



# OFFICE OF THE PROVOST

## HALLS OF RESIDENCE (MALE)

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)  
BOARD BAZAR, GAZIPUR-1704, DHAKA, BANGLADESH  
ORGANISATION OF ISLAMIC COOPERATION (OIC)



Date: July 27, 2022

### NOTIFICATION Hall Registration Schedule

This is to notify all newly admitted OIC Full/Partial scholarship holders' male students of different Bachelor programmes for the A.Y. 2021-2022 of IUT that the Registration for different Halls of Residence will commence from July 28, 2022 as per the following schedule. Those who have paid their Hall fees already, are advised to bring a copy of proof with them at the Second Academic Building of IUT and complete the registration in between 10.00 AM to 03.30 PM.

Sl. No.	Student Groups	Registration Date
1.	1 <sup>st</sup> Yr. students of CSE, SWE, ME, and IPE.	July 28, 2022
2.	1 <sup>st</sup> Yr. students of EEE, CEE, and BTM.	July 29, 2022

#### Registration Procedure:

- Students, who have completed their payment, shall go the Accounts Office of IUT for collecting the **Receipt Voucher (RV)** by submitting their proof of payment.
- Students shall **Fill up & submit the following documents** at the Registration Booth of **Second Academic Building, IUT**:
  - Hall Registration Form (attached herewith),
  - Seat Allotment Slip (attached herewith),
  - Copy of RV,
  - Hall and Cafeteria Rule Forms signed by the student and his guardian (attached herewith), and
  - Five (05) recent photographs (passport size) of the student.
- A student, after completion of his registration, shall contact the relevant Hall Supervisors at the **Hall Office, Halls of Residence (Male)**, for **collection of his room key and other soft linen items** as provisioned by the University.

(Prof. Dr. Md. Hamidur Rahman)  
Provost, Halls of Residence (Male)

#### Distribution:

- Head of Departments: MPE/EEE/CSE/CEE/BTM/TVE/NSc,
- Comptroller,
- Registrar,
- Chairman, SWC,
- Dean, FET/FST,
- Head, ICT Center with a request to upload in the website,
- Assistant Provosts,
- Sr. Hall Supervisor/ Sr. Cafeteria Supervisor,
- All Notice Boards,
- PS to Pro-Vice-Chancellor for kind information of Pro-Vice Chancellor, and
- PS to Vice-Chancellor for kind information of Vice-Chancellor.

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Photo

## ROOM ALLOTMENT SLIP

Room No.: \_\_\_\_\_ Seat No.: A/B/C/D Name of the Hall: North/South/UB

Name of the Student: \_\_\_\_\_

Student ID: \_\_\_\_\_ Session: 2021-2022

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_

Passport No/NID: \_\_\_\_\_ Country: \_\_\_\_\_

\_\_\_\_\_  
Sr. /Asst. Hall Supervisor/Sr. Assistant Secretary  
(Office Copy)

\_\_\_\_\_  
Assistant Provost

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\_\_\_\_\_  
Sr. /Asst. Hall Supervisor/Sr. Assistant Secretary  
(Student Copy)

\_\_\_\_\_  
Assistant Provost

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ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT), BOARD BAZAR, GAZIPUR-1704

## Hall Registration Form 2021-2022

(To be returned to the Hall Office)

Two (2) Copies  
Color (Passport  
Size)  
Photograph

Room No.: \_\_\_\_\_ Seat No.:  A  B  C  D

Hall Name:  North  South  UB

Admission Status:  Full scholarship  Partial scholarship  Self-financed

Student ID: \_\_\_\_\_ Programme: \_\_\_\_\_

1. Name (In Block Letter): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Country: \_\_\_\_\_ Passport No. with Expiry date: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
4. Mother's Name: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
6. Local Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
7. Name of Employer (if any): \_\_\_\_\_  
Address of Employer (if any): \_\_\_\_\_  
Telephone/Mobile: \_\_\_\_\_
8. Emergency Contact Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_
9. Educational Qualification: \_\_\_\_\_  
Name of Last Educational Institution: \_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
Hall Supervisors' Signature with date

\_\_\_\_\_  
Students' Signature with date

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## HALLS OF RESIDENCE (MALE)

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT), BOARD BAZAR, GAZIPUR-1704, BANGLADESH

