ITM Department Guidebook

Message from the Head of the Department

Welcome to the Department of Information Technology and Management (ITM) at Daffodil International University. In the Era of Industry 4.0, Daffodil International University provides you a unique opportunity to have BSc. in Information Technology and Management. In the field of Information Technology and Management, the job possibilities are almost endless. IT management graduates are in high demand and this field tops the list in the fastest-growing jobs in the nation.

What organizations tell us, they really need people with skills that are rather unique and combine outcomes in both management and IT. The ITM program is kind of the best of both disciplines, you will learn the core IT concepts along with management concepts and this hybridized knowledge and skill set will build a bridge between industry and academia.

So I like to invite you to visit our department and talk with the academic and admission staff if you have any queries. We also welcome applications from international students.

We look forward to seeing you at The Department of Information Technology and Management at Daffodil International University.

Description of the Program:

Information Technology & Management (ITM) is a very unique program among the universities in Bangladesh. It is the next-generation department that incorporates scientific management principles into all of its academic programs. It emphasizes knowledge creation through research and development. It also teaches industry-oriented courses and maintains close liaison with companies to prepare its graduates for immediate employment. These ITM graduates can explore jobs both at home and abroad in the rapidly growing IT industry.

The ITM Program applies a hands-on approach to education that allows you to apply what you learn in courses to solve real-world IT problems. The program provides an innovative experience where you will work on cutting-edge, industry-sponsored projects. This teaching philosophy and project-based learning and knowledge retention process prepare innovators, entrepreneurs, and future leaders.

The department has a strong foundation of innovative educational programs, interdisciplinary research collaborations across the university, and diverse partnerships with industry, nonprofits, and government.

The program is designed to deepen the knowledge in the following major categories:

· Students' understanding of new and emerging information technologies,

· The application and integration of these technologies with management and

· The administrative practices that are employed to effectively manage these technologies.

Department's Location:

ITM Office at AB-4

Daffodil Smart City, Birulia, Savar, Dhaka-1216, Bangladesh

Name of the Degree:

Information Technology & Management

Website link:

https://www.daffodilvarsity.edu.bd/department/itm

Social Media link:

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

Name of the Program Offering Entity:

The name of the program offering entity is the **Department of Information Technology & Management.**

Under the **Faculty of Science and Information Technology.**

Vision of the Program Offering Entity:

To be recognized as a leader in Information Technology Management education and research with a strong impact in our targeted areas of research and to attract excellent faculty and students worldwide.

The mission of the Program Offering Entity:

In order to prepare undergrad and graduate students for productive careers in industry and academia, as well as government by providing an excellent environment for teaching, learning, and research in information technology and management. In particular, we aim:

To contribute to the building of a sustainable digital generation through teaching and research.
To produce highly qualified and well-rounded graduates possessing the fundamental knowledge of information technology and management who can provide leadership and service to Bangladesh and the world.
To pursue creative research and new innovations in Information Technology Management and across disciplines in order to serve the needs of industry, government, society, and the scientific community by expanding and contributing to the body of knowledge in the field.

To develop strong partnerships with industrial and government and non-govt. agencies, professional societies, and local communities.

Objectives of the Program Offering Entity:

B.S.c. in Information Technology and Management (ITM) program is a unique program developed by Daffodil International University to meet industry needs and ensure that tomorrow's IT managers have the knowledge about the role of technology in society necessary skills for analyzing, designing, developing and testing computer systems. It is a highly practical program that stresses the strategic importance of information and knowledge in the business context. This program also seeks to ensure that students going greater confidence and understanding in the application of IT-related matters; thereby sharpening decision-making and problem-solving skills. The ITM curriculum is a blend of theoretical content and practical application through projects and laboratory-based instruction.

Departmental Rules and Policies:

The main task of the department is to ensure all kinds of administrative support to the students so that students can continue their studies smoothly. The department ensures all support to the students in compliance with the rules and regulations of the university.

