

# Grade Sheet Revision Email

## **Subject: Request for Grade Sheet Revision**

Dear [Recipient's Name/Department],

I hope this email finds you well. I am [Your Full Name], a student of [Your Department/Program], ID: [Your Student ID]. I am writing to request a revision of my grade sheet for [Semester/Trimester Name] due to [briefly explain the reason, e.g., an error in the grades, missing grades, or any other issue].

Details of the Issue:

[Provide specific information about the discrepancy, such as the course name and code, instructor's name, and the grade that appears versus the grade you believe is correct. You can also mention any supporting documents or evidence, such as marked assignments, exam results, or prior communication with the instructor.]

Requested Action:

I kindly request your assistance in reviewing this matter and making the necessary corrections to my grade sheet. If further clarification or documentation is needed, please let me know, and I will provide it promptly.

Thank you for your attention and support. I look forward to your response.

Best regards,

[Your Full Name]

[Your Contact Information]

# Complain Email

**Subject: Formal Complaint/Inquiry Regarding [Specific Issue]**

Dear [Recipient's Name/Department],

I hope this message finds you well. I am [Your Full Name], a student of [Your Department/Program], ID: [Your Student ID]. I am writing to formally [lodge a complaint/seek clarification] regarding [specific issue or concern].

Details of the Issue/Concern:

[Provide a detailed explanation of the issue or inquiry. Include dates, events, or any relevant supporting information.]

Impact:

[Briefly explain how this issue has affected you or others, if applicable.]

Requested Action:

[Clearly state what resolution, clarification, or assistance you are seeking.]

I trust that the university values student feedback and will address this matter promptly. I am happy to provide additional details if required and look forward to your response.

Best regards,

[Your Full Name]

[Your Contact Information]

# Retake Email

## **Subject: Inquiry/Request Regarding Retake Exam**

Dear [Recipient's Name/Department],

I hope this email finds you well. My name is [Your Full Name], a student of [Your Department/Program], ID: [Your Student ID]. I am writing to inquire about or request clarification regarding the retake exam process for [Course Name and Code] in [Semester/Trimester Name, if applicable].

### Details of the Request/Issue:

[Briefly explain the issue or inquiry. For example, you might mention that you missed the regular exam, need to improve your grade, or are unclear about the retake policies. Include relevant details such as exam dates, course details, or any prior communication.]

### Requested Information/Action:

[Clearly state what information or support you are seeking. For example, ask for the retake exam schedule, instructions for registration, or assistance in resolving an issue related to the retake process.]

I would greatly appreciate your guidance on this matter. Please let me know if additional information or documentation is required.

Thank you for your time and support. I look forward to your response.

Best regards,

[Your Full Name]

[Your Contact Information]

## **Venue Name**

### **International Conference Hall - Knowledge Tower, DSC**

Venue Type: Conference Hall Seminar Hall

Venue Location: Daffodil Smart City (DSC)

Capacity : 300 Units

Seating : 300 Units

### **Conference Room - Knowledge Tower, DSC**

Venue Type: Conference Room Meeting Room

Venue Location: Daffodil Smart City (DSC)

Capacity : 35 Units

Seating : 30 Units

### **Prof. Dr. Aminul Islam Seminar Hall - Knowledge Tower, DSC**

Venue Type: Seminar Hall Conference Room workshop

Venue Location: Daffodil Smart City (DSC)

Capacity : 45 Units

Seating : 45 Units

### **HRDI Conference Room - Knowledge Tower, DSC**

Venue Type: Conference Room

Venue Location: Daffodil Smart City (DSC)

Capacity : 100 Units

Seating : 100 Units

# Venue Name

## **Innovation Lab - DSC**

Venue Type: Coworking Space

Venue Location: Daffodil Smart City (DSC)

Capacity : 150 Units

Seating : 150 Units

## **Sadhinota Sommelon Kendro - DSC**

Venue Type: Auditorium

Venue Location: Daffodil Smart City (DSC)

Capacity : 6000 Units

Seating : 6000 Units

## **Bonomaya 01 - DSC**

Venue Type:

Venue Location: Daffodil Smart City (DSC)

Capacity : 200 Units

Seating : 200 Units

## **Bonomaya including Lake - DSC**

Venue Type: Coworking Space

Venue Location: Daffodil Smart City (DSC)

Capacity : 500 Units

Seating : 500 Units

# Venue Name

## **Food Court Corporate Zone - DSC (Excluding Food)**

Venue Type: food

Venue Location: Daffodil Smart City (DSC)

Capacity : 150 Units

Seating : 150 Units

## **Knowledge Valley - Knowledge Tower, DSC**

Venue Type: Coworking Space

Venue Location: Daffodil Smart City (DSC)

Capacity : 150 Units

Seating : 150 Units

## **Student Lounge - Knowledge Tower, DSC**

Venue Type:

Venue Location: Daffodil Smart City (DSC)

Capacity : 500 Units

Seating : 500 Units

## **Basketball Field - DSC**

Venue Type: Sports Venues

Venue Location: Daffodil Smart City (DSC)

Capacity : 100 Units

Seating : 100 Units

## **Play Ground (Big) - DSC**

Venue Type: Sports Venues

Venue Location: Daffodil Smart City (DSC)

Capacity : Not Defined

Seating : Not Defined

## **Play Ground (Small) - DSC**

Venue Type: Sports Venues

Venue Location: Daffodil Smart City (DSC)

