



STUDENT GUIDE BOOK

Department of Electrical & Electronic Engineering (EEE)





INTRODUCTION

The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU) has emerged as a thriving center of academic excellence and technological advancement since its establishment in 2009. What started with a modest group of 27 students has now flourished into a vibrant community of nearly 1200 passionate learners. From its inception, the EEE department at DIU has been dedicated to providing a comprehensive and industry-relevant education to its students. With a strong focus on practical knowledge and skill development, the department has fostered an environment that nurtures creativity, critical thinking, and innovation.

The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University takes pride in offering a comprehensive curriculum for the B.Sc. program in EEE. The academic year is divided into two terms, providing students with ample opportunities to enhance their knowledge and skills. The course offerings, meticulously curated by the department, are thoughtfully designed to meet the academic requirements of each level and term. These offerings have been carefully crafted to ensure a well-rounded education and a seamless progression throughout the program.



PROGRAM OBJECTIVES



The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU) is committed to achieving a set of well-defined program objectives. These objectives serve as guiding principles and are designed to equip students with the necessary knowledge, skills, and attitudes to excel in the field of electrical and electronic engineering.

The main objectives of the department are

- 01** To provide quality teaching blended with practical Engineering skills
- 02** To prepare students to develop hard and soft skills
- 03** To prepare the students to excel in imbibing the concepts of sustainability, ethos, entrepreneurship and life-long learning
- 04** To motivate faculty and students to do professional activities, collaboration, useful and application-oriented research and innovation



Vision



Vision of the Department

To be a center of technological excellence in the field of Electrical and Electronic Engineering upholding the values of humanity.

Mission



Mission of the Department

1. To produce engineering graduates with knowledge, skills, values, and life-long learning ability through quality education
2. To create an environment to do collaboration and impactful research based on societal needs and develop sustainable solutions
3. To develop all round competitiveness to outperform in chosen fields and meet the development goals

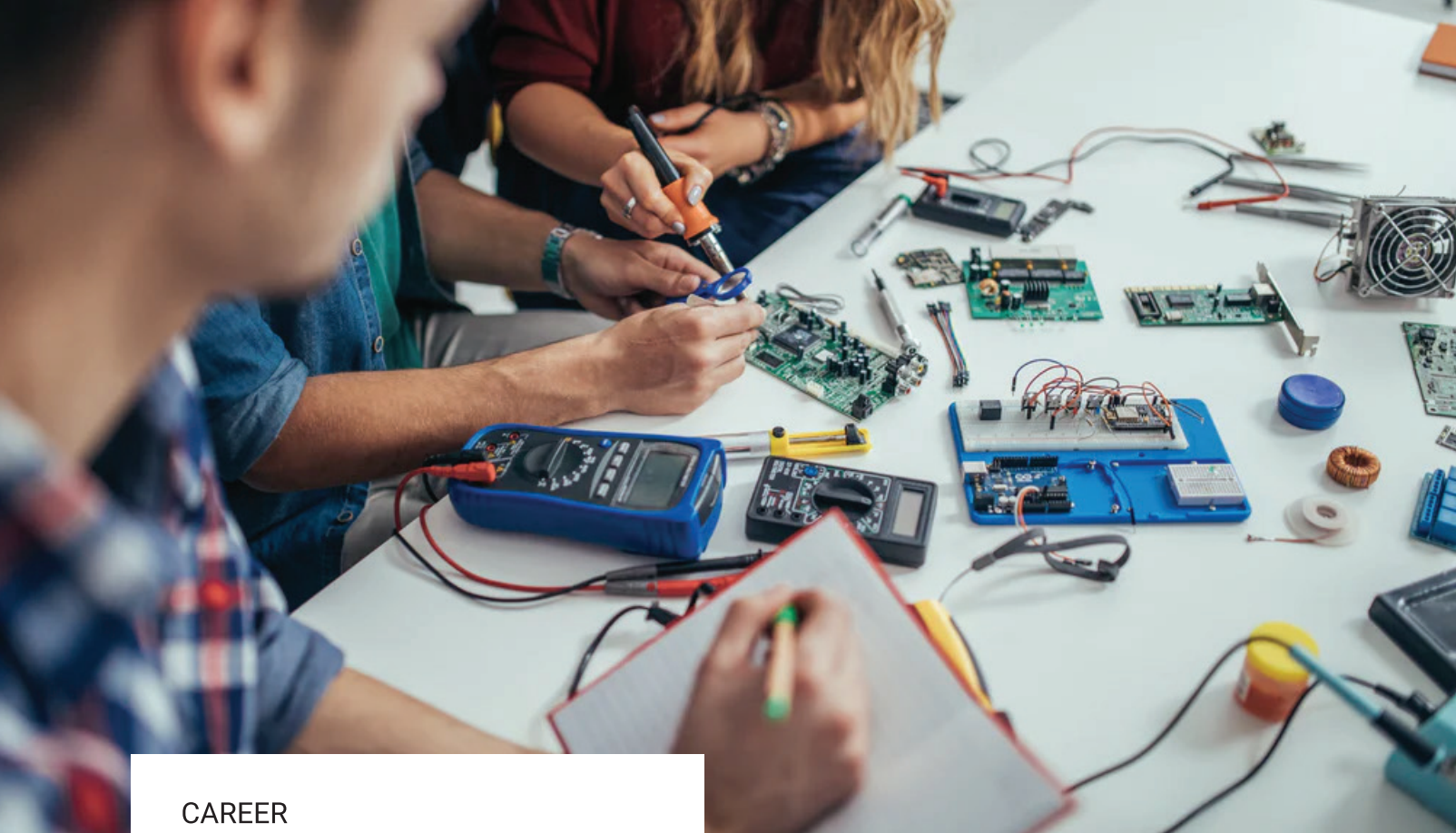


RESEARCH OPPORTUNITIES

The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU) provides abundant research opportunities for students, facilitated by a highly qualified faculty across various fields of expertise. The department's faculty members, renowned experts in their respective fields, serve as mentors and guides for students seeking research opportunities. Their diverse areas of specialization and wealth of experience enable students to engage in cutting-edge research projects and delve into emerging technologies and applications. The research opportunities in the Department of EEE encompass various sub-disciplines, including but not limited to power systems, renewable energy, signal processing, wireless communication, embedded systems, nanotechnology, and semiconductor devices. This diverse range of research areas ensures that students have the opportunity to pursue their specific interests and make significant contributions to their chosen field.

STUDENT ORGANIZATIONS

The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU) is home to vibrant student organizations that play a pivotal role in enriching the academic and social experiences of students. The EEE Club, a prominent student organization within the department, takes the lead in organizing a wide range of programs, including cultural events, technical workshops, seminars, and recreational activities. In addition to the EEE Club, the department is also affiliated with the prestigious Institute of Electrical and Electronics Engineers (IEEE) Student Branch. As a part of the global IEEE network, the student branch offers invaluable resources, networking opportunities, and access to cutting-edge research in the field of electrical and electronic engineering. The IEEE Student Branch organizes technical sessions, conferences, workshops, and competitions that empower students to deepen their knowledge, stay updated with industry trends, and explore research opportunities.



CAREER OPPORTUNITIES

The Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU) provides students with excellent career opportunities, as evidenced by the successful alumni who have secured employment in reputable organizations both within Bangladesh and internationally. The department's commitment to equipping students with the necessary skills and knowledge has resulted in graduates finding employment in prestigious institutions such as the Power Development Board (PDB), Power Grid Company of Bangladesh (PGCB), Electricity Generation Company of Bangladesh (EGCB), Dhaka Electric Supply Company (DESCO), Dhaka Power Distribution Company (DPDC), Samsung, Ulkasemi, Grameenphone, Robi, Banglalink, and many more. These career opportunities span a wide range of sectors, including power generation, transmission, and distribution companies, as well as renowned multinational corporations operating in the field of electronics and telecommunications. Graduates from the EEE department at DIU are sought after for their strong technical knowledge, practical skills, and ability to adapt to the ever-changing demands of the industry

Career as an Electrical Engineering



ACADEMIC RULES & REGULATION: [ADVISING & ACADEMIC SUPPORT]



ADMISSION CRITERIA

ADMISSION CRITERIA

The admission criteria for the **Department of Electrical and Electronic Engineering (EEE) at Daffodil International University (DIU)** vary depending on the educational background of the applicants. The specific requirements are as follows:

BANGLA MEDIUM STUDENTS

Minimum GPA: Applicants must have a minimum GPA of 2.5 in both Secondary School Certificate (SSC) and Higher Secondary Certificate (HSC) examinations.

Subject Grades: Applicants must have at least a "C" grade in Physics, Mathematics, and English in their HSC examinations.



ENGLISH MEDIUM STUDENTS

O-Level Requirements: Applicants must have completed at least five O level subjects.

A-Level Requirements: Applicants must have completed at least two A level subjects.

Grade Requirements: For O level subjects, applicants must have a minimum of four B grades, and for A level subjects, they must have a minimum of three C grades.

Subject Requirements: Applicants must have studied Physics and Mathematics as subjects in their A level examinations.

These admission criteria are designed to ensure that applicants have a solid foundation in the necessary subjects, particularly in Physics and Mathematics, which are essential for pursuing studies in electrical and electronic engineering. Prospective students who meet the specified academic requirements are eligible to apply for admission to the EEE department at DIU. However, it's important to note that meeting the minimum criteria does not guarantee admission, as the selection process may also consider additional factors such as entrance exams or interviews, depending on the university's policies and guidelines.





