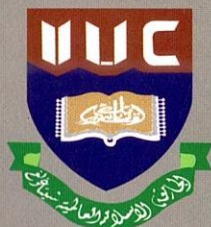


Students Guide



**STUDENT
AFFAIRS
DIVISION**

STUDENT AFFAIRS DIVISION

الجامعة الإسلامية العالمية سيتاغونغ

INTERNATIONAL ISLAMIC UNIVERSITY CHITTAGONG



STUDENTS GUIDE

March, 2004

Published by :
Student Affairs Division
International Islamic University Chittagong

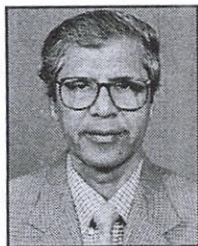
Cover Design :
Iqbal Karim Ripan

Computer Compose :

KVMO Chittagong
018-310211

CONTENTS

▶ Introduction to International Islamic University Chittagong	3
▶ Introductory Brief on STAD	8
▶ Unitwise STAD Programs	9
▶ International Islamic University Chittagong : General Discipline	17
▶ Rules of Conduct and Attire	21
▶ Dress Code and IIUC Norms for the Female Students	23
▶ The Quranic Injunctions and The Prophetic Advices Regarding The Observance of Purdah.	23
▶ Enforcement of The Rules	24
▶ Procedure of Disciplinary Action and Appeal	26
▶ Regulations Regarding Hostel Management and Resident Students	29
▶ Rules & Regulations of Study Class	34
▶ International Islamic University Chittagong : Internal Telephone Directory	38
▶ Pictorial Presentation of STAD Activities	39
▶ Muslim Students` Oath.	47



FOREWORD

International Islamic University Chittagong (IIUC) is following a new approach to higher education that is unique in this country. Its avowed objective is to create a moral and spiritual awareness among its student through its curricular programs, in addition to imparting modern knowledge of the physical world and human institutions. Our firm belief is that any higher education system with any pretension to human development must address itself to the needs of the spirit as much as those of the mind.

The world, over the past few decades, is watching helplessly a gradual delinking of the moral content from the main corpus of university education. Needless to say, the consequences of this schism have been quite devastating. Further the world, in terms of unending conflict and dissension in both national and international spheres, seems to have been paying a rather high price for neglecting this aspect of education. IIUC in its own modest way and within its limited scope is striving to set right this imbalance - the success or otherwise being largely dependent upon how members of the university respond to the challenge.

Student Affairs Division (STAD) of IIUC is entrusted with the task to translate into sensible terms this new approach. The present 'Guide' gives students a glimpse into STAD's wide-ranging programs and activities aimed at this direction.

I invite the new entrants to come forward with enthusiasm and energy to take part in these activities to prepare themselves for their own future and for the country itself.

May Allah help us all.

(Professor Dr. A.K.M. Azharul Islam))

Vice-Chancellor

International Islamic University Chittagong

Note from the Director Student Affairs Division

All praise be to Allah (SWT) Who has enabled us to bring out this Students Guide.

IIUC's 'Students Guide' has been published to assist our students in smoothening their transition into University life. One of the most exciting period of a person's life is University life and therefore everyone should take the fullest advantage and use one's time here to the maximum in the pursuit of academic excellence.

As an International Islamic University, International Islamic University Chittagong (IIUC) is not only giving emphasis on the curriculum development but also co-curriculum development. Our student development is focused on three inter-related aspects: mental, spiritual and physical. With this, our vision is to produce well-mannered and integrated individuals, who at the same time are skillful in their respective discipline. Hence students' participation in the co-curricular activities particularly will undoubtedly enhance the vision. This will eventually lead to mentally and emotionally mature individuals.

This 'Students Guide' is an updated publication pertaining to services and information provided by the Student Affairs Division to the students. I believe this will be helpful during students stay in IIUC.

It is not free from errors & imperfections. Therefore, all are welcome to forward any comments or suggestions to Student Affairs Division. Hopefully, this will help make our future editions even more complete and informative.

I would like to thank Prof. A.K.M. Azharul Islam -Hon`able Vice-Chancellor of IIUC, Prof. Dr. Abu Bakr Rafique-Hon`able Pro Vice-Chancellor, Md. Mamunur Rashid, for their contributions, suggestions & painstaking labour in making this publication a success. May Allah grant our all efforts and give best reward in hereafter.

A.Z.M. Obaidullah
15-03-04

A.Z.M. Obaidullah
Director
Student Affairs Division

Introduction to International Islamic University Chittagong

B a c k g r o u n d

International Islamic University Chittagong (IIUC) is one of the Government approved Private Universities in Bangladesh. The credit for the idea of establishing this university goes to Islamic University Chittagong Trust (IUCT) which is the founder organization and sponsoring authority of the University. This trust is a non-political, non-profit oriented voluntary organization. It is registered with the Government of the People's Republic of Bangladesh under the Societies Act XXI of 1860. This trust felt the need for a University under private initiative in view of absence of institutions of higher learning based on Islamic vision of life in the public sector. Based on an idea which had its origin in 1990, the trust discussed the concept of a Private Islamic University with a group of intellectuals, Islamic thinkers, researchers and educationists, at home and abroad. None but these Islamic personalities came forward to materialize the idea of such an institution by putting together their ideas, energies and financial supports. In 1992, they established an anchor organization called Islamic University Chittagong Trust (IUCT), Under the aegis of this body and by the grace of Allah (SWT) International Islamic University Chittagong got the Government approval on 11.02.95 and the University was founded in the same year accordingly. Thus, a long-cherished dream of the people of Chittagong, Bangladesh came true.

Legal Aspect

The founding of International Islamic University Chittagong was made possible by the passage of a historic Act of Parliament in 1992-*"The Private University Act, 1992."* In the history of the development of the institutions of higher education in Bangladesh, this Act, for the first time, created opportunity for establishment of Universities in the Private Sector through private enterprise, subject to clearance of their academic curricula and syllabi by the **University Grants Commission (UGC)** of Bangladesh and thereafter, final approval by the Government of Bangladesh.

Having fulfilled the requirements as laid down in the Private University Act of 1992, and after obtaining the necessary clearance from University Grants Commission (UGC), and the permission of Government of Bangladesh (GOB) through the Ministry of Education, IIUC started functioning in 1995 with three Faculties, e.g. **Faculty of Shar'iah & Islamic Studies, Faculty of Modern Sciences and Faculty of Administrative Sciences.**

The Private University Act, 1992 empowers IIUC to frame its own Statutes, Ordinances and Regulations governing the manifold activities of IIUC-academic, administrative, financial, students welfare, discipline etc. Most statutory bodies formed under the provisions of the Act have since been functioning.

The Charter of IIUC as framed within the provisions of the Act and as approved by the Government empowers the University to confer degrees in various disciplines.

International Islamic University Chittagong

International Islamic University Chittagong (IIUC) is a private university established in 1995 under 'The Private University Act 1992' in the Port-City Chittagong, the second largest city of Bangladesh. 'Islamization of knowledge' is the motto of this university.

There are about 13 public Universities in Bangladesh (including the Engineering and Agricultural ones), which are run by the Government, funded by the Government, aiming at creating scope for Bangladeshi students for higher education. Unfortunately these Universities are not adequate to cope with the present day ever increasing need. Their capacity in taking the students is limited. As a result, thousands of students are rushing to the neighbouring country India for higher education.