Students' Support against Inquiries:

Students ask for various types of information related to departmental services. A prospective student or a guardian wants to know various things about our department after getting admission. Such as:

- Course offer
- Class starting date.
- Mid-term and Final Examination date.
- New student's ID card and Reissue ID card.
- Credit requirements and duration of the program
- Tuition fees waiver and scholarships
- Faculty members' information.
- ITM Students participated in different contests.

Following Information provided to the students:

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

- Provide Course Offer: A student can get from Online and Offline Notice board. The department also emails the students.

- Provide Section: During advising time, the department ensures the section of every student.
- Provide Advisor's details: When a student comes to the department we give the advisor's details.
- Provide a Semester Schedule and: Semester schedule also provided to the students during advising time.
- Class routine. Class routine generally emails to the students and also upload in the online notice board.
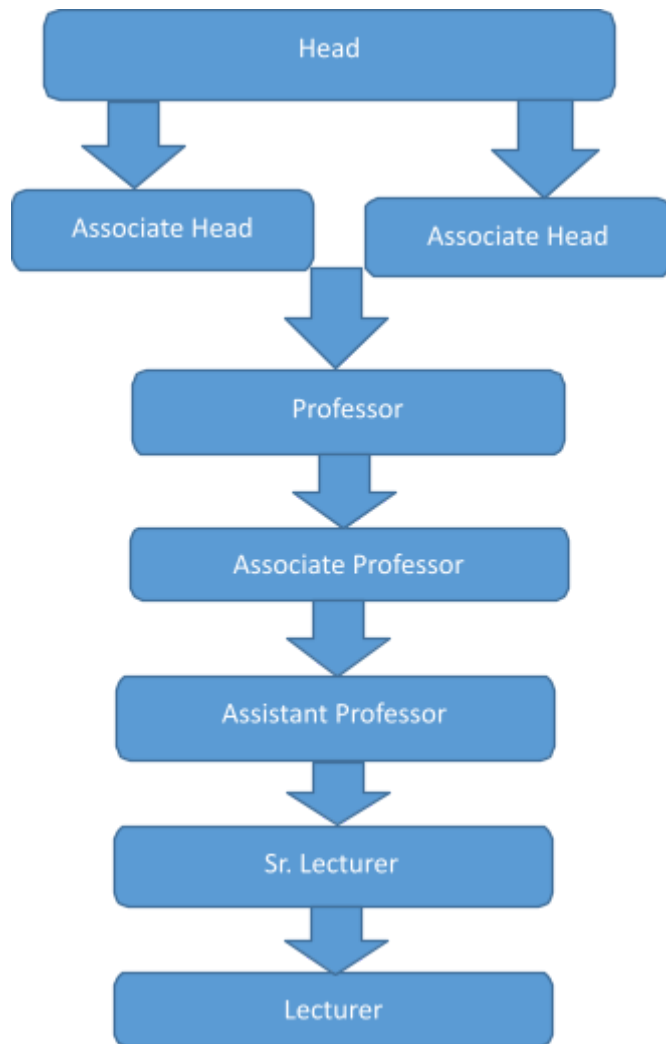
Advising and Counseling:

Every student is under an advisor. A student can get all kinds of advising regarding academic and other issues

Faculty Information:

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

https://faculty.daffodilvarsity.edu.bd/teachers/itm.html

Faculty Hierarchy:

```
                    ┌─────────────────────────────┐
                    │            Head             │
                    └─────────────────────────────┘
                       │                       │
                       ▼                       ▼
           ┌──────────────────┐      ┌──────────────────┐
           │  Associate Head  │      │  Associate Head  │
           └──────────────────┘      └──────────────────┘
                       │
                       ▼
              ┌────────────────────┐
              │     Professor      │
              └────────────────────┘
                       │
                       ▼
              ┌────────────────────┐
              │ Associate Professor│
              └────────────────────┘
                       │
                       ▼
              ┌────────────────────┐
              │ Assistant Professor│
              └────────────────────┘
                       │
                       ▼
              ┌────────────────────┐
              │    Sr. Lecturer    │
              └────────────────────┘
                       │
                       ▼
              ┌────────────────────┐
              │      Lecturer      │
              └────────────────────┘
```
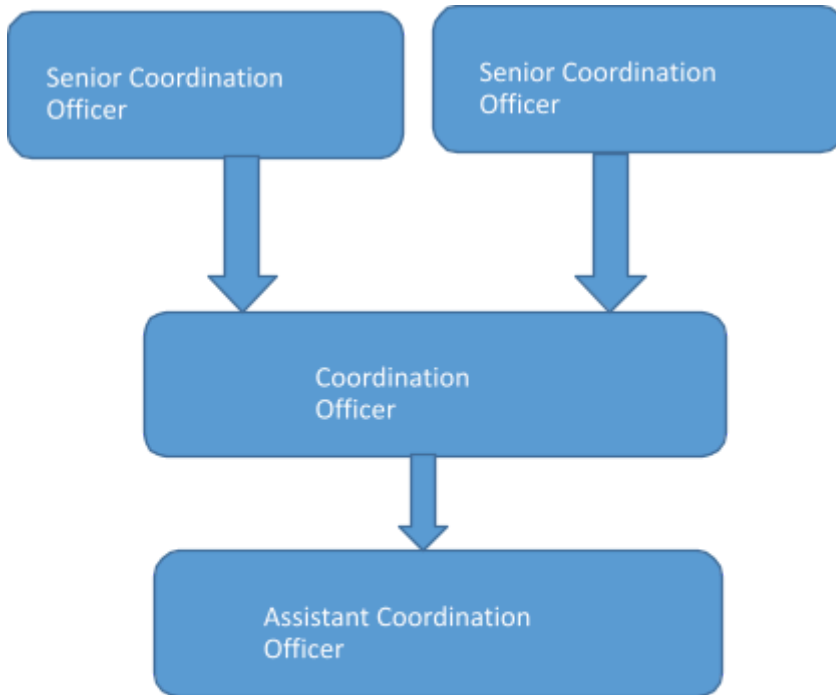
Faulty Job Responsibilities:

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

Departmental Admin Hierarchy:

```
┌─────────────────────┐     ┌─────────────────────┐
│ Senior Coordination │     │ Senior Coordination │
│ Officer             │     │ Officer             │
└──────────┬──────────┘     └──────────┬──────────┘
           │                           │
           ▼                           ▼
     ┌─────────────────────────────────────┐
     │         Coordination                │
     │         Officer                     │
     └──────────────────┬──────────────────┘
                        │
                        ▼
     ┌─────────────────────────────────────┐
     │   Assistant Coordination            │
     │   Officer                           │
     └─────────────────────────────────────┘
```

Admin Officers' job responsibilities:

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

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

Theory Classrooms' Status:

At we have 2 well-furnished classrooms which are situated in the following floors:

THEORY CLASSROOMS' STATUS
ROOM NO.
Class Room -602
Class Room -603

Computer Lab rooms' Status:

We have 1 well-furnished Computer Lab Rooms which are situated on the following floors:

LAB ROOMS' STATUS
ROOM NO.
Computer Lab-609

Clubs' Details:

We have following clubs:

a)   **Information Technology & Management Club(ITMC)**: A student can join the club and explore the opportunities of himself/herself.
    For more details, please go through the below link:
        Website:
        http://clubs.daffodilvarsity.edu.bd/club/diucpc

        Social Media Link:
        https://www.facebook.com/itmclub.daffodilva
        rsity/

Conclusion

To be an ideal teacher and officer one must have presence of mind, smart and knowledgeable. They need to make instant decisions in some cases. Therefore they need some general knowledge also. To manage students, teachers and officers also need information about the university's rules and regulations. Finally, this is to mention that, to be a successful teacher and officer, one must have previous knowledge, experience, and IQ. Practical experience is the only way to understand the psychological condition of the students. A booklet may provide guidelines regarding the departmental activities to the students and also help students to know the information regarding the department.

Nusrat Jahan

Assistant Professor & Head

Department of Information Technology & Management