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: <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.

Admission

of International Students

International students meeting equivalent admission qualification are eligible for admission as regular students or as special students for a part of the duration and may acquire transfer credits. In case of the latter, the recommended minimum duration of residence in the first and the second years is one semester. The University may enroll foreign students under an exchange program established between two universities. Admission is also open to any person who wishes to pursue courses or a course as a non-degree student to improve knowledge or acquire new skills. Students are also admitted for specific certificate or diploma courses.





Readmission

Students who have been dismissed from the University for some Academic Reasons may apply for readmission. Such applications would be treated on individual basis. However, upon readmission students may seek credit transfer for courses where they had earned a minimum of C+ grade before dismissal. Readmission is granted only once.

Academic Cost

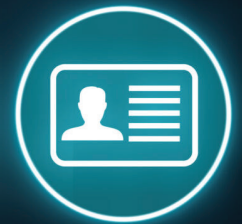
Table 1. Academic cost of the Department of EEE

Items of the Fees	Amount Per Credit	Total Credit	Total Amount
Admission Fee			15000
Library Development Fee			6000
Rover Scout & BNCC Fee			2000
Student Smart Card (With Advance Balance BDT 200)			1000
Student and Graduation Group Life Insurance			5200
Tuition Fee for Theoretical General Courses	3400	17	57800
Tuition Fee for General Laboratory	4000	3	12000
Tuition Fee for Theoretical Math/Basic Courses	3600	24	86400
Tuition Fee for Laboratory Math/Basic Courses	4700	2	9400
Tuition Fee for Theoretical Engineering Courses	3800	75	285000
Tuition Fee for Laboratory	4700	17	79900
Capstone Project Fee	4000	5	20000
Industrial Training Fee + Industrial Visit	13500	1	13500
	Amount Per Semester	Total Semester	
Semester Fee	8250	8	66000
Development Fee	6750	8	54000
Lab Fee	4000	8	32000
Extracurricular Activities Fee	2250	8	18000
Total Payable (for 144 Credits)			763,200.00

Installment During Admission

Items of the Fees	Amount Per Credit	Total Credit	Total Amount
Admission Fee			15000
Library Development Fee			750
Rover Scout & BNCC Fee			2000
Student Smart Card (With Advance Balance BDT 200)			1000
Student and Graduation Group Life Insurance			5200
Tuition Fee for Theoretical General Courses	3400	3	10200
Semester Fee	8250	1	8250
Development Fee	6750	1	6750
Lab Fee	4000	1	4000
Extracurricular Activities Fee	2250	1	2250
Field Visit Fee	3000	1	3000
		Total	58400

REGISTRATION



Registration

In every semester, the date for registration will be notified. The students must be registered within the specified date. All fees are to be paid at the time of registration and are non-refundable except-

- 1.The University fails to provide a place to the students in a course.
- 2.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 schedule date and collect a software generated registration clearance if all dues are cleared.
- 2.Collect the course offer paper from the office of the EEE Department.
- 3.Contact with their course advisor according to the course advising date with that clearance and select courses in consultation with the student's advisor.

Courses



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 Dept./ Dean of the Faculty with the relevant academic transcripts or evidence of an appropriate certification. Students having completed any course of Bachelor's degree from other recognized university are eligible for waiver provided that he/ she obtained at least a 'B' grade in that specific course. Waiver is given to foundation courses only. Course waiver requires approval from equivalence committee of DIU.

Course Withdrawal/ Add Procedure

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

- I. Pick up a Drop/ Add form from the Office of the Registrar
- II. Fill up the relevant section of the form
- III. 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.
- IV. Submit the form to the office of the Registrar.
- V. Check at the Accounts' office about any change of fee.

Course Load and Sequence

The course sequence and load vary from program to program, and the students are advised to consult their respective program curriculum. A student must take the courses 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. Nine to twelve credit hours per semester are the normal course load for an undergraduate or graduate student according to DIU standards.

Withdrawal from a Semester

1. If a student wants to withdraw for one or more semesters, he/she should apply through Student ERP for permission to withdraw before registration starts.
2. If a registered student wants to withdraw from the semester, he/she must apply to the

Registrar through Head for permission. The Registrar may allow such withdrawal only under convincing reasons, such as, serious or prolonged illness, death of parents, etc.



ATTENDANCE



Attendance

Attendance is regarded as a part of the course requirement. The expected attendance is more than 75 percent of classes held. A student may be debarred from appearing at the course final examinations if his/her attendance falls below 60 percent. Students are given marks on class attendance.

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 program advisor.

Student Dismissal

Students are dismissed from the program for failure to make satisfactory academic progress. Students failing to maintain the required CGPA (2.0) in two consecutive semesters will be dropped out of the program. Students dropped out of the program may appeal to the Dean/ Head of the Department/ Coordinator for re-admission. Re-admission will not be granted without strong evidence of significant change in student's ability to complete the requirements satisfactorily.

Additional Facilities for Weak Students

Most of the enrolled students are from Bangla medium schools and they face difficulty to adjust with English as the medium of instruction. They may be asked to attend English courses rigorously and special English course in summer or any other time preceding the semester in which they take regular courses. Similarly, students from non-science background or who are weak in Mathematics may be asked to attend a remedial course in Mathematics.

Teaching Method and Medium

The University follows OBE based teaching-learning methods including class lectures, interactive discussion, simulation, lab work, case analysis, and field study. The University has a digital teaching and learning hub, namely Blended Learning Center (BLC). The aims of this BLC platform is to connect teachers and students effectively, and allowing teachers to track progress of individual students and better facilitate their learning. The medium of instruction in Daffodil International University is English.

Academic Standing

To remain in good standing, a student must maintain a minimum GPA of 2.50 in a semester. The GPA 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 repeats the course(s) and the "F" grade is substituted by a passing grade.

A row of ten wooden blocks, each with a black letter, spelling out the word "PROBATION". The blocks are arranged horizontally and are slightly shadowed, giving them a three-dimensional appearance. In the background, other wooden blocks with letters like 'R', 'O', and 'X' are visible, suggesting a larger set of blocks used for educational purposes.

PROBATION

Academic Probation and Dismissals

A student with a GPA of less than 2.00 in a semester is placed on probation, and is allowed a maximum of two semesters to raise his/her GPA. A student who fails to achieve a GPA 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.

Withdrawal from the Semester

1. If a student who has not registered in a semester but is willing to drop a semester or more must apply to the respective Dean/Head. A registered student who wishes to drop a semester (dropping all courses for the semester) must do so within the deadline by contacting the Dean/Advisor of the respective Faculty. Dropping a semester will not be allowed after the deadline except in the case of verifiable non-academic hardships if granted by the appropriate authority of the University. The grade "I" is recorded for students who abandon their courses without officially dropping from a semester or from a course.
2. A student who has not yet registered in a semester and wishes to drop from the program for a semester or more, must apply to the Dean of the concerned Faculty stating the reason for dropping. The Dean may permit him/her to drop the semester if the reason is acceptable.
3. A student who wishes to permanently drop from the program may do so by applying to the Dean of the concerned Faculty.
4. A student who did not formally drop from a program or has been absent for 3 consecutive semesters and later on wants to register in courses will have to seek permission from the Dean and pay Taka 1,000.00 for each single semester and taka 5,000.00 for 3 consecutive semesters.

Change of Degree Program

Students seeking to change their Program must submit a written request to the respective Dean/through Head of the department. Upon the recommendation from the Dean of the Faculty to which the student intends to transfer, the appropriate/relevant office of the university shall make the necessary changes in the student's record. Program changes may be done within first two semesters only.



DEGREE REQUIREMENTS

1. In order to earn a degree, a student must:

- Successfully complete all the course and obtained credits recruit for the degree
- And the minimum CGPA 2.00 recruit for the degree
- Clear all dues and liabilities to the university

2. An undergraduate student should complete his/her degree recruitments within four years from the date of his/her first admission. A student of a postgraduate program should complete his/her degree recruitments within the time duration of the course 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 recruitments for their degrees.

4. If a student has completed their recruitments for the degree, he/she should apply in the prescribed form to the controller of examinations for provisional certificate, transcript of marks and for main certificate in a convocation by paying required fees.

Grading and Performance Evaluation Process

Final grade in each course will be given on the basis of the performance on class attendance, quiz, assignment presentation, midterm test and final examination as indicated below:

Table 2. Grading System against Obtained Marks.

Marks obtained out 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



Grade Report

Each student's grade point average is numerical value obtained by dividing the total grade points earned by the credits attempted. Only the courses graded A+, A, A-, B+, B, B-, C+, C, D and F are used to determine credits attempted. In case students repeat courses, GPA and CGPA will be calculated on the basis of the grades obtained at the last attempt of the course (S) only. Grades obtained in course (s) in all examinations will be shown in the grade report. In addition, students who complete courses in addition to their normal credit requirements for graduation will inform the Registrar in writing about the course, which he intends to declare for consideration towards the requirements for the degree. The Cumulative Grade Points Average (CGPA) is calculated as mentioned below.

$$\text{CGPA} = \frac{\text{Sum of (credit hour*grade point)}}{\text{Sum of (credit hour)}}$$

Recognition of Outstanding Performance

A student securing CGPA 3.75 at the end of a regular semester will be included in the Dean's Honor List and will be placed in the VC's Honor List if he/she continues a CGPA 3.75 consecutive 3 semesters. Students with 3.9 will receive Chancellor Award.

