with: Office of the complaint committee to prevent sexual harassment



## FREQUENTLY ASKED QUESTIONS (FAQ)

Tabel 16: Registration related FAQ

Sl.	Question	Answer
01	How to complete the course registration? (For new students)	<ol style="list-style-type: none"> <li>1. Collect your account clearance by paying the registration fees/admission fees in the Accounts Section.</li> <li>2. Submit the filled up student insurance form (given during the admission) and the account clearance to the coordination officer of the department office.</li> <li>3. When the registration is done by the department office, you have to check the student portal to confirm your registration. <b>(<a href="http://studentportal.diu.edu.bd/login">http://studentportal.diu.edu.bd/login</a>).</b></li> </ol>
02	How to complete the course registration? (For existing Students)	<ol style="list-style-type: none"> <li>1. Collect your account clearance by paying the registration fees in the Accounts Section.</li> <li>2. Submit it (keep a photocopy) to the batch coordinator in your department. He/she will complete your course registration as per the rule.</li> <li>3. After the completion, you have to check the student portal to confirm the completion of course registration.</li> </ol>
03	How can I change/add/drop course after the registration?	After the registration, you may be able to change/add/drop any course within 7 days after the last date of the registration. Contact your batch coordinator.
04	What can I do to drop the semester? (before registration)	In case of specific reason, if you could not pay your registration fees and did not complete the registration, then you must drop the semester in the student portal.
05	What can I do to drop my semester? (after registration)	<ol style="list-style-type: none"> <li>1. Write an application (describing specific reason) to the Registrar through Head of the department within 2 weeks of the last date of registration.</li> <li>2. If Head and Dean approve, then you need to submit the copy of the approval to the Registrar office for final approval.</li> <li>3. One week later you need to check the student portal and/or contact the department office to confirm the semester drop.</li> </ol>
06	I am a student of previous syllabus. Shall I do my registration with previous course code or I will register with new course code?	Student of previous syllabus can do registration with previous syllabus with an application to the Head of the department.
07	What can I do for registration when the registration date is over?	Please follow the instructions given in the notice board and contact to the department office for further help.
08	I have already dropped three or more semesters (without informing). Now I want to continue my study.	Please follow the instructions of re-admission given in the notice board and contact to the department office.

Sl.	Question	Answer
09	How to take extra courses in a semester?	Students may apply to the Dean through the Head of the department describing the name and credits of courses to be taken.
10	How I can extend registration duration for more than six years?	Submit an application (describing the reason) to the Registrar through the Head and the Dean. A draft transcript needs to be attached with the application.
11	I want to register one course with evening program or alternatively day program. Can I be permitted?	Write an application to the head of the department with specific reason(s).
12	What is the process of doing dual-major?	If you want to do dual-major you need to write an application to the Head of the department.

Tabel 17: Exam related FAQ

Sl.	Question	Answer
01	How can I get my admit card for mid-semester and final Exams?	Pay your installment (fees) and collect your exam clearance/admit card showing the money receipt from the accounts section. You need to preserve the exam clearance/admit card for sitting the exam.
02	What is the fees of improvement exam?	The student has to pay 60% of the course fees for the final exam improvement.
03	How can I sit in the improvement exam?	<ol style="list-style-type: none"> <li>1. Collect the form of improvement exam from the department office and fill up the form.</li> <li>2. Pay required fees for improvement exam in the accounts section and get the clearance.</li> <li>3. Then you submit the form to the department office. The department office will send the form to the relevant teacher.</li> </ol>
04	How can I select a supervisor for internship?	Contact your Head of the department who will assign your supervisor for internship and thesis.
05	How can I get my semester results from website?	Students can see their semester results from the student portal. Portal Link: <a href="http://studentportal.diu.edu.bd/#/result">http://studentportal.diu.edu.bd/#/result</a>
06	How can I get the cumulative results (CGPA) of all the courses that I have completed?	In order to know your CGPA you can withdraw a Partial Normal Transcript from the Exam Office. You need to apply for that document from your Student Portal after paying BDT. 50/- only.
07	I have two exams in same time slot. Can I attend the improvement of the missed exam without fee?	You can attend the improvement exam without fee in case of overlapping of exams.

Sl.	Question	Answer
08	Do I have to attend a minimum number of classes to attend the examinations?	Minimum of 60% of the classes you must attend.
09	What is the minimum CGPA to get the certificate?	The minimum CGPA is 2.00 to get your degree certificate.
10	Is there any eligibility to attend the final improvement exam?	Students who got "Grade B" or less may apply for improvement
11	How can I resolve result block?	1. Clear your previous dues 2. Contact with Registrar office/exam office for resolving of blocked result.

