



**ANALYSIS OF THE EXAMINATION SYSTEM  
OF  
DAFFODIL INTERNATIONAL UNIVERSITY**

**Date of Submission: October 4, 2022**



**ANALYSIS OF THE EXAMINATION SYSTEM  
OF  
DAFFODIL INTERNATIONAL UNIVERSITY**

**Submitted To:**

**Mohammad Shibli Shahriar**  
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**Submitted By:**

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ID: 213-14-358  
Program: MBA (Major in HRM)  
Department of Business Administration.  
**Daffodil International University**

## Letter of Transmittal

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Date: October 4, 2022

**Mohammad Shibli Shahriar**

Associate Professor  
Department of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University

**Subject: Submission of Internship report**

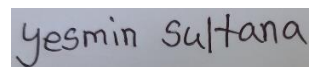
**Dear Sir**

It's my great pleasure to submit internship report on the titled "**Analysis of the Examination system of Daffodil International University**", which is a partial fulfillment of the requirement of MBA program. As an employee of Daffodil International University, I've analyzed with the officers of examination section. This report is prepared focusing on the examination system and procedure of Daffodil International University. A careful attention has been taken regarding data collection, relevance of data and preparation of this report. The information provide in this report is very authentic and effort has been provided to make this a comprehensive one.

For better understanding and reliability, this is being segmented various chapters and this will provide an extensive source of information.

I convey my sincere thanks and gratitude for giving me the scope and I believe that this report Will certainly help you in evaluating my course work.

**Sincerely yours,**



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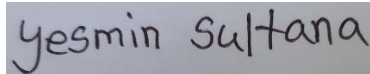
Yesmin Sultana  
ID:-213-14-358  
Program: MBA (Major in HRM)  
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## Student Declaration

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I Yesmin Sultana student of Master of Business Administration (MBA), ID No: 213-14-358, declare that this Internship report on Daffodil International University Titled “**Analysis of the Examination system of Daffodil International University**” is completely my own work. References are provided as it is free of plagiarism.

**Sincerely yours,**



-----  
Yesmin Sultana  
ID:-213-14-358  
Program: MBA (Major in HRM)  
Department of Business Administration.  
Daffodil International University

## Certificate of Approval

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This is to certify that, **Yesmin Sultana** bearing **ID No. 213-14-358**, a student of MBA program, Major in HRM, Department of Business Administration, Daffodil International University- has completed the internship report entitled “*Analysis of the Examination system of Daffodil International University*” successfully under my supervision and guidance.

She is permitted to submit the internship report for defense.

Yesmin Sultana bears a strong moral character and very pleasing personality. I wish her every success in life.



-----  
**Supervisor:**

**Mohammad Shibli Shahriar**

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

## Acknowledgement

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First of all, I would like to thank all mightily Allah for giving me the patience and proper time to complete the internship study successfully. It is a pleasure to take this occasion to thank a few people who have, assisted, encouraged directed and supported throughout the internship program. I heartily thank all the officials of **The Daffodil International University**, Examination Section for their support as well as co-operation to me as an employee in their organization.

After that I especially thank to Professor Dr. Md. Ismail Jabiullah, Controller of Examinations, Mr. Akhtabul Alom, Deputy Controller of Examinations and thanks to all the persons who have directly or indirectly contributed to preparing this report.

**Finally**, I want to give my special thanks to the Academic supervisor, **Mohammad Shibli Shahriar, Associate Professor, Department of Business Administration, Faculty of Business and Entrepreneurship at Daffodil International University** for his support and enormous help throughout this Internship program, especially his guidelines throughout the period of preparing the report. I would like to convey my best regards to all officials of the Daffodil International University (DIU).

## Preface

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I know that the final Internship Report is for the development and enhancement of the knowledge in particular fields. It can never be possible to make a mark in today's competitive area only with theoretical knowledge when organization are developing at international level, practical knowledge of administration and management is very important. Hence, practical study is of great importance to the students of Daffodil International University.

With a view to expand the boundaries of thinking, I have done internship report at Daffodil International University. I have made deliberate efforts to collect the required information and fulfill (Internship Report) Objectives.

## Executive Summary

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This report is prepared as requirement of the MBA program of Daffodil International University. This focus on working experiences in Daffodil International University. I tried my level best to provide a clear idea about Accounting System of DIU.

Examination Section of Daffodil International University provides different types of service like: receiving fees, bill payments, demand collection, banking, inflow-outflow, budgeting and other financial activities which are narrated in this report. If you focus overall performance, there are huge activities in this department and all the times officials are busy with their works.

Introduction chapter is the first chapter of the report. It contains introduction, Origin of the Report, Objectives of the Report, Methodology, Data Collection, Data Analysis, Limitations of the Data Analysis, Scope of the Report. In the Second chapter, I mentioned that an overview of University, third chapter is discussed, fourth chapter about Findings, Recommendations, Conclusion. At the end, I want to say that Daffodil International University is one of renowned private universities in the country and I have learnt many things from its Examination Section.



