

SL	Service Title	Process Flow	Responsible
01	<b>Collect student ID Card, Email address and know about student portal.</b> (For newly admitted students)	<b>Contact to the Department Office</b> <a href="https://pd.daffodilvarsity.edu.bd/support_ticket">https://pd.daffodilvarsity.edu.bd/support_ticket</a>	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
02	<b>Course Offering</b>	<b>Department Office will publish the Course Offering</b> (as per semester schedule) → <b>Follow the Notice Board of the Department</b> (For Online: <a href="https://daffodilvarsity.edu.bd/department-notice/english">https://daffodilvarsity.edu.bd/department-notice/english</a> )	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
03	<b>Registration Process</b>	<b>Accounts Clearance</b> (by paying the required fees to the DIU accounts or pay through online) → <b>Meet with Batch Advisor</b> (along with online clearance) → <b>Check the Student Portal</b> (for confirmation of the registration)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd Cell No.: +881847334842 Email: students.accounts4@daffodilvarsity.edu.bd
04	<b>Subject or Course Add/Drop/Changes</b>	<b>Meet with Batch Advisor</b> (within 7 working days to add/drop/changes in your course registration)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
05	<b>Semester Drop Process</b> Students will submit the semester drop/course drop application to department office as per deadline.	<b>Write an application for semester drop</b> (for format of writing the application communicate with the Department Office)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
06	<b>To register courses of previous syllabus</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (for further process)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
07	<b>Re-admission Process</b> Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.	<b>Collect Re-admission Form from the Department Office</b> (for format of writing the application) → <b>After fill-up the Form Submit it to the Department Office</b> (for further process) → <b>Get the Confirmation of Re-admission</b> (from the Department Office) → <b>Follow the Registration Process</b> (communicate with department office)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd Cell No.: +881847334842 Email: students.accounts4@daffodilvarsity.edu.bd
08	<b>Extension of the studentship</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (along with partial transcript for further process)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
09	<b>Clearance for examinations</b> (Midterm and Final)	<b>Pay your required fees</b> (to the DIU accounts or through online) → <b>Collect clearance</b> (from the DIU Accounts Section or Dean office, FHSS)	Cell No.: +8801847334842 Email: students.accounts4@daffodilvarsity.edu.bd Cell No.: +8801847334796 Email: deanoffice-fhss@daffodilvarsity.edu.bd
10	<b>Semester result</b>	<b>You can see the semester result from the Student Portal</b> (Need to complete the teaching evaluation from student portal then select your semester)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
11	<b>Internship Process</b>  Note I: After completing required courses as per the syllabus. Apply transcript using students' portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis & so on registration of 3/6 credits after checking transcript.	<b>For getting an internship letter</b> (you have to apply through the following Internship portal link: <a href="http://internship.daffodilvarsity.edu.bd/?app=applicant_login">http://internship.daffodilvarsity.edu.bd/?app=applicant_login</a> ) → <b>Collect the internship letter</b> (from the department office within two working days) → <b>Submit the internship letter</b> (to the Organization where you want to do the internship) → <b>Submission of acceptance Letter</b> (If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office) → <b>Internship Supervisor</b> (Department will notify through email, cell phone also notice board)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
