Creating Global Citizens with Islamic Values

الجامعة الاسلامية للتكنولوجيا

UNIVERSITE ISLAMIQUE DE TECHNOLOGIE

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)

ORGANISATION OF ISLAMIC COOPERATION (OIC)

STUDENTS'
GUIDE
(August, 2023)

ACADEMIC YEAR
2022-2023

MASTER PLAN OF IUT

بِسۡـــمِ اللهِ الرَّحۡمٰنِ الرَّحِیۡمِ

الجامعة الاسلامية للتكنولوجيَا
داكا بنغلاديش

UNIVERSITE ISLAMIQUE DE TECHNOLOGIE
DHAKA, BANGLADESH

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IUT : VISION AND MISSION

VISION

To be a leading university of science, engineering, and technology in the world.

MISSION

M1   Providing education and training of international standard for the youths of the Islamic Ummah;

M2   Undertaking quality research leading to innovation;

M3   Launching cutting-edge disciplines matching the requirements of the member states;

M4   Internationalizing through increasing overseas students, staff members, and external collaboration.

H.E. Hissein Brahim Taha
Chancellor of IUT and Secretary General of the
Organisation of Islamic Cooperation (OIC)

Prof. Dr. Mohammad Rafiqul Islam
Vice Chancellor of IUT

Dr. Omar Jah
Pro-Vice Chancellor of IUT

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ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)

LIST OF OFFICIALS
[not according to seniority]

Prof. Dr. Md. Rezaul Karim	Dean, Faculty of Science and Technical Education
Prof. Dr. Md. Zahid Hossain	Dean, Faculty of Engineering and Technology
Dr. Mwebesa Umar	Registrar
Prof. Dr. Mohammad Rakibul Islam	Head, Electrical and Electronic Engineering (EEE) Dept.
Prof. Dr. Md. Anayet Ullah Patwari	Head, Mechanical and Production Engineering (MPE) Dept.
Prof. Dr. Hossain Md. Shahin	Head, Civil and Environmental Engineering (CEE) Dept.
Prof. Dr. Abu Raihan Mostofa Kamal	Head, Computer Science and Engineering (CSE) Dept.
Prof. Dr. Md. Shahadat Hossain Khan	Head, Technical and Vocational Education (TVE) Dept.
Prof. Dr. Md. Abul Kalam Azad	Head, Business and Technology Management (BTM) Dept.
Prof. Dr. Syed Iftekhar Ali	Head, Natural Sciences (NSc) Dept.
Prof. Dr. Mohammad Ahsan Habib	Head, Research, Extension, Advisory Services and Publications (REASP) Dept.
Prof. Dr. Md. Tarek Uddin	Head, Office of Accreditation and Quality Assurance (AQA)
Prof. Dr. Muhammad Mahbub Alam	Head, Office of International Affairs and External Communications (IAEC)
Prof. Dr. Shakil Mohammad Rifaat	Chief of Establishment (In-charge)
Prof. Dr. Md. Hasanul Kabir	Provost, Halls of Residence (Female)
Prof. Dr. Md. Kamrul Hasan	Head, Institute of Commuciation and Technology (ICT) Centre
Prof. Dr. Khondokar Habibul Kabir	Librarian (In-charge), Library and Documentation Office
Prof. Dr. Md. Hamidur Rahman	Provost, Halls of Residence (Male)
Prof. Dr. Ashik Ahmed	Head, Institute of Energy and Environment (IEE)
Prof. Dr. Md. Taslim Reza	Head, Planning and Development (P & D) Office
Mr. Maruful Islam Bhuiyan, FCA	Comptroller, Finance and Accounts Office
Mr. Mohammad Jahangir Alam	Executive Engineer, Engineering and General Service Office
Dr. Fakharuddin Ahmed	Chief Medical Officer, Medical Centre

COMMITTEES OF THE UNIVERSITY

Chairman, Library Committee	Dr. Omar Jah
Chairman, Students' Welfare Committee	Prof. Dr. Md. Ashraful Hoque
Chairman, Industrial Training Committee	Prof. Dr. Mohammad Rakibul Islam
Chairman, Examination Committee	Prof. Dr. Md. Rezaul Karim
Chairman, Admission Committee	Prof. Dr. Md. Zahid Hossain
Chairman, Games and Sports Committee	Prof. Dr. Md. Abu Raihan
Chairman, Cafeteria Committee (Male)	Prof. Dr. Md. Hamidur Rahman
Chairman, Cafeteria Committee (Female)	Prof. Dr. Md. Hasanul Kabir
Chairman, Social and Cultural Activities Committee	Prof. Dr. Khondokar Habibul Kabir
Chairman, Religious Affairs Committee	Prof. Dr. Md. Fakhrul Islam
Chairman, Medical Centre Committee	Dr. Mwebesa Umar
Chairman, Central Department Store Committee	Prof. Dr. Md. Taslim Reza
Chairman, Grievance Committee	Dr. Omar Jah
Chairman, Anti-Ragging Committee	Dr. Omar Jah
Chairman, Anti-Immodesty Committee	Prof. Dr. Ashik Ahmed
Chairman, Complaint Committee	Prof. Dr. Mohammad Rakibul Islam
Chairman, Security, Safety and Environment Committee	Dr. Mwebesa Umar

INTRODUCTION

Islamic University of Technology (IUT) is a subsidiary organ of the Organisation of Islamic Cooperation (OIC), representing fifty-seven member countries from Asia, Africa, Europe, and South America. It is dedicated to the development of human resources of the Islamic Ummah in the fields of engineering, technology, business, and technical education, and stands as the most visible demonstration of the Islamic Solidarity and Joint Islamic Action under the Makkah-Al-Mukarramah Declaration.

This unique educational institution was initially established as the Islamic Centre for Technical and Vocational Training and Research (ICTVTR) in pursuance of a resolution of the Ninth Islamic Conference of Foreign Ministers (ICFM), held in Dakar, Senegal in 1978. The foundation stone was laid on 27th March, 1981 on the 30- acre land donated by the Government of the People's Republic of Bangladesh to the OIC. The first batch of students was admitted in the academic year 1986-87 and its first graduation ceremony was held on 21st October, 1987. ICTVTR was renamed as the Islamic Institute of Technology (IIT), by the Seventh Islamic Summit and the 22nd ICFM held in Casablanca, Morocco on 10th to 15th December, 1994. In appreciation of the activities of IIT, the 28th session of the ICFM held in Bamako, Republic of Mali on 25th to 27th June, 2001, renamed IIT as Islamic University of Technology (IUT).

IUT is an international institution of higher education. This university has been categorized and ranked as one of the unique international institutes by University Grants Commission (UGC) of Bangladesh and Bangladesh Government. The University is currently offering both undergraduate and postgraduate programmes in the fields of engineering, business, and technical education. It organizes skill-upgrading and knowledge-updating short courses and trade courses tailored to the needs of the member states. It also conducts research in technical and vocational education and manpower development, undertakes technological and industrial research, promotes technical co-operation, and exchanges technical know-how, and disseminates basic information on development of human resources among the member states of the OIC. The University also offers advisory, consultancy, and testing services to national and international organizations and industries.

LOCATION AND CLIMATE

The University is located at Board Bazar, Gazipur, about 30 km North of Dhaka (Latitude = 23˚43'N, Longitude = 90˚25'E), the capital of Bangladesh. IUT is connected by Hazrat Shahjalal International Airport which has widely developed airlines network. The University is situated just 13 km north of this airport.

There are four well-defined seasons in a year, namely: the winter (mid-November to February), the summer (March to May), the Monsoon or Rainy season (June to October), and autumn (mid-October to mid-November). The temperature ranges between a minimum of 10˚C in the winter and an average of 35˚C during the summer. The average yearly rainfall is 2250 mm. Relative humidity varies from about 30% in the winter to over 90% during the rainy season.
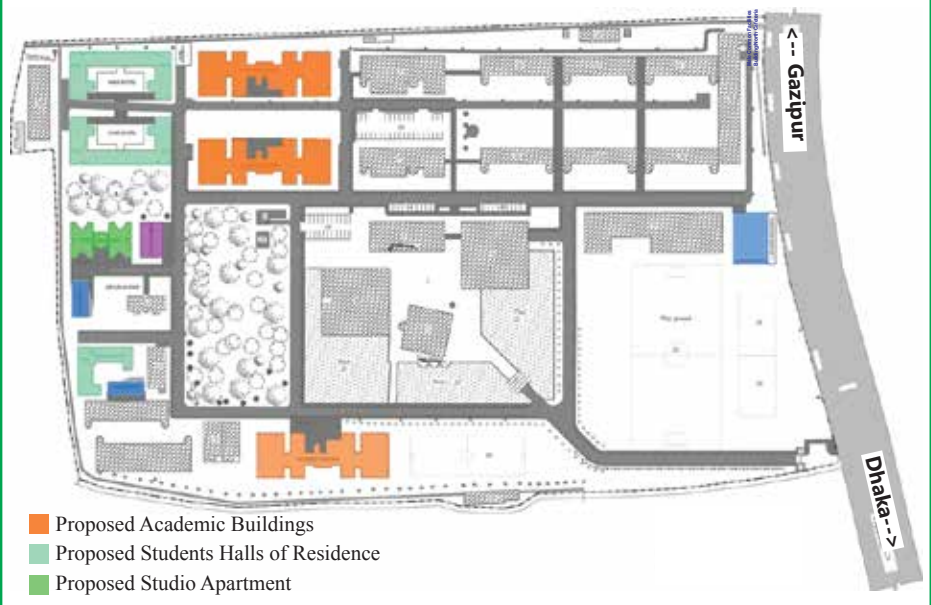
LOCATION OF IUT