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# **CHAPTER – 1**

## **INTRODUCTION**

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## 1.1 Introduction:

The education which is offered usually in the universities is called higher education. It is also known as tertiary education. There are two categories of educational institutions in Bangladesh who offer higher education; the public and private universities and colleges affiliated with the National University (NU). At present, there are 40 public universities while there were only 4 public universities in 1971. Moreover, there are more than 95 private universities which are a relatively new phenomenon in our country. There are around 1,400 higher education providing colleges also.






The emergence of private universities was prompted by several factors of which two are most important. (1) The demand for higher education increased much faster than the public university system could cope with; and (2) scarcity of public fund and other resources i.e. the government could not mobilize the required infrastructures, and financial and human resources to match the rapidly increasing demand. With continuous widening of the gap between the supply of and demand for higher education the private entrepreneurs, philanthropists and social leaders found new opportunities to serve the society by establishing private universities. On the other hand, the government realized that without public-private partnership the rapidly increasing demand for higher education could not be met. The government enacted the Private Universities Act 1992 (subsequently replaced by Private University Act 2010) to provide a legal framework for the establishment of private universities with the assumption that these universities would supplement the government efforts to meet the demand for higher education. Under this Act any private individual or group of individuals and philanthropic organizations (Trusts or Foundations) can establish and run a degree-awarding self-financed university by fulfilling certain conditions mentioned in the Private University Act. Response from the private sector was encouraging. Within a short period of time, private sector emerged as an additional and successful provider of higher education. It is to be noted that the operation of the private universities was encouraged not to replace public universities but to work side by side with the public universities. It was recognized rightly that to meet the national demand both public and private universities must coexist to cooperate and compete to provide high quality higher education.

The private universities in general follow the American education system, that is, a four-year first degree program consisting of 12 Semesters. With the success of the first university many other philanthropists came forward to establish universities. Within a short time the number of private universities crossed the number of public universities. According to an unofficial estimate, currently, about 175000 and 200000 students are studying at public and private universities respectively. The largest university claims to have more than 18,000 students enrolled. Therefore in almost all private universities Business School has the largest enrolment followed by ICT related subjects. Very few universities offer degrees in subjects that are socially desirable like Philosophy, Sociology, Bangla etc.

## 1.2 Origin of the Study:

This report is prepared as a partial requirement of the MBA program of Daffodil International University. Daffodil International University has given me the opportunity to complete internship program. In the report I have mainly given concentrate on Accounting System of Daffodil International University.

Basically, this report highlights about Accounting Information System of the Daffodil International University.

-  To prepare the transcript and certificate related documents;
-  To help the students paying their transcript, certificate and convocation fee;
-  To help the students and teachers for updating results;
-  To allocating answer script before examination;
-  To make recommendations to improve the systems;

I have tried my level best to relate the theoretical knowledge with the practical work situations.

## 1.3 Objectives of the Study:

The main objective of the study is to analyze the accounting system of Daffodil International University. Specific objectives are given below:

1. To present an overview of Daffodil International University.
2. To prepare the transcript and certificate related documents;
3. To help the students paying their transcript, certificate and convocation fee;
4. To help the students and teachers for updating results;
5. To allocating answer script before examination;
6. To make some recommendations in order to overcome the problems;

## 1.4 Methodology:

**Data source:** About information collection I use two sources. That is:

1. Primary source

## 2. Secondary source

### **Primary sources:**

- I try to gather information from the exam executive and personnel.
- I studied exam different files, statements and reports and try to get some idea about their working procedure.
- I tried to be intimate with the officers and informally I got some extra information.

### **Secondary sources:** In secondary source: -

- I tried to get information from relevant text books.
- From the website of Daffodil International University.
- Published materials: i.e. (Previous Reports of University).
- Annual reports of Daffodil International University.

## **1.5 Data Collection:**

Observation technique has been employed for data collection during the working days in the office.

**Sample design:** This report has been prepared under the convenience sampling method.

### **Target:**

- Analysis of system of Daffodil International University

### **Target population:**

- The DIU examination section is being operated by online system.

### **Sampling Area:**

- All System of Daffodil International University and especially examination.

### **Sample Size:**

- All the teachers of DIU have been taken into consideration to get idea about analysis.

### **Sampling Technique:**

- Convenience Sampling

## **1.6 Limitations of Data Analysis:**

There are lots of limitations I have faced during preparing this report such as:

- Very difficult in gaining accesses to examination.
- As a junior position it was not possible for me to collect all necessary secret information.
- The time needs more to prepare the report in more details.
- In some cases the upper level personnel didn't share information with me. They believed those information were confidential and sensitive which they should not share with me.
- The report has been completed based on information of examination section, so it may not reflect the whole picture of Daffodil International University.