Tabel 18: Transcript/certificate/concern letter, etc. related FAQ

Sl.	Question	Answer
01	How I can take concern letter/ testimonial for job purpose?	Write an application to the Head of the department (format given in the office/notice board) along with money receipt of the payment of Tk. 50. Please write your parents name in the application and in the back side of the money receipt.
02	How I get internship letter?	2. You must complete all courses to start internship while maintaining at least CGPA of 2.00. 2. Collect internship form from the department office. Fill up the form and get the required signatures. 3. Pay fees and take accounts clearance 4. Submit the form to department office together with clearance receipt.
03	When I will be allowed for provisional certificate?	Once your course works are completed including thesis/defense/presentation/internship, contact your Department Office and ask them to send your Degree Awarding Recommendation to the Exam Office. Once sent by the department, the Exam Office will process the degree awarding and get necessary approval from the concerned authority. After approval you may apply for your Transcript & Certificate from DIU Student Portal.
04	How can I withdraw academic transcripts/ certificate?	You need to apply for that transcripts/certificate from your Student Portal after paying required fees.
05	How can I get a recommendation letter?	For recommendation letter, you have to pay TK. 50 to accounts section. Write your parents' names on the backside of the money receipt. Then submit an application to Head of the Department. Attach the money receipt along with the application. (Submit the soft copy of the draft recommendation letter, if any)
06	How I will get a concern letter.	For concern letter, you have to pay TK. 50 to accounts section. Write your parents' names backside of the money receipt. Then submit an application to Head of the department. Attach the money receipt along with the application.



Tabel 19: Miscellaneous FAQ

Sl.	Question	Answer
01	How can I get my email password? (For new students)	You can get your email ID and password from the online notice board and the departmental notice board.
02	How can I solve the email password problem?	You need to pay Tk20/- to the account section and fill-up the register book from the department office for specific problem. Department office will send an e-mail to IT section to solve the problem and then inform you the solution.
03	I cannot login in the student portal. How can I get access to the student portal?	You may reset the password from the forgot password option.
04	How can I get my class routine of the semester?	You can find your class routine in the departmental notice board, online notice board and in your email.
05	I have lost my ID card. What can I do now?	At first, you have to go to the police station to do a general dairy (GD). Submit the photocopy of the GD to the admission section. The Admission Section will give you the further Instructions.
06	Where can I get my scholarship/waiver information?	You can get your scholarship/waiver information in scholarship/waiver section under the Office of the Registrar.
07	When is the payment date? and also dept. notice board	The date of payment will be notified through online notice board and through the mail.
08	How much do we need to pay in second (before mid-semester ) and third (before final) installment?	You have already paid the registration fees in the beginning of the semester. Now, multiply the no of credits you have registered in current semester with per credit tuition fees for your program. The result is the total amount you have to pay in two equal parts in the time of mid-semester and final exams respectively. You can also ask the respective officers of the account section and/or you can check the ledger in the Students' Portal.
09	How may I reserve class room for extra class?	Come to the department office and contact with coordination officer for booking class room.
10	How may I get scholarship from foreign university?	Call for applications for different scholarship opportunities are regularly posted in the notice board and social media pages of DIU International Affairs. See the regular updates and check your student e-mail. Contact with the officials of the office of the DIU International Affairs for further information and clarifications.
11	How can I change Department/Program?	Collect the department change form from admission office. Fill-up and collect sign from respective Deans and Heads. Clear all dues and submit the form to Registrar office for approval.

Sl.	Question	Answer
12	How can I change course section?	Contact department office.
13	How to solve Multimedia/ IT related Problem?	Contact department office.
14	How can I get the information of DIU Transport?	Visit the link: <a href="https://daffodilvarsity.edu.bd/article/transport">https://daffodilvarsity.edu.bd/article/transport</a> For more quires Contact: Cell No.: +8801847140037 Email: transportoffice@daffodilvarsity.edu.bd
15	What are the requirements to get a laptop from university?	You have to complete at least 3 (three) semesters successfully with SGPA 2.5 and payment should be clear up to the last semester.
16	How I can transfer credit with a foreign university?	Please contact International Affairs office
17	How I can join in international summer programs?	Please contact International Affairs office
18	How can I find the contact numbers of a teacher/officer?	Visit the following link of DIU website officers: <a href="https://daffodilvarsity.edu.bd/page/admin_page_detail">https://daffodilvarsity.edu.bd/page/admin_page_detail</a> Teachers: <a href="http://faculty.daffodilvarsity.edu.bd/">http://faculty.daffodilvarsity.edu.bd/</a>
19	What is the process of teaching evaluation?	Login to student portal and update your profile. After that, fill the teaching evaluation form and submit it.
20	How to check payment ledger from student portal?	Login to student portal and click "payment" option for student payment ledger and payment scheme.
21	Can I meet with my course teacher other than class period?	Yes, you can meet with your teacher during the counseling hours.
22	Where can I find information about insurance?	Contact No.: +8801847334799 Email: treasureroffice@daffodilvarsity.edu.bd
23	How can I get BLC related service?	<a href="https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/line/guideline-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/line/guideline-for-diu-blc-moodle-students?pli=1</a> Cell No.: +8801847027540 Email: blc1@daffodilvarsity.edu.bd