Incomplete Courses

The 'Incomplete' (I) grade is used in special circumstances. The 'Incomplete' may be given only at the end of a semester to a student who has completed all other requirements except the final examination. The student has the responsibility to take the initiative in making up the Incomplete as specified by the instructor. If action is not taken within three weeks of commencement of the next semester, the 'I' grade will automatically be converted into "F". In the event, where the instructor from whom a student received an incomplete grade is not available, the disposition of the case-involving grade rests with the Dean of Faculties.

Academic Probation

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

Retake policy

A student who has passed a course, with a grade B or below may be allowed to repeat the course to improve the relevant grade. Students, failing in a course, will be allowed to repeat that course twice at the most. In all cases normal course fee will have to be paid to the university.



Appeal

Appeal for any unsatisfactory result

A student not satisfied with the grade in any course may appeal to the course teacher. But if the grade remains the same and the student remains unsatisfied, he/she may make a written request to the head of the department or Dean of the faculty for re-examination of the script. On re-examination of the answer script, the revised final grade will be delivered. These procedures must be done within two weeks after the result published. Before making an appeal the student will have to make a payment of fees, as determined by the University authority.

Examination Guideline

1. Student must put their ID cards properly and bring the admit card in the exam hall.
2. Student must keep all things except permitted materials and examination document in front of the room.
3. 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 Discipline Committee.
4. Candidates shall not leave the examination hall before one hour has passed.
5. All cellular phones must be switched off during the exam.
6. Digital diary or programmable calculators are not allowed for use in the exam hall.
7. Students must not write anything on the question paper, desk, chair, walls of the examination hall.
8. Not more than one student is allowed to go outside the examination hall at a time.
9. Student must sign in the attendance sheet before leaving the examination hall.
10. Nobody will be allowed to enter the examination hall more than half an hour after the examination starts.
11. Student may use additional answer sheet if needed but she/he must write his/her ID number and other particulars clearly and get them attached with the original answer scripts duly signed by the invigilator.
12. Student, if found with any objectionable papers under his/her possession, she/he shall be debarred from appearing in this or all examinations to be decided by the Disciplinary Committee.
13. 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.

Class Tests & Assignments

Class Test 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/during tutorial hour as home work. There is no make-up for class tests and assignments.



Midterm Examination

Midterm Examination is held in the week announced in the Semester Calendar. The duration of the midterm exam is 1 hour and 30 minutes.

Final Examination

Final Examination will be held as announced in the semester calendar by the university. The duration of the final exam is 2 hours. But the final examination of bi-semester 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, midterm and 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 or report or paper;
- Copying from printed matter, hand-written script, writing on desk or palm of hand, or from other incriminating documents;
- Possession of any incriminating document, whether used or not;
- Any approach in direct or indirect form to influence a teacher concerning grade and
- Any other unruly behavior which is disruptive of the academic program.

2. If a student is found adopting unfair means, he/she may be asked to sit for an improvement examination or retake the course, or expelled for one or more semesters depending on the magnitude 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 of Midterm and Final Examination

For make-up of Midterm and Final Examinations, students need to register in the department for the examination. Date of make-up examination will be announced by the examination committee in time. A student seeking make-up examination must pay the make-up exam fee at the prevailing rate. After completing these formalities, the student shall watch for the schedule of mid-term make up exam or final make up exam and sit for the exam. Midterm make up exam is held within 10 days after the midterm examinations and the make-up final exam is held within 3 weeks after the publication of the results of the final examinations. If a student misses the schedule, he/she will have to retake the course.



ELIGIBILITY

Requirements of Eligibility for Final Defense

- Completion of credit requirement for degree award (excluding Capstone project=5 credit and industrial training= 1 credit)
- Capstone project final report according to prescribed template in capstone project manual
- Plagiarism Report (below 40%) from DIU library
- Account Clearance

Documents needed for final Project report submission

- Partial Transcript
- Plagiarism Report
- One soft copy of final report to EEE office (Keep Supervisor in cc)
- One copy of final capstone project report (spiral binding) with signature of all team members
- Supervisor's sign on Approval, Reference, Plagiarism Report, and Complex Engineering Problem/Activities and KPA addressing pages

Documents needed during final defense

- One additional copies of capstone project final report (spiral bound) with supervisor's signature
- Presentation slides according to prescribed template

Activities after Final Defense for result publication

- Submission of Graduate Feedback Form
- Submission of one hard-copy of capstone project final report (book bound) with necessary corrections provided by respective defense board and supervisor.
- Submission of one soft copy of capstone project final report to library for library clearance (submit the file in previous plagiarism checking mail thread)

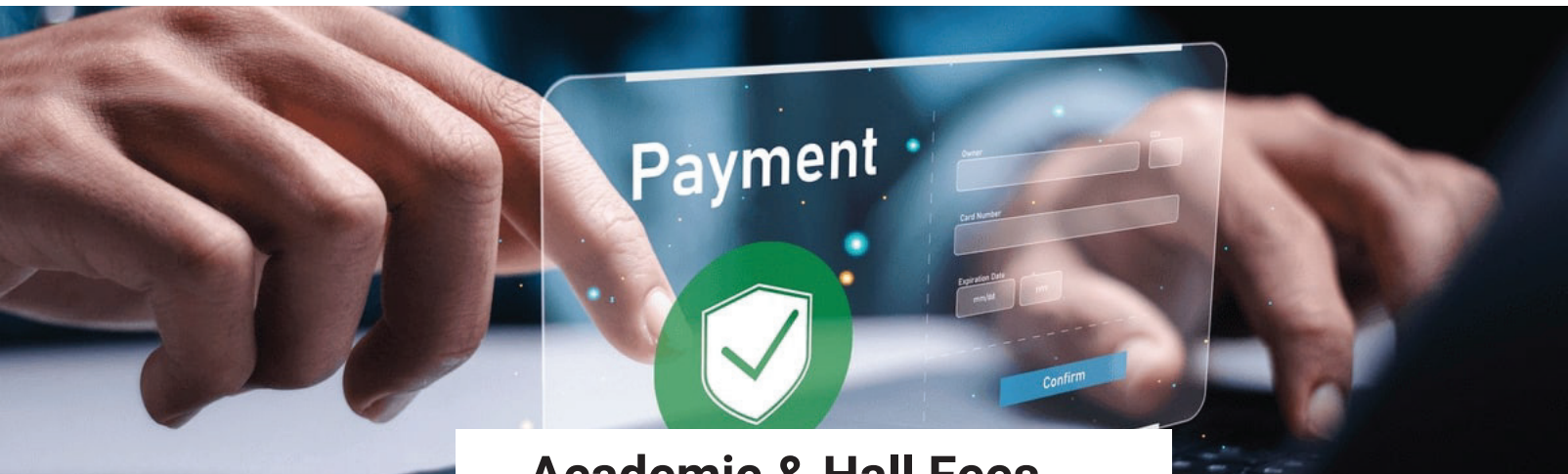
Schedule

Semester Schedule

There will be two semesters in a year. The duration and schedule of each semester (tentative) will be as follow:

Table 3. Tentative duration and schedule of an academic semester.

Semester	Activity	Week
Spring Semester	Advising and Registration	Week 1
	Class starts	Week 2
	Mid-Term Examination	Week 9 – Week 10
	Final Examination	Week 19 – Week 21
Short Semester	Industrial training/ Improvement/Retake/ Workshop/ Seminar/Industrial Visit	Week 22 – Week 29
Fall Semester	Advising and Registration	Week 30
	Class starts	Week 31
	Mid-Term Examination	Week 39 – Week 40
	Final Examination	Week 49 – Week 51
	Semester Break	Week 52



Academic & Hall Fees Payment Guidelines

Helpline 09617901212

accountssupport@daffodilvarsity.edu.bd

CASH PAYMENT

Cash Payment

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 & No charge applicable.
Payment form are available in Branch.



Islami Bank Bangladesh Ltd.:

-Any branch of Bangladesh
-Account Name : Daffodil International University
-Account Number: 20502900100059801
-Branch Name : Panthapath.
-*Must write DIU student ID or Registration Number on payment slip.