12	<b>Concern Letter, MoI, LoR, Testimonial and etc.</b> (For running students) Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.	<b>Collect Running students Application Form</b> (from the department) → <b>Payment</b> (pay 50 taka to DIU accounts) → <b>Submit Application</b> (to the department and collect)	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd Cell No.: +881847334842 Email: students.accounts4@daffodilvarsity.edu.bd
13	<b>Concern Letter, MoI, LoR, Testimonial, Migration Certificate etc.</b> (For alumni)	<b>Apply through student portal</b> (by using DIU student application portal) → <b>Collection the documents</b> (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)	Cell No.: +8801847140181 Email: registraroffice2@daffodilvarsity.edu.bd
14	<b>Email password problem, student portal problem and internship portal problem</b>	<b>Payment</b> (Pay 20 taka to DIU accounts section or pay through online) → <b>Submit Money Receipt to Department office or apply through Helpdesk</b>	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd Cell No.: +881847334842 Email: students.accounts4@daffodilvarsity.edu.bd
15	<b>BLC Support</b>	<b>Contact to the BLC support team or Visit following link</b> (Link: <a href="https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1</a> )	Cell No.: +8801847027540 Email: blc1@daffodilvarsity.edu.bd
16	<b>Laptop (B.A. (Hons) in English)</b> (One Student One Laptop, eligibility, distribution, information, credit completion and etc.)	<b>Need to complete at least 15 courses or 45 credits successfully with SGPA 2.5 and payment should be clear up to the last semester.</b>	Cell No.: +8801713493088 Email: laptop@daffodilvarsity.edu.bd
17	<b>Scholarship/Waiver support</b>	<b>Visit the web site</b> (Link: <a href="https://daffodilvarsity.edu.bd/scholarship">https://daffodilvarsity.edu.bd/scholarship</a> or contact waiver and scholarship section)	Cell No.: +8801811458843 Email: scholarship@daffodilvarsity.edu.bd Cell No.: +8801811458848 Email: scholarship1@daffodilvarsity.edu.bd
18	<b>Academic Transcripts / Certificates</b>	<b>Payment</b> (Pay your required fees to the DIU accounts section or pay through online) → <b>Apply through student portal</b> (Link: <a href="http://studentportal.diu.edu.bd/#/login">http://studentportal.diu.edu.bd/#/login</a> ) → <b>Collect the Documents</b> (from Exam section as per delivery deadline)	Cell No.: +8801847140157 Email: nislam@daffodilvarsity.edu.bd Cell No.: +8801847027533 Email: exanoffice@daffodilvarsity.edu.bd Cell No.: +8801847027526 Email: exanoffice9@daffodilvarsity.edu.bd
19	<b>Teachers/officers Information</b>	<b>Visit for teachers:</b> <a href="https://daffodilvarsity.edu.bd/article/faculty">https://daffodilvarsity.edu.bd/article/faculty</a> → <b>Visit for Officers:</b> <a href="https://daffodilvarsity.edu.bd/article/administration-directory">https://daffodilvarsity.edu.bd/article/administration-directory</a>	Cell No.: +8801847140073 Email: engoffice@daffodilvarsity.edu.bd Cell No.: +8801713493024 Email: engoffice1@daffodilvarsity.edu.bd
20	<b>Insurance Information</b>	<b>Contact to the office of the Director of Finance and Accounts</b>	Cell No.: +8801847334799 Email: treasureroffice@daffodilvarsity.edu.bd
21	<b>DIU Transportation</b>	<b>Visit the link:</b> <a href="https://daffodilvarsity.edu.bd/article/transport">https://daffodilvarsity.edu.bd/article/transport</a> or <a href="https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161">https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161</a>	Cell No.: +8801847140037 Email: transport-dsc@daffodilvarsity.edu.bd
22	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden-01)	<b>Contact to the Hall office</b>	Cell No.: +8801847334956 Email: yksg3@daffodil.family Cell No.: +8801847334959 Email: yksg2@daffodil.family Cell No.: +8801847334955 Email: yksg@daffodil.family
23	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden-02)	<b>Contact to the Hall office</b>	Cell No.: +8801847140030 Email: ksarker@daffodilvarsity.edu.bd Cell No.: +8801847334954 Email: yksg4@daffodil.family Cell No.: +8801847334957 Email: yksg7@daffodil.family
24	<b>DIU Girls Hostel</b> (Rowshan Ara Scholar Garden)	<b>Contact to the Hall office</b>	Cell No.: +8801847334929 Email: frahman@daffodilvarsity.edu.bd Cell No.: +8801847334960 Email: rasg1@daffodilvarsity.edu.bd Cell No.: +8801847334961 Email: rasg2@daffodilvarsity.edu.bd