Asian Subcontinent

OUTLINE OF IUT

■ Proposed Academic Buildings
■ Proposed Students Halls of Residence
■ Proposed Studio Apartment

CONTACT ADDRESS

POSTAL ADDRESS

Islamic University of Technology (IUT)
Board Bazar, Gazipur 1704, Bangladesh

TELEPHONES

+880-2-996691254 ~ 59   PABX Line

Incoming Calls for Students:

Ext. 3248	08 AM – 10 PM South Hall, Halls of Residence (Male)
Ext. 3298	08 AM – 10 PM North Hall, Halls of Residence (Male)
Ext. 3368	08 AM – 10 PM Halls of Residence (Female)
Fax	+880 - 2- 996691260

E-MAIL ADDRESSES

Office of the Vice-Chancellor	vcsec2@iut-dhaka.edu
Office of the Pro-Vice-Chancellor	sec.provc@iut-dhaka.edu
Dean, Faculty of Engineering and Technology	dean.fet@iut-dhaka.edu
Dean, Faculty of Science and Technical Education	dean.fste@iut-dhaka.edu
MPE Department	head.mpe@iut-dhaka.edu
EEE Department	head.eee@iut-dhaka.edu
CSE Department	head.cse@iut-dhaka.edu
CEE Department	head.cee@iut-dhaka.edu
TVE Department	head.tve@iut-dhaka.edu
BTM Department	head.btm@iut-dhaka.edu
NSc Department	head.nsc@iut-dhaka.edu
REASP Department	head.reasp@iut-dhaka.edu
ICT Centre	ict@iut-dhaka.edu
IAEC Office	iaec@iut-dhaka.edu
AQA Office	aqa@iut-dhaka.edu
Institute of Energy and Environment	head.iee@iut-dhaka.edu
Registrar Office	registrar@iut-dhaka.edu
Establishment and Cabinet Office	chief.ed@iut-dhaka.edu
Medical Centre	cmo@iut-dhaka.edu
Library and Documentation Office	library@iut-dhaka.edu
Engineering and General Service Office	head.egs@iut-dhaka.edu
Planning and Development Office	head.pd@iut-dhaka.edu
Finance and Accounts Office	comptroller@iut-dhaka.edu
Provost Office (Male)	provost.male@iut-dhaka.edu
Provost Office (Female)	provost.female@iut-dhaka.edu

WEBSITE

www.iutoic-dhaka.edu

WORKING DAYS AND HOURS

Weekdays	Monday to Friday
Class Hours	08:00 – 13:00 Hrs. 13:00 – 14:00 Hrs. (Prayer and Lunch Break) 14:30 – 17:00 Hrs.
Office Hours	08:00 – 13:00 Hrs. 13:00 – 14:00 Hrs. (Prayer and Lunch Break) 14:00 – 16:30 Hrs.
For Friday (Only)	08:00 – 12:30 Hrs. 12:30 – 14:30 Hrs. (Break for Jummah Prayer and Lunch) 14:30 – 16:30 Hrs.
Weekends	Saturday and Sunday

GETTING STARTED

ONLINE REGISTRATION DURING ADMISSION

The online registration process [registration.iutoic-dhaka.edu] should not take more than five minutes and is simply confirmation of individual student details along with provision of information, the university requires in order to register the status of a student. Once the process of registration is complete, the student will get his/her certificate of admission issued by the registrar's office afterwards.

STUDENTS' IT ACCOUNT

After completion of the admission process, all the admitted students will get a personal internet account and email account of @iut-dhaka.edu domain from the ICT centre of IUT. Students can then use it to log in and register for student portal, any module, access email, use campus Wi-Fi and other facilities. It is imperative that all students need to check this email account regularly because this will provide them with the opportunity to participate in new developments and other important matters of the university.

STUDENT PORTAL

The portal [sis.iutoic-dhaka.edu] is the most important resource of information for any student, enabling them to contact the authority and to access their online study resources. When any student registers with IUT Student Portal, a username and password will be provided to them, which will permit the students to log in to the Student Portal and access to different virtual learning environments and other useful information.

If any student needs to change his/her personal details (for example, changing of name or email address), he/she needs to report to the Registrar's Office immediately with proper documents.

ONLINE COURSE REGISTRATION MODULE

Students can usually register for choosing different courses online, via the Student Portal [http://10.220.20.6] or [sis.iutoic-dhaka.edu]. Students need to complete the course registration within a pre-scheduled deadline. Students will receive an instant 'confirmation of course registration' message upon completion, which is needed to be counter-signed by the corresponding relevant authorities. Students will preserve a copy of this signed document for future reference.

COMMON FACILITIES AND SERVICES

SMART ID CARD

Every student of IUT is provided with a smart ID card. Students can avail different services with this card. Along with the physical identification, this card will carry digital information of the student. Moreover, smart ID card will act as a cash card for the students. They need to recharge the smart card cash services by depositing any amount of money to the following accounting details in the AB Bank teller counter and the deposited amount will eventually be credited to the depositor's account through IUT smart card. Fees of different value-added services provided by IUT will be deducted from this smart card balance.

> Account Name : IUT SMART CARD
> Account Number : 4018-752-333-430

CAFETERIA

Both residential and non-residential students need to use their smart cards to collect their food. After selecting the menu, each student will be provided with a token. This token will be used to collect foods from the Food counter. It should be noted that the charge of the food items will be automatically deducted in case of a non- residential student.

ENTRANCE

Students need to use their smart ID card to identify themselves at their entrance of IUT main gate and the Halls of Residence (Male & Female both). This automated system is monitored by the IUT security team. Entry data will be stored for future use.

MEDICAL CENTRE

IUT has a Medical Centre on the North- West corner of the campus. It has five well-equipped observation beds, a mini operation room, a medicine store, a waiting area, and a pathological laboratory. It provides normal Medicare to the students, faculty members, staff members, and their family members (except for the students). Necessary medicines are also available in the store. Three doctors and two nurses (male and female) are doing the duties round the clock, 24/7.

In case of emergency, the doctor on duty can be contacted on the Medical Centre Hotline: +88 01844 056056.

Doctors' contact numbers are :

Dr. Fakharuddin Ahmed, Chief Medical Officer:	+88 01685 640650
Dr. Md. Ali Tareq, Senior Medical Officer :	+88 01716 323956
Dr. Salma Khatun, Medical Officer:	+88 01917 309481

Students will avail medical facilities according to the IUT health care policy. No Student will get medical facilities or reimbursement of bills for their medical treatment during the time of leave/vacation, except during training programs officially arranged for them. In case of hospitalization, the students are entitled to accommodation to a single AC cabin in the following authorized referral hospitals:

i. Women Medical College and Hospital, Uttara
ii. Holy Family Red Crescent Medical College Hospital, Eskaton, Dhaka
iii. Ahsania Mission Cancer General Hospital & Medical College, Uttara
iv. International Medical College Hospital, Gusulia, Gazipur

If any student personally avails more expensive accommodation in these hospitals, he/she will bear the difference over his/her entitlement and settle the same with the hospital before release.

Advice from one of the IUT Physicians must be sought before hospitalization. Students must also take prior permission from one of the IUT Doctors before going to an outside medical specialist for consultation. Medical expenses will be allowed as per the rules of the University. All prescriptions and receipts must be on printed forms. Details may be obtained from the Medical Center. Submission of medical bills for reimbursement must be submitted within the ongoing fiscal year (January-December).

It is to be noted that IUT runs a pathology lab [IUT MCLab] in the medical centre. A number of basic tests such as: CBC, HbA1C, Urine R/M/E tests, Serum Creatinine, Serum Bilirubin, TSH, URIC ACID, ECG, etc, are conducted there at subsidized costs. All students are advised to visit the IUT Medical centre for details.

ICT CENTRE

The ICT Centre at IUT serves as a vital support system rendering various Computer and IT related services to all students, faculty members and staff members of the university. The centre employs full-time programmers, network engineers and support staff who work continuously to ensure proper execution of all IT related services. The centre provides the following key services, among others, espcially to the students :

INTERNET ACCESS

IUT is connected to a high-speed internet backbone through BdREN and students get 200 Hrs. of free internet connection per month, which is managed by the ICT Centre. The centre is responsible for ensuring internet access throughout the campus via Wireless and Ethernet LAN. IUT provides internet access to students but to prevent misuse, free access time is restricted to a limit. After exhaustion of the allotted time limit [200 Hrs.], students will have to pay for extra internet usage.

EMAIL

All students, faculty members, and staff members of IUT have their own email addresses with domain (@iut-dhaka.edu). This service is provided via Google Mail Server.

FILE SHARING

Using file sharing service, everyone in IUT campus can share files very easily among themselves. The file sharing service is accessible through IUT's internal LAN connection and FTP server.

PRINTING FACILITY

The ICT centre provides printing facility at a nominal cost. More details for availing this facility can be obtained from the ICT Centre.

The centre is also responsible for maintaining campus wide network comprising of Fiber optic, Ethernet LAN, Wireless Access Points, and IP CCTV security system which also covers the students' Halls of Residences. Most parts of the campus are currently under Wi- fi coverage. In addition, the centre also provides Web Support for maintaining the central and departmental websites. At the same time, the centre provides Software/ Hardware support and general maintenance based on demands. The centre also has three laboratories for facilitating classes of different departments as well as general usage of students. ICT centre is responsible for developing and maintaining different software applications, which are used by the various departments and offices.