Southeast Bank Limited (SEB):

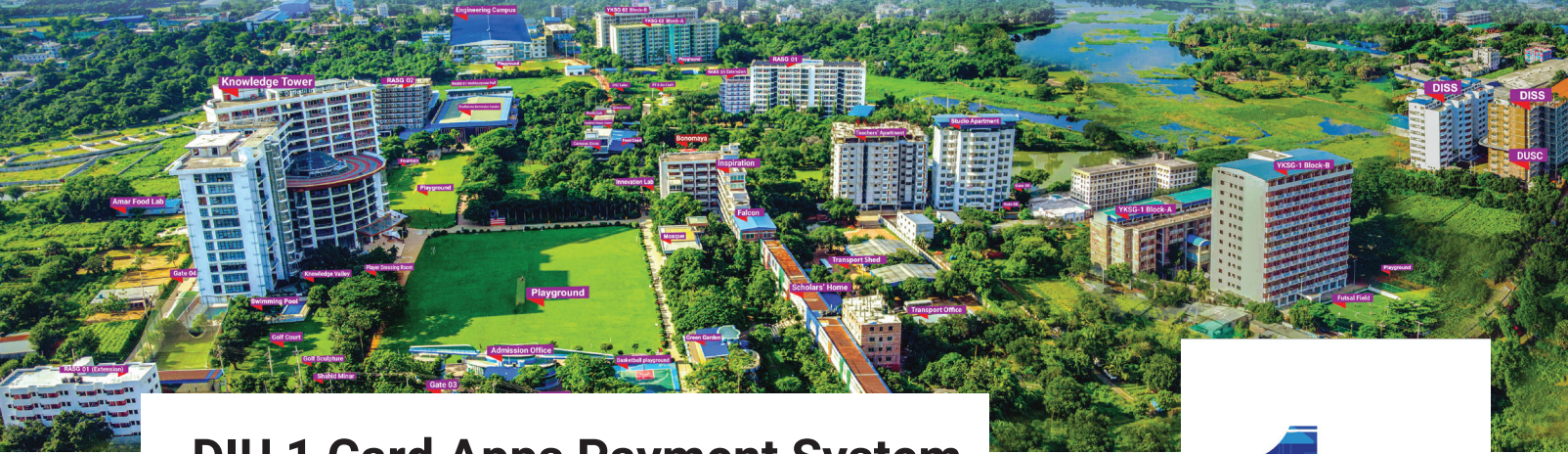
-Only Dhanmondi Branch, Address : Mirpur Road: 27 number
Navana Tower (Opposite of AR Plaza), No charge applicable.
Payment form are available in Branch.



Premier Bank limited (PBL):

At DIU office Cash Counter. (only for collection schedule time)

***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 « raseldiu@daffodilvarsity.edu.bd & 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 App Download Link: <https://cutt.ly/uCXMxf9>
- Payment Guideline (full using process)
- 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.

You Can Deposit Your Tuition Fees by Using DBBL Nexus Pay & Rocket (Mobile Banking) it will charge only 20/- taka per

Transaction. Ex. You will pay your tuition fees tk 20, 0000/- (02 lac), It will charge only 20/- taka for per payment.

Charge will be applicable @1.53% For 'Visa, Master & Amex Card, IBBL.

Bkash Payment System (auto)

(Anyone can deposit there Academic fees by using bKash Apps)



Bkash payment guideline (video Guideline):

Nagad Payment System (auto)



(Anyone can deposit their Academic fees by using nagod Apps)

-Nagad payment guideline (video): <https://youtu.be/g4HwVBzGDkU>

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

You can view the video guidelines by scanning the QR code below (academic payments):-



Guideline

DIU Hall Online Payment Guideline

Seat Renewal online Payment Guideline (every semester) :

Please go to your Hall portal, select the specific semester from “renewal list” you want to pay for, and then proceed to the next step.

Seat booking online Payment Guideline:

Please go to your Hall portal, select the booking list (view option), and then proceed to the next step.

You can view the video guidelines by scanning the QR code below (Hall payments):-

Hall Renewal



Hall Booking



Student Code of Conduct (CoC)

Personal Conduct

All students must:

1. Treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Maintain a cooperative and collaborative approach to inter-personal relationships.
3. Act honestly and ethically in their dealings with others.
4. Respect the privacy of everybody.
5. 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 theatres and Laboratories;
6. 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:

1. Ensure that their enrolment and progress in their awarded course is lawful and consistent with the rule and resolutions of the Daffodil International University. Students must not enroll with other University at the same time with this University.
2. Read all official correspondence from the University, including email.
3. 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;
4. Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically.
5. 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 indispensable for the building of manpower base to promote socioeconomic advancement. Therefore, DIU has formulated above code of conducts. If students violate those, university will take preventive measure and also will hand in punishment to offenders to maintain peace and academic environment of the university. [See section 1.3 Disciplinary Sanction].

Violation of Code of Conduct and the punishments

Table 4. For punishment's abbreviation please see the keywords section.

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. Ill-discipline 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.	Minor: VW, WL Medium: CG & DP Major: DSP & DEP
02	Undesirable Behavior	A behavior in or out of the campus that seems offensive to the society as well as to tarnish the image of the University is an act of undesirable behavior.	Minor: WL & CG Medium: DSP Major: DEP
03	Inappropriate Conduct	Any offensive conduct, act or use of improper/vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.	Minor: WL & CG Medium: DSP Major: DEP
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.	Minor: WL & CG Medium: DSP Major: DEP
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.	Minor: WL & CG Medium: DSP Major: DEP

SL	Type	Description	Punishment
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.	Minor: WL, CG & DP Medium: DSP Major: DEP
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.	Minor: VW with DP Medium: DSP Major: DEP
08	Ragging and Bullying	Ragging/Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behavior; insulting, abusing, disparaging or intimidating behavior or words.	Minor: VW WL with CG Medium: DSP Major: DEP
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/ surroundings areas of university OR adversely affects the safety of students while in university.	Minor: WL with CG Medium: DSP Major: DEP
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.	Minor: VW WL with CG Medium: DSP Major: DEP
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.	Minor: VW with DP Medium: DSP Major: DEP
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.	Minor: VW with DP or WL Medium: DSP
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.	Minor: WL Medium: DSP Major: DEP
14	Dress Code	All students should wear clean and decent dresses. No student should come to DIU premises wearing any indecent dresses.	Minor: WL, CG & DP Medium: DSP
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.	Minor: WL Medium: DSP Major: DEP
16	Disorderly Behavior	Any breach of University rules, regulations or policies is an act of disorderly behavior.	Minor: WL Medium: DSP Major: DEP
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.	Minor: WL, DP, MF Medium: DSP, CPS Major: DEP
18	Disobedience	Failure or refusal to obey University rules or someone in authority is an act of disobedience.	Minor: WL & CG Medium: DSP Major: DEP
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.	Minor: VW, WL, CG & DP Medium: DSP
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.	Minor: VW, MF=500Tk Medium: WL with MF=2000Tk MF can be charged or include with the student's semester fees.

SL	Type	Description	Punishment
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 dishonesty. Plagiarism is using others' words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information.	Minor: WL & CG Medium: DSP Major: DEP
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 considered as university property. One may not use the logo, video, photographs and other media materials without written authorization.	Minor: WL Medium: CPS Major: DSP
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, harassment, pornography, indecent behavior, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying.	Minor: WL & CG Medium: CPS & DSP Major: DEP
24	Mischief	Tampering with or unauthorized use of any University equipment or other properties such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief.	Minor: WL,CG & MF Medium: CPS & DSP Major: DEP
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.	Minor: WL & Medium: DSP Major: DEP
26	Theft	Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.	Minor: WL,CG & Medium: DSP Major: DEP
27	Damage of Property	Vandalism, arson, willful act or reckless behavior leading to damage or destruction of University property or the property of others is damage of property.	Minor: WL, CG & CPS Medium: CPS DSP Major: DEP
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.	Minor: WL, MF & DP Medium: DSP
29	Drugs	Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.	Minor: WL, CG & DP Medium: DSP Major: DEP
30	Gender Harassment/ Teasing	Eve Sexual harassment or 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.	Minor: WL, CG & DP Medium: DSP Major: DEP

Other factors may be added later depending on the time and situation and on the behavior of the students.



Accommodation policy

Apply for a seat

DIU Hall Portal: <https://hall.diu.edu.bd/web/login>

Seat Booking Guidelines: <https://hall.daffodilvarsity.edu.bd/hall-portal>

Admission Eligibility

Regular Students of DIU Minimum SGP: 2.5 in case of Readmission/existing students

No Accusation/ Conviction from University or Government



Hall Fees (Effect from Spring 2024)

Per regular seat cost is BDT- 3500/- (Per month). But mode of the payment will be semester wise and advance.

Registration fee: BDT- 3000/- (One time admission fee, not applicable in every semester)

Fee for students: BDT- 21000/- (for 6 month)

A new student has to pay BDT- 24000/- only in 1st semester and after that BDT- 21000/- in every semester.

The Hall payment should be done during academic registration (beginning in the semester)

Payment Procedure: You can deposit money Accounts section, at DSC.

Or pay through the student Hall portal using :-(Bkash, Rocket, DBBL Nexus, VISA/Master/Amex Card, IBBL, Nagad, Upay, Mkash, Ok wallet). if you have any urgent inquiries, please call us at 09617901212 (Hall) or Contact the Hall Office (email: hall@daffodilvarsity.edu.bd)

Seat Cancellation: Students can cancel their seat twice in a year. In every semester Hall Authority will announce notice for seat cancelation for a specific time period. Interested students have to apply within the time frame.

Admission Contacts:

Male Hall:- 01847334956 (YKSG-1) | 01896034256 (YKSG-2)

Female Hall:- 01896034255 (RASG).



Accommodation policy

Campus Behavior Policy 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 international 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 aim to ensure good health and safety for all students under its care. In order to achieve the board 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, anybody in the campus with rudeness.
2. Rowdy or in-disciplined 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 embarrassment 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 disrupts 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 nature and gravity of the guilt judged by Proctorial committee, one or more of the following "Action" 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 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.



Office of the Director of Students' Affairs (DSA):

Office of the Director of Students' Affairs is a professional body who are dedicated to the social, psychological, ethical and cognitive development and well-being of all DIU students. It also works collaboratively with respected 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, foundation classes, orientation of newly admitted students, psychosocial support. It also organizes trainings on positive behavioral changes, national-international collaboration programs, award programs, and deans' lecture series and coordinates the basic course named 'Art of Living'.

Vision: Our Vision is to have a transformational impact on the lives of every student to create doers instead of learners.