**Note:**

1. You can also get this information in the following link:  
Student Portal: <https://daffodilvarsity.edu.bd/article/students>  
Departmental Website: <https://daffodilvarsity.edu.bd/department/english>

2. Please let us know about the service you received at the following Number: 01713-493000

SL	Service Title	Process Flow	Responsible
01	<b>Collect student ID Card, Email address and know about student portal.</b> (For newly admitted students)	<b>Contact to the Department Office</b> <a href="https://pd.daffodilvarsity.edu.bd/support_ticket">https://pd.daffodilvarsity.edu.bd/support_ticket</a>	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
02	<b>Course Offering</b>	<b>Department Office will publish the Course Offering</b> (as per semester schedule) → <b>Follow the Notice Board of the Department</b> (For Online: <a href="https://daffodilvarsity.edu.bd/department-notice/law">https://daffodilvarsity.edu.bd/department-notice/law</a> )	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
03	<b>Registration Process</b>	<b>Accounts Clearance</b> (by paying the required fees to the DIU accounts or pay through online) → <b>Meet with Batch Advisor</b> (along with online clearance) → <b>Check the Student Portal</b> (for confirmation of the registration)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334842 Email: <a href="mailto:students.accounts4@daffodilvarsity.edu.bd">students.accounts4@daffodilvarsity.edu.bd</a>
04	<b>Subject or Course Add/Drop/Changes</b>	<b>Meet with Batch Advisor</b> (within 7 working days to add/drop/changes in your course registration)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
05	<b>Semester Drop Process</b> Students will submit the semester drop/course drop application to department office as per deadline.	<b>Write an application for semester drop</b> (for format of writing the application communicate with the Department Office)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
06	<b>To register courses of previous syllabus</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (for further process)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
07	<b>Re-admission Process</b> Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.	<b>Collect Re-admission Form from the Department Office</b> (for format of writing the application) → <b>After fill-up the Form Submit it to the Department Office</b> (for further process) → <b>Get the Confirmation of Re-admission</b> (from the Department Office) → <b>Follow the Registration Process</b> (communicate with department office)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334842 Email: <a href="mailto:students.accounts4@daffodilvarsity.edu.bd">students.accounts4@daffodilvarsity.edu.bd</a>
08	<b>Extension of the studentship</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (along with partial transcript for further process)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
09	<b>Clearance for examinations</b> (Midterm and Final)	<b>Pay your required fees</b> (to the DIU accounts or through online) → <b>Collect clearance</b> (from the DIU Accounts Section or Dean office, FHSS)	Cell No.: + 8801847334842 Email: <a href="mailto:students.accounts4@daffodilvarsity.edu.bd">students.accounts4@daffodilvarsity.edu.bd</a> Cell No.: +8801847334796 Email: <a href="mailto:deanoffice-fhss@daffodilvarsity.edu.bd">deanoffice-fhss@daffodilvarsity.edu.bd</a>
10	<b>Semester result</b>	<b>You can see the semester result from the Student Portal</b> (Need to complete the teaching evaluation from student portal then select your semester)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
11	<b>Internship Process</b> Note I: After completing required courses as per the syllabus. Apply transcript using students' portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis & so on registration of 3/6 credits after checking transcript.	<b>For getting an internship letter</b> (you have to apply through the following Internship portal link: <a href="http://internship.daffodilvarsity.edu.bd/?app=applicant_login">http://internship.daffodilvarsity.edu.bd/?app=applicant_login</a> ) → <b>Collect the internship letter</b> (from the department office within two working days) → <b>Submit the internship letter</b> (to the Organization where you want to do the internship) → <b>Submission of acceptance Letter</b> (If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office) → <b>Internship Supervisor</b> (Department will notify through email, cell phone also notice board)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
12	<b>Concern Letter, MoI, LoR, Testimonial and etc.</b> (For running students) Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.	<b>Collect Running students Application Form</b> (from the department) → <b>Payment</b> (pay 50 taka to DIU accounts) → <b>Submit Application</b> (to the department and collect)	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334842 Email: <a href="mailto:students.accounts4@daffodilvarsity.edu.bd">students.accounts4@daffodilvarsity.edu.bd</a>