International Islamic University -Why?

After the enactment of 'Private University Act, 1992' a group of educationists, philanthropists and Islamic thinkers of Chittagong organized themselves under the auspices of Islamic University Chittagong Trust (IUCT) led by Late Maulana Muhammad Abdul Jabbar, Peer Shaheb- Baitus Sharaf, to establish an International Islamic University in Chittagong to realise the Long cherished dream of Muniruzzaman Islamabadi. IIUC aims at producing graduates having high academic attainments with high morals.

The University was established by IUCT having 17 Founder Members, 47 Honorary Members, 13 Life Members and 11 Members from other categories.

International Islamic University Chittagong is an institute of higher learning run on non-profit basis. All its income is ploughed back to University exchequer. It offers assistance to the poor but brilliant students to continue their higher studies.

Concept of International Islamic University Chittagong :

- International Islamic University Chittagong will be an institution of higher learning wherein Western education, science and technology will be pursued with an adjustment with principles of Islamic education approach;

- International Islamic University Chittagong is an institution wherein all Islamic and modern subjects and courses will be offered through an integrated system;
- International Islamic University Chittagong is an institution wherein Islamic values, culture and civilization will prevail predominantly among its faculties, students and employees;
- International Islamic University Chittagong is an institution wherein all its students, teachers, administrators & others will be ardent followers of the principles and basic tenets of Islam;
- Above all International Islamic University Chittagong is an institution wherein Islamic specialists and experts will be produced/supplied to meet the contemporary requirements and demands of the century and that of Ummah in Islamic perspective.

Principles of knowledge to be pursued by IIUC :

- Knowledge based on *Tawheed* (oneness of Allah), *Risalah* (Prophethood) and *Akhirah* (life Hereafter), and appropriate view point or approach of Islam to human life and this world pointing out the inappropriateness and voidness of atheism and secularism as well as old and new ignorance will be offered;
- Comparative study on Islamic and secular social, economic and political theories, principles and characteristics will be pursued and made highlighting the superiority and supremacy of Islam;
- Knowledge about the on going renaissance of Muslims' which will be concluded with sure victory of them in the 21st century and the responsibilities to be discharged by the new generation for reforms and reconstruction of the world order in the wake of counting movements will be propagated;
- Knowledge on modern science and technology intermingled with Islamic ideals will be common for all students since 21st century will be not only accusatory for Islam but a century for new science and technology.

Mission of the University

This University shall expound the cultural background of the nation and side by side inculcate the Islamic values about life and nature and the Universe with a view to opening the minds of the future generation towards better ways of thinking and living. The University aims at providing trained manpower endowed with qualities of honesty and efficiency capable of contributing towards the socio-economic and moral upliftment of the country.

In addition to this, this University will follow a policy of continuous Islamization of academic curricula in different branches of knowledge so that its students can imbibe the true spirit of Islam as an effective guiding principle in their work and daily life. The University will offer facilities to create and foster a highly motivated environment for the young learners who will find their *Alma Mater* a fully dependable seat of learning and a center for career development with harmonious development of body, mind and spirit.

Scope of the University

International Islamic University Chittagong (IIUC) is an independent University exercising powers and authority to provide education and confer higher degrees in all branches of Shari'ah, Humanities, Social Sciences, Business Studies and Modern Sciences including Computer Science & Engineering, Environmental Sciences, Aquaculture, Computer & Communication Engineering, Media & Information Science etc. This will include under graduate Programs and Post-graduate degree programs including Ph.D. It has also the power and authority to award certificates, diplomas and other academic distinctions in the fields of studies as mentioned. Initially, however, IIUC awards four year Bachelor's Degree with Honors in Quranic Sciences & Islamic Studies, Da'wah & Islamic Studies, Business Administration, Computer Science & Engineering, Computer & Communication Engineering, English Language and Literature and Masters Program in Quranic Science & Islamic Studies, Business Administration. IIUC also offers Diploma in Computer Science, MBA for Executives & Certificate in Arabic Language. But in course of time, Insha Allah, academic programs will be expanded in all subjects in Humanities, Social Sciences or Administrative Sciences, Business Studies and Modern Sciences keeping in view the ever-increasing scientific and social need of Bangladesh in particular and Muslim Ummah in general.

Foreign Collaboration

IIUC has signed formal Academic Collaboration Agreement / Memorandum Of Understanding (MOU) with International Islamic University Malaysia (IIUM) and University College of Cape Breton (UCCB), Canada and Multimedia University Malaysia (MUM) European Institute for Human Sciences at France and Islamic Foundation Leicester, U.K. for exchange of students and faculty; organizing joint seminars and conferences and sharing pro-



grams of mutual interest, etc. IIUC is also presently working on initiating similar linkage program/agreements with some other Universities like National University Malaysia (UKM), Al-Azhar, Egypt and International Islamic University Islamabad (IIUI) in order to expand its areas of academic collaboration with overseas universities.

Introductory Brief on STAD

■ Office hours :

Saturday-Wednesday: 8.30 am-4.30 pm

Thursday- 8:30 am-12.30 pm

Telephone No: (880-31) 610085. 610308. 638657.

Extension : 110, 225

Student life is an extremely challenging phase. In order to allow our students to perceive their potentialities, Internitonal Islamic University Chittagong established the Student Affairs Division (STAD). Using STAD as a platform allows our students to take full advantage of campus happenings. The role and functions of the Student Affairs Division are:

- To organize and conduct students programs.
- To provide training and instructions to our students.
- To explore the potentialities of the students.
- To recommend and approve programs and
- To co-ordinate, advise and monitor programs.

One of the main objectives of the International Islamic University Chittagong is to develop Islamic characteristics and personality among the students of the University. STAD assists in students' personal and professional development in accordance with the University's philosophy and objectives. One of the emphases of STAD is to produce intellectuals and professionals with values of *Taqwa and Adab*. STAD aims at attaining and developing the following outlooks and characteristics:

1) Faith, Knowledge and practice:

- a. Khalifatullah (vicegerent of Allah)
- b. Al Ibadah.
- c. Enjoining good deeds and avoiding evil-doings.
- d. Wisdom
- e. Trustworthiness.
- f. Culture awareness.

2) Ukhuwah (Brotherhood) and Ummatic spirit:

- a. Mutual love and respect
- b. Mutual understanding and tolerance
- c. Practice of Shura (counselling)
- d. Universalism

- e. Harmonization with nature.

3) Creativity, innovation:

- a. Critical, rational and strategic mind.
- b. Providence and optimism
- c. Aestheticism.
- d. Encouragement of students' active participation in co-curricular activities.

4) Skill:

- a. Academic excellence
- b. Communicative skill
- c. Dexterity
- d. Competence.

5) Discipline:

- a. Time management.
- b. Dedication.
- c. Efficiency and effectiveness.
- d. Self restraintment from don'ts.
- e. Production of well mannered and integrated individual.

6) Leadership:

- a. Clear mission & vision of Dawah.
- b. Orientation with movement.
- c. Production of active students who will become future leaders.

7) Promotion of the philosophy and objectives of IIUC:

- a. Knowing and understanding of the University's history.
- b. Islamization and integration of knowledge.
- c. Commitment to life long education.

