

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 : +8801847334970 Email: mctoffice@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/mct">https://daffodilvarsity.edu.bd/department-notice/mct</a> )	Cell : +8801847334970 Email: mctoffice@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 : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd  Cell : +8801847140051 Email: students.accounts3@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 : +8801847334970 Email: mctoffice@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 : +8801847334970 Email: mctoffice@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 : +8801847334970 Email: mctoffice@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 : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd Cell : +8801847140051 Email: students.accounts3@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 : +8801847334970 Email: mctoffice@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 SWE Office)	Cell : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd Cell : +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd  Cell : +8801847-140012 E-mail: sweoffice@daffodilvarsity.edu.bd Cell : +8801847334937 E-mail : sweoffice-dsc@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 : +8801847334970 Email: mctoffice@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 : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd
12	<b>Concern Letter, Mol, 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 : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd Cell : +8801847140051 Email: students.accounts3@daffodilvarsity.edu.bd
13	<b>Concern Letter, Mol, 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: 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 : +8801847334970 Email: mctoffice@daffodilvarsity.edu.bd Cell : +8801847140051 Email: students.accounts3@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-guideline/guideline-for-diu-blc-moodle-students?pli=1">https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students?pli=1</a> )	Cell No.: +8801847027540 Email: blc1@daffodilvarsity.edu.bd
16	<b>Laptop</b> (One Student One Laptop, eligibility, distribution, information, credit completion and etc.)	<b>Need to complete at least 21 courses or 53 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 : +8801847140157 Email: nisiam@daffodilvarsity.edu.bd Cell : +8801847027533 Email: examoffice8@daffodilvarsity.edu.bd Cell : +880184727526 Email: examoffice9@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 : +8801847334970 Email: mctoffice@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_AzSnj54CPyVdMcPz8R_qs/edit#gid=796622161">https://docs.google.com/spreadsheets/d/15xUoX4BVci54TikHp_AzSnj54CPyVdMcPz8R_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: yksg8@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  Cell No.: +8801847334967 Email: rasg3@daffodil.family Cell No.: +8801847334964 Email: rasg5@daffodil.family Cell No.: +8801847334965 Email: rasg6@daffodil.family

### 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/mct>

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