Mission: Our mission is to create incredible experiences that reach all students through learning, programming and servicing.





1. Students Counseling

- General Counseling
- Psychosocial Counseling

2. Club Activities

1. **Name of the clubs:** At present, there are 24 clubs performing in Daffodil International University including DIU Air Rover Unit and DIU BNCC Platoon. Boishakh Parboney, Chetonay Ekush, Shadhinota Tumi, 44 er Sholo, Business Festival, Art Felicity, Programming Contest etc. are the main programs organized by DIU Clubs, that are coordinated by Office of the Director of Students' Affairs.

2. DIU Cultural Club (DIUCC)
3. DIU Debating Club (DIUDC)
4. DIU Social Business Students' Forum (SBSF)
5. English Literary Club (ELC)
6. DIU Computer and Programming Club (DIUCPC)
7. DIU Sports Club (DIUSC)
8. DIU Photographic Society
9. Daffodil Prothom- aloBondhuShova
10. DIU Nature Study Club (DIUNSC)
11. DIU Health Club (DIUHC)
12. DIU Communication Club
13. Daffodil Moot Court Society (DMCS)
14. DIU Pharmacia Club
15. DIU Real Estate Association
16. DIU Textile Club
17. Robotics Club
18. DIU Creative Park (Dept. of MTCA)
19. Software Engineering Club
20. DIU Voluntary Service Club
21. DIU Rotaract club
22. DIU MUNA (Model United Nations Association)
23. DIU Film Society
24. DIU Air Rover Unit
25. BNCC

3) Regular Lecture Series

4) Co-ordination of Art of Living class

<https://www.facebook.com/artofliving.social>

5) Organizing Foundation Class

6) Organizing Orientation Programs

7) Art of Living a motivational session at hometown

8) Art of Living- a Live Talk Show

9) Foundation Class

DSA arranges some basic courses for the newly admitted students. Those are:

- Art of Living
- Basic English, Basic Communication
- ICT for Education
- Ethics & Human Development
- Impact of Mind Mapping
- Deans Lecture Series
- Campus Orientation

10) Daffodil Start-up Market

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

The Career Development Center (CDC)

The Career Development Center (CDC) of Daffodil International University (DIU) was established in 2005 with the aim of providing essential technical assistance and academic support to DIU students so that they can gain 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.

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:

1. Counseling for career planning
2. Career Related Online Session
3. Conducting training on career related topics
4. Job placements
5. Internship placements
6. Arranging job fairs, exhibitions and other career related events
7. Industry visits for career development
8. Arranging the Industry Academia Lecture Series
9. Arranging mock interview sessions (Physical & Online)
10. Career publications
11. Counseling for higher studies and scholarships at home & abroad
12. Organizing international conferences, seminars, summer programs, etc.
13. Job searching for creating opportunities for DIU Graduates through networking



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 260 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:

14. Advice and support DIU students for higher education with the partner Universities
15. Information on study and research possibilities abroad
16. Maintain Global Connections
17. Visa assistance, finding accommodation and formalities for students
18. Advice and provide information on aspects of internationalization
19. Admission of incoming exchange students
20. Guide outgoing exchange students
21. Information on partner universities and organizations abroad
22. Scholarship information
23. Organizing International events and conferences
24. Liaison with international organizations where DIU is member

Some important links of International Affairs of Daffodil International University:

25. List of international partner universities:

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

26. Study aboard experiences:

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

<https://www.facebook.com/diu.international>

27. Facebook page of International Affairs, DIU for regular updates:

<https://www.facebook.com/diu.intrnational>



GYMNASIUM

DIU Management offers a modern Gymnasium at Daffodil Tower for students and staff. It's equipped with modern fitness gear and maintained for mental and physical well-being. To ensure proper use:

1. Exclusively for students and staff
2. Only registered students are allowed and Tk. 500/- registration fee
3. Follow Instructor's guidelines
4. Don't use equipment without guidance
5. Damages incur fines
6. Eight shifts during university hours, two for females
7. Evening shift for teachers and officials
8. Clear dues to access Gym
9. Fee structure subject to change
10. University authority will take any decision if any incident occurs

For more information, visit: <https://daffodilvarsity.edu.bd/article/gymnasium>

Contact Persons: Ms. Sanjida Amin Shila, Student counselor, Cell: 01713493039.



MEDICAL SERVICE

The University Medical Service offers general and emergency medical care services to all faculty members, students and staff. Medical Officer is in charge of the Medical Service. (The university has an agreement with Ibn-sina Diagnostic & Imaging Center) Where DIU family members get 30% discount in all pathological tests and other services.

Services provided at the University Health Service include:

28. Treatment of illness, injury, and other physical problems
29. Routine medical examinations and health checks (cholesterol, blood pressure, etc.)
30. Advice and immunization for students undertaking courses of study associated with health risks
31. Advice on contraception and sexually transmitted diseases, including HIV/AIDS
32. Sports Medicine: treatment of injuries, referral to physiotherapy and specialists
33. Travel Medicine: advice and immunization, including for Yellow Fever
34. Special arrangements for students with disabilities
35. Students, administrative employees and faculty members getting the medical services from 09:00 am to 06:00pm.

LANGUAGES

Daffodil Institute of Languages (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.

Available Language Courses:

1. English Language Course
2. French Language Course
3. German Language Course
4. Spanish Language Course
5. Japanese Language Course
6. Chinese Language Course
7. Korean Language Course
8. Arabic Language Course
9. IELTS Preparation Course

Facilities:

1. Special discount for DIU students
2. Qualified Language Instructors and Cambridge Certified Trainer for IELTS course
3. Class rooms with modern technologies & Language lab facilities
4. Certification on successful completion
5. A quiet and calm learning environment in our large library
6. Free seminars to give students more information and tips regarding language learning
7. Open access for all to our language clubs on selected days to observe our club activities
8. Our IELTS students Practice Tests free
9. Priority for scholarships in the universities of our foreign partners

Opportunities:

1. Job opportunity as language interpreter
2. Better performance in job interviews
3. Advantages to work with multinational companies
4. Objective assessment of language abilities
5. Better preparation for competitive exams
6. Experience of tastes of different languages

Special addition:

1. IELTS: DIL has established on IELTS test center of 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.
2. J. Test: DIL has also established a Japanese language test center in collaboration with) Test [international authority of Japanese test). Anyone can complete his/her registration for 1 Test and appear in the test inside the DIU campus.

Curriculum and Course Information

To obtain the Bachelor of Science (B. Sc.) in Electrical and Electronic Engineering degree, students will have to complete 141 credits with a minimum CGPA of 2.50. If a student fails in any course, he/she will get opportunity to improve his/her grade by retaking the failed course in the subsequent semesters. For a full-time student, total duration of the program is four years or eight equal semesters where every year (or level) is comprised of two semesters (or terms). Besides, students have also provision to enroll as part-time students with a smaller number of courses and duration.

The students willing to obtain a degree of Bachelor of Science in Electrical and Electronic Engineering will have to follow the general guidelines of degree requirements of the department. The courses under the program are categorized in seven groups as shown below:

Course Category:

The students willing to obtain a degree of Bachelor of Science in Electrical and Electronic Engineering will have to follow the general guidelines of degree requirements of the department. The courses under the program are categorized in five groups as shown below:

Table 5. Category of Courses.

Core	Group 1: EEE Courses	75 Credits	52.1%
	Group 2: Language and General Education	20 Credits	13.9%
	Group 3: Mathematics and Basic Sciences	26 Credits	18.0%
	Group 4: Other Engineering	6 Credits	4.2%
Elective	Group 5: Technical Electives	17 Credits	11.8%
	Total	144 Credits	100%

The list of core and elective courses in the curriculum of B.Sc. in Electrical and Electronic Engineering (EEE) program is illustrated in the below-mentioned tables. Students will take two theories and one laboratory course from her/his major area and three theories and one laboratory courses from other minor areas.

Table 6. List of the core EEE courses.

Course Code	Course Title	Type	Credit	Contact Hours
0713-111	Electrical Circuits I	T	3	3
0713-121	Electrical Circuits II	T	3	3
0713-122	Electrical Circuits Laboratory	L	1	2
0713-124	Circuit Simulation Laboratory	L	1	2
0714-211	Electronics I	T	3	3
0713-213	Energy Conversion I	T	3	3
0713-215	Electrical Properties of Materials	T	3	3
0714-217	Continuous Signals and Linear Systems	T	3	3
0714-221	Electronics II	T	3	3
0714-222	Electronics Laboratory	L	1	2
0713-223	Energy Conversion II	T	3	3
0713-224	Energy Conversion Laboratory	L	1	2
0714-225	Electromagnetic Fields and Waves	T	3	3
0713-227	Transmission and Distribution of Electrical Power	T	3	3

Course Code	Course Title	Type	Credit	Contact Hours
0714-311	Communication Engineering	T	3	3
0714-312	Communication Engineering Laboratory	L	1	2
0714-313	Digital Signal Processing	T	3	3
0714-314	Digital Signal Processing Laboratory	L	1	2
0713-315	Power System Analysis	T	3	3
0713-316	Power System Analysis Laboratory	L	1	2
0713-320	Engineering Drawing and Services Design Laboratory	L	1	2
0714-321	Control Systems	T	3	3
0714-322	Control Systems Laboratory	L	1	2
0714-323	Digital Electronics	T	3	3
0714-324	Digital Electronics Laboratory	L	1	2
0713-325	Measurement and Instrumentation	T	3	3
0714-327	Power Electronics	T	3	3
0714-328	Power Electronics Laboratory	L	1	2
0714-411	Microprocessor and Interfacing	T	3	3
0714-412	Microprocessor and Interfacing Laboratory	L	1	2
0713-421	Power Stations and Substations	T	3	3
0719-410	Industrial Training		1	
0719-400	Capstone Project		5	