13	<b>Concern Letter, MoI, LoR, Testimonial, Migration Certificate etc.</b> (For alumni)	<b>Apply through student portal</b> (by using DIU student application portal) → <b>Collection the documents</b> (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)	Email: <a href="mailto:registraroffice2@daffodilvarsity.edu.bd">registraroffice2@daffodilvarsity.edu.bd</a>
14	<b>Email password problem, student portal problem and internship portal problem</b>	<b>Payment</b> (Pay 20 taka to DIU accounts section or pay through online) → <b>Submit Money Receipt to Department office or apply through Helpdesk</b>	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334842 Email: <a href="mailto:students.accounts4@daffodilvarsity.edu.bd">students.accounts4@daffodilvarsity.edu.bd</a>
15	<b>BLC Support</b>	<b>Contact to the BLC support team or Visit following link</b> (Link: <a href="https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1</a> )	Cell No.: +8801847027540 Email: <a href="mailto:blc1@daffodilvarsity.edu.bd">blc1@daffodilvarsity.edu.bd</a>
16	<b>Laptop (LL.B. (Hons.))</b> (One Student One Laptop, eligibility, distribution, information, credit completion and etc.)	<b>Need to complete at least 16 courses or 48 credits successfully with SGPA 2.5 and payment should be clear up to the last semester.</b>	Cell No.: +8801713493088 Email: <a href="mailto:laptop@daffodilvarsity.edu.bd">laptop@daffodilvarsity.edu.bd</a>
17	<b>Scholarship/Waiver support</b>	<b>Visit the web site</b> (Link: <a href="https://daffodilvarsity.edu.bd/scholarship">https://daffodilvarsity.edu.bd/scholarship</a> or contact waiver and scholarship section)	Cell No.: +8801811458843 Email: <a href="mailto:scholarship@daffodilvarsity.edu.bd">scholarship@daffodilvarsity.edu.bd</a> Cell No.: +8801811458848 Email: <a href="mailto:scholarship1@daffodilvarsity.edu.bd">scholarship1@daffodilvarsity.edu.bd</a>
18	<b>Academic Transcripts / Certificates</b>	<b>Payment</b> (Pay your required fees to the DIU accounts section or pay through online) → <b>Apply through student portal</b> (Link: <a href="http://studentportal.diu.edu.bd/#/login">http://studentportal.diu.edu.bd/#/login</a> ) → <b>Collect the Documents</b> (from Exam section as per delivery deadline)	Cell No.: +8801847140157 Email: <a href="mailto:nislam@daffodilvarsity.edu.bd">nislam@daffodilvarsity.edu.bd</a> Cell No.: +8801847027533 Email: <a href="mailto:exanoffice8@daffodilvarsity.edu.bd">exanoffice8@daffodilvarsity.edu.bd</a> Cell No.: +8801847027526 Email: <a href="mailto:exanoffice9@daffodilvarsity.edu.bd">exanoffice9@daffodilvarsity.edu.bd</a>
19	<b>Teachers/officers Information</b>	<b>Visit for teachers:</b> <a href="https://daffodilvarsity.edu.bd/article/faculty">https://daffodilvarsity.edu.bd/article/faculty</a> → <b>Visit for Officers:</b> <a href="https://daffodilvarsity.edu.bd/article/administration-directory">https://daffodilvarsity.edu.bd/article/administration-directory</a>	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
20	<b>Insurance Information</b>	<b>Contact to the office of the Director of Finance and Accounts</b>	Cell No.: +8801847334799 Email: <a href="mailto:treasureroffice@daffodilvarsity.edu.bd">treasureroffice@daffodilvarsity.edu.bd</a>
21	<b>DIU Transportation</b>	<b>Visit the link:</b> <a href="https://daffodilvarsity.edu.bd/article/transport">https://daffodilvarsity.edu.bd/article/transport</a> or <a href="https://docs.google.com/spreadsheets/d/15xUoX48Vci54TIkHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161">https://docs.google.com/spreadsheets/d/15xUoX48Vci54TIkHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161</a>	Cell No.: +8801847140037 Email: <a href="mailto:transport-dsc@daffodilvarsity.edu.bd">transport-dsc@daffodilvarsity.edu.bd</a>
22	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden-01)	<b>Contact to the Hall office</b>	Cell No.: +8801847334956 Email: <a href="mailto:ykg3@daffodil.family">ykg3@daffodil.family</a> Cell No.: +8801847334959 Email: <a href="mailto:ykg2@daffodil.family">ykg2@daffodil.family</a> Cell No.: +8801847334955 Email: <a href="mailto:ykg@daffodil.family">ykg@daffodil.family</a>
23	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden-02)	<b>Contact to the Hall office</b>	Cell No.: + 8801847140030 Email: <a href="mailto:ksarker@daffodilvarsity.edu.bd">ksarker@daffodilvarsity.edu.bd</a> Cell No.: +8801847334954 Email: <a href="mailto:ykg4@daffodil.family">ykg4@daffodil.family</a> Cell No.: +8801847334957 Email: <a href="mailto:ykg7@daffodil.family">ykg7@daffodil.family</a> Cell No.: +8801847334967 Email: <a href="mailto:ykg9@daffodil.family">ykg9@daffodil.family</a>
24	<b>DIU Girls Hostel</b> (Rowshan Ara Scholar Garden)	<b>Contact to the Hall office</b>	Cell No.: +8801847334929 Email: <a href="mailto:frahman@daffodilvarsity.edu.bd">frahman@daffodilvarsity.edu.bd</a> Cell No.: +8801847334960 Email: <a href="mailto:rasg1@daffodilvarsity.edu.bd">rasg1@daffodilvarsity.edu.bd</a> Cell No.: +8801847334961 Email: <a href="mailto:rasg2@daffodilvarsity.edu.bd">rasg2@daffodilvarsity.edu.bd</a> Cell No.: +8801847334963 Email: <a href="mailto:rasg3@daffodil.family">rasg3@daffodil.family</a> Cell No.: +8801847334964 Email: <a href="mailto:rasg@daffodil.family">rasg@daffodil.family</a> Cell No.: + 8801847334965 Email: <a href="mailto:rasg6@daffodil.family">rasg6@daffodil.family</a>