### RULES OF CONDUCT IN THE HALLS OF RESIDENCE

01. No student or trainee shall change his allotted room without prior permission of the relevant Assistant Provost. He shall not share his room key with others or accept any key from others. When leaving, the key should be returned back to the hall supervisor. Students must keep their valuables in their own possession. Hall authority shall not bear any responsibility for any loss of personal items.
02. The furniture and orientation of the rooms as decorated by the Hall authority should not be removed or displaced without prior permission.
03. All residents of the dormitory, shall help to keep the room, veranda, corridor, toilets, etc. clean and dispose of their waste materials in the allocated bins. Drawing/painting of any text/graffiti on the walls/furniture is strictly forbidden. Causing damage to any equipment/furniture is a punishable offense.
04. Students and trainees shall not play any Audio device loudly. The noise shall not reach any nearby/distant rooms and disturb other residents. No unwanted noise shall be generated by the residents.
05. All residents are prohibited in bringing Cafeteria utensils (Plates, Glasses, Cutleries, etc.) and food into the Dormitory, except for, on medical grounds (on recommendation of the Chief Medical Officer and on approval of the Provost/Assistant Provost).
06. Students and Trainees are strictly forbidden in bringing their Female Guest/Visitors inside the Halls of Residence (Male). All permitted visitors shall fill up the Register Book at the entrance of the gate (according to the regulation written in the Students Guide vide section on "Visitors"). Female Visitors shall meet the residents in the Guest Room adjacent to the main gate or in other permitted areas of the campus.
07. Male Visitors/Guests are allowed to visit the students between 8:00 AM to 5:00 PM on acquirement of prior permission from relevant authority. No visitor shall stay overnight in the Dormitory. If permitted, the sentry at gate may enquire about his nature of visit and relevant information before his entrance to the Dormitory. All residential students are strictly forbidden in granting access of his dormitory room to other non-residential student.
08. Students/Trainees, while leaving their rooms, shall switch off the lights and fans inside their rooms and **shall not use/install Fridge, Washing Machine, Heater, Induction Cooker, Oven, Air-Conditioner, Air-Cooler, and/or any unauthorized electrical appliances in their room.**
09. Students/Trainees shall cooperate in keeping the front lawn, stairs, toilets, and corridors clean.
10. Students/Trainees shall not use the services of the Dormitory Boys for their personal chores.
11. Students/Trainees shall not keep any pet inside the Dormitory.
12. **The possession, consumption, manufacture, distribution, and storage of any narcotic material, alcohol, drug, arms, ammunition, and unethical substances are strictly prohibited inside the Halls of Residence (Male) as well as, inside IUT Campus. The hall-authority reserves the right of a random search of any room at any hour of the day/night based on prior information/tip/suspicion.**
13. Residential students shall not stay outside of the IUT Campus after 11:00 PM. In the event of an overnight stay outside of Dormitory, the student/trainer shall collect prior permission from the provost.
14. **Smoking is strictly prohibited inside the premises of the halls of residence.**
15. **Students shall not indulge in the acts of ragging/fighting/physical altercation with fellow students/employees of the university inside the Halls of Residence and its' premises.**
16. No unauthorized party/gathering shall be arranged within the hall premises that breaches the safety, security, and health protocols of the Halls of Residence.

If any Student/Trainee violates/fails to adhere to any one of these aforementioned rules, disciplinary action shall be imposed on the offender in accordance to the IUT regulations and/or the existing criminal/civil laws of the host country. If found guilty of violating these rules, the range of punishment includes but not limited to expulsion from the Halls of Residence for good, expulsion from IUT for good, civil/criminal charges following the laws of the host country, etc.

#### **Declaration:**

I, the undersigned, do solemnly affirm that I have gone through all the aforementioned rules and regulations (Clause 1 – 16) proposed by the provost committee of IUT and hereby, declare to obey and to follow the rules and regulations of the Halls of Residence (Male) (which may be modified from time to time) accordingly. Disciplinary action may be taken against me, for violation of any of these rules as stated above.

Guardian Name:

Name of student:

Room No:

Address:

Student ID:

Mobile No:

Mobile No:

Department:

Guardian's signature with date:

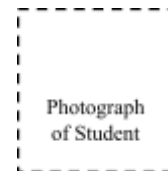
Signature with date:

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Provost, HoR (Male)

# OFFICE OF THE PROVOST

HALLS OF RESIDENCE (MALE)  
ISLAMIC UNIVERSITY OF TECHNOLOGY, BANGLADESH.



## CAFETERIA RULES

1. The cafeteria remains open from 07:00 am to 10:00 pm everyday including prayer breaks. Meals are, however, served according to the following schedule in the respective Cafeterias:

Breakfast	:	07:00 - 09:30 am (Working days) (On holidays up to 10:00 am)
Lunch	:	12:00 – 2:30 pm (Includes prayer break from 1:00 – 1:30 pm)
Evening Tea	:	4:30 – 5:30 pm (Time may vary during Winter and Summer)
Dinner	:	7:00 – 10:00 pm

2. IUT cafeteria adopts a “self-service” system. Every student and Trainee shall avail the food from the counter forming a queue, by maintaining the order, and discipline. **IUT dress code should be followed inside the cafeterias. Dresses should be decent, and no shorts are allowed.**

3. **Carrying of utensils, Plates, Glasses, Cutlery, etc. outside of the cafeteria by any student/trainee is strictly prohibited.** Any student found guilty of doing so is liable to monetary penalty from his/her monthly pocket allowance according to the regulations of IUT.

4. Meals of cafeteria are not exchangeable. No student shall avail the meal of another student under any circumstances.

5. The cafeterias employs a fixed menu for particular days of the week.

6. **Smoking is strictly forbidden and punishable offence** inside the whole cafeteria premises.

7. **Students/Trainees are not allowed to enter the main kitchen area.** They can use the students’ kitchen area if needed.

8. **No student/Trainee is allowed to entertain any guest without prior-permission of relevant authority and submitting necessary meal coupon/s.** If any guest is entertained without permission, charges along with the fines shall be collected from him.

9. For efficient functioning of the cafeteria, it is necessary that all its users cooperate with the cafeteria staffs. **Students and Trainees are hereby advised to refrain from such activities which may affect normal functioning of the cafeteria.** Disciplinary actions including imposition of fines may be sanctioned against them if found engaged in any such activities. Any such record of breach of these disciplines shall account for cumulative increased monetary penalties.

10. Students shall only avail their meals from their designated Cafeteria.

### **Declaration:**

**I, the undersigned do solemnly affirm that I have gone through all the above stated rules and regulation (Clause 1 – 10) adopted by the cafeteria management committee and hereby, also declare to obey and to follow these rules and regulations of the cafeteria (which may be modified from time to time) accordingly.**

Guardians’ Name:

Address:

Mobile No:

Guardians’ signature with date:

Name of student:

Student ID:

Department:

Signature with date:

Room No:

Mobile No:

\_\_\_\_\_  
Signature of the Hall authority