## শিক্ষার্থীদের জন্য গুরুত্বপূর্ণ নির্দেশাবলী

১. বিশ্ববিদ্যালয়ের বিধি অনুযায়ী কোন শিক্ষার্থী ৩(তিন) দিনের বেশী কর্তৃপক্ষের অনুমতি ব্যতিরেকে অনুপস্থিত থাকতে পারবেন না। কোন শিক্ষার্থী যদি ক্রমাগত ০৪ দিন অনুপস্থিত থাকেন তবে ছাত্র ও তার অভিভাবকের মোবাইল নাম্বারে স্বয়ংক্রিয়ভাবে বার্তা চলে যাবে। কোন শিক্ষার্থী পর্যায়ক্রমে ১০(দশ) দিন অনুপস্থিত থাকলে বিশ্ববিদ্যালয় কর্তৃপক্ষ বাংলাদেশ সরকারের শিক্ষা মন্ত্রণালয় ও অন্যান্য সংশ্লিষ্ট কর্তৃপক্ষকে অবহিত করবে। অতএব সকল শিক্ষার্থীদের নিয়মিত ক্লাসে উপস্থিত থাকতে বিশেষভাবে অনুরোধ করা হলো।
২. বিশ্ববিদ্যালয়ের ডিগ্রি অর্জনের জন্য যোগ্যতা হিসেবে শিক্ষার্থীদেরকে নূন্যতম সিজিপিএ ২.০০ পেতে হবে। একজন শিক্ষার্থীকে চার (০৪) বছর স্নাতক প্রোগ্রামের জন্য সর্বোচ্চ ছয় (০৬) বছর, পাঁচ (০৫) বছর স্নাতক প্রোগ্রামের জন্য সর্বোচ্চ সাত (০৭) বছর এবং স্নাতকোত্তর প্রোগ্রামের জন্য সর্বোচ্চ চার (০৪) বছর সময় পাবে। এছাড়াও, সেমিস্টার ফাইনাল পরীক্ষায় অংশ গ্রহণের জন্য এবং টিচিং ইভালুয়েশন করার জন্য শিক্ষার্থীকে অবশ্যই প্রতি সেমিস্টারে প্রতি বিষয়ে নূন্যতম ৬০ শতাংশ ক্লাসে উপস্থিত থাকতে হবে।
৩. আশা করা যায় যে প্রত্যেক শিক্ষার্থী বিশ্ববিদ্যালয়ের শৃঙ্খলা বজায় রাখবে, ক্যাম্পাসে থাকাকালীন বিশ্ববিদ্যালয়ের আইডি কার্ড পরিধান করবে এবং ভালো আচরণ করবে। কোনো শিক্ষার্থী রাষ্ট্রবিরোধী কোনো কাজে কিংবা বিশ্ববিদ্যালয়ের নিয়মবহির্ভূত কোনো কাজে জড়িত হতে পারবে না।
৪. কোন শিক্ষার্থী সামাজিক যোগাযোগ মাধ্যমসহ কোন ইলেক্ট্রনিক মাধ্যমে এমন কোনো পোস্ট বা মতামত প্রদান করতে পারবে না যা মিথ্যা এবং সমাজ, রাষ্ট্র ও বিশ্ববিদ্যালয়ের ভাবমূর্তির জন্য ক্ষতিকর এবং আইন-শৃঙ্খলা বিঘ্নিত করে অথবা রাষ্ট্র, ব্যক্তি বা বিশ্ববিদ্যালয়ের ভাব মূর্তি বিনষ্ট করে অথবা ধর্মীয় বিশ্বাসে আঘাত করে। এমন কার্যকলাপ অপরাধ হিসেবে গণ্য হবে এবং দেশের প্রচলিত আইন অনুযায়ী ব্যবস্থা নেওয়া হবে।
৫. কোনো সন্ত্রাসী বা সন্ত্রাসবাদের সঙ্গে যুক্ত কোনো ব্যক্তি বা প্রতিষ্ঠানের সঙ্গে যোগাযোগ, মাদকের সঙ্গে সম্পৃক্ততা, উৎপাদন, বিতরণ, বিক্রয় অথবা নিজের কাছে লুকিয়ে রাখা অপরাধ হিসেবে গণ্য হবে এবং দেশের প্রচলিত আইন অনুযায়ী ব্যবস্থা গ্রহণ করা হবে।
৬. ক্যাম্পাসে কারো গতিবিধি সন্দেহজনক হলে তাৎক্ষণিকভাবে তা ক্যাম্পাস কর্তৃপক্ষকে অবহিত করতে হবে।