Unitwise STAD Programs

1. Leadership Training Unit:

Realizing the fact that the formal education through lectures in classroom is not adequate to achieve the goal of Islamic education, IIUC designed and institutionalized supporting Islamic Study Class, Leadership Training Program as co-curricular programs that become a part and parcel of the University academic curriculum. International Islamic University Chittagong always encourages students to excel not only in their academic level but also to develop their Islamic characters and personalities to make them ideal and responsible citizens. Islamic Study class is the right step towards that end. The syllabus of the Study class covers *Quran, Hadith, Literatures* on Leadership, History, Mission Awareness, Global Issues etc. This program is implemented continually for 4 years (7 semesters). It is a compulsory program for all IIUC students to graduate.

Dynamic Leadership Training is another program offered by the STAD for developing leadership skills and charisma among the students so that they may face the socio-economic and cultural challenges of the 21st century. This program aims at training students with proper vision, mission commitment and dedication towards Islamic causes.

There are two major categories of Dynamic Training Program:

- a) **Basic Dynamic Training Program:** Designed for all students. Every student must attend at least one program out of several offered every year.
- b) **Advanced Dynamic Training Program:** Designed for selected participants attended the Basic Dynamic Training Program.

Mission Awareness Program (MAP)

Objectives:

- ◆ To clarify the mission in life.
- ◆ To strengthen Ukhuwah.
- ◆ To understand the role as future leaders.

Study Class: (A compulsory program)

Introduction

Realizing the fact that the formal education through lectures in class room is not adequate to achieve the goal and objectives of Islamic education, Internitonal Islamic University Chittagong (IIUC) has designed and institutionalized students' Islamic Study Class, Leadership Training Programme as an informal educational programme that become part and parcel of the whole curricula of IIUC.

As for Study Class and Leadership Training Programme, the University authority had agreed to regard it as compulsory co-curricular activities and the performance is inscribed in the transcript to ensure good responses from students and also to reflect the STAD's roles and University's commitment towards moulding their personalities and activities.

One of the main objectives of IIUC is to take practical steps for the moral, intellectual and ideological development, in accordance with the norms of Islam and to take necessary steps for developing practical solutions of contemporary problems. To develop Islamic character and personality among the students and teachers and the supporting staff of the University is also one of our main objectives,

With this end in view IIUC has always encouraged students to excel not only in their academic level but also to develop their character and personality to make him a better equipped individual and also to enhance Islamic brotherhood among the students. Islamic Study Class is the right step in that direction. The syllabus of Study Class is designed with the hope that

after successful completion of it students will become graduate imbued with Islamic ethos and principles.

Mission of Study Class:

To produce integrated practical intellectual with leadership qualities in order to serve the Creator and the Ummah and to fulfill the mission of IIUC as a vicegerent of Allah (SWT) using the methodology of Hikmah and Mauizatul Hasanah.

Objectives of Study Class:

General objectives:

1. to develop a right and comprehensive understanding of Islam.
2. to strengthen the foundation of faith and Islamic attitude towards life and its activities.

Special Objectives:

1. to increase self awareness.
2. to improve interpersonal relationship
3. to build up brotherly ties among the group members.

Syllabus:

Al Quran, Hadith, Aqidah, Ibadah, Aqhlaq, Leadership, contemporary issue etc.

Implementation:

The Programme is implemented consecutively for 4 years, covering a total period of 7 semesters. It is a compulsory program for all IIUC students. Students are divided into groups of about 10 members for each group called Study Circle. Each group is led by a Naqib to be appointed by the concerned supervisor. The appointment is given on the basis of the students' commitment to Islam and possession of good character. Other factors include their academic standings, leadership qualities, communicative skills, and knowledge of Islam. Each group would meet once a week for one hour session.

Evaluation:

Evaluation will be done for every session by the supervisors with the help of Nuqaba. Among the major factors considered in the evaluation are attendance, participation and performance. Quranic recitation and practice of Ibadah are relatively more emphasized. The qualitative level of performance will appear in the examination transcript.

The performance of the students will be evaluated in the following ways:

Excellent	80% - 100%
Good	60% - 79%
Fair	50% - 59%
Fail	0% - 49%

2. Students' Activities Unit :

This particular unit exists to provide students with opportunities to learn through hands-on experience how to organize and run the respective clubs and societies. STAD assists our students to develop specialized skills such as leadership, decision making, communications, goal setting, organizational and time management skills - all essential skills, necessary in making our graduates better able to survive in the corporate and competitive world. This unit's main function is to encourage all students to organize various programs. This unit also assists :

- ◆ To organize seminar, symposium, discussion meeting in observance of important national and Islamic days and occasions.
- ◆ To organize and co-ordinate the following programs :
 - i) Orientation Program
 - ii) Convocation Fiesta
 - iii) Formation of Nuqaba Council.

Orientation Program :

Orientation Program, usually 2/3 days long, is scheduled before the start of every new semester to make new students acquainted with the University's system, rules and regulations pertaining to academic and students activities, introduction with respective faculty members and so on. It introduces students to programs of STAD, campus organization and services within the University through informal discussions and activities. This program is very important for all new students and they should not remain absent from this program.



All new students are suggested to arrive at the University one week ahead of the commencement of the semester. At the end of the program Oath Taking Ceremony takes place.

Orientation Programme Rules and Regulations:

1. Every student must observe punctuality for all Orientation Programs.
2. Students should remain silent and be attentive to all lectures during the Orientation Programs.
3. All new students shall attend all programs as scheduled.
4. Slippers and strap less sandals are not allowed to be worn during Orientation Program.

5. Round neck T-shirts of unusual fashions are not allowed to be worn during the Orientation Program.
6. Female students must dress properly. They are not allowed to leave any part of head or hairs, neck or body uncovered excepting the face and palms of the hands.
7. Smoking is strictly prohibited.

Clubs & Societies :

The office of Student Affairs plays a central role in the development and growth of students' co-curricular and extra-curricular activities. From debating to blood donating, IIUC is committed to the growth and richness of its extra and co-curricular activities. IIUC offers a wide range of activities which are cultural, environmental, recreational, social and intellectual in nature. Students' activities, however, are not limited to any of these categories, but rather, are open to new ideas and suggestions. IIUC encourages students who have good academic standing to actively participate in the events that are offered. Student Affairs Division currently has established three clubs :

a) Debating Club : IIUC Debating Club is the first students' activity club at IIUC. The missions and goals of the club are:

- To promote the art of debating and public speaking among all students of the University.
- To train members in the art of reasoning and sharpening their logical thinking skills.
- To develop confidence and self - efficacy.
- To develop sharpness and clarity of expression.
- To enhance the general knowledge base.
- Ultimately to bring out the very best from the students.

Principal activities :

- Organizing Intra IIUC Debates in both English and Bangla every year.
- Brainstorming Sessions.
- Open mike sessions on various current issues.
- Organizing Home and Away Debate sessions competition between IIUC and other Universities.
- To organize or help in arranging various Inter University Debate Competitions on non-competitive debate festivals on a national scale.
- Arranging workshops on debates and many more.

b) Games and Sports Club :

Strategic goals :

- Develop a healthy environment of sports at IIUC.
- Motivate students properly both in indoor and outdoor sports.