**Note:**

1. You can also get this information in the following link:  
Student Portal: <https://daffodilvarsity.edu.bd/article/students>  
Departmental Website: <https://daffodilvarsity.edu.bd/department/law>

2. Please let us know about the service you received at the following Number: 01713-493000

SL	Service Title	Process Flow	Responsible
01	<b>Collect student ID Card, Email address and know about student portal.</b> (For newly admitted students)	<b>Contact to the Department Office</b> <a href="https://pd.daffodilvarsity.edu.bd/support_ticket">https://pd.daffodilvarsity.edu.bd/support_ticket</a>	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
02	<b>Course Offering</b>	<b>Department Office will publish the Course Offering</b> (as per semester schedule) → <b>Follow the Notice Board of the Department</b> (For Online: <a href="https://daffodilvarsity.edu.bd/department-notice/ds">https://daffodilvarsity.edu.bd/department-notice/ds</a> )	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
03	<b>Registration Process</b>	<b>Accounts Clearance</b> (by paying the required fees to the DIU accounts or pay through online) → <b>Meet with Batch Advisor</b> (along with online clearance) → <b>Check the Student Portal</b> (for confirmation of the registration)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847140051 Email: <a href="mailto:students.accounts3@daffodilvarsity.edu.bd">students.accounts3@daffodilvarsity.edu.bd</a>
04	<b>Subject or Course Add/Drop/Changes</b>	<b>Meet with Batch Advisor</b> (within 7 working days to add/drop/changes in your course registration)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
05	<b>Semester Drop Process</b> Students will submit the semester drop/course drop application to department office as per deadline.	<b>Write an application for semester drop</b> (for format of writing the application communicate with the Department Office)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
06	<b>To register courses of previous syllabus</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (for further process)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
07	<b>Re-admission Process</b> Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.	<b>Collect Re-admission Form from the Department Office</b> (for format of writing the application) → <b>After fill-up the Form Submit it to the Department Office</b> (for further process) → <b>Get the Confirmation of Re-admission</b> (from the Department Office) → <b>Follow the Registration Process</b> (communicate with department office)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847140051 Email: <a href="mailto:students.accounts3@daffodilvarsity.edu.bd">students.accounts3@daffodilvarsity.edu.bd</a>
08	<b>Extension of the studentship</b>	<b>Write an application</b> (for format of writing the application communicate with the Department Office) → <b>Submit the application to the Department Office</b> (along with partial transcript for further process)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
09	<b>Clearance for examinations</b> (Midterm and Final)	<b>Pay your required fees</b> (to the DIU accounts or through online) → <b>Collect clearance</b> (from the DIU Accounts Section or Dean office, FHSS)	Cell No.: +8801847140051 Email: <a href="mailto:students.accounts3@daffodilvarsity.edu.bd">students.accounts3@daffodilvarsity.edu.bd</a> Cell No.: +8801847334796 Email: <a href="mailto:deanoffice-fhss@daffodilvarsity.edu.bd">deanoffice-fhss@daffodilvarsity.edu.bd</a>
10	<b>Semester result</b>	<b>You can see the semester result from the Student Portal</b> (Need to complete the teaching evaluation from student portal then select your semester)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
11	<b>Internship Process</b> Note I: After completing required courses as per the syllabus. Apply transcript using students' portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis & so on registration of 3/6 credits after checking transcript.	<b>For getting an internship letter</b> (you have to apply through the following Internship portal link: <a href="http://internship.daffodilvarsity.edu.bd/?app=applicant_login">http://internship.daffodilvarsity.edu.bd/?app=applicant_login</a> ) → <b>Collect the internship letter</b> (from the department office within two working days) → <b>Submit the internship letter</b> (to the Organization where you want to do the internship) → <b>Submission of acceptance Letter</b> (If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office) → <b>Internship Supervisor</b> (Department will notify through email, cell phone also notice board)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