The office of the ICT Centre is located on level-3 of the Second Academic building (inside Lab 01). All newly admitted students should get in touch with the ICT Centre regarding Internet account, Email account, Printing account, etc.

BANK SERVICES

Local bank services are available at Board Bazar. However, for transaction in foreign currencies, foreign exchange branches of different banks in the city may be contacted. Rules including charges for foreign currency transactions and related information may be obtained from the Manager of the concerned Bank. Monthly pocket allowance of students shall be paid through transfer to their personal Bank Account with AB Bank Ltd., Board Bazar Branch, Gazipur. All new students are required to open an account with the said bank in consultation with the Finance and Accounts Office to get their pocket allowance. ATM booth of AB Bank is available at the Ground floor of the Administrative building of IUT. Debit card from the respective bank will be issued to all students for using the ATM services.

IUT LIBRARY: EMBRACING TECHNOLOGY AND EXPANDING FACILITIES

IUT LIBRARY AT A GLANCE

The Islamic University of Technology (IUT), which is a subsidiary organ of the Organisation of Islamic Cooperation (OIC), aspires to be a prominent university in the fields of science, engineering, and technology. Slowly but steadily, the IUT Library is becoming an information centre for the 57 OIC member states. Since its establishment, IUT Library has been providing intellectual and practical services

Established in 1986, the Library is one of the campus's key attractions due to its significance, attractive architectural design, and central location. The Library is housed on the first floor of the Library/Cafeteria Building, next to a beautiful water pool on the eastern and southern sides.

The Library currently occupies a floor area of 1300 square meters (about 14000 square feet), with shelf space of 52,000 books. At present, it has approximately 37,000 printed books with 8,156 titles. Apart from printed materials, the Library subscribes to 33,470 electronic resources in the fields of science, engineering, and technology through memberships in the Library Consortium of Bangladesh (LiCOB) and the University Grants Commission (UGC) Digital Library (UDL). IUT Library subscribes to 13 national daily newspapers, which are available in designated news reading areas. Additionally, users can gain access to theses and dissertations published by IUT's many departments via the IUT Institutional Repository's portal (IR).

IUT library tries to set up modern technologies and provides advanced services to its stakeholders. In the Main Hall of the Library, there are 36 computer workstation desks for computer and laptop users. As many as 18 workstation desks are equipped with computers, and in the rest, there are 18 monitors which can be used and connected through users' laptops. IUT Library provides facilities to access quality checker software for write-up/publication, such as Turnitin plagiarism checker software, Grammarly Premium software, etc. There are 02 computer terminals for the Online Public Access Catalogue (OPAC) search. Besides, there are 09 computers in the e-Resource Section for browsing subscribed and open accessed e-Resources. All computers have high-speed internet access, and the entire IUT Library is covered by Wi-Fi wireless internet.

Considering the ever-changing need and behaviour of the information seekers, the Library has been tuning its activities and resources towards automated services and digital resources. It is now providing web-based information management and services supported by Integrated Library Management System software "Koha" and Machine-Readable Cataloging (MARC-21). Beside this, Library offer photocopy services on demand using two advanced photocopy machines.

The Library has International connectivity by getting membership of the International Association of Science and Technological University Libraries (IATUL).

There is a Distance Learning Theatre (DLT) inside IUT Library, which provides a sophisticated blended environment for virtual lectures, meetings, workshops, etc. At any given time, the DLT room can accommodate 48 people. It comes equipped with three large LED monitors, two advanced modern cameras, and a two-way sound system, among other features.

The newly established Executive Lounge, which is a special place for both full-time and part-time faculty members and heads of offices, is located at the south lobby of the Library. The beautiful pool view area has added an aesthetic look to the Executive Lounge. It has a seating capacity for 19 people. A large smart TV has also been installed there recently.

Another recent addition is the IUT Souvenir Shop, located on the ground floor of the entrance point of the Library, which is maintained and operated by the Library. Visitors and library users can purchase souvenir items from the shop.

Realizing the need for showing around the campus and its various facilities to the prospective students and their guardians as well as members of the interested general public, the Library has been arranging guided campus tours. This new initiative has been welcomed and appreciated by those who have availed this service.

The Library has different study zones such as Students' Reading Rooms, Engineering Village Section (reference collection section), e-Resource Section, Reading Area in Main Hall, etc. Around 263 users can sit and study around all the available locations in the Library. Students' Reading Rooms of the IUT Library.

Library Timings	
Regular Library Office and Service Hours	8.00 AM to 4:30 PM (Monday to Friday) (All Library Sections).
Student Reading Rooms opening Hours (Seven days a week)	8.00 AM to 10:00 PM (Monday to Sunday) (Seven days a week) (till 12:00 AM during Examination time).
*During holidays, the Library remains closed.	

IUT GAMES AND SPORTS

The University attaches great importance to co-curricular and extra curriculum activities and encourages the students to participate in various games and sports. The facilities for football, volleyball, lawn tennis, basketball, badminton, table tennis, and other indoor games and gymnasium facility have been made available to the students.

GAMES AND SPORTS COMMITTEE

The Games and Sports Committee consisting of the student members and a few members of the faculty and staff, looks after the indoor and outdoor games. It also organizes the annual athletic competition. Each student member acts as the Captain of a particular game and is nominated by the Vice- Chancellor on the recommendation of the Chairman of Games and Sports Committee. A Senior Physical Instructor provides advice and guidance to the students and is responsible for the procurement and maintenance of the kits for various games and sports of the University.

Given below is the daily schedule and yearly activities plan of the various Indoor and Out-door games for the A.Y. 2022-23.

DAILY SCHEDULE

SL. No.	Name of the Events	Time Schedule: Winter (December to March)	Time Schedule: Summer
01	Football (M)	4:30 PM to Salatul Magrib	5:00 PM to Salatul Magrib
02	Volleyball(M)	4:30 PM to Salatul Magrib	5:00 PM to Salatul Magrib
03	Cricket (M)	4:30 PM to Salatul Magrib	5:00 PM to Salatul Magrib
04	Basketball (M)	4:30 PM to 8:00 PM	5:00 PM to 8:00 PM
05	Badminton (M+F)	4:30 PM to 7:00 PM	5:00 PM to 7:00 PM
06	Table Tennis(M+F)	4:30 PM to 8:00 PM	5:00 PM to 8:00 PM
07	Lawn Tennis(M+F)	4:30 PM to 7:00 PM	5:00 PM to 7:00 PM
08	Chess, Carom, Drought &	4:30 PM to 8:00 PM	5:00 PM to 8:00 PM
09	Scrabble (M+F)	4: 30 PM to 9:00 PM	4: 30 PM to 10:00 PM
	TV room and Mini Gym.		

During holidays, student center will remain open from 4:00 PM to 8:30 PM

YEARLY SCHEDULE

Date	Activities
	Summer
08.08.2023 (August)	Annual Table Tennis and Carom Competition-2023
04.09.2023 (September)	Annual Chess, Draught and Scrabble Competition-2023
16.10.2023 (October-November)	Inter-Department Basketball and Volleyball Competition-2023
01.11.2023 (November)	Inter-Department Football Competition -2023
	Winter
10.01.2024 (January)	Annual Badminton Competition-2024
22.01.2024 (January)	Annual Lawn Tennis Competition-2024
17.02.2024 (Tentative), February	Annual Athletic Competition-2024
18.02.2024 (February-March)	Inter Department Cricket Competition -2024

CAFETERIA SERVICES

IUT has three self-service Cafeterias (two for male students and one for female students) where the students take their regular meals. Residential Students are provided with breakfast, lunch, evening tea and dinner in their respective Cafeterias, whereas non-residential students can have their breakfast and lunch only from the Central Cafeteria. The non-residential students are required to pay a subsidized sum for their meals. The Cafeterias are managed by two Cafeteria Committees headed by the respective Provosts with the help of other members represented by faculty, staff, and students.

CAFETERIA SERVING TIMINGS

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

CAFETERIA COMMITTEE

The Cafeterias are managed by the Cafeteria Committee which is composed of some students from different regions and some teachers and staff including the medical officer nominated by the Vice-Chancellor on the recommendation of the Provost. The Cafeteria Committee is responsible for setting the guidelines related to menu and day-to-day affairs of the Cafeteria. A student may submit his ideas on improvement of the menu, hygienic condition inside the Cafeteria, servicing, etc. to any member of this committee for consideration within the approved budget.

CAFETERIA RULES
i. 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.
ii. 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.

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

iv. The cafeterias employ a fixed menu for particular days of the week.

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

vi. Students/Trainees are not allowed to enter the main kitchen area. They can use the students' kitchen area if needed.

vii. 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.

viii. For efficient functioning of the cafeteria, it is necessary that all its users cooperate with the cafeteria Staff Members. 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 cumulatively increased monetary penalties.

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

LAUNDRY SERVICES

There is a laundry inside the campus at the North West corner. A third party runs it on contractual basis. Students may avail of the laundry facilities on payment basis at subsidized rates. The price list of laundering as approved by the University is available at the Laundry House.

WASHING MACHINE FACILITY AT THE HALLS OF RESIDENCE (MALE)

The Halls of Residence (Male) of Islamic University of Technology have recently introduced washing machine facility within its premises. Currently, 9 washing machines have been installed out of which 6 are normal (manual and semi-automated) and the rest 3 are fully automated. Residential students can avail this facility during the specified time of the day at free of cost for normal washing machines and at a minimal charge (Tk.30 Per cycle) for fully automated washing machines. The payment mode would be online. Additionally, the washing machine facility will be operated on self-service basis.