৭. শিক্ষার্থী ও বিশ্ববিদ্যালয়ের সাথে সংশ্লিষ্ট সকল সদস্যকে রাষ্ট্র ও সমাজবিরোধী কার্যকলাপ এবং যে কোন জঙ্গী তৎপরতার ভিডিও, ছবি, লেখা ও মন্তব্যে, লাইক ও শেয়ার থেকে সম্পূর্ণ রূপে বিরত থাকতে হবে। কোন শিক্ষার্থীর বিরুদ্ধে এ ধরনের সংশ্লিষ্টতার কোন তথ্য পাওয়া গেলে তাৎক্ষণিকভাবে তা কর্তৃপক্ষকে অবহিত করতে হবে।
৮. শিক্ষার্থীর যাবতীয় শিক্ষাব্যয় পরিশোধযোগ্য। যদি কোনো শিক্ষার্থী পড়ালেখা স্থগিত করে বা অন্য কোনো বিশ্ববিদ্যালয়ে তার ক্রেডিট স্থানান্তর করে অথবা অস্থায়ী ট্রান্সক্রিপ্ট বা সার্টিফিকেটের জন্য আবেদন করে, তাকে বিশ্ববিদ্যালয়ের সমস্ত প্রদেয় শিক্ষাব্যয় পরিশোধ করতে হবে। বিশ্ববিদ্যালয় কর্তৃপক্ষ যেকোনো প্রদেয় ফি পুনরুদ্ধারের জন্য উপযুক্ত পদক্ষেপ নেওয়ার অধিকার রাখে।
৯. অধ্যয়ন বিষয়ে অথবা প্রশাসনিক প্রয়োজনে শিক্ষার্থীকে অবশ্যই যথাযথ নিয়ম মেনে তার নিজ বিভাগে যোগাযোগ করতে হবে।
১০. যেকোনো ক্লাসে অংশ গ্রহণ বা অন্যান্য সংশ্লিষ্ট ক্রিয়াকলাপে অংশ গ্রহণের জন্য যেকোনো ক্যাম্পাসে স্থানান্তরের ব্যাপারে কর্তৃপক্ষের সিদ্ধান্তগুলো মেনে চলতে শিক্ষার্থী বাধ্য থাকবে।
১১. ভর্তির সময় শিক্ষার্থীকে অবশ্যই তাদের জাতীয় পরিচয়পত্র অথবা পাসপোর্টের ফটোকপিসহ অন্যান্য প্রয়োজনীয় নথি ও তথ্য প্রদান করতে হবে। শিক্ষার্থী বা তার অভিভাবকের বিরুদ্ধে যদি কোনো মামলা (সিভিল/ফৌজদারি) থাকে, তবে সে তথ্যও জানাতে হবে।
১২. কর্তৃপক্ষ কর্তৃক শিক্ষার্থীদের প্রয়োজনীয়তা সমাধানের জন্য ডিআইইউ ফোরাম (শিক্ষার্থী ভয়েস) এর অধীনে একটি অনলাইন সহায়তা কেন্দ্র তৈরি করা হয়েছে। শিক্ষার্থী ডিআইইউ ফোরাম অ্যাকাউন্টের মাধ্যমে লগ ইন করে তার নির্দিষ্ট সমস্যা/ প্রয়োজনীয়তা লিখতে পারবে।
১৩. শিক্ষার্থী যেকোনো সময় কর্তৃপক্ষ কর্তৃক ঘোষিত এবং গৃহীত যেকোনো নিয়ম ও বিধিবিধান মেনে চলতে বাধ্য থাকবে।
১৪. সকল শিক্ষার্থীকে পরিষ্কার এবং শালীন পোশাক পরিধান করতে হবে।
১৫. দেশ ও জাতির বৃহত্তর স্বার্থে ও শিক্ষার্থীদের সার্বিক কল্যাণে লেখাপড়া ও দৈনন্দিন কার্যক্রম পরিচালনার ক্ষেত্রে শিক্ষার্থীদের দায়িত্বশীল ভূমিকা পালনের জন্য বিশেষভাবে অনুরোধ করা হলো।
১৬. তথ্য প্রযুক্তি আচরণ বিধি মেনে চলতে হবে। অন্যথায় তথ্য প্রযুক্তি আইন অনুযায়ী ব্যবস্থা গ্রহণ করা হবে।













2023

## Contact Us

**DAFFODIL INTERNATIONAL UNIVERSITY**

DAFFODIL SMART CITY, BIRULIA, SAVAR, DHAKA-1216, BANGLADESH

ADMISSION HELPLINE: +8809617901212

EMAIL: [info@daffodilvarsity.edu.bd](mailto:info@daffodilvarsity.edu.bd)

[www.daffodilvarsity.edu.bd](http://www.daffodilvarsity.edu.bd)