## **1.7 Scope of the Study:**

The study covers examination system of Daffodil International University. This report gives a narrative overview of exam section of daffodil international university, Dhaka. It consists of my observation experience during the internship period. This report incorporates the different aspects of examination system tools and techniques and its effect on the performance of the Daffodil International University. The study mainly covers the examination activities and performance but the study has not covered any advance parts of the Accounting Information System of the Daffodil International University.



**CHAPTER – 2**

**AN OVERVIEW OF DAFFODIL  
INTERNATIONAL UNIVERSITY**

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## 2.1 An overview of University:

Daffodil International University (DIU) is recognized in independent government assessment as one of the top graded Universities in Bangladesh. The University has been Founded by Daffodil Group with the approval of the Ministry of Education under the Private University Act of 1992 and its amendment in 1998 and Daffodil International University came into being on 24th January 2002, the University today combines impressive modern facilities and a dynamic approach to teaching and research with its proud heritage of service and achievement.

Daffodil International University's mission is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing Bangladesh to respond successfully to the challenges of global economy. The University has proved that it provides students broad access to the institution's educational resources. (Possible suggestion: For educational programs in campus and beyond, the university is giving high priority on the use of new and outreach technologies available in the emerging information era.)The University has paid the highest priority to resource allocation to graduate and post graduate education and for future development of those areas that represent the traditional strengths, quality, reputation, and uniqueness of the institution which continue to effectively respond to the needs of students and other constituents.

Consistent with this commitment, the university is emphasizing on high quality education including a comprehensive general education that imparts the broad knowledge, skills, and values which are essential to educate and make citizens responsible as well as to ensure specialized career preparation for students. In establishing the primacy of education which is the institutional mission, the University is assuring the escalating strength of its faculty with the realization that the quality of instruction is directly related to the quality of the University's faculty and the commitment of the faculty to ensure excellence in education.

Daffodil International University is committed to ensure excellence in teaching at both the undergraduate and the master's level. This commitment has been reflected in the diversity of courses offered and in the variety of instructional approaches that are offered. Increasingly, electronic technology is providing instructors with innovative and creative teaching strategies. The high academic aptitude of the university's incoming students also makes accelerated learning possible.

DIU offers bachelor degrees in the different spectrum of disciplines and provides the country's highly supported programs in many fields, including in IT, Telecommunications, Engineering and Business. Particularly strong programs can be found in the faculty of Business, Information Technology and Engineering and English Language.

Research is the means through which new knowledge is created and new information is developed. As such, research at Daffodil International University is an essential link in its three-prong mission of instruction, research and outreach. Successes among the varied research activities within each of its students and faculties continue to bolster Daffodil among the nation's top universities. Additionally, major efforts to increase the protection and commercialization of intellectual properties are central to Daffodil's continual drive for improvements in its committed mission.

These efforts mesh to create a teaching environment that enhances the country's economic, cultural, social and intellectual development and, at the same time, undergrads the university's undergraduate, masters and outreach programs. DIU emphasizes and encourages females to enroll for higher education. Our faculties present cutting-edge instruction in a personable setting, taking into account the many career challenges that women face in today's society. Female graduates of Daffodil International University are to be prepared for leadership roles in an ever-changing world. This is a noticeable encouragement for the university observing the rapid growth of the university.

The university has been started with 67 students registering in the first batch and more than 20,000 students have been enrolled till date. DIU is committed to provide standard education with all sorts of facilities to the students. Since the inception, the university is maintaining the commitment and it creates inspiration to the students and this is the key of the continuous increasing of the number of students.

## **2.2 Status of Universities in Bangladesh:**

Now a day's higher education sector in Bangladesh is upgrading day by day. The student of this sector brings so many successes. In higher education public and private initiative is increasing day by day. Public university tries to maintain their education quality by the support of Bangladesh government. Especially private contribution in this sector is highly noticeable. According to University Grant Commission (UGC) there are 95 private universities in Bangladesh including Daffodil International University. All private university is monitored by UGC, controlled by the government approved Trustee Board. Private university do well as well as public university, in some sector private university doing very well as resulting public university. For example in IT sector Daffodil International University as well as Brac University play a very good roll in Bangladesh. More than 50% students complete their higher education from private university, rest of the student complete from public university and college under national university.