MASJID AND FEMALE PRAYER ROOM

IUT Masjid is located right at the heart of the university campus. It is within the close vicinity of student halls of residence (Male). This allows the students to

regularly attend to the Masjid to perform daily prayers. The Jummah and the five daily prayers are led by an Imam appointed by the university. In addition, a separate female prayer room is located near the second academic building. IUT mosque has a good collection of Islamic books, and it serves as a center for Islamic studies and teachings to disseminate the core message of Islam among the students.

RELIGIOUS AFFAIRS COMMITTEE

The Religious Affairs Committee looks after the Masjid based activities organized by the Imam and students. Occasionally, famous Islamic scholars are invited for discussion on different aspects of Islam to uphold the moral and spiritual values of Islam among the students and staff of the university. The Committee also arranges regular Masjid based weekly lessons to help students learn the language of the Holy Quran with correct recitations. An annual competition for the recitation of verses from the Holy Quran is organized, and the students participate with great enthusiasm.

COMMITTEE FOR HANDLING AND REDRESSAL OF GRIEVANCES

IUT has a committee, chaired by the Pro-Vice Chancellor, for handling and redressal of the grievances of students as well as faculty and staff members. Grievances may often arise due to harassment, misconduct, discrimination, positional disputes, denial of benefits, and so forth. The committee, after receiving the complaint of the aggrieved student or employee, attempts to ensure expeditious settlement of grievances in order to maintain a harmonious educational atmosphere at the university.

It is advised that the student or employee first discusses and attempts to resolve the issue with whomever the issue arose, if it is possible. Secondly, a student or employee may complain to his or her Advisor, Head of the department or office,

Provost, or Director of Students' Welfare Committee (SWC) so that the complaint can be settled quickly without escalating the case to the higher level. However, if the issue is still not resolved, a written complaint may be submitted to the office of the Pro-Vice Chancellor. Then the grievance redressal committee enquires about the grievance, makes recommendations, and reports to the concerned authorities, for redressal or suitable action. It may be noted that the cases of sexual harassment and sexual discrimination are beyond the scope of this committee and they are handled by a different committee.

COMPLAINT COMMITTEE

Islamic University of Technology (IUT) constituted the 'Complaint Committee' for lodging complaints related to sexual abuse and harassment by any aggrieved student, faculty, and member of the staff. At present the committee consists of seven members including IUT faculty members, a medical officer, and two experts from DUET and BUET. In previous years, the committee conducted several investigations, prepared reports, and submitted them to the higher authority with recommendations for the appropriate actions. The committee shall also conduct the investigation, if needed, and make recommendation(s) for taking appropriate actions against the perpetrator(s) in accordance with the policy adopted by the University to facilitate the prevention of sexual abuse and harassment.

SECURITY, SAFETY AND ENVIRONMENT COMMITTEE

Security, Safety, and Environment Committee (SSEC) was formed on 11 January 2021 vide office order no. ESTT/FC-05. The SSEC is constituted to monitor, suggest, and take necessary measures to improve the overall security, safety, and environment of the campus of the University. It functions under the Campus Security and Safety (CSS) Office.

The Security, Safety, and Environment Committee (SSEC) of IUT is responsible for ensuring the well-being of students, staff members, faculty members, and visitors on campus. The Committee addresses various aspects such as: implementing established security protocols, emergency preparedness plans, fire safety measures, and environmental sustainability initiatives. The committee works to create a safe and secure environment, respond to incidents, and promote awareness of safety and environmental issues throughout the IUT community.

The Registrar of IUT serves as the chairman and Security-in-Charge is the Member-Secretary of this committee.

ANTI-RAGGING COMMITTEE

Every student must be aware that the university has a zero-tolerance policy for any behavior that goes against the expected standards of conduct. Bullying is not tolerated in any way, on or off campus, regardless of its forms or expressions. Either as an individual or as a member of a deviant group, engagement in any kind of ragging, bullying, and rowdiness may lead to expulsion from this university completely running their futures as well as their hopes and aspirations of their parents and guardians. The university administration, as a consequence, seeks wholehearted cooperation from senior students, in particular, so that no student is found to be involved in rowdy activities, particularly against newly admitted students, causing a sense of shame, embarrassment, frustration, hardship, and psychological trauma in them by crossing the limits of decency and morality.

An Anti-Ragging Committee has been functioning with the following members to monitor cases of ragging, bullying, and other prohibited activities on and off campus. The administration believes that no student will take part in any of the above-mentioned annoying activities. However, if some delinquent and disobedient students are discovered to be involved in such heinous offenses, they should be brought to the attention of any of the aforesaid committee members. Communication with the aforementioned committee members can be established at any moment, either in person or via cell phone.

Sl. No.	Name	Designation	Cell No.
1.	Mr. Md. Sujat Ali Sardar	Sr. Hall Supervisor, (HoR) Male	01716376395
2.	Mr. Md. Shamsuzzaman Chowdhury	Sr. Assistant Secretary, (HoR) Male	01734240309
5.	Mr. Shariful Islam Mazumder	Assistant Hall Supervisor, (HoR) Male	01779150870
3.	Ms. Rozi Naznin	Assistant Secretary, (HoR) Female	01910527241
4.	Ms. Yasmin Akhter Hera	Assistant Hall Supervisor, (HoR) Female	01818631443
6.	Sqn. Ldr. (Retd). Md. Golam Kibria Abbasi	Security-in-Charge	01678022546

ANTI-IMMODESTY COMMITTEE

IUT promotes the teaching of Islam and as such, expects its students, faculty members, and staff members to have decency in speech, manners, and worn outfits. Promoting modesty on or of the campus is tantamount to fostering a successful and healthy academic, professional, and personal lifestyle at IUT. A committee entitled Anti-Immodesty committee has been working tirelessly towards achieving a decent and modest campus lifestyle for all the stakeholder of IUT.

RESPONSIBILITIES OF THIS COMMITTEE

i.   Develop and uphold guidelines for modesty in dress and behavior, taking into consideration of the Islamic principles and cultural sensitivities of the university community.

ii. Raise awareness about the importance of modesty and the significance of adhering to Islamic values within the coeducation environment.

iii. Investigate and address reported incidents of immodesty or inappropriate behavior promptly under the guidance of the Students' Welfare Committee through the Office of the Students' Welfare.

iv. Collaborate with university administration to provide guidance and support to individuals who may require assistance in understanding and adhering to modesty standards.

v.   Organize workshops, seminars, and awareness campaigns to educate the university community about the significance of modesty in an Islamic Context.

vi. Liaise with relevant departments to enforce and monitor adherence to the modesty guidelines.

vii. Propose recommendations for disciplinary actions when necessary, following university policies and procedures.

CENTRAL DEPARTMENTAL SHOP (CDS)

The Management Committee of the Central Department Shop (CDS) at IUT is dedicated to providing essential services for the convenience of students. Here are some of the facilities managed by the committee:

Located on the western side of the Student Center, the IUT CDS offers a wide range of products, including stationeries, various food items, and more, all available for purchase. The shop operates from 7 am to 2 am every day; ensuring students have access to its services throughout the day.

STATIONERY AND PHOTOCOPYING SHOP

Situated in the open space between the North and South Halls of Residence (Male), the Stationery and Photocopying Shop caters to students' daily needs for stationery and photocopying services. Additionally, students can find toiletries and packet food items available for purchase here.

FEMALE DORMITORY SHOP

Exclusive to the Female Hall of Residence, the Female Dormitory Shop provides similar products and services as that of IUT Central Departmental Shop (CDS), offering convenience to female students residing in the hall.

For any suggestions or complaints from students, the CDS management committee is readily available to listen and address their concerns. Please feel free to reach out to them if you have any feedback or ideas to improve these facilities.

IAEC OFFICE

The International Affairs and External Communications (IAEC) office has been established recently to make it a hub for the expatriate students, faculty members, and staff members, and international activities. The office will provide admission information to the prospective expatriate students and provide information and guideline for visa related supports. The office will coordinate with different departments of IUT and external institutions for MoU, research collaboration, faculty exchange, and dual degree programmes. It will maintain a repository of the current expatriate students and expatriate alumni, and will try to provide information related to their academic needs.

AQA OFFICE

The Office of Accreditation and Quality Assurance (AQA) takes initiatives to undertake and ensure quality education of the different programs of IUT. In line with quality education, AQA regularly organizes training programs related to quality education emphasizing on Outcome Based Education (OBE), effective teaching-learning methods, learning management system, etc. to the existing and newly appointed faculty members. AQA maintains close collaboration with the different departments of IUT and acts as a mentor to identify the gaps that are to be removed for ensuring quality education. Accreditation is recognition for quality education, therefore, AQA takes initiatives to encourage different programs to prepare and apply for accreditation of different programs from authorized local and international bodies. For effective functioning of AQA, in addition to the members of AQA; Self-Assessment Committees (SACs) from the different departments are formed to make liaison with AQA.

DEPARTMENT OF REASP

The Department of Research, Extension, Advisory Services, and Publications (REASP) aims to promote engineering research and technical cooperation, exchange technological know-how, and provide advisory, extension, and consultancy services to OIC member states and international organizations. The Department of REASP organizes regular meetings of the Committee for Advanced Studies and Research (CASR) to support and look after the Postgraduate Programmes in Engineering, Technology, Technical Education, and coordinate activities among the departments of IUT. REASP assists in collaborative research with other universities, institutes, and industries, to make the IUT Center of Excellence. REASP also organizes workshops and seminars to enhance quality research.