Table 7. List of the elective EEE courses. Category: Power and Energy [Elective I (E I) & Elective II (E II)]

Course Code	Course Title	Type	Credit	Contact Hours
0713-431	Power System Protection	T	3	3
0713-432	Power System Protection Laboratory	L	1	2
0713-433	High Voltage Engineering	T	3	3
0713-434	High Voltage Engineering Laboratory	L	1	2
0713-435	Renewable Energy	T	3	3
0713-436	Renewable Energy Laboratory	L	1	2
0713-437	Power System Operation and Control	T	3	3
0713-438	Power System Operation and Control Laboratory	L	1	2
0713-439	Special Machines	T	3	3
0713-441	Energy Economics	T	3	3
0713-443	Power System Reliability	T	3	3

Table 7. List of the elective EEE courses. Category: Electronics

Course Code	Course Title	Type	Credit	Contact Hours
0714-445	VLSI Circuits	T	3	3
0714-446	VLSI Circuits Laboratory	L	1	2
0714-447	Optoelectronic Devices	T	3	3
0714-448	Optoelectronic Devices Laboratory	L	1	2
0714-449	Biomedical Electronics	T	3	3
0714-450	Biomedical Electronics Laboratory	L	1	2
0714-451	Solid State Devices	T	3	3
0714-453	Compound Semiconductor Devices	T	3	3
0714-455	Nano-Electronics and Nanotechnology	T	3	3

Table 7. List of the elective EEE courses. Category: Communication and Signal Processing

Course Code	Course Title	Type	Credit	Contact Hours
0714-457	Telecommunication Engineering	T	3	3
0714-458	Telecommunication Engineering Laboratory	L	1	2
0714-459	Optical Fiber Communication	T	3	3
0714-460	Optical Fiber Communication Laboratory	L	1	2
0714-461	Microwave Engineering	T	3	3
0714-462	Microwave Engineering Laboratory	L	1	2
0714-463	Wireless and Cellular Communication	T	3	3
0714-465	Random Signal Processing	T	3	3
0714-467	Digital Filter Design	T	3	3
0714-481	Satellite and Radar Communication	T	3	3

Table 7. List of the elective EEE courses. Category: Computer and Information Technology

Course Code	Course Title	Type	Credit	Contact Hours
0714-469	Microprocessor System Design	T	3	3
0714-470	Microprocessor System Design Laboratory	L	1	2
0714-471	Web Design and Software Development Fundamentals	T	3	3
0714-472	Web Design and Software Development Fundamentals Laboratory	L	1	2
0714-473	Embedded System Design	T	3	3
0714-474	Embedded System Design Laboratory	L	1	2
0714-475	Machine Learning and Artificial Neural Network	T	3	3
0714-477	Information and Coding Theory	T	3	3
0714-479	Data Communication and Computer Networks	T	3	3

Table 8. List of other core courses.

Category	Course Code	Course Title	Type	Credit	Contact Hours
Language (Core)					
	0232-111	Functional Bengali Language	T	2	2
	0231-112	Professional English I	L	1	2
	0231-122	Professional English II	L	1	2
	0231-212	Professional English III	L	1	2
General Education (Core)					
	0222-111	Emergence of Bangladesh	T	2	2
	0314-113	Sociology	T	2	2
	0223-121	Art of Living and Engineering Ethics	T	3	3
	0709-311	Engineering Economics and Accounting	T	2	2
	0031-421	Employability	T	3	3
	0421-311	Industrial Laws and Management	T	2	2
	0709-321	Project Management and Finance	T	3	3
Basic Science (Core)					
	0533-111	Physics	T	3	3
	0533-112	Physics Laboratory	L	1	2
	0531-111	Chemistry	T	3	3
	0531-112	Chemistry Laboratory	L	1	2
Mathematics (Core)					
	0541-111	Differential and Integral Calculus	T	3	3
	0541-121	Linear Algebra and Complex Variable	T	3	3
	0541-123	Ordinary and Partial Differential Equation	T	3	3
	0541-211	Coordinate Geometry and Vector Analysis	T	3	3
	0541-213	Numerical Methods	T	3	3
	0542-221	Probability and Statistics	T	3	3
Other Engineering (Core)					
	0613-122	Programming I	L	1	2
	0613-222	Programming II	L	1	2
	0715-121	Basic Mechanical Engineering	T	3	3
	0788-414	Industrial Automation and Robotics	L	1	2

Suggested Course Offering



The total 145 credits are distributed among four years or levels based on the semesters or terms as depicted in the Table below.

Table 9. Semester-wise Course Credits.

Year/Level	Term 1	Term 2	Total
1	19	18	37
2	19	19	38
3	19	19	38
4	18	13	31
		Total	144

The Department of Electrical and Electronic Engineering of Daffodil International University runs two terms per year or level. The suggested course offering based on the Level and Term for the program of B.Sc. in Electrical and Electronic Engineering (EEE) is illustrated below:

Table 10. Course offering based on the Level and Term.

Level-1 Term-1

Course Code	Course Title	Type	Credit
0713-111	Electrical Circuits I	T	3
0232-111	Functional Bengali Language	T	2
0533-111	Physics	T	3
0533-112	Physics Laboratory	L	1
0541-111	Differential and Integral Calculus	T	3
0531-111	Chemistry	T	3
0531-112	Chemistry Laboratory	L	1
0541-211	Coordinate Geometry and Vector Analysis	T	3
		Total	19

Level-1 Term-2

Course Code	Course Title	Type	Credit
0713-121	Electrical Circuits II	T	3
0713-122	Electrical Circuits Laboratory	L	1
0713-124	Circuit Simulation Laboratory	L	1

0715-121	Basic Mechanical Engineering	T	3
0231-112	Professional English I	L	1
0613-122	Programming I	L	1
0541-121	Linear Algebra and Complex Variable	T	3
0541-123	Ordinary and Partial Differential Equation	T	3
0222-111/	Emergence of Bangladesh/	T	2
	Total		18

Level-1 Term-2

Course Code	Course Title	Type	Credit
0714-211	Electronics I	T	3
0713-213	Energy Conversion I	T	3
0713-215	Electrical Properties of Materials	T	3
0714-217	Continuous Signals and Linear Systems	T	3
0231-122	Professional English II	L	1
0714-225	Electromagnetic Fields and Waves	T	3
0223-121	Art of Living & Engineering Ethics	T	3
	Total		19

Level-2 Term-2

Course Code	Course Title	Type	Credit
0714-221	Electronics II	T	3
0714-222	Electronics Laboratory	L	1
0713-223	Energy Conversion II	T	3
0713-224	Energy Conversion Laboratory	L	1
0714-311	Communication Engineering	T	3
0714-312	Communication Engineering Laboratory	L	1
0713-227	Transmission and Distribution of Electrical Power	T	3
0613-222	Programming II	L	1
0541-213	Numerical Methods	T	3
	Total		19

Level-3 Term-1

Course Code	Course Title	Type	Credit
0542-221	Probability and Statistics	T	3
0231-212	Professional English III	L	1
0714-313	Digital Signal Processing	T	3
0714-314	Digital Signal Processing Laboratory	L	1
0713-315	Power System Analysis	T	3
0713-316	Power System Analysis Laboratory	L	1
0031-421	Employability	T	3
0714-323	Digital Electronics	T	3
0714-324	Digital Electronics Laboratory	L	1
	Total		19

Level-3 Term-2

Course Code	Course Title	Type	Credit
0709-311	Engineering Economics and Accounting	T	2
0421-311	Industrial Laws and Management	T	2
071*- 4**	Elective II (Major)	T	3
071*- 4**	Elective II Laboratory (Major)	L	1
0713-325	Measurement and Instrumentation	T	3
0714-327	Power Electronics	T	3
0714-328	Power Electronics Laboratory	L	1
0713-320	Engineering Drawing and Services Design Laboratory	L	1
0709-321	Project Management and Finance	T	3
	Total		19

Level-4 Term-1

Course Code	Course Title	Type	Credit
0714-411	Microprocessor and Interfacing	T	3
0714-412	Microprocessor and Interfacing Laboratory	L	1
0714-321	Control Systems	T	3
0714-322	Control Systems Laboratory	L	1
071*- 4**	Elective I (Major)	T	3
071*- 4**	Elective I (Minor)	T	3
0788-414	Industrial Automation and Robotics	L	1
0719-410	Industrial Training	I	1
0719-400	Capstone Project (Phase-1)	P	2
	Total		18

Level-4 Term-2

Course Code	Course Title	Type	Credit
0713-421	Power Stations and Substations	T	3
071*- 4**	Elective I (Minor)	T	3
071*- 4**	Elective II (Minor)	T	3
071*- 4**	Elective II Laboratory (Minor)	L	1
0719-400	Capstone Project (Phase-2)	P	3
	Total		13

Resources: _____

DIU Website:

DIU Website is a portal for all kinds of information and activities at DIU. It is available at daffodilvarsity.edu.bd. All useful information, resources, events, and activities are reflected through this website. Students are highly recommended to check DIU website regularly.

