



“Textile is in our heart”

Department of Textile Engineering

Message from the Head of the Department

I have pleasure in welcoming you to the Department of Textile Engineering at Daffodil International University, Bangladesh. The Department started its journey in the Fall semester of 2005. In this welcome message, I would like to convey something of the Department’s activities, vision, faculty, offices, staff & students who are dedicated to maintaining our academic & administrative achievements to any prospective student considering joining us.

The primary aim of the program is to create textiles & clothing engineering graduates to meet the growing demand of the textiles and ready-made garment sector, which is the highest foreign currency earning sector of Bangladesh.

All of our faculty members possess an excellent academic background and many of them have overseas qualifications from Germany, India, Japan, Sweden, the United Kingdom and United States. There is no doubting motivation and commitment to lead and build the Department of Textile Engineering of DIU as one of the best textile departments in Bangladesh.

The Department has already established the following laboratories with modern instruments viz., a textile testing and quality control lab, yarn manufacturing lab, fabric manufacturing lab (both weaving and knitting), wet processing lab, apparel manufacturing lab with CAD facility, engineering drawing lab, mechanical engineering lab, computer lab, physics lab, & chemistry lab etc. We have a policy of updating and upgrading our labs on a continuous basis and, as a mark of this, new instruments & machines are at various stages of procurement.

More than 2733 students have already completed the B.Sc. in Textile Engineering degree and are working in various reputed textile and garment industries, local and foreign buying houses, textile dyes and chemical companies. Their efforts are much appreciated by their employers.

It is my great pleasure to inform you that, for the first time in Bangladesh, we introduced an M.Sc. in Textile Engineering in the summer of 2009.

Description of the Program

The Department of Textile Engineering (TE) of Daffodil International University (DIU) started its journey from the Fall Semester, 2005. It is now one of the largest departments of the university. After Getting approval from the University Grant Commission (UGC) of Bangladesh the growth of student admission has become tremendously high within a very short period of time. We have developed sufficient classrooms and lab with all modern facilities in accommodation with the growth of the students

Department's Location:

Engineering Complex

Daffodil Smart City, Birulia, Savar. Dhaka-1216

Name of the Degree

Bachelor of Science in Textile Engineering

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

Social Media Link: <https://www.facebook.com/te.daffodilvarsity.edu.bd>

Name of the Program Offering Entity

The name of the program offering entity is the **Department of Textile Engineering** under the **Faculty of Engineering**.

Vision of the Program Offering Entity

To become a center of excellence in textile education, training and research by accommodating the outcome based teaching learning techniques and the best academic practices.

Mission of the Program Offering Entity

M1	Deliver knowledge and share experience to produce competent graduates with creativity and good leadership qualities capable of meeting the challenges of the rapidly changing textile industry.
M2	Collaborate with local textile, apparel and allied industries for practical learning, project-based problem solution and job placement.

Objectives of the Program Offering Entity

The textile engineering undergraduate program shall educate engineers who are:

PEO1	Knowledgeable and technically competent in textile engineering field in accordance with the requirement of the industry.
PEO2	Effective in communication and teamwork and demonstrate good leadership quality in an organization.
PEO3	Capable of solving industry problems innovatively and ethically in a sustainable manner using modern tools.
PEO4	Well conversant with engineering project management, finance and modern management tools.
PEO5	Able to recognize the need of life long learning for successful career advancement.

Departmental Rules and Policies:

a) Guideline for Students (Registration):

1. Students are advised to remain in touch with their respective advisors for mainly academic purposes from the running semester to the rest of their undergraduate study period in DIU.
2. Students will find their advisors in the attached document of this mail or from notice board or from their respective CR.
3. Students must complete their registration done by their assigned advisors. Students are instructed to make any application regarding academic and administrative purposes (except matter of tuition fees,
4. Students who have CGPA below 2.5, are advised to contact TE office at first then go to the advisor for registration purpose.
5. Students are suggested to contact administrative offices like accounts, registrar office regarding dues or accounts clearance purposes, not to their advisor.