REASP regularly publishes many items in IUT. Some of the major publications are: IUT A Solemn Journey, IUT Newsletter, Convocation Special Brochure & News Bulletin, Academic Catalogue Student Rules Regulation, Wall calendar & Diary, Short Course, Workshop & Seminar Flyer, Event Brochure and Booklets, Student Guide, Sports Souvenir, IUT Promotional materials.

REASP provides professional consultancy services as IUT has a pool of outstanding faculty members with comprehensive experience and international reputation who may act as advisors or consultants in any OIC member states in the area of their competence.

IUT Newsletters

ACADEMIC PROGRAMMES

During the Academic Year 2022-2023 the following regular programmes with specializations as noted against each are being offered:

FACULTY OF ENGINEERING AND TECHNOLOGY (FET)

MECHANICAL AND PRODUCTION ENGINEERING (MPE) DEPT.

Doctor of Philosophy in Mechanical Engineering
Master of Science in Mechanical Engineering
Master of Engineering in Mechanical Engineering
Bachelor of Science in Mechanical Engineering
Bachelor of Science in Industrial and Production Engineering

ELECTRICAL AND ELECTRONIC ENGINEERING (EEE) DEPT.

Doctor of Philosophy in Electrical and Electronic Engineering
Master of Science in Electrical and Electronic Engineering
Master of Engineering in Electrical and Electronic Engineering
Bachelor of Science in Electrical and Electronic Engineering

COMPUTER SCIENCE AND ENGINEERING (CSE) DEPT.

Doctor of Philosophy in Computer Science and Engineering
Doctor of Philosophy in Computer Science and Applications
Master of Science in Computer Science and Engineering
Master of Engineering in Computer Science and Engineering
Master of Science in Computer Science and Applications
Bachelor of Science in Computer Science and Engineering
Bachelor of Science in Software Engineering

CIVIL AND ENVIRONMENTAL ENGINEERING (CEE) DEPT.

Doctor of Philosophy in Civil Engineering
Master of Science in Civil Engineering
Master of Engineering in Civil Engineering
Bachelor of Science in Civil Engineering

TECHNICAL AND VOCATIONAL EDUCATION (TVE) DEPT.

Doctor of Philosophy in Technical Education
Master of Science in Technical Education
Post-Graduate Diploma in Technical Education
Bachelor of Science in Technical Education
Diploma in Technical Education

BUSINESS AND TECHNOLOGY MANAGEMENT (BTM) DEPT.

Bachelor of Business Administration in Technology Management

DIFFERENT LABORATORIES AND WORKSHOPS

With a view to enabling the students to have hands on experience and to properly understand the applicability of theories taught in the class rooms, the following laboratories and workshops have been established.

MECHANICAL AND PRODUCTION ENGINEERING (MPE) DEPT.

- Cezeri Lab.
- Thermodynamics.
- Internal Combustion Engines, Heat Transfer
- Fluid Mechanics and Machinery
- Refrigeration and Air Conditioning
- Drawing and Design Studio
- Machine Shop
- Foundry, Fitting, Fabrication, and Welding
- Applied Mechanics and Materials
- Mechanical Control and Instrumentation
- Automotive Workshop
- Energy Technology
- Simulation Lab.

ELECTRICAL AND ELECTRONIC ENGINEERING (EEE) DEPT.

- Electrical Circuits Lab
- Electrical Machines Lab
- Power Systems Lab
- Electrical Workshop
- Switchgear Lab
- Electronics Lab
- Electronic Workshop
- Radio and Television Engineering Lab
- Microwave and Telecommunication Lab
- VLSI Circuits Lab
- Measurements and Instrumentation Lab
- Biomedical Engineering Lab
- High Voltage Engineering Lab
- Digital Signal Processing Lab
- Control, Microprocessor and Micro-controller Systems Lab.

COMPUTER SCIENCE AND ENGINEERING (CSE) DEPT.

- Programming Lab
- Linux Lab
- Database and Software Development Lab
- Systems and Networking Lab
- Graphics and Vision Lab
- Hardware and Interfacing Lab
- Mobile Applications and Gaming Lab

CIVIL AND ENVIRONMENTAL ENGINEERING (CEE) DEPT.

- Structure Lab
- Concrete Lab
- Geo-tech Lab
- Hydraulics Lab
- Transportation Lab
- Environmental Lab
- Survey Lab
- Water Resources Lab

TECHNICAL AND VOCATIONAL EDUCATION (TVE) DEPT.

- Centre for Arabic Language and Islamic Studies (CALIS) Language Lab.
- Audio-Visual Lab. Computer Aided Instruction
- Educational Technology Lab.
- Postgraduates Research Lab.

NATURAL SCIENCE (NSC) DEPT.

- Physics Lab.
- Chemistry Lab.

ICT CENTRE

- Computer Aided Design Lab.
- Advanced Computing Lab.
- Programming Lab.

EXISTING PHYSICAL FACILITIES

The Campus of IUT is spread over an area of 30 acres of land. The architectural plan and design of the Campus were done by Pamir Mehmet, an MIT graduate, a renowned Turkish architect. The physical layout is shown on the inside front cover.

The following buildings with a total floor area of about 35,393 m² have been built.

- Administrative Building – 3 storied
- First Academic Building – 5 storied
- Second Academic Building – 6 storied
- Third Academic Building – 1 storied
- Civil Workshop Building – 1 storied
- North Workshop – 1 storied
- Middle Workshop – 1 storied
- South Workshop – 1 storied
- Auditorium – 2 storied
- Mosque – 2 storied
- South Halls of Residence (Male) – 5 storied
- North Halls of Residence (Male) – 5 storied
- Common Facilities Building (Male) – 5 storied
- Halls of Residence (Female) – 6 storied
- Female Common Facilities Building – 6 storied
- Female Dormitory shop – 1 storied
- Student Centre – 1 storied
- Gymnasium – 1 storied
- Cafeteria – 2 storied
- 'D' type Apartment – 4 storied
- 'E' type Bungalows (2 Nos.) – 2 storied
- 'F' type Bungalow – 2 storied
- Medical Centre – 1 storied
- Laundry Building – 1 storied
- Ansar Barrack – 1 storied
- Pump House (2 Nos.) – 1 storied
- Sub-Station Building – 1 storied
- Generator Building – 1 storied
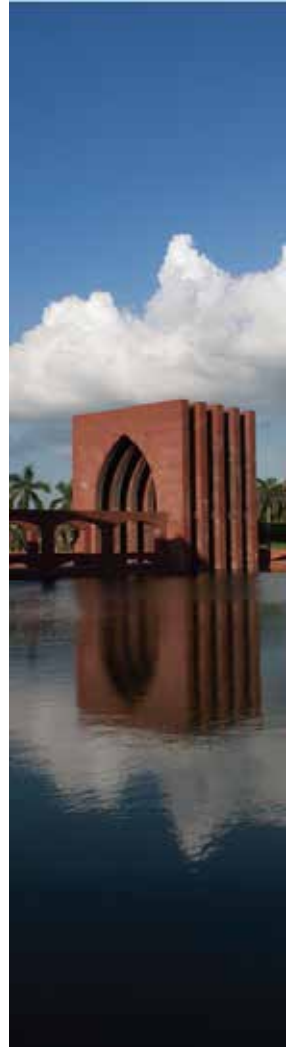
THE STUDENTS' WELFARE COMMITTEE

INTRODUCTION

Islamic University of Technology (IUT) is a subsidiary organ of the Organization of Islamic Cooperation (OIC) approved by the University Grants Commission (UGC) of Bangladesh, and Government of Bangladesh (GoB). The Secretary General of the OIC is the Chancellor of this University.

IUT was established to create competent manpower for OIC member countries in particular and the world in general possessing with the latest knowledge in respective fields of study along with high ethical-moral values.

The students and the administration of the Islamic University of Technology (IUT) appreciate the necessity of constituting a welfare association representing the students in general to facilitate the development of leadership qualities among the students. A students' body ensures the welfare of the students' community by creating an environment conducive to study, organizing various co-curricular and extra-curricular activities and competitions, social and cultural programs etc. Through successful organization of the said programs, the Students Welfare Association can develop creative minds and unleash the students' leadership potential. The association also provides a forum of communication with the University administration for the students.

The formation of the welfare association, imbued by the values and spirit of Islam, is expected to usher in a more conducive environment maintaining harmonious relationships within the university and providing an amicable and effective means to further improve the available facilities with a view to achieving the academic excellence in a holistic manner and thereby help meet the statutory objectives of the university.

AIMS AND OBJECTIVES

The aim of this Association is to learn to apply discipline in the relevant areas mentioned in this constitution and to develop leadership qualities among the students of IUT based on Islamic principles. Under this broad aim the following objectives are listed:

i. To act as a channel of communication between the students and the University authority.
ii. To facilitate conductive academic environment in the University.
iii. To develop the leadership qualities among the students of IUT.
iv. To promote the intercultural relations and welfare of students.
v. To encourage student societies, sports and social activities.
vi. To organize different co-curricular and extra-curricular activities for and on behalf of the students.
vii. To provide opportunity for the expression of student opinion within the University.

REGISTRATION PROCEDURE BLOCK DIAGRAM

IUT International Students (B.Sc.Engg & TVE Programmes)

Step 1

SEND an email to admission@iut-dhaka.edu by mentioning student full Name, Dept., Programme, and country with attachments of scanned offer letter, academic documents, passport-visa one page and jpeg passport photo ["Dept_ApplicationID_name"]. A PIN-password will be issued in reply.