All students of Daffodil International University are given individual email IDs provided by respective departments. All information on events, opportunities, notices are circulated through this email. Therefore, it is expected that students will regularly check their DIU email accounts and will remain active. Student email can be accessed through DIU official website.

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. 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 in student portal from where they can track their progress, result, financial records and can do teaching evaluation at the end of each semester. Login credentials of student portal is provided by respective departments and are circulated by departmental notice boards.

BLC:

Blended learning center is the digital teaching and learning hub of Daffodil International University. The platform aims to connect teachers and students effectively allowing teachers to track progress of individual students and better facilitate their learning. To learn how to use BLC visit DIU BLC-student guideline (google.com). <https://elearn.daffodilvarsity.edu.bd/>

Library:

DIU maintain a very resourceful digital library. A lot of web resources, magazines, journals, and e-books are available for students to browse there. DIU digital library is available at library.daffodilvarsity.edu.bd. Students need to contract with DIU Central Library to register for this service and collect their log in credentials.

Location:

4th floor, Knowledge Tower
Daffodil International University
Daffodil Smart City, Ashulia, Savar, Dhaka.

For further information about the library hours, membership and registration, contact the Circulation Desk at 9138234-5 Ext: 151 or go through the link: <https://library.daffodilvarsity.edu.bd>.

Collection of resources:

Hard Copy: 49,777	E-Resources: 4,65,650
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Year/Level	Term 1	Term 2	Total
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:

Year/Level	Term 2	Total
Book	2 Copies	7 days
Project Report	2 Copies	15 days
Periodicals	2 Copies	15 days

Rules and Disciplinary:

- 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.

One Student One Laptop

Technology in transforming education:

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 respectable place in society. In the backdrop of rapid spread of one-to-one computing globally, the university is looking for additional ways to influence students' learning process positively. 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 personal basis and thus help them to face the challenges of a globalized world.

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

Application Procedure:

All students will receive a Laptop Application form additionally with admission form after confirmation of admission at DIU. They will submit the application at the time of their admission or within one month from the date of admission to the admission office with necessary information and photographs. From two parts of application form, DIU admission office will keep single part and the other part will be given to the students. After 4th semester the student who is eligible with the laptop project terms and conditions, will submit the other part of the laptop form to the Office of the Director of Students' Affairs Office (DSA Office) and after confirmation the serial number of the laptop token by e-mail, students will collect the laptop token from the DSA Office again. The student's portion of the application form will be treated as token for collecting the laptop.

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.

Post Sales Service:

Students will get 4-years 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). Service Booths will be established, one at DIU main campus and another at Uttara Campus. Moreover, students can receive services from any of the following Daffodil Computer service centers by showing the warranty card / ID card / acknowledgement form.

Financial Aid & Scholarships

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

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 uninterruptedly 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.

List of Waiver and Scholarship

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

b) Waiver on Fixed Category:

1. Result-based waiver (SSC and HSC/undergraduate)
2. Waiver on SGPA (academic result of immediate last semester)
3. Female quota
4. DIU Employee/1st blood relatives of DIU employee quota
5. Daffodil International College (DIC) quota
6. Daffodil Polytechnic Institute (DPI)/Bangladesh Skill Development Institute (BSDI) Quota
7. DIPTI Business Management (BM) College Quota
8. Daffodil Technical Institute (DTI) Quota
9. 1st blood relatives of alumni quota
10. Waiver for spouse of DIU alumni quota
11. Waiver for Master's program in DIU
12. Waiver for students admitted in a group (at least 10 in number)
13. Player quota
14. Physically challenged/ specially-able quota
15. Tribal/ethnic group quota
16. Sibling/spouse quota
17. Waiver for son/daughter of current students' quota
18. Waiver for diploma holders admitted in day program
19. 1st batch of a program quota
20. Waiver for international students on direct admission in Master's Programs
21. Waiver benefit for dual master quota

c) Need-based waiver:

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.

- d) Freedom fighter's quota waiver
- e) Scholarship for winner of 'Are you the next startup?'
- f) Chairman Endowment Fund Scholarship
- g) Chairman Endowment Fund Scholarship
- h) Razia Begum Scholarship
- i) Mofiz Uddin Majumder Scholarship Fund
- j) Delwar Hussain Chowdhury Scholarship
- k) The late Hafez Md. Abdur Rahim and the late Mrs. Jarina Begum Scholarship Fund
- l) The late Professor Dr. Ahmad Husain and the late Mrs. Mahbuba Hossain Scholarship Fund
- m) Waiver regarding Corporate Social Responsibility (CSR)

For Waiver and Scholarship, visit: <https://daffodilvarsity.edu.bd/waiver/faq>

Laboratory Facilities

Our department is dedicated to providing a comprehensive and hands-on learning experience to aspiring engineers in the field of electrical and electronic systems. As part of our commitment to practical education, we offer a wide range of laboratory courses designed to complement theoretical knowledge with practical skills.

In our laboratory courses, students have the opportunity to apply concepts learned in the classroom to real-world scenarios, using state-of-the-art equipment and facilities under the guidance of experienced faculty members. These laboratory experiences are crucial for developing the practical skills and problem-solving abilities necessary for success in the field of electrical and electronic engineering.

Our laboratory courses cover a diverse range of topics, including microprocessor and interfacing, control systems, energy conversion, power system protection, electrical circuits, electronics, communication systems, measurements and instrumentation, digital signal processing, simulation, power electronics, and solar electricity. Each laboratory course is carefully crafted to provide students with hands-on experience and practical exposure to the latest technologies and techniques in the field.

Through our laboratory courses, students not only gain practical skills but also develop critical thinking, teamwork, and communication skills essential for their future careers in electrical and electronic engineering. We are committed to providing an enriching and immersive learning experience that prepares our students to excel in the dynamic and evolving field of electrical and electronic engineering.

Laboratory wise Course Load

Department of EEE

Committee Name	Coordinator	Members	Responsibilities
Lab Monitoring & Development	DAS	1. Md. Ramjan Ali (MRA), Lecturer, 710002526, 01767172215, ramjan.eee@diu.edu.bd, 2. Md. Sanowar Hosen (MSH), Technical Officer, 710002010, 1723737688, sanowar.eee@daffodilvarsity.edu.bd	Assign/reassign lab in-charges; Verify and process lab requirements; Review & update lab experiments and manuals; Monitor lab activities

Room No	Lab Name	Assigned employee	Course Title
101	Microprocessor & Interfacing Laboratory	Mizanur Rahman 710003137 Lab assistant 710003137@diu.edu.bd 01850393305	Microprocessor & Interfacing Laboratory
102	Control System Laboratory	Sohel Arman 710003135 Lab Assistant sohelarman9819@gmail.com 01932177108	Control System Laboratory
103	Energy Conversion Laboratory	Mr. Md Ronju Mondol, 710001400 Lab Assistant ronjueee@gmail.com 01737924601	Energy Conversion Laboratory
104	Power System Protection Laboratory	Shuvo Halder Lab Assistant shuvohalder3393@gmail.com 01776243393	Power System Analysis Laboratory
			Power System Protection Laboratory
105	Electrical Circuit Laboratory	Md. Sarwar alam Lab Attendant diusarwar1996@gmail.com 01815427532	Electrical Circuit Laboratory
106	Electronics Laboratory	Mahamodul hasan Lab Assistant mahmodul.pf@gmail.com 01888103061	Electrical Circuit Laboratory
107	Capstone Project Lab	Shaik Ibrahim Shihon Lab Assistant shaik33-4393@diu.edu.bd 01784508098	Electrical Circuit Laboratory
201	Communication Laboratory	Md. Emrol Kayes Lab Assistant emrol1029@gmail.com 01837121029	Communication Engineering Laboratory
			Optical Fiber Communication Laboratory
			Renewable Energy Laboratory

Room No	Lab Name	Assigned employee	Course Title
202	Measurements & Instrumentation Lab	Sharmin Azad Kakoly Lab Assistant sharminkakoly8@gmail.com 01773082440	Electrical & Electronics Appliance Laboratory
			Measurements & Instrumentation Laboratory
203	Digital Signal Processing Laboratory	Imran Hossain Lab assistant imrani.tar@gmail.com 01717768221	Digital Signal Processing Laboratory
			Programing I Laboratory
			Programing II Laboratory
			Electrical Circuit Simulation Laboratory
			VLSI Laboratory
204	Simulation Laboratory	Imran Hossain Lab assistant imrani.tar@gmail.com 01717768221	Electrical Circuit Simulation Laboratory
			Programing I Laboratory
			Programing II Laboratory
			Industrial Automation & Robotics Laboratory
205	Power Electronics Laboratory	Md. Abdullah Al Jamil Lab Assistant abdullah150115004@gmail.com 01826043437	Analog Electronics Laboratory
			Power Electronics Laboratory
500	Solar Electricity Laboratory and Training Center	Shihab Uddin Lecturer deanoffice-fe@daffodilvarsity.edu.bd 01811458867	Renewable Energy Laboratory

Safety Guidelines

1. Learn and know what to do in any emergency.
2. Be familiar with the locations and operation of the nearest circuit breaker
3. Report any broken plug/exposed wires/damages to equipment to the teacher/laboratory technicians immediately.
32. Know the locations of laboratory safety showers, eyewash stations, and fire extinguishers.
4. Use only one hand if you need to adjust any high-voltage equipment. It's safest to place your other hand either behind your back or in a pocket.
5. Keep the body, or any part of it, out of the circuit. Where interconnecting wires and cables are involved, they should be arranged so people will not trip over them.
6. If in doubt about electrical safety, see the laboratory instructor. Regarding specific equipment, consult the instruction manual provided by the manufacturer of the equipment.