6. The students who are not included in the list, doubled in the list, wrong ID; suggested to contact TE office. Then the department will be again distributed to any advisor.

b) Examination Guidelines:

Students must follow the following guidelines during examination:

1. Students must put on their ID cards properly.
2. Students must bring their admit cards. Any student shall not be allowed to sit for the examination without an admit card.
3. Students must be sure that the Registrar signs the permit before the examination starts.
4. Students found with any act of cheating will be debarred from appearing at the said examination or all examination to be decided by the disciplinary Committee.
5. Students are not allowed to leave the examination hall before one hour has been passed.
6. All cellular phones must be switched off during the examination hall.
7. Digital diary and programmable calculators are not allowed for use in the examination hall.
8. Students must not write anything on the question paper, desk, chair and walls of the examination hall.
9. No more than one student is allowed to go outside of the examination hall at a time.
10. Students must sign in the attendance sheet before leaving the examination hall.
11. No student will be allowed to enter the examination hall more than half an hour after the examination starts.
12. Students may use an additional answer sheet if needed but s/he must write his/her ID number and other particulars clearly and get then attached with the original answer script duly signed by the invigilator.
13. Students found with any objectionable papers under his/her possession s/he will be debarred from appearing in that or all examinations to be decided by the Disciplinary Committee.
14. Students must practice silence and strict discipline in the examination hall.

c) Course Dropout:

A student may add or drop new courses during the first week of the semester. To add a course, a student must have the approval of his/her advisor. The procedure is given below:

1. Pick up an Add/Drop form from the Office of the Registrar.
2. Fill-up the relevant sections of the form.

3. Obtain the signature of the course teacher/advisor on the form and if a course is being added; make sure that space is available in the course.
4. Submit the form to the Office of the Registrar.
5. Check at the Accounts Office about any change of fee.
6. Students can get help from the advisor if the add/drop is required at the beginning of the semester. In that case, students will not require to proceed formal process through the Registrar office.

d) Guideline for Students (Internship):

1. Students have to complete registration and must complete the credit requirements to do an internship.
2. Students must apply through the internship portal and after getting clearance from accounts, students will be able to collect the forwarding letter from the Department.

(For Day-146 credit and for Evening-117 credit):

3. Students have to collect the partial transcript and before collecting the forwarding letter it should be submitted to the department office.

The application procedure for Internship portal filling:

<https://www.youtube.com/watch?v=F4TJfo5ouCA>

Students' Support against Inquiries:

1. **Registration Support:** At the beginning of the semester the department office provides registration support and counseling to existing and newly admitted students
2. **Exam Support:** The Department provides the following Exam Support:
 - a) Provide the Improvement Exam Form
 - b) Provide Concern Letter (Ongoing Student and Completed 146 Credit)
 - c) Provide Testimonial/Character Certificate/Recommendation Letter (Who Completed the Degree)
3. **Ensure Transport Support in Factory Visit**
4. **Provide Support in Industrial Attachment:** Provide Form for Thesis/Project/Industrial Attachment.
5. **Waiver Related Issue Solving.**
6. **Students Application Processing:** Application receive and process from students if any issues happen (Re Admission/Semester Drop/Admission Cancel)

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:

1. Provide Course Offer: A student can get from Online and Offline Notice board. The department also emails the students.
2. Provide Section: During advising time, the department ensures the section of every student.
3. Provide Advisor's details: When a student comes to the department we give the advisor's details.
4. Provide Semester Schedule and: Semester schedule also provided to the students during advising time.
5. 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