Step 2

Go to the link http://registration.iutoic-dhaka.edu and enter your PIN-password and FILL UP all the required information fields. If anything is incomplete registration cannot proceed to next steps.

Step 3

Send all the scanned copies of medical reports, as mentioned in the offer letter, to the IUT Medical Centre email address: fahmed1969@iut-dhaka.edu, mentioning Name, PIN, Application ID, Country etc.

Step 4

Show proof of tuition fees payment as per the information given on offer letter (if on OIC Partial scholarship OR Self-finance programme) and procedure given in IUT website admission page and forward proof of payment to nak@iut-dhaka.edu and admission@iut-dhaka.edu.

Step 5

Any other extra scanned document if necessary will be advised to submit to Registrar's Office. After the completion of all necessary steps, a Student ID Number will be sent with a request to collect the Admission Certificate and/or Smart ID Card from your Department (MPE, EEE, CSE, CEE, BTM, TVE) office at a stipulated time frame.

Step 6

Confirm your accommodation in the allocated hall of residence. Ignore, if you are a non-residential student.

Step 7

Collect class routine during orientation program from the respective Department.

Step 8

Open AB Bank Account Number by depositing 1000/- BDT amount to AB Bank booth available at campus.

Step 9

Obtained internet ID & password and email ID from the ICT Centre.

For details, contact Admissions Officer in charge, office of the Registrar, Room No. #313 during office hours (8:30 AM to 4:30PM)

Registration Procedure for First Year Host Country Students (B.Sc. Engg/BBA-TM)

Step 1

Collect Payment Received Voucher from the Finance and Accounts Office, Room No# 302 , Administrative Building.

Step 2

Complete medical test following the instructions issued by medical center of IUT.

Step 3

Submit all related hard copy and Soft copy documents: (i) Registration form, (ii) H.S.C & S. S. C Original certificates, (iii) H.S.C and S. S. C Original Mark sheets, (iv) Passport Size photo (4 copies) to your respective department.

Step 4

Confirm the accommodation in the allocated hall of residence. Ignore, if you are a non-residential student.

Step 5

Collect class routine during orientation program from your respective Department.

Step 6

Open AB Bank Account Number by depositing 1000/- BDT amount to AB Bank booth available at campus.

Step 7

Student ID, obtained Net ID & password and email ID will be issued by the ICT Centre later.

For details, contact Admissions Officer in charge, office of the Registrar, Room No. #313 during office hours (8:30 AM to 4:30PM)

Registration Procudure for Postgraduate Admission Registration Procedure

Step 1

SEND an email to admission@iut-dhaka.edu by mentioning student full Name, Dept., Programme, and country with attachments of scanned offer letter, academic documents, passport-visa one page and jpeg passport photo ["Dept_ApplicationID_name"]. A PIN-password will be issued in reply.

Step 2

Go to the link http://registration.iutoic-dhaka.edu and enter the PIN-password and FILL UP all the required information fields.

Step 3

Send all the scanned copies of medical reports to the IUT Medical Centre email address: cmo@iut-dhaka.edu. Mention the PIN, Application ID etc.

Step 4

Visit the department's page in IUT website for information and if required send email to Secretary of the department to know the offered Masters/PhD courses this semester. Then send email to Registrar, and Head of the Department (with a copy to the Department secretary (admission@iut-dhaka.edu) for permission to register chosen courses. Note that, a part-time student can register for 6 to 9 credits and a full-time student can register for 9 to 12 credits in a semester.

Step 5

Pay the course fees as per the information given on the offer letter and procedure given in IUT website admission page and forward proof of payment to admission@iut-dhaka.edu. Fill the Registration form provided from the department and follow the procedure therein.

Step 6

Other extra scanned document may be asked, if required from Registrar's Office. When all the necessary steps have been successfully completed, a Student ID Number will be sent to you. Collect the Admission Certificate and/or Smart ID Card from Department at a stipulated time later. Note student ID number after due payment of all required fees will be issued. Communicate with the Department for class routine, exam schedules, courses offered etc.

Step 7

For any technical problem, send email to tech_admission@iut-dhaka.edu.

For details, contact Admissions Officer in charge, office of the Registrar, Room No. #313 during office hours (8:30 AM to 4:30PM)

الجامعـــة الإسلاميـــة للتكنولوجيا
UNIVERSITE ISLAMIQUE DE TECHNOLOGIE
ISLAMIC UNIVERSITY OF TECHNOLOGY
DHAKA, BANGLADESH
ORGANISATION OF ISLAMIC COOPERATION

Undertaking for any form of Academic Misrepresentation and Forgery

Please fill the following undertaking and submit it during Registration time.

I, the undersigned undertake that the academic documents submitted by me regarding admission in the_____ Programme (eg ME, IPE, EEE, CSE, SWE, BTM, TVE) of IUT for the Academic Year 2022-2023 are the true copies of the originals, qualifying the minimum requirements for admission in the aforesaid programme. If at any stage of my studentship in IUT they are found misrepresenting my academic credentials, my studentship will be null and void immediately and I will be liable for the criminal procedure as per disciplinary provisions of IUT.

For Student:

Name:_____

Exam Roll/ Application ID_____

Email: _____

Phone: _____

Brith Certificate No: _____

Full Address: _____

Signature of the Student:

For Guardian:

Name : _____

Email: _____

Contact No. _____

National ID: _____

Full Address: _____

Signature of the Guardian:

ACADEMIC REGULATIONS

The regulations related to academic matters including Admissions, Examinations and Students' Discipline are given in the booklet "ACADEMIC REGULATIONS". Some important regulations are quoted below.

ATTENDANCE

To be eligible to sit for the Semester Final Examination, students must attend at least 85% of the total number of periods of Lectures/Tutorials/ Laboratories/ Workshops/Field work in that course during the semester. In special circumstances, the Vice-Chancellor, on the recommendation of the Head of the Department, may condone 10% of the required attendance on grounds of serious illness of the student on production of certificate by a Registered Physician or reasons acceptable to the University.

GRADES

A student will be declared to have passed the Semester Examinations when he passes in all the subjects of the Semester having minimum CGPA of 2.00 for Diploma in Technical Education, Bachelor of Science in Technical Education, Bachelor of Science in Engineering, Bachelor of Business Administration. Details for Postgraduate Programmes in Engineering and Technology can be found in the book titled "RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES".

ABSENCE DURING THE SESSION

In exceptional circumstances, students who require to go home and to leave the host country during the session or cancel semester classes, will have to apply to the Registrar stating the reasons through the respective Head of the Department and the Provost and take a clearance from the Registrar. S/he has to report to the Registrar after their return to the University or resume semester classes. But the attendance clause is not relaxed in this case. The student is responsible to maintain the minimum attendance.

WITHDRAWAL

Due to medical reasons and on the recommendation of the Chief Medical Officer of IUT, a student can withdraw from the session for one year and can rejoin after full recovery by submitting the certificate of fitness from the doctor who treated his/ her. A student may also apply to withdraw on any other ground as recommended by the concerned HoD, Registrar and approved by the Vice Chancellor as per IUT rules.

RULES OF EXAMINATIONS

Student are advised to collect the examinations rules and regulations from the of office of the registrar's.

EXISTING IUT GENERAL EXAMINATION RULES AND REGULATIONS

01	**Attempt to communicate with other examinee or examinees:** i. First time -Warning by the invigilator. ii. Second time - Changing of seats by the invigilator. iii. Third time - Expulsion from the examination hall for that paper by the Chief Invigilator.
02	**Possession of incriminating document or possession of writings related to the subject of examination or copying from any other source or attempting to copy or taking help or attempting to take help from any incriminating document:** The minimum punishment is expulsion from Examination Hall and maximum punishment is cancellation of the entire examination (mid semester / semester final) in which s/he is appearing. Writings related to the subject of examination in the person of the examinee or in his/her apparels, in papers, drawing instruments, scales, calculators etc. found with him or near his desk bench or chair will be considered as writing in possession of the examinee.
03	**Use of violent languages and holding out threats to the Invigilators, Paper Setters, Examiners:** Cancellation of the entire examinations (both mid semester and semester final) and/or expulsion from the University for good. The punishment will be imposed by the Vice-Chancellor on recommendation of the Examinations Committee.
04	**Attempts to get possession of question papers or answer scripts before the examination:** Expulsion from the University for the Semester in which the offence is committed.
05	**Attempt to influence the Examiner:** Cancellation of the examination of that paper.
06	**Impersonating or causing to impersonate in the examination Hall:** Cancellation of the entire examination and expulsion from the University for good.
07	**Insertion in the answer scripts, answer to any question or questions written outside the Examination Hall:** Cancellation of the entire examination and expulsion for two semesters in addition to the semester in which the offence is committed.

REFERRED EXAMINATION

A student failing to pass maximum two courses may be allowed to sit for an examination called "Referred Examination" on the course or courses to be held normally within two weeks after publishing of the examination results. The referred examinations are for only courses of the current semester. Those who will fail in more than two subjects, shall appear in only two subjects as registered by the student. The remaining subject(s) will be added to the student's backlog subject(s). If a student fails in the referred examinations, the failed subjects will be added to his/her backlog subject(s).

BACKLOG EXAMINATION

A student with backlogged subject(s) may apply for appearing in "Backlog Examination". The registered backlogged exams will not be more than 06 courses. The examination fee required for backlog exam is $15 per credit hour for theoretical courses. In case of the lab/sessional course the fee is $60 per credit hour.