12	<b>Concern Letter, MoI, LoR, Testimonial and etc.</b> (For running students) Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.	<b>Collect Running students Application Form</b> (from the department) → <b>Payment</b> (pay 50 taka to DIU accounts) → <b>Submit Application</b> (to the department and collect)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847140051 Email: <a href="mailto:students.accounts3@daffodilvarsity.edu.bd">students.accounts3@daffodilvarsity.edu.bd</a>
13	<b>Concern Letter, MoI, LoR, Testimonial, Migration Certificate etc.</b> (For alumni)	<b>Apply through student portal</b> (by using DIU student application portal) → <b>Collection the documents</b> (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)	Email: <a href="mailto:registraroffice2@daffodilvarsity.edu.bd">registraroffice2@daffodilvarsity.edu.bd</a>
14	<b>Email password problem, student portal problem and internship portal problem</b>	<b>Payment</b> (Pay 20 taka to DIU accounts section or pay through online) → <b>Submit Money Receipt to Department office or apply through Helpdesk</b>	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847140051 Email: <a href="mailto:students.accounts3@daffodilvarsity.edu.bd">students.accounts3@daffodilvarsity.edu.bd</a>
15	<b>BLC Support</b>	<b>Contact to the BLC support team or Visit following link</b> (Link: <a href="https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1</a> )	Cell No.: +8801847027540 Email: <a href="mailto:blc1@daffodilvarsity.edu.bd">blc1@daffodilvarsity.edu.bd</a>
16	<b>Scholarship/Waiver support</b>	<b>Visit the web site</b> (Link: <a href="https://daffodilvarsity.edu.bd/scholarship">https://daffodilvarsity.edu.bd/scholarship</a> or contact waiver and scholarship section)	Cell No.: +8801811458843 Email: <a href="mailto:scholarship@daffodilvarsity.edu.bd">scholarship@daffodilvarsity.edu.bd</a> Cell No.: +8801811458848 Email: <a href="mailto:scholarship1@daffodilvarsity.edu.bd">scholarship1@daffodilvarsity.edu.bd</a>
17	<b>Academic Transcripts / Certificates</b>	<b>Payment</b> (Pay your required fees to the DIU accounts section or pay through online) → <b>Apply through student portal</b> (Link: <a href="http://studentportal.diu.edu.bd/#/login">http://studentportal.diu.edu.bd/#/login</a> ) → <b>Collect the Documents</b> (from Exam section as per delivery deadline)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
18	<b>Teachers/officers Information</b>	<b>Visit for teachers:</b> <a href="https://daffodilvarsity.edu.bd/article/faculty">https://daffodilvarsity.edu.bd/article/faculty</a> → <b>Visit for Officers:</b> <a href="https://daffodilvarsity.edu.bd/article/administration-directory">https://daffodilvarsity.edu.bd/article/administration-directory</a>	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
19	<b>Insurance Information</b>	<b>Contact to the office of the Director of Finance and Accounts</b>	Cell No.: +8801847334799 Email: <a href="mailto:treasureroffice@daffodilvarsity.edu.bd">treasureroffice@daffodilvarsity.edu.bd</a>
20	<b>DIU Transportation</b>	<b>Visit the link:</b> <a href="https://daffodilvarsity.edu.bd/article/transport">https://daffodilvarsity.edu.bd/article/transport</a> or <a href="https://docs.google.com/spreadsheets/d/15xUoX4BVci54TIkHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161">https://docs.google.com/spreadsheets/d/15xUoX4BVci54TIkHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161</a>	Cell No.: +8801847140037 Email: <a href="mailto:transport-dsc@daffodilvarsity.edu.bd">transport-dsc@daffodilvarsity.edu.bd</a>
21	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden -01)	<b>Contact to the Hall office</b>	Cell No.: +8801847334956 Email: <a href="mailto:yks3@daffodil.family">yks3@daffodil.family</a> Cell No.: +8801847334959 Email: <a href="mailto:yks2@daffodil.family">yks2@daffodil.family</a> Cell No.: +8801847334955 Email: <a href="mailto:yks1@daffodil.family">yks1@daffodil.family</a>
22	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden -02)	<b>Contact to the Hall office</b>	Cell No.: +8801847140030 Email: <a href="mailto:ksarker@daffodilvarsity.edu.bd">ksarker@daffodilvarsity.edu.bd</a> Cell No.: +8801847334954 Email: <a href="mailto:yks4@daffodil.family">yks4@daffodil.family</a> Cell No.: +8801847334957 Email: <a href="mailto:yks7@daffodil.family">yks7@daffodil.family</a>
23	<b>DIU Girls Hostel</b> (Rowshan Ara Scholar Garden)	<b>Contact to the Hall office</b>	Cell No.: +8801847334929 Email: <a href="mailto:frahman@daffodilvarsity.edu.bd">frahman@daffodilvarsity.edu.bd</a> Cell No.: +8801847334960 Email: <a href="mailto:rasg1@daffodilvarsity.edu.bd">rasg1@daffodilvarsity.edu.bd</a> Cell No.: +8801847334961 Email: <a href="mailto:rasg2@daffodilvarsity.edu.bd">rasg2@daffodilvarsity.edu.bd</a>