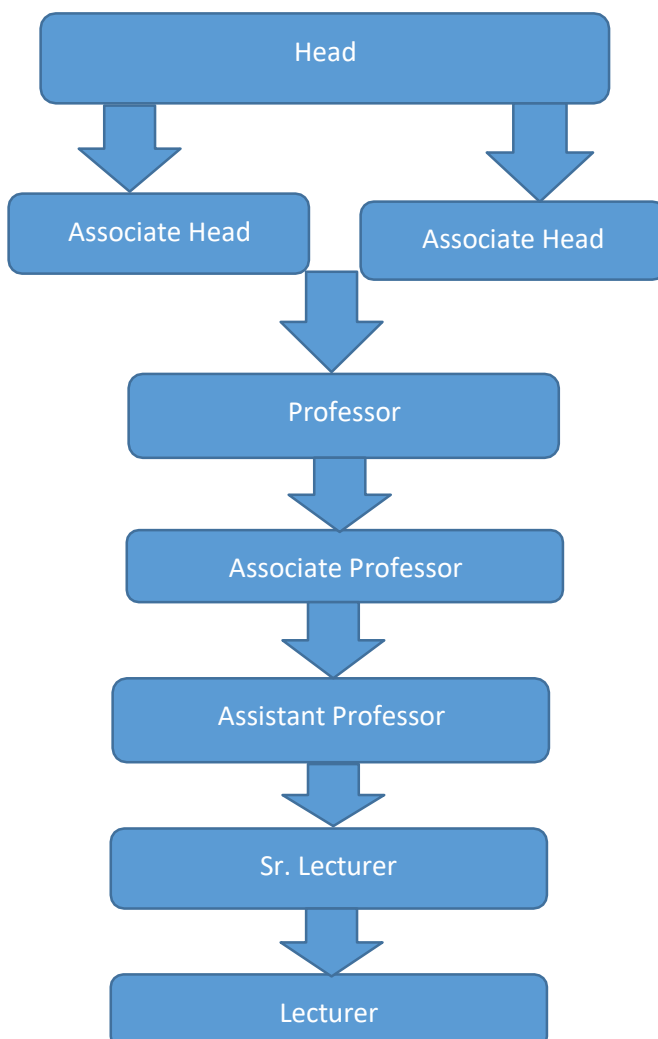
Faculty Information:

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

<https://faculty.daffodilvarsity.edu.bd/teachers/te.html>

Faculty Hierarchy

<https://faculty.daffodilvarsity.edu.bd/teachers/te.html>



Faculty Job Responsibilities:

- Conduction of regular classes including Lab Classes
- Students' mentoring
- Prepare course materials
- Perform all duties assigned by the department & the management
- Research activities
- Project/Thesis /Industrial Attachment Supervision
- Coordinate Factory Visit/Industrial Tour
- Organize workshops, seminars etc.

Departmental Admin Hierarchy:

Website Link: <https://daffodilvarsity.edu.bd/department/te/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
- Counseling & Processing student's re-admission form.
- Communicating with students and guardians regarding dues issue
- Processing student's different application like waiver, semester drop etc.
- Solving student's mail password problem.
- Solving student's BLC problem.
- Informing student's reschedule class.
- Contact with student's Parents for different purposes
- Solving late registration issue
- Processing student's application
- Supported newly admitted students for different purposes
- Solving student's class routing problem
- Solving student's transport problem for attending class in due time.
- Solving student's laptop issue
- Preparing student's testimonial, Concern letter and medium of Instruction.
- Circulating different notice to the students.

- Providing coordination support regarding various issues
- Assisting students to apply for Transcript, Certificate, and Convocation etc.
- Supporting students for ID card issue

Theory Classrooms' Status

At we have 09 well-furnished classrooms which are situated in the following floors

THEORY CLASSROOMS' STATUS
ROOM NO.
Class Room-906-AB-04
Class Room-913-AB-04
Class Room-916-AB-04
Class Room-918-AB-04
Class Room-919-AB-04
Class Room-920-AB-04
Class Room 202,Gym Building
Class Room 205, Gym Building
Class Room 206, Gym Building

LABROOMS' STATUS
Garments Washing Lab
Yarn Manufacturing II Lab
Fabric Manufacturing Lab (Knitting)
Fabric Manufacturing Lab (Weaving)
Yarn Manufacturing I Lab
Mechanical Engineering Lab
Pattern Lab
Sewing Lab
Wet Processing Lab

TTQC I Lab
TTQC-II Lab
TE Computer Lab (CAD Lab)-Class Room-921- AB-04

Club Details:

We have the following Club-

DIU Textile Club is a Peer Support Network for the development of the students of TE department.

Facebook link: <https://www.facebook.com/DIUTC>

Conclusion

This Guide Book will provide a roadmap for development of Organizational supports and services. Senior Management will review the progress and update the Guide Book annually as needed. The Guide Book, developed by the department of software engineering, will meet/reflect the mission, vision, core operating values and assumptions underlying the organization's approach to its work.

Md. Mominur Rahman

Head (In-Charge)

Department of Textile Engineering

Vision

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Mission

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