

## Department Logo



## Department of Innovation & Entrepreneurship Guide Book

### Message from Head of the Department

I am delighted to welcome you to the Department of Innovation & Entrepreneurship at Daffodil International University. Our department was established with the goal of creating innovative entrepreneurs and business leaders who can thrive in today's competitive market. Our aim is to provide our students with a world-class education that will enable them to start and scale their own businesses, as well as prepare them for successful careers in the corporate world.

We believe that entrepreneurship is a crucial driver of economic growth and development, and that our students have the potential to be at the forefront of this movement. To that end, we have created a vibrant entrepreneurial eco-system that provides all the necessary support for our students to turn their ideas into successful ventures.

Our faculty members are experts in their respective fields and bring a wealth of industry experience to the classroom. They are committed to helping our students achieve their full potential and prepare them for success in whatever path they choose.

At the Department of Innovation & Entrepreneurship, we are also dedicated to ensuring that our students have 100% employability upon graduation. Whether through starting their own businesses or securing high-paying jobs in the corporate sector, we are committed to helping our students achieve their career goals.

I encourage you to take advantage of all the opportunities available to you through our department and the university as a whole. Together, we can create a brighter future for ourselves and for our community.

Best regards,  
Head, Department of Innovation & Entrepreneurship  
Daffodil International University.

### Description of the Program

The Bachelor of Entrepreneurship focuses on identifying the behavioral disposition and developing the skills and knowledge necessary to become a successful entrepreneur. Entrepreneurs are people who identify, develop and exploit new business opportunities. They are a vital ingredient in the process of economic growth of a country. Creating and developing a reservoir of attitudinally

appropriate and positive entrepreneurs in a society is very essential for that society. A group of successful entrepreneurs is a competitive advantage for a country in the world economic scenario. The history of economically developed countries very truly supports this view. A career as an entrepreneur can be both challenging and rewarding. Entrepreneurs are most commonly associated with identifying new business opportunities and then building their own business ventures (notable examples include Steve Jobs with Apple, Bill Gates with Microsoft, Samuel Walton with Wal-Mart and Richard Branson with Virgin). Business planning and business topics among others are important features of this specialization.

Graduates of the Bachelor of Entrepreneurship will be able to define their own job or to work for diverse business organizations. This is because the degree has the purpose of providing students the knowledge to create their own company and products. And it does this by teaching the required skills such as marketing, finance, accounting or the basics of business management.

### **Department's Location**

Room No 1302 at AB-4  
Daffodil Smart City, Birulia, Savar, Dhaka-1216, Bangladesh

### **Name of the Degree**

Bachelor of Entrepreneurship (BE)

Website Link: <https://daffodilvarsity.edu.bd/department/de>

Social Media Link:

1. Facebook: [www.facebook.com/de.daffodilvarsity.edu.bd](http://www.facebook.com/de.daffodilvarsity.edu.bd)

### **Name of the Program Offering Entity**

The name of the program offering entity is the Department of Innovation and Entrepreneurship under the Faculty of Business and Entrepreneurship.

### **Vision of the Program Offering Entity**

The Department of Innovation and Entrepreneurship aspires to create a sustainable entrepreneurial ecosystem driven by innovation, creativity and entrepreneurship.

### **Mission of the Program Offering Entity**

The mission of the Department of Innovation and Entrepreneurship (DIE) is to provide students a platform to develop relevant skills and attitude through entrepreneurial education, practice and to promote the growth of new ventures through continuous mentorship.

### **Objectives of the Program Offering Entity**

- General knowledge, understanding skills and attitudes to facilitate career as an entrepreneur
- The opportunity to develop specialist knowledge in at least one business-related professional field (including business economics, entrepreneurship, human resource management, international business, management and marketing)
- Scope for studies beyond business to broaden their overall educational experience.
- To build up an Incubator for breeding Entrepreneurs who will add themselves to the reservoir of Entrepreneurs in Bangladesh.

### **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

- Students participated in different contests
- Club activities

### **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:* Semester schedule also provided to the students during advising time.
- *Class routine:* Class routine generally emails to the students and also uploads in the online notice board.