**Note:**

1. You can also get this information in the following link:  
Student Portal: <https://daffodilvarsity.edu.bd/article/students>  
Departmental Website: <https://daffodilvarsity.edu.bd/department/ds>

2. Please let us know about the service you received at the following Number: 01713-493000

SL	Service Title	Process Flow	Responsible
01	<b>Collect student ID Card, Email address and know about student portal.</b> (For newly admitted students)	Contact to the Department Office <a href="https://pd.daffodilvarsity.edu.bd/support_ticket">https://pd.daffodilvarsity.edu.bd/support_ticket</a>	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
02	<b>Course Offering</b>	Department Office will publish the Course Offering (as per semester schedule) → Follow the Notice Board of the Department (For Online: <a href="https://daffodilvarsity.edu.bd/department/jmc/notice">https://daffodilvarsity.edu.bd/department/jmc/notice</a> )	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
03	<b>Registration Process</b>	Accounts Clearance (by paying the required fees to the DIU accounts or pay through online) → Meet with Batch Advisor (along with online clearance) → Check the Student Portal (for confirmation of the registration)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334724 Email: <a href="mailto:students.accounts5@daffodilvarsity.edu.bd">students.accounts5@daffodilvarsity.edu.bd</a>
04	<b>Subject or Course Add/Drop/Changes</b>	Meet with Batch Advisor (within 7 working days to add/drop/changes in your course registration)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
05	<b>Semester Drop Process</b> Students will submit the semester drop/course drop application to department office as per deadline.	Write an application for semester drop (for format of writing the application communicate with the Department Office)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
06	<b>To register courses of previous syllabus</b>	Write an application (for format of writing the application communicate with the Department Office) → Submit the application to the Department Office (for further process)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
07	<b>Re-admission Process</b> Students will pay required Re-admission fee to the DIU accounts section or online as per the DIU policy.	Collect Re-admission Form from the Department Office (for format of writing the application) → After fill-up the Form Submit it to the Department Office (for further process) → Get the Confirmation of Re-admission (from the Department Office) → Follow the Registration Process (communicate with department office)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334724 Email: <a href="mailto:students.accounts5@daffodilvarsity.edu.bd">students.accounts5@daffodilvarsity.edu.bd</a>
08	<b>Extension of the studentship</b>	Write an application (for format of writing the application communicate with the Department Office) → Submit the application to the Department Office (along with partial transcript for further process)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
09	<b>Clearance for examinations</b> (Midterm and Final)	Pay your required fees (to the DIU accounts or through online) → Collect clearance (from the DIU Accounts Section or Dean office, FHSS)	Cell No.: +8801847334724 Email: <a href="mailto:students.accounts5@daffodilvarsity.edu.bd">students.accounts5@daffodilvarsity.edu.bd</a> Cell No.: +8801847334796 Email: <a href="mailto:deanoffice-fhss@daffodilvarsity.edu.bd">deanoffice-fhss@daffodilvarsity.edu.bd</a>
10	<b>Semester result</b>	You can see the semester result from the Student Portal (Need to complete the teaching evaluation from student portal then select your semester)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
11	<b>Internship Process</b> Note I: After completing required courses as per the syllabus. Apply transcript using students' portal by paying 50 taka at DIU accounts. The department will complete the internship/thesis & so on registration of 3/6 credits after checking transcript.	For getting an internship letter (you have to apply through the following Internship portal link: <a href="http://internship.daffodilvarsity.edu.bd/?app=applicant_login">http://internship.daffodilvarsity.edu.bd/?app=applicant_login</a> ) → Collect the internship letter (from the department office within two working days) → Submit the internship letter (to the Organization where you want to do the internship) → Internship Supervisor (Department will notify through email, cell phone also notice board) → Submission of acceptance Letter (If the organization accept your internship the organization provide you an acceptance letter. You have to submit it to the department office)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
12	<b>Concern Letter, MoI, LoR, Testimonial and etc.</b> (For running students) Students will submit application through Batch advisor. It will be provided from the department office within 2 working days.	Collect Running students Application Form (from the department) → Payment (pay 50 taka to DIU accounts) → Submit Application (to the department and collect)	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334724 Email: <a href="mailto:students.accounts5@daffodilvarsity.edu.bd">students.accounts5@daffodilvarsity.edu.bd</a>