## **2.3 Background of the Daffodil International University:**



Daffodil International University (DIU) is recognized in independent government assessments as one of top graded universities in Bangladesh. The university has been founded by Daffodil Group with the approval of the Ministry of education under the Private University Act of 1992 and its amendment in 1998 and Daffodil International University came into being on 24th January 2002, the University today combines impressive modern facilities and a dynamic approach to teaching and research with its proud heritage of service and achievement. Daffodil International University's mission is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing Bangladesh to respond successfully to the challenges of global economy. The University has proved that it provides students broad access to the institution's educational resources. (Possible suggestion: For educational programs in campus and beyond, the university is giving high priority on the use of new and outreach technologies available in the emerging information era.)The University has paid the highest priority to resource allocation to graduate and post graduate education and for future development of those areas that represent the traditional strengths, quality, reputation, and uniqueness of the institution which continue to effectively respond to the needs of students and other constituents.

Consistent with this commitment, the university is emphasizing on high quality education including a comprehensive general education that imparts the broad knowledge, skills, and values which are essential to educate and make citizens responsible as well as to ensure specialized career preparation for students. In establishing the primacy of education which is the institutional mission, the University is assuring the escalating strength of its faculty with the realization that the quality of instruction is directly related to the quality of the University's faculty and the commitment of the faculty to ensure excellence in education.

The University provides Masters Programs in the areas of need and importance to the State and beyond. Graduate programs offer students opportunities for specialized advanced education in their chosen field and are important components of the services of the university. As research is essential to the mission of an IT- based university, Daffodil International University is preparing to develop its research programs. The primary focus of this research is to be directed to the solution of problems and the development of knowledge and technology important to the nation and to the quality of life of Bangladeshi citizens. The university's research programs are designed to make important contributions to instructional programs through the involvement of graduate and postgraduate students and the renewal of the faculty. Research will also provide the knowledge based for outreach programs.

Extension and outreach programs are fundamental to the IT-based mission because these programs somehow directly affect the lives of the entire world. The University is maintaining the strengths of its traditional outreach programs and increasingly involves the broader university in outreach

programs that respond to the changing needs of the society in which we live. The university is continuing to seek new and innovative ways to reach out to the people it serves.

Daffodil International University is committed to ensure excellence in teaching at both the undergraduate and the master's level. This commitment has been reflected in the diversity of courses offered and in the variety of instructional approaches that are offered. Increasingly, electronic technology is providing instructors with innovative and creative teaching strategies. The high academic aptitude of the university's incoming students also makes accelerated learning possible.

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## 2.4 Board of Trustees:

Board of Trustees (BoT) of Daffodil International University is formulated according to this table. The founder member of BoT and from the beginning Dr. Md. Sabur Khan is the chairman of this institute.

SL	Name	Position
1	Mr. Md. Sabur Khan	Founder and Chairman
2	Ms. Shahana Khan	Member
3	Ms. Rowshan Ara Begum	Member
4	Ms. Samiha Khan	Member
5	Professor Dr. Yousuf Mahabubul Islam,	Member & Vice Chancellor
6	Mr. Md. Khorshad Alam Khan	Member
7	Ms. Fatema Begum	Member
8	Ms. Nasima Akther	Member
9	Mr. Mohamed Emran Hossain	Member
10	Mr. Md. Zafar Iqbal Khan	Member
11	Professor Dr. Engr. A. K. M. Fazlul Hoque	Member Secretary & Registrar

## 2.5 Corporate Profile of DIU:

Profile is maintained by the syndicate members, and Daffodil International Universities syndicate committee is organized according to this table.

1.1 Syndicate	
Name & Designation	Position
1.1.1.1.1 <u>Professor Dr. Yousuf Mahbubul Islam</u> Vice Chancellor	Chairman
Dr. S.M. Mahbub Ul Haque Majumder Pro Vice Chancellor	Member
Mr. Hamidul Haque Khan Treasurer	Member
Professor Rafiqul Islam Dean, Faculty of Business & Economics (Nominated by the Vice Chancellor as an Academic Council Member)	Member
Professor Dr. S. M. Mahbub-Ul-Haque Majumder Dean, Faculty of Science & IT (Nominated by the Vice Chancellor as a Dean)	Member
Ms. Farhana Helal Mehtab Associate Professor and Head, Department of Law (Nominated by the Vice Chancellor as a Head of a Department)	Member
Mr. Md. Abdullah Al Hasan Chowdhury Additional Secretary (Audit & Law), Ministry of Education Govt. of the People's Republic of Bangladesh (Nominated by the Government as an admirer of education)	Member
Mrs. Shahana Khan Member, Board of Trustees (Nominated by the Board of Trustees)	Member
Mr. Mohamed Emran Hossain Member, Board of Trustees (Nominated by the Board of Trustees)	Member

Mr. Md. Khorshad Alam Khan Member, Board of Trustees (Nominated by the Board of Trustees)	Member
Professor Dr. Gulshan Ara Latifa Department of Zoology, University of Dhaka (Nominated by the UGC as a Professor of a university)	Member
Professor Engr. A.K.M. Fazlul Hoque, PhD Registrar	Member Secretary

## 2.6 Management Committee:

Daffodil International University management committee is organized according to this table.