TRANSCRIPT AND CERTIFICATE

Students completing a programme successfully will be provided with a transcript on payment of fees as notified by the office of the Registrar according to the procedure of the office of the Registrar. If there are any dues or fines to be paid, the student must clear those before providing transcript or certificate.

DISCIPLINE

Islamic University of Technology is the symbol of Islamic Solidarity and Joint Islamic Action. This is a cauldron where differences will diminish, brotherly, and sisterly feeling will flourish and ideals of Islam will prevail. It is, therefore, imperative that the students coming from various Member States spreading over four continents and having varied cultural background will have a harmonious life at the University leading towards a perfectly disciplined environment which is a prerequisite for an educational institution of excellence.

The authorities will therefore expect every cooperation from all the students for maintaining law, order and discipline. If, however, any student is found guilty of any misbehavior, disobedience, insubordination, misconduct, or of negligence to his/ her academic duties or if his/her acts appear disrespectful towards the authorities, teachers and other staff, fellow students, members of the public, rules and regulations of the University or towards the tenets of Islam, strict disciplinary action will be taken against him/her in the form of warning, imposition of fine, expulsion for a specific period or expulsion for good from the University and/or

hall of residence, or in any other prescribed form depending on the magnitude and nature of the offence and as directed by the authorities. Ragging/teasing/bullying in the campus is strictly prohibited and is considered as a punishable serious offense. All students are instructed to refrain from any such activity. Formation of any students' association apart from the official Students' Welfare Association is prohibited under the Academic Regulations of IUT. All the students are therefore asked to refrain from forming any association and not to participate in any such illegal activity. No student is allowed to keep any pet in the campus. Additionally, possession, consumption, manufacture, distribution, storing of any narcotic material, alcohol, drug, arms, ammunition, non-ethical substances and to abet in the above activities are strictly prohibited and disciplinary actions including expulsion will be taken up for violating this rule.

PUBLIC DISPLAY OF AFFECTION POLICY

To maintain a suitable atmosphere for education and learning, mutual respect, and safety on campus, students, faculty, and all staff members should refrain from inappropriate, intimate behaviors on campus or at university-related events and activities.

i.   Public display of affection (PDA) is defined as any inappropriate physical contact, such as holding hands between girls and boys, kissing, and inappropriate touching between them, indecent exposure, or any other verbal, written, or physical gestures that are considered immodest based on social and Islamic values. It is assumed that everybody knows the Islamic etiquettes in these regards.

ii. Students should refrain from any kind of PDA on campus and nearby society during any university-related events, such as; fresher's receptions, farewells, festivals, convocations, seminars, field trips, competitions, any other programs or events. Finding anyone involved in any such gesture or activity, shall be considered as an offense.

iii. Anyone involved in an aforesaid inappropriate display of affection will be considered of violating campus disciplinary rules and regulations. Based on the severity of the offense, disciplinary actions shall be taken in the form of warning, parental contact, imposition of fine, expulsion for a specific period, or expulsion for good from the Hall of Residence and/or the university, or in any other prescribed form depending on the magnitude and nature of the offense and as directed by the appropriate authorities. However, any offender may be spoken privately and respectfully to rectify the behavior in case of an insignificant offense.

iv. Mosque proximity must be respected even in case of extra-curricular and any other activity.

POLICY TO REPORT ANY INCIDENT

In case of any violation of the code-of-conduct/unpleasant event, any witness can report to the Head, Office of Student Welfare and provide a summary including the title of the offense, name/ID/contact of the offender, written/verbal statement(s) from the offender(s), place-date-time, the severity of the incident, additional witness information (if any), video/audio/photo evidence (if any), and any additional information/ comments that may be helpful to conduct an investigation.

HOW TO PRESENT THE EVIDENCE

Introduce the evidence and explain the main fact you are emphasizing through the evidence. Forms of evidence are: statements, pictures, correspondences, videos/audio/both, etc. can be presented as the forms of evidences.

DRESS-CODE ON THE CAMPUS

i. Principles of Dress Code: Being an Organ of OIC and one of the leading universities of the host country, the Islamic University of Technology (IUT) aims to produce graduates with charming personality for the advancement of the Muslim Ummah. With a view to achieving this goal, the university always expects its faculty members, staff, and students to appear on campus in appropriate attire and adornments. It is commonsensically expected that all the stakeholders of this university will help its management to maintain a healthy campus environment.

ii. General Dress-code Guidelines for Campus: General expectation is sober Islamic dress code. For all the students, it is mandatory to make the Student ID card visible when attending the class or staying inside the campus (academic environment). Detailed dress code can be described as follows:

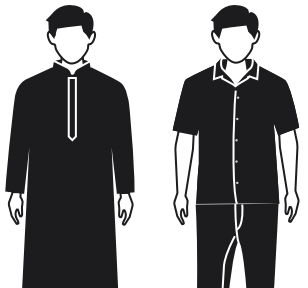|	Male	Female
Suggested	Shirt/Polo T-shirt with collar and formal full pants or Panjabi-pajama; formal footwear and other modest attire	Kameez/similar dress with a minimum length up to knees, salwar/pajama, and appropriate scarf; formal footwear.

Prohibited	Any kind of indecent/ tight-fitting/ transparent/ semi-transparent dress; sleeveless/ neckless T-shirts; any kind of trousers/ leggings/sweat-pants/ three-quarters/ shorts; wrecked/ frayed/ ragged clothes; dresses containing offensive slogans/ pictures/ signs; slippers; visible ornaments (Male)
Miscellaneous	All the dresses should be compatible with Islamic values. In addition, the students have to follow the guidelines issued by the university/department for specific academic programs/ occasions/ labs/ workshops/ sports.

iii. Photographs on dress codes are available in the Posters which are displayed in different strategic locations of the campus.

iv. The university will take disciplinary actions against students, faculty members and staff members who do not comply with the above guidelines according to the disciplinary rules and regulations.

Suggested Dress Code

Male

Female

Panjabi   Shirt   Collared T-shirt   Formal Tribal Attire

Scarf   Kamiz   Long Tops   Formal Tribal Attire

Prohibitted Attires

Three-quarter / Shorts

Tight-fitting / Neckless T-shirt

Leggings / Sweat-pants

Offensive Slogans

Sleeveless / Transparent / Semi-transparent


Ragged / Wrecked / Frayed Clothes

Slippers

Ornaments (Male)

SEATING ARRANGEMENTS IN THE CLASSROOMS AND LABORATORIES

i. Male and female students will sit in different columns/rows in the classroom.

ii. No male and female students can seat side-by-side. In case of individual sitting arrangement parted (tablet-chair), they may seat "next" to one another.

iii. If the number of female students is less than that of the male students, female students may seat in the front rows or front desks of the column. The rest of the seats located in the backside could be filled by the male students.

iv. In the labs, the above-mentioned policies of seating arrangements should be followed.

v. In case of group work or lab experiments, or lab design, group may be formed with male and female students. In this regard, the course teacher will assign the group members.

vi. Male-female students should do cooperative learning/study in specified places, such as library, laboratory, and other designated places but not in lake sides or play grounds.

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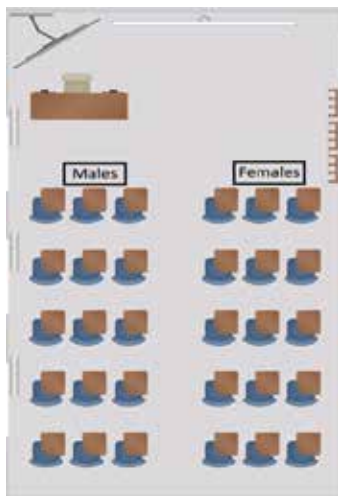
ACCOMMODATION

All the students studying on the OIC full or partial scholarships will be offered accommodation in the Halls of Residences. Self-Finance students may be given accommodation based on availability and the policy of the university. The residential student/Trainee will reside in the seat/room of the Hall of Residence allotted to him/her and shall not allow any guest without prior permission of the Provost. Nobody shall use any part of the hall of residence for cooking and eating. Maintaining halls of residence in clean and tidy conditions is a shared responsibility. Every member of the hall of residence should help keep the room, veranda, corridor, toilets etc. clean and keep their waste materials in the place earmarked for the same. No food/utensils/plate/glass etc. should be brought to the hall of residence from the Cafeteria. All male students should be inside the campus by 10 p.m. and female students by before Salatul Magrib Adhan. No student should do any activity that disturbs other students and tranquility of the hall environment. Outside cable and wired telephone connections are not allowed. No illegal and unauthorized materials should be kept in Campus, and possessions, consumption and trading of such materials are strictly prohibited and will be dealt with severely. Anybody having the knowledge about the presence of such materials should inform the Hall Authorities immediately. A code of conduct has been prepared and may be obtained from the office of the provost for both Halls of Residence (male and female). Students will be responsible for safe keeping of all the properties and valuables belonging to them.

The inter session break period is treated as vacation for the students and no residential student should reside in the Halls during the vacation unless permitted to stay under special circumstances. The following principles shall be followed in this matter:

Graduated students shall have to vacate the Halls of Residence within 7 days of the Convocation or as notified by the Authorities.

ii. Continuing students of 2nd, 3rd and 4th Year classes must also vacate the Halls of Residence during the vacation period. The expatriate students who cannot go on vacation to home/outside may be permitted on application to stay in the Hall and to take food in the Cafeteria, when permitted by the Provost of Halls of Residence.

iii. After completing one academic Programme, if the student is accepted for admission in another Programme of IUT, then the student will be charged for food and lodging at the rate of US$ 2.00 per day till the date of his registration in the second Programme.

iv. Only permitted students will be allowed to take their food from the Cafeteria.