Functional objectives :

- Provide regular indoor games facilities for the students at the recreation

centre.

- Organize a number of sports event every semester.
- Form IIUC teams and participating in events in national and international arena.

c) Literary and Cultural Society :

The objectives of this society are :

- To promote and uphold the philosophy and objectives of the University.
- To enhance the quality and skill of the students in the field of intellectual and cultural interest.

Two more clubs i.e. Computer Club and Female Students Club will be set up immediately.

3. Sports and Recreation Unit :

University life is about much more than just academic excellence. During their time here, all students shall have numerous opportunities to develop a range of valuable skills. Keeping this in mind, Student Affairs Division organizes various types of sports and recreational activities through out the year. This unit shoulders the following responsibilities :

- To provide sports facilities such as sports equipments, field and coaches.
- To encourage students to participate in any sports and recreational activities organized by STAD.
- To organize participation of the University Team in any sports competition at Inter University level.
- To organize Intra-Varsity championship competition in indoor and outdoor games.
- To visit other Universities at home and abroad with a view to exchanging ideas and views and introducing own varsity to others.
- To arrange tour to historical places and business organization.
- To organize pleasure trip/picnic/study tour etc.

4. Public Speaking and Cultural Unit :

To offer our students an outlet to express their thoughts, feelings and emotions Public Speaking and Cultural Unit was formed. This unit works at inducing and encouraging creativity among the future leaders. It also cultivates interest in all sorts of performing arts. STAD has already founded various bodies such as debating club, literary and cultural society, etc to facilitate regular activities. This unit shoulders the following responsibilities :

- Organize the championship competitions, debate and lectures on national & Islamic issues.
- To make arrangement for essay competition regarding National and Islamic issues.
- To form and develop a University Debating Team which represent in

BTV and other competitions.

- Organize a week long cultural festival.
- Organize academic prize giving ceremony.
- Co-ordinate with Computer Science Dept. in developing Computer Club.

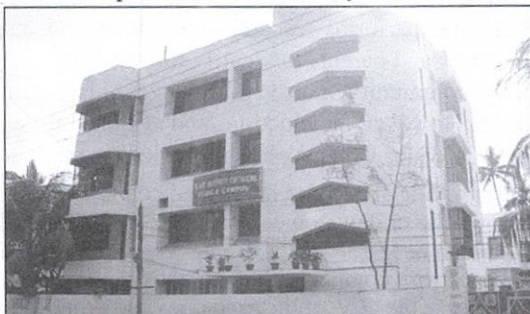
Public Lecture Series:

- ▷ Correspond with resource persons & assure them.
- ▷ Make necessary arrangement in holding the lectures i. e. decoration, reception, publicity, entertainment etc.
- ▷ Preserve lecture notes for publication and references.

5. Hostel Unit:

Our hostel unit is specially formed to assist students in locating proper accommodation. This Unit will do its best, as it is committed to providing the best possible service to our students. The University will, in course of time, be a fully residential one. At present, the University maintains four

rented buildings as hostels. All 3 boys' hostels are at Chandgong R/A while the solitary girls' hostel is at Katalgonj Residential Area where most of the non-local students are accommodated. This unit is committed to organize vari-



ous student activities in hostel such as marking the national & Islamic days, sports program (indoor & outdoor), discussion (Quran/Hadith/Masala-Masael etc.), cultural program etc.

6. Student Service Unit :

Under the Student Affairs Division stands the Student Services Unit. A variety of services are offered under this particular unit. It is our duty to provide our students' with the best possible services, and in doing so our staff is committed to making our student's stay in IIUC the best ever.

a) Service and Training Center (STC) : IIUC authority has established a service center for the students to facilitate photocopying, lamination, spiral binding, phone & computer compose services, The center is furnished with sufficient number of photocopier machines, telephone and many computers. Students can avail these facilities with minimum cost, A number of employees are always ready to serve the students. Fax, Internet and E-mail services are provided through the Service & Training Center.

b) Health Service : It goes without saying that student life is extremely stressful with work loads and heavy study schedules. Consequently our

students are bound to require efficient medical services. IIUC has a plan to establish a modern clinic for health care of its students, faculty and staff. For the time being, IIUC has appointed an M.B.B.S. physician who serves the students, faculty and staff in respect of prescription & advising.

c) On-Campus Employment : IIUC provides limited on campus employment to interested students. At present 20 students work at Library and Informaiton Division. The students will be assigned to diffrent administrative and academic departments to help with official work, if needed.

7. Counselling and Career Guidance Unit :

This unit exists to organize and carry out activities that will encourage the students' development to the maximum. In step with its image, the Counselling and Career Guidance Unit practices professional and ethical individual counselling. This particular unit also extends its services to staff and also parents.

This unit performs research, interviews and discussions with students, lecturers and parents to identify the needs of all levels and aspects of our IIUC community. It also co-organizes smart learning courses for our students. However, the functions and responsibilities of Counselling and Career Guidance Unit may be summarized in the following ways :

- ▶ To provide group and individual counselling.
- ▶ To assist students on career and job placement.
- ▶ To take necessary steps on introducing IIUC to industrial sector.
- ▶ Keep close contact with prospective companies.
- ▶ Perserve the C.V. of the graduates and other information.
- ▶ Advise and assist students to solve their problems.

8. Scholarship and Financial Assistance Unit :

Limited fund mostly received from donations and Zakat from home and abroad is available for extremely deserving students as financial assistance from the University. Moreover above 5% of total tuition fees earned in every semester is concessioned for meritorius but poor students as per provision of the Private University Act 1992. Besides, Students who hold places between 1st to 10th in the merit list at HSC or Alim level are eligible for a full exemption of all tuition fees under certain conditions. This unit processes the application of students seeking stipend/conccssion and make necessary agement for some scholarship from diffrent organizations.

Special Facilities for Shariah Faculty Students : IIUC authority exempts 50% of tuition fee for all students of Shariah Faculty. Besides, the authority has set aside an amount of money to be awarded to the meritorious students for their outstanding performance in each semester. This amount covers their education expenses for the whole semester.

9. Specia! Unit :

This unit is supposed to perform the following tasks :

- ▶ General administration.
- ▶ To see and look after the requirements of the STAD office and its employees.
- ▶ To prepare and circulate the notice / letters regarding different programs and issues.
- ▶ To prepare press release of different programs.
- ▶ To take necessary steps in publishing brochures, leaflet regarding students activities, study class and others.
- ▶ Publications of IIUC magazine.

10. Disciplinary Unit :

This unit is formed to oversee the disciplinary actions, measures and charges. It performs the following tasks :

- a) To prepare and introduce the Students' General Discipline Rules.
- b) To issue the Show-Cause notice to the students concerned and communicate with accused students and maintain procedures for taking any disciplinary action against the students.
- c) Holding Discipline Committee Meeting and follow up the consequences.
- d) Preserve all Show - Cause notices and their replies.
- e) Circulate the decisions of the Disciplinary Committee to departments/ students/divisions concerned.

