

Service Title	Access	Work Flow	Responsible
01 Psychological Counseling / Psychotherapy Session	Student, & Employee of DIU	Fill up the registration form ➤ Provide schedule according to serial ➤ Conduct Session	Bilgis Khanam, Psychologist, 01847140065 Email: psychologist@daffodilvarsity.edu.bd Rakibul Hasan Sourav, Psychologist, 01847334932 Email: psychologist2@daffodilvarsity.edu.bd
02 Psychological Workshop	Student, & Employee of DIU	Circulate workshop ➤ Fill up the registration form ➤ Provide confirmation mail Provide reminder mail/ sms/ call ➤ conduct workshop	Bilgis Khanam, Psychologist, 01847140065 Email: psychologist@daffodilvarsity.edu.bd Rakibul Hasan Sourav, Psychologist, 01847334932 Email: psychologist2@daffodilvarsity.edu.bd
03 General Counselling	Student, & Employee of DIU	Form Fillup by Students' Affairs Team ➤ Counselling by Students' Affairs Team Feedback Form Fillup by Students, provided by Students' Affairs Team via Student Email	DSA Team
04 Club Joining by students	Student	Trough the System	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
05 Club Formation	Student, advised by responsible faculty	Submitting a concept note ➤ Received by DSA Team ➤ Submitting final Papers Final Papers Contains : 1. Constitution 2. Committee of 25 Members 3. Forwarding letter signed by Convener 4. Consent Letter for Convener (In case of Departmental Club) 5. One year activity plan	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
06 Club Committee Approval	Student, advised by responsible faculty	Comittee Submission ➤ Signatory Convener ➤ DSA Office ➤ Approved	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
07 Club Convener Appointment	Student, advised by responsible faculty	Departmental Club: # In case of the expiration of a convener's tenure: The Department Head will submit an application to the Registrar nominating a new convener along with the consent letter of the potential convener, keeping through to DSA # In case of Central Club, Students' Affairs Office will complete the process	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
08 Club Event Organizing	Student, advised by responsible faculty	Counsel from Students' Affairs ➤ Event Apply through Event Module by Convener ➤ Follow up the Process	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
09 Central Event Organizing	Any Department/ Service Office,	Get Notification from Students' Affairs ➤ Join Students' Affairs	DSA Team
10 Event Organizing by students	Student, advised by responsible faculty	Counsel from Students' Affairs ➤ Collect Format ➤ Submit Application	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd
11 Newsletter Content Publishing	Student, & Employee of DIU	Send Content through the email (dsaoffice6@daffodilvarsity.edu.bd) ➤ Review by Students' Affairs Team ➤ Publishing on website & Circulation through email	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd
12 Blended Learning Center	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Email to: b1c1@daffodilvarsity.edu.bd or In-person Contact with BLC Office	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
13 Email Recovery	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Coordination Officer	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
14 Student Portal	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Coordination Officer	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
15 Student ID Card Issue	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Apply GD ➤ Contact One Card Office	DSA Team
16 Student ID Card Renewing	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Admission Office	DSA Team
17 Student Rights Claiming	Students Of Daffodil International University	Counsel/ Contact from Students' Affairs ➤ Submit Application with Evidence (if required) ➤ Action	DSA Team
18 Student Conflicts	Students Of Daffodil International University	Counsel/ Contact from Students' Affairs ➤ Submit Application with Evidence (if required) ➤ Action	Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd Kawsar Ahmed, Assistant Administrative Officer, 880847140133 Email: dsaoffice@daffodilvarsity.edu.bd
19 Student Complaints	Students Of Daffodil International University	Counsel/ Contact from Students' Affairs ➤ Submit Application with Evidence (if required) ➤ Action	DSA Team
20 Complaints regarding Sexual Harassment	Student & Employee of Daffodil International University	Counsel from Students' Affairs ➤ Submit Application with Evidence (if required) ➤ Action taken through the Complaint Committee to prevent sexual harassment	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd
21 Complaints on Academic Issue	Students Of Daffodil International University	Inform Advisor ➤ Submit Application to Department Head ➤ Dean ➤ Action	DSA Team
22 DIU Transportation	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Transport Officer	DSA Team
24 Halls related information	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Hall Officer	DSA Team
25 Insurance Information	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Contact Insurance Manager	DSA Team
26 Foundation Class	Newly Admitted Student	Get Admission ➤ Join Foundation Class Group ➤ Join Foundation Classes as per the schedule	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
27 Orientation Program	Newly Admitted Student	Get Admission ➤ Join Foundation Class ➤ Be Part of Event Organizers ➤ Collect Coupon > Participate Orientation Program	
28 Graduation Ceremony of International Student	International Student	Graduation Completion List Send by Exam Office ➤ Event Organize by Students' Affairs	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd
29 Orientation Program for International Student	Students Of Daffodil International University	Admitted Student List Send by Admission Office ➤ Student Engagement by Admission Office ➤ Student Grooming ➤ Event Organize by Students' Affairs	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd
30 Student Application	Students Of Daffodil International University	Collect application format from Students' Affairs Office ➤ Submit to Students' Affairs Office ➤ Review by Students' Affairs Office ➤ Action	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd
31 Cycle Riding inside the campus	Student, & Employee of DIU	Counsel from Students' Affairs ➤ Submit Application with Evidence (if required) ➤ Action	Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd
32 Daffodil StartUp Market Stall	Students Of Daffodil International University	Check the Circular via Email ➤ Apply as per the Email Instruction	Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd Kawsar Ahmed, Assistant Administrative Officer, 880847140133 Email: dsaoffice@daffodilvarsity.edu.bd
33 The Duke of Edinburgh's International Award Enrollment	Students Of Daffodil International University	Take Counselling from Students' Affairs ➤ Fillup the Enrollment Form ➤ Payment to Students' Affairs Office (Cash) ➤ Award Leader Assigning by Students' Affairs Start Award Journey ➤ Award Confer by DofE Foundation through Students' Affairs	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
34 One Student One Laptop Distribution	Students Of Daffodil International University	Receive Confirmation Email ➤ Submit Oath ➤ Collect Laptop	Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd
35 PEER Scholarship	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Submit Required Documents ➤ Write Application ➤ Action	Kawsar Hamid, Assistant Administrative Officer, 8801847334865 Email: dsaoffice3@daffodilvarsity.edu.bd
36 On Campus Job Application (Learn & Earn Project)	Students Of Daffodil International University	Registration form opening ➤ Fillup the registration form ➤ Primary Screening ➤ Fillup the followup form ➤ Call for interview ➤ Selection for different projects/offices/concerns	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd
37 How to join Students' Affairs Offered Initiatives (Training, Workshop, Seminar, Competition, etc.)	Student, & Employee of DIU	Check the Circular via Email ➤ Apply as per the Email Instruction	Budrunnesa Shuchi, Assistant Administrative Officer, 8801847140027 Email: dsaoffice6@daffodilvarsity.edu.bd Tahmid Chowdhury, Assistant Administrative Officer, 8801847334762 Email: dsaoffice7@daffodilvarsity.edu.bd
38 Expression of Interest Sharing (Business, Projects, Proposals)	Student, & Employee of DIU	Counsel from Students' Affairs ➤ Collect Proposal Format from Students' Affairs ➤ Submit Proposal with Required Documents ➤ Action	Fahmi Hasan, Senior Administrative Officer, 8801811458844 Email: dsaoffice2@daffodilvarsity.edu.bd Chandan Haider, Administrative Officer, 8801847334762 Email: dsaoffice@daffodilvarsity.edu.bd
39 Student Hub Platform: A one-stop solution for students	Students Of Daffodil International University	Counsel from Students' Affairs ➤ Submit Required Documents ➤ Write Application ➤ Action	Amit Chakrabarty, Senior Assistant Director, 8801718384336 Email: sad-sa@daffodilvarsity.edu.bd Tahmid Chowdhury, Assistant Administrative Officer, 8801847334762 Email: dsaoffice7@daffodilvarsity.edu.bd