EEE Faculty and staff Information

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Md. Emrul Kayes	MEK	01837121029	emrol1029@gmail.com

Coordination Officer

Fatema Yeasmin	FY	01847140052	eeefoffice@daffodilvarsity.edu.bd
Sazzad Hosain Sobuj	SHS	1706505662	sazzadsobuj96@gmail.com

WHERE TO GO FOR WHAT PURPOSE

What Purpose	Where to go
Academic Issues	Respective Dean Head/Coordination Officer
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 of the Registrar
Testimonial/Certificate Application/ Semester Result/Grade Sheet	Exam Controller of Examination Office

What Purpose**Where to go**

Admission Processing:	Admission Office
Library Services:	Library
Career Counseling	Career Development Center (CDC)
Exchange Progress	International Affairs office
Medical Service	Doctor's Chamber/medical Center
For Login Password	IT office
General problem complains receive	Department Office/ Office of the Registrar
ID Card loss	Department Office/Office of the Registrar
Re-admission related works	Counseling and Admission Office of respective campus
Complains related to gender harassment	https://daffodilvarsity.edu.bd/complaint-committee/policy

Frequently Asked Questions (FAQ)**Table 10. Frequently Asked Questions (FAQ)****Registration related FAQ**

Question	Answer
<p>How do I complete course registration in the semester? (For new Students)</p>	<p>At first you have to collect your account clearance after complete admission process. Then you have to submit your account clearance form in the department office to complete your registration. After the registration, you have to check the student portal (http://studentportal.diu.edu.bd/login) to be sure about your registration.</p>
<p>How can I complete my course registration in the semester? (For existing students)</p>	<p>At first, you have to collect your account clearance from the Account Section by paying fees of registration and then you have to submit it (Keep a photocopy) to your batch coordinator. He/she will complete your course registration as per the rule. After the completion, you have to check the student portal to be sure about the course registration.</p>
<p>How can I Change/ Add/Drop subject after the registration in the semester?</p>	<p>After the registration, you may be able to Change/Add/Drop your subject within 7 days after the last date of the registration. To Change/Add/Drop your subject, you must meet your batch coordinator. He/she will help to complete the work.</p>

What can I do to drop the semester? (Before Registration)	In case for 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.
What about the courses of previous syllabus? Do I register myself with previous code as I am a student of previous syllabus?	Students can do registration with previous syllabus with an application to the Head of the department.
What can I do to drop my semester? (After Registration)	In case after the registration, if you need to drop the semester, you have to write an application for approval and submit to the department office. The signed application must be submitted to the Dean Office within 2 weeks of the last date of registration. After the approval of the Dean, you need to submit it to the Registrar Office for final approval. One week later you need to check the student portal and contact to the department office to be sure about the semester drop.
What can I do for registration when the registration date is over?	The late registration process is given in the notice board. Please follow the instructions and contact to the department office for further help.
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.
I want to take extra courses next semester?	Students may apply to the Dean through Head of the department.
How I can extend registration duration for more than six years?	Please submit your written application to the Registrar (along with partial transcript), DIU through Dean and Head of the Department for time extension
When the courses will be offered for (Spring /Fall) this semester?	Department office will publish the courses offer through email and notice board. Follow the notice board. (online / department notice board)
I want to register one course with day/evening program due to some problem. Is it allowed to take?	Students can do that but have to write an application to the head of the Department. If Dean approves then it is allowed.
What is the process of doing duel-major?	If the student wants to do duel-major he has to communicate with the mentor or department office. The office will provide a guideline for the student which he will follow during the rest of the semesters.

Exam related FAQ

Question	Answer
How can I get my admit card or exam clearance?	To get your exam clearance, you ought to pay your exam fees in Account Section following the schedule date and the Account Section will generate your exam clearance. You need to preserve the clearance for the exam.
How can I select Supervisor for internship?	Contact your Head who will assign your supervisor for internship & thesis.
How can I Change/ Add/Drop subject after the registration in the semester?	After the registration, you may be able to Change/Add/Drop your subject within 7 days after the last date of the registration. To Change/Add/Drop your subject, you must meet your batch coordinator. He/she will help to complete the work.
How can I get my result from website?	At first browse DIU website then follow the right side where there is an option of virtual university & then click on & put your ID on Academic Result option.
How can I get the total result of the courses that I have completed?	Please apply transcript through online with pay 50 taka and go to the exam section and collect your transcript as per deadline.
I have two exams in same slot. Can I attend the make-up exam without fee?	You can attend the make-up exam without fee in case of overlapping of exam.
Do I have to attend minimum classes to attend the examinations?	Minimum 60% Classes you have to attend.
What is the minimum CGPA to get the certificate?	The minimum CGPA is 2.00 to get the certificate.
How can I remove result block?	Clear your previous dues and contact with Registrar Office/Exam Office for removal of block result.

Transcript/certificate/concern letter, etc. related FAQ

Question	Answer
How I can take Concern, Mol, LoR, Testimonial, Migration Certificate etc.	Pay 50 taka to DIU accounts and submit the application to the department with transcript and collect the documents from your department.

Question	Answer
How I get Internship letter?	<p>You must complete all theoretical subjects to start internship.</p> <p>Maintain at least CGPA 2.00</p> <p>Take internship form from Department office</p> <p>Fill up the form which will be signed by respective supervisor.</p> <p>Pay fees and take Accounts clearance</p> <p>Submit to department office</p>
When I will be allowed for provisional certificate?	<p>When you will complete all required credits for the degree but not to attend at convocation then you will be allowed for provisional certificate.</p>
How can I withdraw academic transcripts/ certificate?	<p>Please apply through online (Student Portal) and go to the exam section and collect your transcript and certificate as per deadline after paying required fees.</p>

Miscellaneous related FAQ

Question	Answer
How can I get my email password? (For new students)	<p>You can get your email ID and password from the online notice board and the departmental notice board.</p>
How can I solve the Email password problem?	<p>You need to pay =20/- to account section and fill the register book from the department office for specific problem. Or you may apply through DIU helpdesk.</p>
I cannot login in the student portal. How can I get access to the student portal?	<p>You may reset the password as per forgot password option.</p>
How can I get my class routine of the semester?	<p>You can find your class routine in the notice board and, also in the online notice board and in your email.</p>
I have lost my ID card. What can I do now?	<p>At first, you have to go to the Police Station to do a General Dairy (GD). After getting the GD paper, you have to submit it to the Admission Section. The Admission Section will give you the further instruction for getting ID card.</p>

Question	Answer
Where can I get my scholarship/waiver information?	<p>You can get your scholarship/waiver information in scholarship/waiver section. Cell No.: +8801811458843 Email: panna@daffodilvarsity.edu.bd</p> <p>Cell No.: +8801811458848 Email: scholarship1@daffodilvarsity.edu.bd</p>
When is the payment date?	<p>Student will be notified the date of payment by online notice board/offline notice board and also by the email.</p>
What is the installment amount?	<p>The student has to pay the fee in two installments after registration 1st installments must be paid before mid-term and the rest before the final.</p>
How may I reserve class room for extra class?	<p>Come to department office and contact with coordination officer for booking class room.</p>
How I may solve DIU portal problem?	<p>You will come to the department office and contact with coordination officer.</p>
How may I get scholarship from foreign university?	<p>Keep update yourself on International Affairs' notice board and DIU e-mail. Keep in touch with DIU International Affairs.</p>
How can I change Department?	<p>Collect a form from Registrar Office. Fill-up and collect sign from Dean and Department Head. Clear all dues and submit to Registrar Office</p>
How can I change section of courses	<p>You have to submit application through Head of the Department-to-Department Office.</p>
How to solve Multimedia/ IT related Problem	<p>Contact with department office.</p>
What is the requirement to get a laptop?	<p>You have to complete minimum 24 courses or 47 credits (Day Shift) 21 courses or 47 credits (Eve Shift) successfully with SGPA 2.5 and payment should be clear up to the last semester.</p>

Question**Answer**

Question	Answer
How can I teacher/officer number.	Visit DIU website for Officer: https://daffodilvarsity.edu.bd/page/admin_page_detail/top-management For teachers: http://faculty.daffodilvarsity.edu.bd/
What is the process of teaching evaluation?	Log in to student portal and update the profile. After that fill the evaluation form and submit it. If needed any help contact with admission office.
How to check payment ledger from student portal?	Log in to student portal and click "payment" option for student payment ledger and payment scheme.
Can I meet with my course teacher other than class period?	You can contact with your teacher during counseling periods.
Where can I find information about insurance?	Where can I find information about insurance? Cell No.: +8801847334799 Email: zonad.accounts@daffodilvarsity.edu.bd
How can I get BLC related service?	Contact to Department office or Visit: https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students?pli=1 Cell No.: +8801847027540 Email: blc1@daffodilvarsity.edu.bd
How can I get the information of DIU Transportation?	Visit the link: https://daffodilvarsity.edu.bd/article/transport or https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161 For more quires Contact: Cell No.: +8801847140037 Email: anisur@daffodilvarsity.edu.bd



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