International Islamic University Chittagong : General Discipline

General Prohibitions

1. Muslim Students shall not act contrary to the Islamic code of conduct as prescribed by the Shariah or neglect Islamic duties which are obligatory upon them in private or in public within or outside the campus.
2. Non-Muslim students shall be required to respect the Islamic code of conduct and not act in any way which may be interpreted as disrespectful to Islam.
3. **A student shall not :**
 - a) act in any manner that constitute or appears to constitute a threat or intimidation which is injurious, physically or mentally, to the well being and safety of any other student or any member of staff of the University or the security and harmony of campus life in the University.
 - b) act in any manner that constitute or appears to constitute contempt of the University authority or an

official body or an officer of the University.

- c) conduct himself, whether within or outside the campus, in any manner detrimental or prejudicial to the interests, well - being or good name of any of the students, staff, officers or employees of the University, or to public order, safety or security, or to morality, decency or discipline.
- d) violate any provision of any written law, rules regulations orders and procedures, whether within or without the campus.
- e) disrupt or any manner interfere with or cause to be disrupted or in any manner interfared with, any teaching, study, reserch, administrative work, or any activity carried out by or under the direction of or with the permission of the University, or do any act which may cause such disruption or interference,
- f) prevention obstruct or interfare with, or cause to be prevented, obstructed or interfared with, any officer or employee of the University or any person acting under the direction or permission of such officer or employee, from carrying out his work, duty or function, or do any act which may cause such prevention or obstruction.
- g) prevent or obstruct, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act which may cause such prevention or obstruction.
- h) organise, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction or with the permission of the University.
- i) damage in any manner or cause to be damaged in any manner any property in the University, or do any act which may cause such damage.
- J) disobey or fail to comply with any instruction or requirement made by the Warden of any hostel in respect to any rules and regulations or orders made for that Warden.
- k) fail to comply with any instruction or requirement

by the university Librarian, a member of the library staff or other library employee in respect of the use of the library, its books and other facilities therein;

Organising assemblies

4. (1) No student and no organisation, body or group of students shall, without the prior permission of the Vice chancellor or of a person authorised in writing by the V.C. to grant such permission, organise convene or call, in doing any act towards holding, organising, convening, or calling, any assembly of more than five persons in any part of the campus on any land or in any building belonging to or under the possession or control of the University or used for the purposes of the University.

Making, using, owning etc. of banners, placards etc.

5. No student, and no organisation, body or group of students shall :
 - a) make or cause to be made or do any act towards making or causing to be or
 - b) fly, exhibit, display or in any manner make use of or cause to be flown, exhibited, displayed or in any manner made use of, or,
 - c) own or have in his or its possession, custody or control, any flag, banner, placard, poster, emblem or other device which is conducive to the promotion of immorality, indiscipline, disorder, disobedience or contravention of these rules.

Students' objection to entry, exclusion etc. of persons from campus

6. No student, and no organisation body or group of students, shall make any objection orally or in writing or in any other manner to the entry into or the presence in or in the exclusion for, or the expulsion from the campus of any person body or group of persons,

Drunkness

7. Any student who is found in a state of the drunkness under the influence of liquor within or outside the campus shall be guilty of a disciplinary offence.

Obscene Article

8. (i) No student shall voluntarily view or here any obscene article within the campus.
(ii) Obscene articles includes any articles or materials which are considered objectionable to Islamic moral norms and values of the Shariah.

*Dangerous
drug & poisons*

9. i) No student shall have in his possession or under his custody or control any liquor, dangerous drugs and poison.
- ii) No student shall consume orally or smoke or inhale, or introduce into his body by injection or in any other manner whatsoever, any dangerous drugs or poison.
- iii) any student who is found under the influence of any dangerous drug or poison shall be guilty of a disciplinary offence.

*Cleanliness
within campus*

10. A Student shall not do anything which may be prejudicial to the cleanliness and neatness of a student, living accommodation within the campus or of any other building or structure within the campus.

Making of annoyance or noise

11. A Student shall not make any sound or noise, or cause any sound or noise to be produced, by any means or in any manner, where such noise or sound is likely to cause annoyance or disturbance to any person within the campus.

*Decently dressed in
accordance with Islamic code.*

12. (i) Muslim students are expected to dress in a manner considered proper by the Islamic Shariah.
- (ii) Non-Muslim students may adopt the Islamic dress if they so desire. Otherwise they should observe modesty and decency in the University premises.

Enter into prohibited parts of campus or building

13. A student shall not enter any part of the campus or any part of any building within the campus the entry into which is prohibited to students generally or in particular, to the student or class of students concerned.

Disobedience

14. Where a student fails to comply with our contravenes, any legitimate order, instruction, direction or requirement given or made by any officer or employee of the University authorised to give or make same in the campus, he shall be guilty of a disciplinary offence.

Rules of Conduct & Attire

A. Rules of Conduct for Students

1. General Rules :

- 1.1 Muslim students are required to comply with rules and regulations of University and shall not act contrary to these rules and regulations or the Islamic code of conduct, as prescribed by the Shariah, or neglect Islamic duties which are obligatory upon them in private or in public within or outside the campus.
- 1.2 Non-Muslim students are required to respect the Islamic code of conduct and comply with the University rules and regulations and shall not in any way behave which may be interpreted as disrespectful to Islam or the University.

2. Rules of Conduct Between Male & Female Students.

- 2.1 Male and female students should sit in their specified areas in the University campus.
- 2.2 Male and female students should all times practice the principle of modesty, responsible interaction and proper decorum in public places, during meetings, sporting and cultural activities, gathering or when dealing with each other so as to avoid all kinds of suspicions or misunderstandings.
- 2.3 Male and female students should not practise or participate in any physical activities or outing together in such a way that would arise public concern or suspicions that a situation of premissiveness or promiscuity exists between the opposite sexes.
- 2.4 Married students should inform the University authorities of the fact of being married in black & white and they should not behave between themselves in public in a way that would create suspicion or misperception the part of the public.
- 2.5 Married couples should dine together only in designated areas of university canteens or cafeterias.

B. Rules of Attire for Students

1. General Rules

- 1.1 All students are required to display on their upper dress/shirts, their IIUC matriculation cards while in campus except when attending sporting activities.
- 1.2 Students are not allowed to wear any attire or accessories which sym-

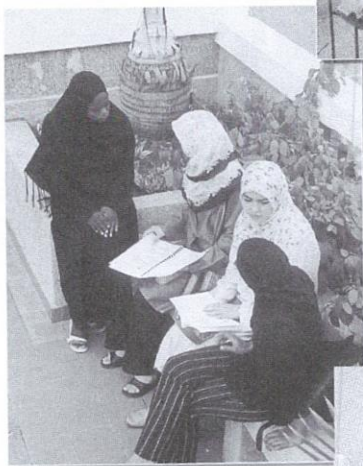
bolizes any particular external organization or group except on certain proper occasions and with the permission from the Director of Student Affairs Division.

- 1.3 Jeans are not allowed to be worn except for non-formal occasion and during physical activities such as sports or recreation, provided they are not tight-fitting, multicolored, faded, fancy in design, torn or with patches.
- 1.4 Students' attire must not display any provocative or undesirable designs, picture, words or phrases.
- 1.5 National dresses/attire may be worn provided they do not violate or infringe the University requirements and Islamic values and norms.
- 1.6 Vanity or ostentation should not be a motive in putting on of any dress or attire.
- 1.7 The attire of women must not resemble that of the men's and vice-versa.

