



Real Estate Department Guide Book

Message from Head:

Thank you for your interest in the Department of Real Estate at Daffodil International University. We started our journey from the Summer Semester, 2008. As the Head of the Department, I feel proud that we are the first among all public and private universities of Bangladesh to open up this department. We offer a broad-based, rigorous curriculum, taught by a team of highly qualified faculty members. This program includes upgraded syllabuses. It consists of real estate-related courses like Architecture, Urban Planning, Environmental Conditions, etc. The Department also collaborates with real estate companies in teaching and research. We arrange practical oriented learning for the students so that they can get practical knowledge as well as theory. Being one of the most densely populated countries of the world with a huge population, Bangladesh is facing a lack of land for human settlement and related uses. The real estate and construction industries are playing an important role in solving housing problems in Bangladesh. The real estate sector provides physical expansion and economic development. This sector is well linked with human settlements, employment and environment. It needs greatly increased skilled manpower for proper planning and decision making. We are also in need of research on low-cost housing since most of the population belongs to the middle class and lower middle class in our country. Against this backdrop, the Department of Real Estate of Daffodil International University aims to produce skilled manpower with quality education to face the challenge of the 21st century and onwards and to solve contemporary housing problems in Bangladesh. The world we live in today is passing through drastic changes in business as well as scientific and technological advancement. In this rapidly changing world, you can either be the manager of change or an onlooker watching change pass by. I encourage you to apply for our 4-year Bachelor of Real Estate (BRE) program and invite you to become managers of change and propellers of socio-economic development in Bangladesh. If you would like to receive further information or to discuss our program, please do not hesitate to ask or to get in touch. I wish a happy, healthy and successful life to all of our prospective applicants.

Description of the Program:

Introduction about the Department: The Department of Real Estate (DRE) started its journey on 4th February 2008 as a unique department at Daffodil International University. Department of Real Estate, DIU is the pioneer in Bangladesh in offering undergraduate degree in Real Estate entitled “Bachelor of Real Estate” a 4 years program having 2 majors in Marketing and Finance with a provision of another major in Land Management. As a prominent department of DIU, DRE started its operation with an aim to produce qualified and skilled graduates to meet-up the growing demand of realtor’s in the real estate sector and related industries. The Master of Real Estate program has already been approved in the Academic Council of the university and is now awaiting for the final approval of the University Grant Commission (UGC). The department has already been able to produce a good number of Real Estate graduates and all of them are working in different private and public sectors of Bangladesh including Real Estate Companies, Banks and related industries. Although the Real estate graduates are specialists for the real estate sector, they can work in government organizations, universities, banks & financial institutions, multinational corporations etc. Additionally, they have the golden opportunity to become entrepreneurs. Some real estate alumni have already been able to prove themselves as successful entrepreneurs in Bangladesh. The Department of Real Estate proudly claims a 100% placement record of its graduates since the 1st passed out batch in 2012. The department follows a global standard of course curriculum which undergoes continuous gradation to incorporate the contemporary issues of the real estate industry. In order to relentlessly preserve quality the department maintains a strong industry-academia relationship through which students of Real Estate get

internship opportunities, corporate mentorship, project based work experience from their 2nd year of study and many more. There are 4 big real estate conglomerates active members of the curriculum committee of the department. The department is run by a good number of qualified full-time faculty members headed by Dr. Amir Ahmed, Assistant Professor under the supervision of Professor Dr. Mohammed Masum Iqbal, Dean, and Faculty of Business & Entrepreneurship and mentored by Professor Dr. Mostafa Kamal, Advisor, and Department of Real Estate. The department also engages qualified part time faculty members from renowned public universities, corporate leaders and a muni from the industry as adjunct faculty members

Department's Location:

Room No.-1101 Ext at AB-4
Daffodil Smart City, Birulia, Savar, Dhaka

Name of the Degree:

Bachelor of Real Estate (BRE)

Website Link:

<https://daffodilvarsity.edu.bd/department/bre>

Social Media Link:

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

Name of the Program Offering Entity:

The name of the program offering entity is the Department of Real Estate (DRE) Under the Faculty of Business and Entrepreneurship (FBE).