Capacity : Not Defined

Seating : Not Defined

# Venue price

## **Food Court Corporate Zone - DSC (Excluding Food)**

Outsiders: 7000

Sister Concerns:3000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :3000

Officials International Organization: 1000

## **Knowledge Valley - Knowledge Tower, DSC**

Outsiders: 13,000

Sister Concerns:7,000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :7000

Officials International Organization: 5000

## **Student Lounge - Knowledge Tower, DSC**

Outsiders: 10000

Sister Concerns:3000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :5,000

Officials International Organization: 2000

# Venue price

## **Innovation Lab - DSC**

Outsiders: 7000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :3000

Officials International Organization: 1000

## **Sadhinota Sommelon Kendro - DSC**

Outsiders: 14000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :6000

Officials International Organization: 3000

## **Bonomaya 01 - DSC**

Outsiders: 4000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :2000

Officials International Organization: 1000

## **Bonomaya including Lake - DSC**

Outsiders: 7000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :3000

Officials International Organization: 1000



# Venue Price

## **International Conference Hall - Knowledge Tower, DSC**

Outsiders: 10000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :6,000

Officials International Organization: 2,000

## **Conference Room - Knowledge Tower, DSC**

Outsiders: 3000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :1500

Officials International Organization: 500

## **Prof. Dr. Aminul Islam Seminar Hall - Knowledge Tower, DSC**

Outsiders: 5000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :2000

Officials International Organization: 500

## **HRDI Conference Room - Knowledge Tower, DSC**

Outsiders: 8000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :4000

Officials International Organization: 1000

# Venue price

## **Basketball Field - DSC**

Outsiders: 5000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :1000

Officials International Organization: 500

## **Play Ground (Big) - DSC**

Outsiders: 20000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :12000

Officials International Organization: 9000

## **Play Ground (Small) - DSC**

Outsiders:15000

DIU Clubs: Free

DIU Students Activities:Free

DIU Alumni :6000

Officials International Organization: 3000

Available date:

- February 1, 2025
- February 3, 2025
- February 7, 2025
- February 9, 2025
- February 12, 2025
- February 16, 2025
- February 20, 2025

## **Additional Services:**

- IT Support
- Photography Support
- Video recording Support
- Car Parking support
- Maintenance Support
- Sound system

"Hello! I can assist you with booking venues at Daffodil International University. Please provide the following details to get started:

- Venue name
- Date(s) required
- Event type (optional)

For example: 'I want to book the Auditorium on February 10 for a seminar.'"

\*Please provide the following information for the booking:

- 1.Event Name:
- 2.Organizer Name:
- 3.Expected Number of Participants:
- 4.Duration (Start and End Time):
- 5.Contact Information:"

\*After receiving details, the assistant confirms the booking summary for user approval.

"Thank you! Here's a summary of your booking:

- Venue:
- Date:
- Time:
- Event:
- Organizer:
- Participants:

Please confirm if everything looks correct, or let me know if changes are needed."

After confirmation, finalize the booking and generate a unique Booking ID.

"Your booking has been successfully completed! Here are the details:

- Booking ID: DSC-2025-01010
- Venue:
- Date:
- Time:
- 

You will receive a confirmation email shortly. Thank you!"

When the AI receives an email inquiry about venue booking, it responds promptly to confirm receipt.

Subject: Acknowledgment of Your Venue Booking Inquiry

Email Body:

Dear [User's Name],

Thank you for reaching out to us regarding venue booking at Daffodil International University. We are here to assist you with your request.

To proceed, could you kindly provide the following details?

- Venue Name: (e.g., Auditorium, Central Field)
- Preferred Date(s):
- Event Type: (e.g., Seminar, Workshop, Cultural Event)
- Expected Participants:
- Duration: (Start and End Time)

Your Contact Information:

Once we receive this information, we will check the availability and get back to you promptly.

Best regards,

[Your Name]

Venue Booking Support

Daffodil International University

## Booking Confirmation Email

Once the user confirms the booking, send a confirmation email with all details.

Subject: Booking Confirmation – Auditorium (Booking ID: DSC-2025-01010)

:

Dear [User's Name],

We are pleased to confirm your booking. Below are the details:

- Venue:
- Date:
- Time:
- Event:
- Expected Participants:
- Booking ID: DSC-2025-01010

If you have any questions or need further assistance, please feel free to contact us. Thank you for choosing our venue for your event!

Best regards,

[Your Name]

Venue Booking Support

Daffodil International University

## **Professor Dr. Syed Akhter Hossain**

Dean and Professor of CSE

**Employee ID:** 710003214

**Designation:** Dean and Professor of CSE

**Department:** Department of Software Engineering

**Faculty:** Faculty of Science and Information Technology

**Webpage:** <https://faculty.daffodilvarsity.edu.bd/profile/swe/akhter.html>

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## **Prof. Dr. Bimal Chandra Das**

Associate Dean

**Employee ID:** 710000361

**Designation:** Associate Dean

**Department:** Department of Software Engineering

**Faculty:** Faculty of Science and Information Technology

**Webpage:** <https://faculty.daffodilvarsity.edu.bd/profile/swe/bimal.html>

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**Dr. Md. Sabur Khan**  
**Founder & Chairman**  
**Board of Trustees**  
**Daffodil International University**

Dr. Md. Sabur Khan, Founder and Chairman of Daffodil International University (DIU) and Former President of the Association of Universities of Asia and the Pacific (AUAP), is an eminent leader in the academic and business sectors. He currently serves as Chairman of the AUAP's advisory council for 2025-26