1.2 Management Personnel	
Name	Designation
Mr. Md. Sabur Khan	Chairman Board of Trustees
Prof. Dr. M. Lutfar Rahman	Vice Chancellor
Prof. Dr. M. Mizanur Rahman	Treasurer
Dr. Aminul Islam	Emeritus Professor
Prof. Dr. Md. Zakir Hossain	Director of Studies
Prof. Dr. S. M. Mahbub-Ul-Haque Majumder	Dean Faculty of Science & Information Technology (FSIT)
Prof. Rafiqul Islam	Dean Faculty of Business and Economics (FBE)
Professor Dr. Md. Golam Rahman	Dean Faculty of Humanities and Social Science (FHSS)
Prof. Dr. Shah Md. Keramot Ali	Dean Faculty of Allied Health Science (FAHS)
Dr. Md. Fokhray Hossain	Registrar
Mr. Mominul Haque Majumder	Director (Finance & Accounts)
Mr. Md. Milan Khan	Librarian
Mr. Mohamed Emran Hossain	Deputy Registrar



## 2.7 Functions of Daffodil International University:

Daffodil International University is one of the growing University of Bangladesh. For the betterment of this university they follow some rules or functions and that's:

- Provide education at international level;
- Provide a international level IT based education;
- Produce the best entrepreneur in Bangladesh;
- Provide education at university standard;
- Provide facilities for, and encourage, study and research;
- Encourage the advancement and development of knowledge, and its application to government, industry, commerce and the community;
- Provide courses of study or instruction, at levels of achievement the Council considers appropriate, to meet the needs of the community;
- Confer higher education awards;
- Disseminate knowledge and promote scholarship;
- Provide facilities and resources for the wellbeing of the University's staff, students and other persons undertaking courses at the University;
- Exploit commercially, for the University's benefit, a facility or resource of the University, including, for example, study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else; and
- Perform other functions given to the University under the Act or another Act.
- The functions of a university are to do all things necessary or expedient in accordance with this Act and its charter, if any, to further the objects and development of the university.

## 2.6 Mission:

Daffodil International University emerged as one of the nation's preeminent IT-based universities in Bangladesh. The university will be widely recognized for the quality of its undergraduate and postgraduate educational programs, the effectiveness of its research and outreach programs, and the broad access to the university provided through the innovative use of information technology. The university will ensure the quality of its programs through careful utilization of its resources in institutional strengths. One constant effort is to keep the 'Daffodil Spirit' intact.

The mission of Daffodil International University is to prepare well educated, technologically proficient, and highly productive citizens to attain meaningful careers, to enjoy enriched lives, and to make contributions to the nation. DIU is achieving its mission by providing:

- An excellent student-centered learning environment
- Professionally accomplished faculty who are strongly committed to student learning





- High-quality integrated, interdependent programs that build upon the country's assets and offer a broad range of choices
- Exceptional student support services, resources, and facilities
- To stimulate the search for knowledge
- To encourage inquiry and conversation across the traditional academic disciplines
- To promote opportunity for students to develop as independent thinkers and leaders
- To foster a campus community characterized by compassion, respect, ethical concern, and social responsibility.

## 2.7 Vision:

Daffodil International University will make a unique sign in international education sector. Daffodil International University's vision is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing Bangladesh to respond successfully to the challenges of the global economy. The University has proved that it provides students broad access to the institution's educational resources. It also aspires to be the center of excellence in the field of business education by focusing on entrepreneurial mindset. We desire to be an internationally renowned educational center nurturing committed entrepreneurial leaders sensitive to the sustainable future.

## 2.10 Membership:

Daffodil international University has some membership for its advancement education policy. The membership lists are:

SL	Logo	Name	URL
1.		UMAP International Secretariat	<a href="http://umap.org">http://umap.org</a>
2.		Eurasian Universities Union (EURAS)	<a href="http://euras-edu.org">http://euras-edu.org</a>
3.		Kalinga Institute of Social Sciences (KISS)	<a href="https://www.kiss.ac.in/">https://www.kiss.ac.in/</a>
4.		Guide Association	<a href="http://www.guideassociation.org">http://www.guideassociation.org</a>