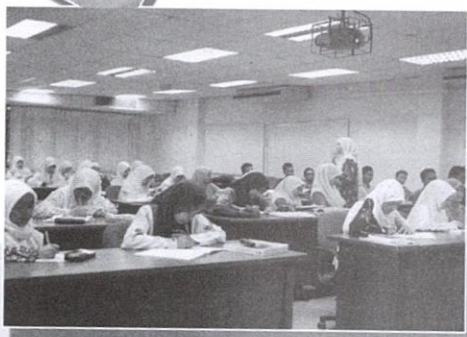
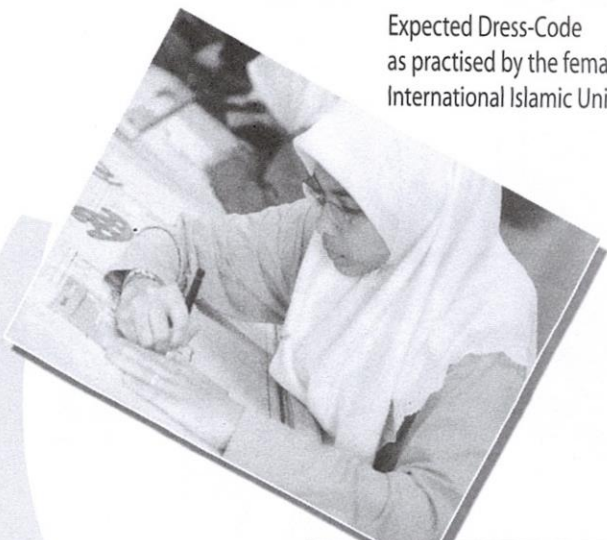
2. RULES OF ATTIRE FOR MALE STUDENTS

- 2.1 The attire must cover the *aurah* (Islamically prohibited areas) of the male body.
- 2.2 Slipper, strap less sandals, round neck T-shirts, tight-fitting trousers or pants should not be worn by the students during office hours, lectures, tutorials, official University functions and the formal activities.
- 2.3 Shirts and T-shirts with collars are allowed to be worn attending classes except for bush jackets, batik shirts and other proper national dresses. The shirts and T-shirts should be tucked in the trousers.
- 2.4 Batik shirts with proper and decent design may be worn during classes.
- 2.5 Shirts of unusual fashion are not allowed to wear.
- 2.6 T-shirts of all kinds are not allowed to be worn during formal University functions and other formal activities unless expressly allowed by the authorities for certain specific functions.
- 2.7 Neck and wrist chains should not be worn except for medical purposes or on religious grounds.
- 2.8 The length of the hair should not extend beyond the collar and the hairstyle should not be of unusual or extraordinary fashion.
- 2.9 The areas of the body between the waist and knee should be covered in public at all times including in hostel bedroom and all public places.

Expected Dress-Code
as practised by the female Students of
International Islamic University Malaysia, IIUM



Expected Dress-Code
as practised by the female Students of
International Islamic University Malaysia, IIUM



Dress Code and IIUC Norms for the Girl Students

Introduction : The sponsors of International Islamic University Chittagong (IIUC) welcome the female students and wish them wholesome and worthwhile acquisition of knowledge for the betterment here and Hereafter. Needless to say, our motto "The Islamization of knowledge"-concerns men and women alike, where in our strivings for the latter are more vital than usual. We believe that in the arena of social reconstruction and upliftment women participation is basic and potential making a better and rewarding world to live in.

Regulations regarding Dress Code and Norms for Girl Students are mentioned below. We strongly hope that they would honour these as committed students of International Islamic University Chittagong.

1. A Girl student must cover the whole of her body, excepting the face and last portion of her hands beyond the wrists, however, we appreciate those who are accustomed to observe full 'purdah'.
2. She should dress in modest way. It should be loose and thick.
3. The mantle (apron) should be white in colour covering the body neck to the ankle-with a scarf long enough to be a head cover to stretch along the neck and the chest altogether.
4. Cosmetics, hot and haughty should be avoided within the University campus.
5. Girl students must not be found mixing with male students, not even with their Mahram within the campus to avoid any suspicion for the general students.
6. No female student should use the library and share lab facilities or other apparatus along with a boy student.
7. The authority preserves the right to take disciplinary action against students violating rules and norms concerning discipline and State.

The Quranic Injunctions And the Prophetic Advices Regarding the Observance of Purdah.

The following Quranic verses may be mentioned in this regard :

- a. "Say (O Mohammad) to the believing men, that they should lower their gaze and guard their modesty : that will make for greater purity for them and Allah is well acquainted with all that they do" (Al Nur:30)
- b. And say to the believing women that they should lower their gaze and guard their modesty, that they should not display their beauty and orna-

ments, except what (must ordinarily) appear thereof; that they should draw their veils over their bosoms and should not display their beauty except their husband, their fathers, their husband's fathers, their sons, their husband's sons, their brothers or their brothers' sons, or their sisters' sons, or their women, or the slaves whom their right hands possess, or male servants free of physical needs or tiny children who have no shame of sex, and that they should not strike their feet in order to draw attention to their hidden beauties, And O the believers' turn you all-together towards Allah, that you may attain bliss. _ [Al Nur :31]

- c. O prophet! tell thy wives and daughters and the believing women that they should cast their outer garments over their persons (when abroad) that is most convenient that they should be known (As such) and not molested. And Allah is Oft for giving Most Merciful [Al Ahzab-59]

Prophetic advice regarding observance of hijab

- d. It is narrated by Asma bint Abi Bakr sister of Hazrat Ayesha (R.) that once prophet (Sm) saw her revealing some portions of her body. Then prophet (Sm) said to her; O Asma when a girl appears to maturity of age she should not reveal any portion of her body except this he indicated to his face and his palms.

Importance of obeying the Quranic Instructions and Prophetic advice for the believers :

We would like to quote here a verse from the Quran which gives us a guideline, It says :

It is not fitting for a Believer, a man or woman when a matter has been decided by God and His Apostle, to have any option about their decision. If any one disobeys God and His Apostle, he is indeed on a clearly wrong path -[Al-Ahzab-36]

Enforcement of the Rules

The University authority empowers the enforcement of the above rules to the following categories of staff.

I ACADEMIC STAFF :

Academic staff are authorized to advise or remind or counsel regarding the above rules. They are also authorised to bar any student who does not conform to the above rules of attire and conduct, from entering their classes of lectures, after reminding students of the above rules. In such case, they may mark "absent" on the attendance sheet of the offender. The offences should be reported to the Director of Student affairs Division through Head of each Department for appropriate disciplinary action.

2. DEPARTMENT LEVEL STAFF :

All staff from Departments/Divisions/Library have the right to refuse entry and facility to students who fail to conform to these rules of attire and conduct, and to report to the Director of Student Affairs Division through Head of Department for appropriate disciplinary action.

3 ADVISOR OF STUDENT SOCIETIES AND STUDENT ADVISORS/MENTORS:

Advisors/Mentors are required to advise or remind student regarding the above rules and other relevant rules or regulations of the University. They also require to report to the Director of Student Affairs Division of any student who breaches any of these rules of attire and conduct, for appropriate disciplinary action.