Vision of the Program Offering Entity:

The Department of Real Estate (DRE) will be a leading real estate education provider with a renowned reputation of highest academic excellence through innovation and dynamism in academic curriculum towards the relentless pursuit of a research-sustainable and environment friendly living solution.

Mission of the Program Offering Entity:

The Department of Real Estate is disseminating knowledge and skills in order to develop competent graduates with highest academic excellence to meet the emerging demand for research sustainable living-solutions in the real estate sector and to foster the next generation of real estate leaders.

We will strive to:

- Developing graduates to innovate and implement a research-sustainable living solution in Bangladesh.
- Developing highly competent realtors to shape the real-estate industries with an innovative approach of green sustainability.
- Fostering future real estate leaders and entrepreneurs to bring about a revolutionary change in the living lifestyle of the citizens.

Objectives of the Program Offering Entity:

The program is spread over 04 (four) academic years (levels) and 8 (eight) semesters. It consists of 142 (one hundred and forty one) credits including 38 (thirty eight) courses and an internship program. The program has following educational objectives:

- Employable graduates with knowledge, skill and competency for Real Estate and related sectors.
- Proficiency in the use of oral, written and technology based communication skills to work in a multifunctional business environment.
- Ability to function on multidisciplinary teams of various segments of a real estate company and related business.
- Compatibility to design a system, component, or process to meet desired need within realistic constraints such as financial, functional and operational real estate companies.
- Ability to identify, formulate and solve problems in real estate and other business.
- Consciousness of moral standards and of the importance of ethical conduct in real estate business practices.
- Recognition of the need for and the ability to engage in lifelong learning for providing sustainable and environment friendly living solutions.

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 study 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 the 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 students ID card and Reissue ID card.
- Credit requirements and duration of the program
- Tuition fees waiver and scholarships
- Faculty members' information.

Following Information provided to the students:

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

- Provide Course Offer: A student can get from Online and Offline Notice board. The department also emails the students.
- Provide Section: During advising time, the department ensures the section of every student.
- Provide Advisor's details: When a student comes to the department we give the advisor's details.
- Provide Semester Schedule and: Semester schedule also provided to the students during advising time.
- Class routine. Class routine generally emails to the students and also upload in the online notice board.

Advising and Counseling:

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

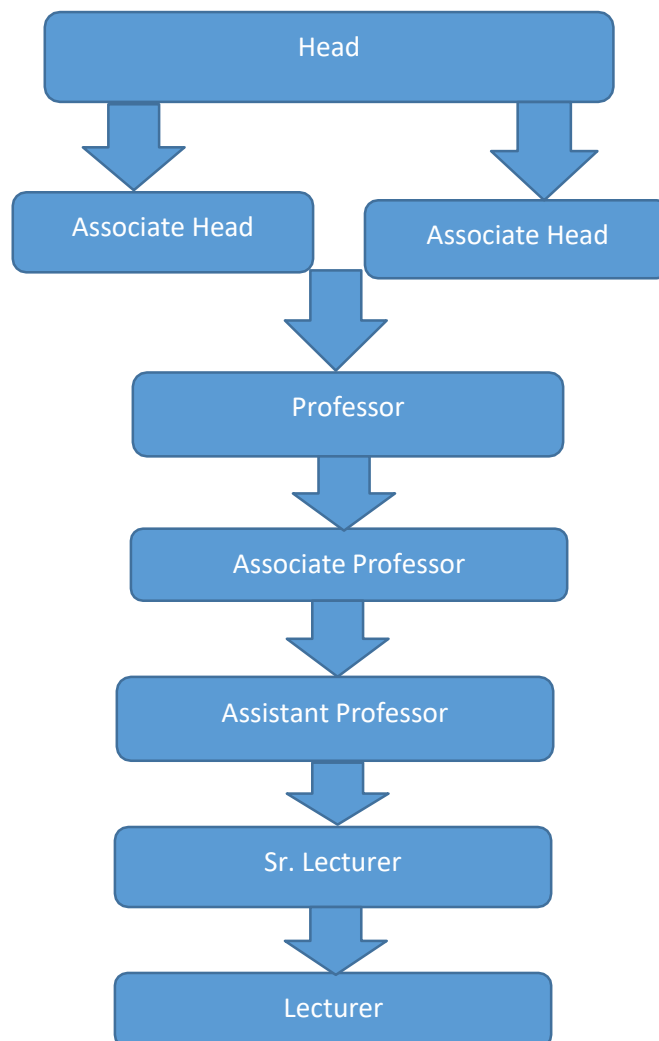
Faculty Information:

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

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

Faculty Hierarchy:

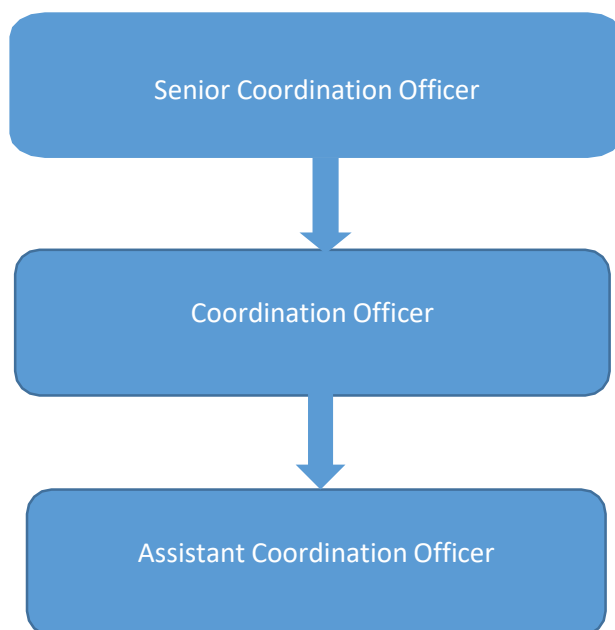
Website Link: <https://faculty.daffodilvarsity.edu.bd/teachers/bre.html>



Faulty Job Responsibilities:

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

Departmental Admin Hierarchy:



Website Link: <https://daffodilvarsity.edu.bd/coordination-officer>

Admin. Officers' job responsibilities:

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

<input type="checkbox"/>	Solving late registration issue
<input type="checkbox"/>	Processing student's application
<input type="checkbox"/>	Supported newly admitted students for different purposes
<input type="checkbox"/>	Solving student's class routing problem
<input type="checkbox"/>	Solving student's transport problem for attending class in due time.
<input type="checkbox"/>	Solving student's laptop issue
<input type="checkbox"/>	Preparing student's testimonial, Concern letter and medium of Instruction.
<input type="checkbox"/>	Circulating different notice to the students.
<input type="checkbox"/>	Providing coordination support regarding various issues
<input type="checkbox"/>	Assisting students to apply for Transcript, Certificate, and Convocation etc.
<input type="checkbox"/>	Solving different problems of DRE students like different conflict management, etc.
<input type="checkbox"/>	Supporting students for ID card issue
<input type="checkbox"/>	Other activities as and when required by the management.
<input type="checkbox"/>	Look after supporting staff to keep campus neat and clean.
<input type="checkbox"/>	Course registration of Real Estate Department.
<input type="checkbox"/>	Daily class monitoring of BRE.

Theory Classrooms' Status:

SL No.	Room No.	Floor	Academic Building
01	1104	11 th	AB-04

Lab rooms' Status:

We don't have any Lab Rooms.

Clubs' Details:

We have following clubs:

Real Estate Club (REC): A student can join the club and explore the opportunities of himself/herself.

For more details, please go through the below link:

Website: <https://dsa.daffodilvarsity.edu.bd/index.php/diu-clubs>

Social Media Link: <https://www.facebook.com/diurec.official>

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.

Dr. Amir Ahmed
Head
Department of Real Estate
Faculty of Business and Entrepreneurship
Daffodil International University