RULES OF CONDUCT IN THE HALLS OF RESIDENCE

i. 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.

ii. The furniture and orientation of the rooms as decorated by the Hall authority should not be removed or displaced without prior permission.

iii. 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.

iv. 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.

v. 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).

vi.   No female resident is allowed to be absent from the hall after Adhan of Maghreb prayer except with prior permission from the authority and for a legitimate reason which is acceptable to the authority.

vii. Smoking is strictly prohibited inside the premises of the halls of residence.

viii. 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.

ix.   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.

OUTGOING STUDENTS

The final year students of all programs (including one year programmes) are required to contact their nominating authorities for arranging their return air tickets in advance two months before the convocation day so that they can return home immediately after the Convocation without waiting for the ticket.

In any case, they are required to vacate their seats within 7 (seven) days from the day of convocation or as notified by the authorities. In exceptional circumstances, a student may apply to the Registrar for allowing him to stay in the campus for few more days and all such ex-students will be charged USD 5.00 per day for food and lodging.

MONTHLY POCKET ALLOWANCE

Depending on the availability of funds from the contribution of the Member States, the University may disburse a monthly allowance in Taka (Bangladeshi Currency) equivalent to USD 60 to each full time undergraduate students and full time post graduate residential students to their bank account as pocket allowance to help cover the cost of stationery, books, laundry, local transport, additional food, etc. Pocket allowance is payable only to the regular prescribed student within the fixed period of his/her academic programme as per rule. After the

mandatory programme period is completed eg four years for BSc.Engg.programme, or two years for BScTE programme or one year for DTE programme, there will be no pocket allowance disbursed to such students whatsoever.

CAUTION MONEY

A refundable caution money of US$ 3.00 per month for Library, Laboratories, hall of residence etc. and a non-refundable charge of US$ 3.00 per month for supply and cleaning of linen (2 bed sheets, 2 pillow covers and 1 bed cover to be returned at the end of the Programme) and as establishment charge of the Cafeteria and mandatory membership fee of the Students Welfare Association to be decided by the House of Representative of the Association are required to be paid by each student and this will be deducted from a student's monthly pocket allowance if this is not paid in advance. All students should pay their dues in time. If any amount remains due from any student, he may not be allowed to take his grade sheets and transcript. Refund of caution money after appropriate deductions will be made only after the student submits his return plan to the Registrar along with a copy of the ticket.

VISITORS

Visitors may be received at the Main Gate guest room. Students and trainees are strictly prohibited to have guests/visitors inside the University Campus without the prior permission of the Registrar. Guests are not allowed to enter the students' halls of residence without the prior permission of the Provost. If any student/ trainee violates these rules, disciplinary action will be taken against the student/ trainee.

VISA SERVICES

INCOMING STUDENTS

Incoming international students must obtain visa before arriving in Bangladesh. If there is no Bangladesh Mission in his/her country, students are required to contact Bangladesh Missions in other countries.

STUDENTS WHO HAVE ALREADY ARRIVED IN BANGLADESH

All students who are not nationals of Bangladesh are required to submit the evidence of their visa status including copy of the relevant pages of their passport within 07 days of their arrival in Bangladesh to the office of the IUT International Affairs and External Communications (IAEC) office for further instructions.

EXTENSION OF VISA

Continuing students are required to extend their visa well ahead of its expiry by filling in on-line visa form available at http://www.visa.gov.bd and submit the printout of the same with their passports and other necessary documents to the IUT International Affairs and External Communications (IAEC) office which on checking of the documents, will issue a recommendation letter and hand over all the documents to the concerned student

for submission to the following office:

> Department of Immigration and Passports
> Govt. of the People's Republic of Bangladesh
> E-7, Agargaon, Shere-E-Bangla Nagor
> Dhaka-1207, Bangladesh

The students will have to bear the visa fee and other related expenditures on this account. Students with only landing permission or short visa are advised to contact the IUT International Affairs and External Communications (IAEC) office at least 01 (one) month before the expiry of permission/visa for necessary advice on the matter.

Students are advised to be very careful in getting their visa extended before its expiry in order to avoid fine for each day of delay. The authorities may also deport the defaulter from Bangladesh or take other legal action. The University will not bear any responsibility for any default or payment of fines in connection with visa. Students are solely responsible for matters related to their own visa.

ACADEMIC CALENDAR FOR AY - 2022-2023

Winter Semester Academic Calendar for AY 2022-2023	
Starting of Regular Courses	August 07, 2023, Monday
End of classes before Mid Semester Examination	September 29, 2023, Friday (8 weeks)
Mid-Semester Examination	Oct. 03, to Oct 12, 2023 (1 week)
Classes resume after Mid-Sem Examination	October 16, 2023
End of Winter Semester Course work	December 01, 2023 (7 weeks)
Semester Final Examination	Dec. 05 to Dec. 21, 2023 (2 weeks)

Summer Semester Academic Calendar for AY 2022-2023	
Starting of Regular Courses	January 01, 2024
End of classes before Mid Semester Examination	February 23, 2024 (8weeks)
Mid-Semester Examination	Feb 27 to March 06, 2024 (1 week)
Classes resume after Mid-Sem Examination	11 March 2024, Monday
Eid-ul-Fitr Vacation	April 08 to April 12, 2024
End of Summer Semester Course work	May 03, 2024, Friday (7 weeks)
Semester Final Examination	May 07 to May 23, 2024
Industrial Training	May 26 to June13, 2024
Convocation	June 05, 2024 Tentative
Class starts for AY: 2023-2024	June 24, 2024

LIST OF HOLIDAYS FOR AY 2022-2023

August 15, 2023	-	National Mourning Day of Bangladesh
September 16, 2023*	-	Eid-e-Milad-un-Nabi (SM)
December 16, 2023	-	Victory Day of Bangladesh
February 21, 2024	-	Shaheed Day & International
	-	Mother Language Day of Bangladesh
February 26, 2024*	-	Shab-e-Barat
March 17, 2024	-	Birth Anniversary of Father of the Nation of Bangladesh
March 26, 2024	-	Independence & National Day of Bangladesh
April 05, 2024*	-	Jumatul Bida
April 06, 2024*	-	Shab-e-Qadr
April 10, 2024*	-	Eid-ul-Fitr
April 14, 2024	-	Bangla New Year
May 01, 2024	-	May Day
June 18, 2024*	-	Eid-ul-Azha

* Subject to sighting of the moon

IUT STUDENTS' ACHIEVEMENTS

Prime Minister H.E. Sheikh Hasina with IUT Team CO_2 Killers in WB Headquarters

The IdeaBuzz Champion IUT Team CO_2 Killers

GP X Cisco 4IR Challenge 2023

IUT Team GENESIS

Ennovators 6.0 Champion

Team IUT Pixel

Formula IUT

Team EV CHARGESHARE

Team Avijatrik

IUT Team Songsoptok   IUT Team Turbo

IUT TOWARDS CENTRE OF EXCELLENCE

The main objective of the University is to help develop human resources, particularly in different branches of science, engineering, technology, business and technical education to support social and economic development of the Member States of the OIC by trying to achieve academic excellence through dissemination, creation and application of knowledge in an Islamic environment. IUT Offers programmes for the award of degrees and diplomas in the fields of engineering, technology and technical education and in such branches of learning connected with these fields as per requirement of the member states and as approved by the competent authorities.

New programmes and different departments like Textile Engineering, Mechatronics, Nuclear Engineering, Urban Planning and Architecture, Water Resources Planning, Biotechnology, Safety Management Engineering and Biomedical Engineering, etc. will be launched and will raise the overall standard of education offered by the university through engagement of properly qualified and experienced faculty members, regular updating of course curricula, modernization of rules and regulations, upgrading of laboratories and other infrastructural facilities. Conduct, guide and promote research in engineering, business, industrial and technological fields and in technical and vocational education for the benefit of the member states of the OIC. Collaboration with renowned universities of the developed world with a view to exchange students and faculty members with them, to conduct joint research on contemporary issues, undertake infrastructural development to meet the demand of the day by raising the student population from the present level about 15000 gradually within the designed time frame and thereby upgrade the status of the university. Centre for Sustainable Development, Climate Change Studying, Appropriate and Green Technology, Sustainable Development, Manufacturing Research, Entrepreneurship Development, Genetics etc. will also be opened with the span of development phases.

IUT has formed a new unit for Accreditation and Quality Assurance (AQA) with an aim to improve the quality of education and research in IUT. AQA has a future plan to upgrade IUT from Teaching University to Research University. AQA is working hard and adopting plan for getting accreditation by both national and international accreditation bodies.

Keeping its vision and mission in mind, the University is in the process of preparing a Master Plan which will ensure optimum utilization of its available land space within the campus. This will incorporate the present as well as future physical facilities that the university will require with the increase of the number of students and programmes phase by phase over the years with the inclusions of the vertical extension of the existing buildings and construction of new multi-purpose structures including state of the art laboratories and workshops, smart class rooms considering the needs of the students and demand of the digital age with a view to preparing the youths of Ummah to face the challenges of the 21st century.

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Tel.: +966 12 6515222
Fax : +966 12 6512288
Website : www.oic-oci.org

ORGANISATION OF ISLAMIC COOPERATION (OIC)
ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
منظمة التعاون الاسلامي (أو ائي سي)
الجامعة الإسلامية للتكنولوجيا (ائي يو تي)
ORGANISATION DE COOPÉRATION ISLAMIQUE (OCI)
UNIVERSITÉ ISLAMIQUE DE TECHNOLOGIE (UIT)