5.		International Telecommunication Union (ITU)	<a href="https://www.itu.int/en/Pages/default.aspx">https://www.itu.int/en/Pages/default.aspx</a>
6.		United Nations Global Compact (UNGC)	<a href="https://www.unglobalcompact.org/">https://www.unglobalcompact.org/</a>
7.		Kauffman Fast Trac	<a href="http://fasttrac.org/">http://fasttrac.org/</a>
8.		Asia Cooperation Dialogue	<a href="http://www.acd-dialogue.org/">http://www.acd-dialogue.org/</a>
9.		The Accreditation Council for Business Schools and Programs (ACBSP)	<a href="http://www.acbsp.org">http://www.acbsp.org</a>
10.		The Association of Commonwealth Universities	<a href="https://www.acu.ac.uk/">https://www.acu.ac.uk/</a>
11.		Eurasian Silk Road Universities Consortium (ESRUC)	<a href="http://esruc.atauni.edu.tr">http://esruc.atauni.edu.tr</a>
12.		International Association of Universities (IAU)	<a href="http://www.iau-aiu.net">http://www.iau-aiu.net</a>
13.		International Association of University Presidents (IAUP)	<a href="http://www.iaup.org">http://www.iaup.org</a>
14.		Institute of International Education (IIE)	<a href="http://www.iie.org">http://www.iie.org</a>
15.		American Council on Education	<a href="http://www.acenet.edu/Pages/default.aspx">http://www.acenet.edu/Pages/default.aspx</a>
16.		University Grant Commission	<a href="http://www.ugc.gov.bd/en">http://www.ugc.gov.bd/en</a>
17.		Association of Private Universities of Bangladesh (APUB)	<a href="http://www.apub.com.bd/">http://www.apub.com.bd/</a>
18.		American Library Association (ALA)	<a href="http://www.ala.org">http://www.ala.org</a>
19.		Association of Management Development Institutions in South Asia (AMDISA)	<a href="http://www.amdisa.org">http://www.amdisa.org</a>
20.		American Chamber of Commerce and Industry (AmCham)	<a href="http://www.amchambd.org">http://www.amchambd.org</a>
21.		Association of Training Institutions for Foreign Trade in Asia and the Pacific (ATIIFTAP)	<a href="http://www.atiftap.org">http://www.atiftap.org</a>



22.		European Association for International Education (EAIE)	<a href="http://www.eaie.org/home.html">http://www.eaie.org/home.html</a>
23.		Council of Economic Advisers (CEA)	<a href="http://www.whitehouse.gov/administration/eop/cea/">http://www.whitehouse.gov/administration/eop/cea/</a>
24.		Institute of Electrical and Electronics Engineers (IEEE)	<a href="http://www.ieee.org">http://www.ieee.org</a>
25.		International Software Testing Qualifications Board (ISTQB)	<a href="http://www.istqb.org">http://www.istqb.org</a>
26.		Association of International Educators	<a href="http://www.nafsa.org">http://www.nafsa.org</a>
27.		United Nations Academic Impact (UNAI)	<a href="http://www.academicimpact.un.org">http://www.academicimpact.un.org</a>
28.		Asia Pacific University Community Engagement Network (APUCEN)	<a href="http://www.apucen.usm.my">http://www.apucen.usm.my</a>
29.		Kauffman Foundation	<a href="http://www.kauffman.org/">http://www.kauffman.org/</a>
30.		Asian University Presidents Forum (AUPF)	<a href="http://www.aupf.net/">http://www.aupf.net/</a>

## 2.8 Industrial Linkage:

- Daffodil International University linked with AMAR PHARMACUTICALS LTD Dhaka Bangladesh for pharmaceuticals students study development.
- Daffodil International University also linked with CARDIO CARE HOSPITAL LTD, Uttara, Dhaka, Bangladesh.
- Students of Nutrition and Food Engineering Dept. of DIU visited BCSIR for study tour
- Students of NFE have visited Zerín Tea garden & Bangladesh Tea Research Institute, Srimongal, Moulvi Bazar
- Students of Department of Pharmacy visited Biomedical Research Center of Dhaka University
- Students of Journalism and Mass Communication Department visited Channel-i
- Study visit at Popular Pharmaceutical Industry by Pharmacy Department, DIU
- DIU EEE students visited different Engineering installations of Atomic Energy Centre

## 2.9 Ranking:

Daffodil International Universities ranking in several fields are:

Ranked In	Links
	DIU is the 1st ranked University among Private University & 3rd ranked among University in Bangladesh
	DIU Ranks no 153 in UI Greenmetric World University Rankings, 2017
	DIU is the BEST in webometrics Impact Rank in Bangladesh
	DIU is the 3rd ranked among Private Universities
	Top ranking University- Assessed by UGC
	Alexa Web Ranking
	Ranking of Private Universities, Published by Swedish National Agency for Higher Education

## 2.10 Objectives:

### Educational Objectives:

- To established quality service institution.
- To provide quality students for the country.
- To ensure educational service around the country and Internationally
- To help the government in the educational sector.

## **Management Objectives:**

**Getting Maximum Results with Minimum Efforts** - The main objective of management is to secure maximum outputs with minimum efforts & resources. Management is basically concerned with thinking & utilizing human, material & financial resources in such a manner that would result in best combination. This combination results in reduction of various costs.