### **Advising and Counseling**

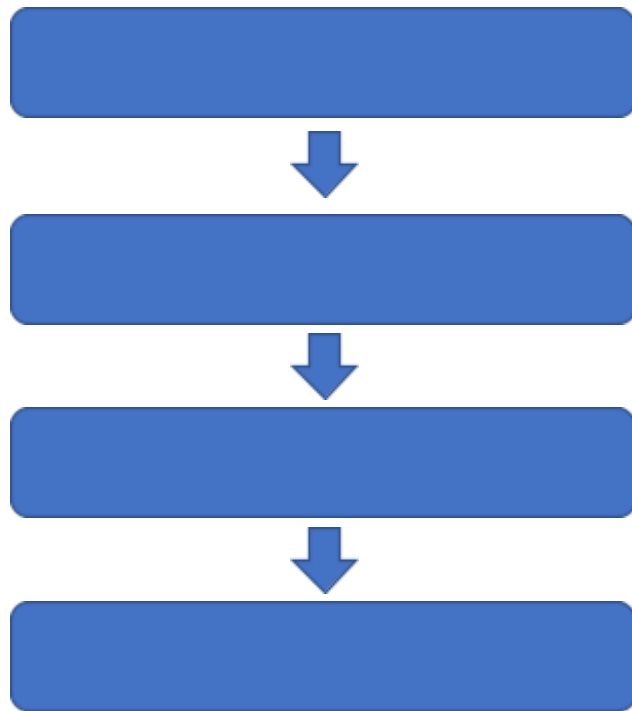
Every student is under an advisor. A student can get all kinds of advising regarding academic and other issues.

### **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/de.html>

## Faculty Hierarchy:



## **Faculty 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
- Semester Wise project supervision
- Industry attachment
- Organize workshops, seminars etc.

## **Departmental Admin Hierarchy**

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



## **Admin. Officers' job responsibilities**

- Liaison with various department for the Smooth operation of departmental activities
- Course offer fixing with course offer committee
- Various Bill Related job
- Old Syllabus related students' problem solved
- Alumni Support
- Defense related job
- Degree awarding related job
- Various Report Submission related job
- Dues related job
- Classrooms' problem solve related job
- Exam Related support
- Counseling & Processing student's re-admission form.

- Communicating with students and guardians regarding dues issue
- Processing student's different applications like waiver, semester drop etc.
- Solving student's mail password problem.
- Solving a student's BLC problem.
- Informing student's rescheduled class.
- Contact with student's Parents for different purposes
- Solving late registration issue
- Processing student's application
- Supported newly admitted students for different purposes
- Solving student's class routing problem
- Solving student's transport problem for attending class in due time.
- Solving student's laptop issue
- Preparing student's testimonial, Concern letter and medium of Instruction.
- Circulating different notices to the students.
- Providing coordination support regarding various issues
- Assisting students to apply for Transcript, Certificate, and Convocation etc.
- Solving different problems of CSE 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 DIE Department.
- Daily class monitoring of DIE.

<b>THEORY CLASSROOMS' STATUS</b>
<b>ROOM NO.</b>
Class Room -1301
Class Room -1305

### **Theory Classrooms' Status**

## **Clubs' Details:**

### ***DIU Entrepreneurs' Club***

The Daffodil Entrepreneur's club started its journey with the goal of building bright and compatible entrepreneurs and is moving towards the path of indomitable success. A bunch of talented folks provide a lot of support along the way and the gear of productivity of this huge family is sparking as it encounters brilliant minds through expanding each day. It aims to create an entrepreneurial mindset among the students of DIE and also among other students of the university. It has arranged many events including seminars on International Women's Day, Campaigns, participation in club carnivals, organizing competitions and festivals. A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:

Website:

Social Media Link: [www.facebook.com/daffodilentrepreneursclub](http://www.facebook.com/daffodilentrepreneursclub)

## **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.



**Md. Kamruzzaman**

Assistant Professor & Head

Department of Innovation &  
Entrepreneurship

Daffodil International University