



Department of Fashion Design & Technology (FDT)

Service Charter

Issues	Description	Contact
Student Registration	Login to ERP → Course registration. (Watch Video Tutorial)	1 st semester (Automatic) 2 nd to 8 th semester (Self) If seem complicated then contact with coordinators Mr. Kamrul Hassan Bhuiyan Coordinator (FDT) 01912121435
Tuition fee	Must be paid in advance by the 10 th of every month. Otherwise, there shall be fine. Bkash→Education fee → Sonargaon University (Video Tutorial)	Accounts section Mr. Ashik - 01955544928 (Mohakhali Campus) Mr. Raj - 01955544988 (Green Road campus)
Exam & Admit card	Admit card must be downloaded from ERP for exam attendance. Upon clearance of 3 months tuition fee before Mid & total 6 months tuition fee before Final with any other dues (if any)	Self If seem complicated then contact with coordinators Kamrul Hassan Bhuiyan Coordinator (FDT) 01912121435
Final Result Check	Final Results is Publish within 7 working days. Students must check the result for any discrepancy within 7 days and have to contact with respective course teachers regarding the issue.	Course Teacher
Supplementary Exam & Retake	For I & F grade in theory courses, students can Apply for supplementary exam upon paying supplementary exam fee (750 TK per Credit) within a week after result publication.	Self If seem complicated then contact with coordinators Kamrul Hassan Bhuiyan Coordinator (FDT) 01912121435
A ⁺ → D	Pass	
X	Mid & Final Absent	
I	Mid Present but Final Absent	
F	Attended but failed	

Academic support/Infrastructure related issues	For example – AC Problem, Washroom Problem, Cleanliness Issues etc.	Room no. 407 Mr. Mahmud Al Masud Deputy Registrar 01955544911
Result related issues	For example - Result check, Missed Courses etc.	Mr. Noor-E-Alam Deputy Exam Controller 01955544961
Student welfare related issues	For example – Tribal quota, sibling quota, weaver etc.	Room no. 407 Mr. Mahmud Al Masud Deputy Registrar 01955544911
IT related any issue	ERP related issues	Mr. Abu Sadat Muhammad Tanveer Assistant Director (IT) 01955544923 (Green Road Campus)