**Increasing the Efficiency of factors of Production** - Through proper utilization of various factors of production, their efficiency can be increased to a great extent which can be obtained by reducing spoilage, wastages and breakage of all kinds, this in turn leads to saving of time, effort and money which is essential for the growth & prosperity of the enterprise.

**Maximum Prosperity for Employer & Employees** - Management ensures smooth and coordinated functioning of the enterprise. This in turn helps in providing maximum benefits to the employee in the shape of good working condition, suitable wage system, incentive plans on the one hand and higher profits to the employer on the other hand.

**Human betterment & Social Justice** - Management serves as a tool for the upliftment as well as betterment of the society. Through increased productivity & employment, management ensures better standards of living for the society. It provides justice through its uniform policies.

### **2.11 International Affairs of DIU:**

Daffodil International University not only covers in our country it also provides the educational service for international students. All most 5 (five) countries student came to learn education from this renown university in Bangladesh. Daffodil International University linked with all most 233 college and universities all over the world. Most of them are in Australia, Malaysia, China, India, Indonesia, Melbourne, Iran, Japan and Korea. International Exchange Programs bring benefits to students by providing them with opportunities to have international exposure, to acquaint with new cultures and global educational standards. Such activities are important components of overall development of a student giving them awareness and help adopt alternative, multi-faceted approaches to learning. With changing global economic conditions, international exchange programs are becoming practicable and effective increasing prospects of learning and gaining international experiences.

Transfer of credits will only be applicable in Government (Ministry of Education or relevant organizations) universities/institution of that country. For transfer of credits, the student must apply to the Registrar. This will be applicable only for Undergraduate programs and equivalent course and for course completed with CGPA of minimum “B”. However, in any exceptional case the equivalence committee’s decision will be considered. For Transfer of credits, student must submit original transcripts and the prescribed syllables of the University concerned. Daffodil

International University will accept the credits of only successful candidate within the program (Short or long).

Students will get additional benefit without paying any extra money in the form of incentive/scholarship/waiver for course(s) completed but not matched with courses in DIU in their transcripts.

Foreign students willing to avail inbound exchange program in Daffodil International University for one or more semesters up to 3 must apply to the Director, International Affairs through the Director, and International Affairs of his own University. The following policy will be applicable for inbound exchange program

**CHAPTER-03**

**EXAMINATION SYSTEM OF**

**DAFFODIL INTERNATIONAL**

**UNIVERSITY**

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### **3.1 Accounts:**

Daffodil International University also maintains an account by ERP software powered by Daffodil Software Ltd. Daffodil International University examination has 3 part.

- a. Educational ERP System (Students portal)
- b. Educational ERP System (Teachers)
- c. Educational ERP System (Administrative Accounts)

### **3.2 Students Accounts:**

Students controlled by Educational ERP. Enterprise Resource Planning (ERP) System Specifically built for higher education, ERP systems enable you to: Automate admissions. Eliminate manual processes and save significant staff time by enabling prospective students to apply online through a self-service portal. Daffodil International University maintains the accounts of students in his own furnished accounts format, that format are present bellow

#### **3.2.1 Admission Fee:**

Students Admission is the most important subject for any kind of educational institute. Daffodil International University is also concern about the smooth admission process by Educational ERP system. All new student admission fee are collected and deposited according to their ID No. every students has own individual account.

#### **3.2.2 Registration Fee:**

Every student need to registrar his /her name in every semester if he/she will continue that semester. Students must deposit registration fee for the enrollment of his/her name. Registration fee is depends on students department program length and for the contribution of institutional development issue. Registration fee covers semester fee, library fee, development fee, lab fee and others fee (if any).

#### **3.2.3 Students Payable Create:**

After the registration of student's software create auto payable against the student accounts. Examination section make sure the students payable is correct and confirm. Payable creates depends on students taken courses or credit.

### **3.2.4 Students Payment Status:**

Payment status of students defined that how much student needs to pay his continuing semester. Because some of students has result waiver or freedom fighter waiver. Examination section need to adjust the waiver for make 100% accurate payment status of students.

### **3.2.5 Tuition Fee:**

Tuition fee is refers to course fee of student. A student take how many courses and university allow him how many courses tuition fee depends on taken courses of students. Course is compute by the credit system one course may 3 credits more or less. Credit fee depends on university standard and its facilities. Daffodil international university offer per credit 3750/- taka at least. Students need to pay their tuition by two slots. One slot of tuition fee need to pay at the time of mid-term and another slot is needed to pay at final exam.

### **3.2.6 Others Fee:**

Others fee consider students late fee, transcript fee, penalty, certification fee, mark sheet fee etc. This kind of considers in students accounts as additional deposit amount. All kinds of others fee include in universities miscellaneous income.

### **3.2.7 Students Clearance:**

Students need clearance for setting in examination hall and also for his certificate and mark sheet collection time. Accounts Department makes sure that student payment status is zero payable by considering all things.