4 HOSTEL WARDENS AND STUDENT AFFAIRS DIVISION OFFICIALS:

Hostel Wardens and Student Affairs Division officials are empowered to take the necessary steps to prevent the breach of the University rules and regulations. They shall use their discretion in handling cases of infringement of the rules by the students. In serious cases, they shall report to the Director of Student Affairs Division for appropriate disciplinary action.

5 FELLOWS/MENTORS

Fellows/Mentors are required to play an active and pro-active rule in maintaining discipline and proper conduct of the students. They are also required to advise or remind students regarding the rules and to report the Director of Student Affairs Division through the Hostel Warden in case of students' who breach any of the above rules for appropriate disciplinary action.

6 SECURITY GUARDS

Security guards are empowered to take proper precautionary action and are allowed under certain conditions to bar from entering or leaving the campus or question any student who does not conform to these rules or attire and other relevant rules and regulations such as those which require the wearing of the matriculation cards to seek the intervention of Student Affairs Division officers or to report any breach of the rules to the Director of Student Affairs Division through the Head of Security Unit.

7 ALL UNIVERSITY STAFF

Academic staff and all category officers are allowed to question any student suspected to breaching any of the University rules and regulations and when necessary, to report to the Director of Student Affairs Division. They are also allowed to advise or remind student of the rules and regulations.

PENALTIES FOR INFRINGEMENT OF THE RULES.

Students who violate or break any of the above rules shall be liable to the following disciplinary actions :

1. **First offence**-The offenders may be compounded immediately with a fine, the amount of which may range from minimum of Tk. 200.00 to maximum Tk. 2000.00. The penalties could be more severe, depending on the nature of each case. If necessary, the case should also be referred to the Disciplinary Authority for action.
2. **Second offence**-The offender shall be compounded immediately as above and their parents may be informed. They will also be barred from participating in any activity representing the University. If necessary, the case should also be referred to Disciplinary Committee for further action.
3. **Third offence**- The offenders shall be barred from classes for minimum of one week. Their parents will be informed of the offence, and if necessary their sponsors may be informed. Their cases must be referred to the Disciplinary Authority for other appropriate disciplinary actions.
4. **Fourth offence**- The offenders shall be referred to Disciplinary Committee and upon recommendation by the Director of Student Affairs Division, they can be punished, according to the University rules and regulations, up to dismissal from the University and/or suspension of scholarship.
5. Refuse to comply with the above penalties shall be considered as a disciplinary offence itself and shall be dealt with as an act of insubordination, in which case the penalty is very severe.
6. The Vice-Chancellor may delegate the authority to impose fines and penalties to the Director of Student Affairs Division or Hostel Wardens or to any other officer/teacher of the University.

Procedure of Disciplinary Action & Appeal

A student who is found guilty of disciplinary offence shall be liable to any one or any appropriate combination of two more of the following punishments :

- a) Reprimand.
- b) A fine not exceeding 2,000/- Taka.
- c) Issuance of Show-cause notice.
- d) Suspension from any or all University facilities for a specified period.
- e) Exclusion from any part of the University for a specified period.
- f) Suspension from any part of the academic year, or the whole academic year as to be decided.
- g) Expulsion from the University.

h) Getting F (fail) status in the subject (S) concerned, if it involves cheating in an examination and/or.

i) Any type of punishment which is deemed appropriate.

- ◆ Where it appears to a Disciplinary Authority that a student has committed a disciplinary offence, the Disciplinary Authority shall either, orally or in writing, requires the student to attend before it at such place, on such date, and at such time as it may specify.
- ◆ Where a Student fails to attend before the Disciplinary Authority in accordance with a requirement under the above mentioned rule, he shall immediately thereupon be suspended from being a student of the University, and shall not thereafter remain in, or enter the University. Such suspension shall continue until the student offers to attend before the Disciplinary Authority and does, in fact, attend before the Disciplinary Authority on the date, and at the time which the Disciplinary Authority may specify after the student has offered to attend before the Disciplinary Authority.
- ◆ At the disciplinary proceedings in the disciplinary room, the Disciplinary Authority shall explain to the student the facts of the disciplinary offense alleged to have been committed by the student, and call upon him to plead thereto.
- ◆ If the student pleads guilty, the Disciplinary Authority shall explain to him the facts of the case. If he admits these facts, the Disciplinary Authority shall pronounce him guilty of the disciplinary offence, and invite him to make any plea he may wish to make for lenient punishment.
- ◆ If the student pleads that he is not guilty of the disciplinary offense, or fails or refuses to plead, or doesn't admit the facts of the case, the Disciplinary Authority shall examine any witness or any document, or any other article whatsoever in support of the case against the student, the student shall be invited to question such witness and inspect such document or article, and the Disciplinary Authority may re-examine such witness.
- ◆ The accused student shall be invited to give his evidence, call any witness, or produce any document or other article whatsoever in his defense. The Disciplinary Authority may question the student or and of his witness, and inspect any such document or article, and the student may re-examine any of his witnesses.
- ◆ The Disciplinary Authority may question or recall any witness at any time before it has pronounced its decision.
- ◆ After hearing the witness and examining the documents or other evidence produced before it, the Disciplinary Authority shall pronounce its

decision in the case, and if it decides that the student is guilty of the disciplinary offense, it shall invite the student to make any plea he may wish to make for lenient punishment.

- ◆ After the student has made his plea for leniency, if any the Disciplinary Authority shall impose on the student one of the punishments mentioned earlier or any appropriate combination of two or more such punishments.
- ◆ The Disciplinary Authority which takes disciplinary action against a student shall make or cause to be made, written notes of the proceedings.
- ◆ The Chairman of the Committee, or any such person authorized to in writing by the Chairman, shall maintain a register of all disciplinary proceedings taken under these rules; such register shall record the name of the student, the particulars of the disciplinary offense, the progress of the proceedings, the result of the proceedings, and such other information or particulars as the Chairman may direct.
- ◆ Where a student has been found guilty of a disciplinary offense, the Chairman, or any such person authority to in writng by the Chairman, shall send a report in respect of the disciplinary proceedings to the student's parent (s) or guardian (s), and in the case of a scholarship or stipend, to the scholarship-sponsoring or scholarship-granting authority or body.
- ◆ Where the Disciplinary Authority imposes a punishment of a fine upon the student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the said period to ACFD.
- ◆ If the student fails of pay the fine within the period specified, he shall immediately thereupon be suspended from being a student of the University and shall not thereafter remain in, or enter the University. Such suspension shall continue until the fine is paid.
- ◆ Where any punishment is imposed upon a student, the Disciplinary Authority may, in addition, order the student to pay such compensation as it may fix, in respect of any damage to any property, or any loss, or injury to any person for which the Disciplinary Authority may find the student, in the course of the disciplinary proceedings, to be responsible, a student may be ordered to pay compensation under this paragraph, regardless whether or not the property which is damaged belongs to the University, or to any other person.
- ◆ The amount of compensation fixed by the Disciplinary Authority under the previous paragraph shall be a just and reasonable amount, having

regard to all the circumstances of the case of the person (s) involved therein.

- ◆ The compensation fixed by the Disciplinary Committee will be paid by the student to the ACFD within such period as the authority may specify.
- ◆ ACFD shall pay out the compensation paid by the student under the previous paragraph to such person as the Disciplinary Authority may certify as being entitled to receive payment thereof.
- ◆ No person shall be present at a disciplinary proceedings except :
 - a) The Disciplinary Authority and its staff.
 - b) The student against whom the disciplinary proceedings are taken.
 - c) The parent(s) or guardian(s) of such student.
 - d) A witness of which he is giving evidence, or when required by the Disciplinary Authority and.
 - e) Such other person as the Disciplinary Authority may for any special reason authorize to be present.