13	<b>Concern Letter, MoI, LoR, Testimonial, Migration Certificate etc.</b> (For alumni)	Apply through student portal (by using DIU student application portal) → Collection the documents (Download required documents from student portal or collect the documents (hard copy) from Registrar office as per deadline)	Email: <a href="mailto:registraroffice2@daffodilvarsity.edu.bd">registraroffice2@daffodilvarsity.edu.bd</a>
14	<b>Email password problem, student portal problem and internship portal problem</b>	Payment (Pay 20 taka to DIU accounts section or pay through online) → Submit Money Receipt to Department office or apply through Helpdesk	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a> Cell No.: +8801847334724 Email: <a href="mailto:students.accounts5@daffodilvarsity.edu.bd">students.accounts5@daffodilvarsity.edu.bd</a>
15	<b>BLC Support</b>	Contact to the BLC support team or Visit following link (Link: <a href="https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guide/guide/guide-for-diu-blc-moodle-students?pli=1</a> )	Cell No.: +8801847027540 Email: <a href="mailto:blc1@daffodilvarsity.edu.bd">blc1@daffodilvarsity.edu.bd</a>
16	<b>Laptop - (BSS in Journalism, Media and Communication)</b> (One Student One Laptop, eligibility, distribution, information, credit completion and etc.)	Need to complete at least 12 courses or 40 credits successfully with SGPA 2.5 and payment should be clear up to the last semester.	Cell No.: +8801713493088 Email: <a href="mailto:laptop@daffodilvarsity.edu.bd">laptop@daffodilvarsity.edu.bd</a>
17	<b>Scholarship/Waiver support</b>	Visit the web site (Link: <a href="https://daffodilvarsity.edu.bd/scholarship">https://daffodilvarsity.edu.bd/scholarship</a> or contact waiver and scholarship section)	Cell No.: +8801811458843 Email: <a href="mailto:scholarship@daffodilvarsity.edu.bd">scholarship@daffodilvarsity.edu.bd</a> Cell No.: +8801811458848 Email: <a href="mailto:scholarship1@daffodilvarsity.edu.bd">scholarship1@daffodilvarsity.edu.bd</a>
18	<b>Academic Transcripts / Certificates</b>	Payment (Pay your required fees to the DIU accounts section or pay through online) → Apply through student portal (Link: <a href="http://studentportal.diu.edu.bd/#/login">http://studentportal.diu.edu.bd/#/login</a> ) → Collect the Documents (from Exam section as per delivery deadline)	Cell No.: +8801847334796 Email: <a href="mailto:dsoffice@daffodilvarsity.edu.bd">dsoffice@daffodilvarsity.edu.bd</a>
19	<b>Teachers/officers Information</b>	Visit for teachers: <a href="https://daffodilvarsity.edu.bd/article/faculty">https://daffodilvarsity.edu.bd/article/faculty</a> → Visit for Officers: <a href="https://daffodilvarsity.edu.bd/article/administration-directory">https://daffodilvarsity.edu.bd/article/administration-directory</a>	Cell No.: +8801713493078 Email: <a href="mailto:lawoffice@daffodilvarsity.edu.bd">lawoffice@daffodilvarsity.edu.bd</a>
20	<b>Insurance Information</b>	Contact to the office of the Director of Finance and Accounts	Cell No.: +8801847334775 Email: <a href="mailto:jmcoffice@daffodilvarsity.edu.bd">jmcoffice@daffodilvarsity.edu.bd</a>
21	<b>DIU Transportation</b>	Visit the link: <a href="https://daffodilvarsity.edu.bd/article/transport">https://daffodilvarsity.edu.bd/article/transport</a> or <a href="https://docs.google.com/spreadsheets/d/15xUoX4BVci54TIKHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161">https://docs.google.com/spreadsheets/d/15xUoX4BVci54TIKHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161</a>	Cell No.: +8801847140037 Email: <a href="mailto:transport-dsc@daffodilvarsity.edu.bd">transport-dsc@daffodilvarsity.edu.bd</a>
22	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden -01)	Contact to the Hall office	Cell No.: +8801847334956 Email: <a href="mailto:yksq3@daffodil.family">yksq3@daffodil.family</a> Cell No.: +8801847334959 Email: <a href="mailto:yksq2@daffodil.family">yksq2@daffodil.family</a> Cell No.: +8801847334955 Email: <a href="mailto:yksq@daffodil.family">yksq@daffodil.family</a>
23	<b>DIU Boys Hostel</b> (Younus Khan Scholar Garden -02)	Contact to the Hall office	Cell No.: +8801847140030 Email: <a href="mailto:ksarker@daffodilvarsity.edu.bd">ksarker@daffodilvarsity.edu.bd</a> Cell No.: +8801847334954 Email: <a href="mailto:yksq4@daffodil.family">yksq4@daffodil.family</a> Cell No.: +8801847334957 Email: <a href="mailto:yksq7@daffodil.family">yksq7@daffodil.family</a> Cell No.: +8801847334929 Email: <a href="mailto:frahman@daffodilvarsity.edu.bd">frahman@daffodilvarsity.edu.bd</a> Cell No.: +8801847334960 Email: <a href="mailto:rasg1@daffodilvarsity.edu.bd">rasg1@daffodilvarsity.edu.bd</a> Cell No.: +8801847334961 Email: <a href="mailto:rasg2@daffodilvarsity.edu.bd">rasg2@daffodilvarsity.edu.bd</a>
24	<b>DIU Girls Hostel</b> (Rowshan Ara Scholar Garden)	Contact to the Hall office	Cell No.: +8801847334967 Email: <a href="mailto:yksq9@daffodil.family">yksq9@daffodil.family</a> Cell No.: +8801847334966 Email: <a href="mailto:yksq10@daffodil.family">yksq10@daffodil.family</a> Cell No.: +8801847334963 Email: <a href="mailto:rasg3@daffodil.family">rasg3@daffodil.family</a> Cell No.: +8801847334964 Email: <a href="mailto:rasg5@daffodil.family">rasg5@daffodil.family</a> Cell No.: +8801847334965 Email: <a href="mailto:rasg6@daffodil.family">rasg6@daffodil.family</a>

**Note:**

1. You can also get this information in the following link:  
Student Portal: <https://daffodilvarsity.edu.bd/article/students>  
Departmental Website: <https://daffodilvarsity.edu.bd/department/jmc>

2. Please let us know about the service you received at the following Number: 01713-493000