## **3.3 Administrative Accounts:**

Administrative Accounts is refers to that all kinds of institutional accounts system of an organization. Daffodil International University maintains its Administrative Accounts using Financial ERP System. Daffodil International University are classifying its Administration Accounts by three departments.

### 3.3.1 Delivery Department:

Delivery department maintain all kinds of student's functions demands.

#### 3.3.1.1 Prepare Annual reports:

An annual report is a comprehensive report on DIU's activities throughout the preceding year. Annual reports are intended to give information about the company's activities and financial performance. They may be considered as grey literature. Annual Report of DIU is submitted by the Joint Director (F&A).

#### 3.3.1.2 Prepare Yearly Budget for examination:

Annual Budget is a plan for an organization or company's expenditures for a fiscal year. Making an annual Budget involves balancing an Organization's revenue or income with its expenses. The annual budget 2017-2018 Daffodil International University made a deficit budget Which is covered by the bank loan. Annual Budget 2017-2018 was approximately BDT 264 crore. Daffodil International University allocates BDT more than 6 crore for research and publication.

#### 3.3.1.3 Maintain Annual Audit:

The annual audit is just verification Process of Daffodil International University's financial systems and Statements. The auditor will look at the accuracy of the numbers and the processes and let you know if internal control steps should be taken to help protect Daffodil International University against fraud.

## 3.4 Information Management

DIU uses integrated computer system for data and information management. A University has huge amount of information of different types. Managing this information efficiently and effectively we must need help from computer.

There are various reports available in University Information System. University Information System is an **ERP solution** specially designed and prepared for DIU by **Brite Software**. All the departments are linked with this software. This software works in different modules such as "Material module, Billing module, Lab module, Clearance Module, Student Ledger Module, Student Service module" and so on. Accounting module is integrated with the other modules.

### **3.6 Responsibility:**

Under the overall supervision of controller, the examination Department is responsible for maintenance, generation of periodic reports and providing financial information to the management.

### **3.7 Presentation of Statement**

The controller, the examination Department is responsible for production and presentation of annual statements within a reasonable period after closing of the year respectively.

**CHAPTER-04**  
**FINDINGS, RECOMMENDATIONS &**  
**CONCLUSION**

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## 5.1 Findings:

During the dissertation period in Daffodil International University the following findings were observed:

- Examination section is considered as a service providing department in DIU but there is no individual sub department for direct customer interaction.
- Examination section uses Brite software and this is very helpful for DIU.
- There is no separate internal audit department.
- In Examination section, there are only 18 employees to serve more than 22,000 students and about 1500 employees.
- Due to heavy pressure, sometimes employees cannot serve their services promptly.
- The department has limitations in the modern accounting practices like management accounting practices.
- There is a set of well experienced employee for effective and updated work of Examination section.
- Here is three Income Tax prosecutors and Vat advisor for handle that issue.
- In the Examination section, everybody's job is specified so that nobody can go beyond his or her job responsibility. It makes problem when anyone wants to know the whole process.

## 5.2 Recommendations:

- In the Examination section Needs to maintain a documents registrar for all desk pass of letter from exam office.
- In the bill section need extra manpower for smooth work.
- About student clearance need to more efficiently work.
- In Examination section, cash counter needs to be more modernized so that students can easily make their payments & received their clearance.
- As it is an educational institution, it has to develop its own software system which will help the exam system more efficient manner.
- More training facility can be arranged to educate the employees in the Examination section so that they can properly use its Accounting Software.
- The Examination section of DIU needs more employees for providing better services to the huge number of students.
- The department should practice management accounting system to control its cost and to achieve efficiency.
- DIU can introduce online payment system to make the students' instalment payments easier and secured.

## 5.5 Conclusion:

Examination section is very important department. Each and every department is related with this department. It works as a fuel of the organization. This is why the Examination section needs to be very effective and efficient. Also, I have attempted to harmonize the practical contact during my dissertation work and link the theoretical knowledge, but the account is too vast to cover all the area perfectly. And finally, I can say from Daffodil International University. I learnt many things about exam System

## 5.3 References:

- ✚ <https://daffodilvarsity.edu.bd>
- ✚ <http://nbr.gov.bd>
- ✚ <https://www.investopedia.com/>
- ✚ [https://en.wikipedia.org/wiki/Main\\_Page](https://en.wikipedia.org/wiki/Main_Page)
- ✚ <https://www.usc.edu.au/explore>
- ✚ <https://www.epigeum.com/>
- ✚ <http://www.ugc.gov.bd/en>
- ✚ [https://en.wikipedia.org/wiki/Value-added\\_tax](https://en.wikipedia.org/wiki/Value-added_tax)
- ✚ <http://nbr.gov.bd/regulations/rules/vat-rules/eng>
- ✚ <http://www.businessdictionary.com/>