Appeals

- Where a student is dissatisfied with a decision of Disciplinary Authority, he may appeal to the Chairman of the Committee in black and white against the decision within seven days of the date on which the decision was given.
- The application shall explain clearly the grounds of appeal.
- The Chairman of the Disciplinary Committee may put the application forward in the next meeting for reconsideration.

Regulations Regarding Hostel Management and Resident Students

1. No outsider is allowed to enter into or stay in the room of a resident excepting the resident himself. An officer or employee of the University other than the University executives who wishes to enter any room of the hostel should obtain the prior permission of the hostel authority.
2. Every resident student must use the hostel premises carefully and should not cause any damage or any harm to any part of the area or building or prevent other residents from using the common facilities of the hostel.
3. Any resident who on purpose damages any part of the building or hostel properties will be liable to pay the cost of repair or replacement. Apart from that he may be charged with other appropriate disciplinary actions by the competent authority.
4. Every resident is responsible for keeping the safety of the hostel and maintaining the healthy environment in and around the hostel premises.

5. The resident is responsible for any item missing or damaged in his room. The hostel authority will not bear the loss of any item damaged or lost. Any loss or damage must be reported to the hostel authority within earliest possible time.
6. The door of the room must be kept under lock and key while resident goes outside his room and he should return the keys of the room to the hostel authority before leaving the hostel during a vacation.
7. While leaving the room one should check that the switches of the lights and fans are off.
8. In case of any emergency or accident the resident must report to the hostel authority immediately and to the police authority as well if necessary.
9. The managerial duty will be imposed on each and every student by rotation. None will be exempted from this responsibility.
10. If any student intends to hear cassette player, he has to use headphone so as not to disturb other students.
11. Songs, music, dances, films, are prohibited to watch on computer screen.
12. Hadith are to be recited after Jama'ah as per schedule.
13. No objectionable photograph will be allowed to be hung in the room.
14. Any resident is not allowed to make changes or exchange of any room with other residents without the prior permission of the hostel authority.
15. No resident is permitted to allow any guest to live in his room and receive the members of his family in his room. Any visit to a resident should strictly be limited in the guestroom. No guest will be allowed without prior permission of hostel authority.
16. No one is allowed to paste any poster or to put a nail into the wall or to make any scratch on the wall. If he needs to put a calendar etc, he should arrange for that by using the drilling machine after taking prior permission from the authority.
17. No resident is allowed to shift the furniture of the hostel from one room to the other without the permission of the authority.
18. All residents should dispose up the rubbish to the garbage bin kept exclusively for the purpose.
19. Muslim residents of the hostel must be sincere, punctual and committed to perform regular daily prayers and observance of fasting during the month of Ramadhan. *While in the hostel, student have to take Isha and Fazr prayer in congregation (Jama'ah).*

20. All residents regardless of faith & religion must strive for keeping up ideal of morality, politeness, humanity and piety.
21. Playing cards or killing time in any other kind of meaningless play, which is contrary to teaching of Islam, is completely prohibited.
22. A resident should not cause any inconvenience to the other fellows in his room. As such he is not allowed to make any noise or to study loudly or to continue his study after mid night. If he is seriously needed to continue his study after mid night, make sure that the light of his lamp is limited to his study table only.
23. Residents are strictly prohibited from making any noise within the hostel premises.
24. No one is allowed to listen to any immoral song or heavy concert within his room or elsewhere in the hostel premises.
25. Smoking within the Hostel premises is strictly prohibited.
26. The use of TV should strictly be limited to news broadcasts, educational & documentary programs and it will be closed at sharp 10-30 P. m.
27. No resident is allowed to be absent from the hostel after 10-00 p. m. excepting with a prior permission from the authority and for a legitimate reason which is acceptable to the authority.
28. No one is allowed to continue any games or sports activities during the prayer time.
29. The residents are also required to participate actively and regularly in the co-curricular and extra-curricular activity scheduled by the University. *Attendance in every program under the management of hostel authority is mandatory.*
30. The residents of the hostel are also required to dress themselves properly and decently which is not contrary to the spirit of Islam and dignity.
31. The hostel authority expects all sorts of co-operation from all residents to uphold the smooth administration and maintain the healthy environment in the hostel.

Rules & Regulations of Study Class

1. Study Class is a compulsory program as a prerequisite for Graduation. Without successful completion of study Class a student will not get Honours certificate.
2. At the very outset of a semester STAD office divides students of 1st to 7th semester in groups that usually comprise of 10-15 members. If any student finds himself or herself with no groups, he should contact STAD office forthwith.
3. Study Class is meant for 1st-7th semester students. In every semester, students will be given total 8 sessions of 1 hour duration each.
4. Total marks of study Class in each semester : 100 distributed as follows.
 - Class performance : 50
 - Written Examination : 50

5. Pass Marks :

Students must pass in both Class Performance and Written Examination separately.

- Class Performance : 30
- Written Exam : 20

6. Grace Marks :

Students may get 2 (two) marks as grace in both Class Performance and Written Examination.

7. Failure in Examination :

Students failed in or absent from Written Examination must sit for the Examination later.

Procedure :

- Students absenting from examination must apply to Director STAD within 2 weeks of Examination mentioning the grounds with the recommendation of respective Head of the department.
- Students failed in Written Exam must apply to Director STAD within 2 weeks of result publication with the recommendation of respective Head of the department.
- In case of arrangement of Special Exam every student concerned must pay Tk. 400 (Four Hundred) for each Semester Exam.

8. Failure in Class Performance :

Students failed in class Performance must get the classes taken with any relevant existing group of that semester.

Procedure :

- Students must apply to Director STAD within 15 days of publication of study class result mentioning the grounds with the recommendation of respective supervisor.
- In case of exigency special arrangement may be taken if there are at least 5 students to form a group. At that situation, each student must pay Tk. 200 (Two Hundred) to arrange the classes.

9. Query about result :

In case of any inquiry student must contact STAD office within 10 days from publication of result.

10. Inter campus transfer :

If a student changes campus he or she must collect a report on Study Class result and submit it to the STAD office of the campus s/ he joins.

11. Re-Evaluation of Examination result :

Grounds for Appeal :

- If a student strongly believes that he deserves more marks than s/he has secured.
- If a student reasonably believes that the evaluation has conducted improperly or a portion of his marks has not been counted.

Application Procedure for Appeal :

Students must apply to Director STAD within 2 weeks from the date of result publication on payment of Tk. 200 (Two Hundred) for each semester result.

12. Non-Muslims Student : Non-Muslim students while in 1st & 2nd semester don't require to do Study Class.

13. Grading system :

Percentage of Score	Remarks
90 – 100	Excellent
80 – 89	Very Good
70 – 79	Good
60 – 69	Satisfactory
50 – 59	Pass
0 – 49	Fail

14. Transcript :

Having completed the Study Class program successfully students will be provided with a transcript.

International Islamic University Chittagong (IIUC).

Tel: 610085, 610308, 638656-7, 639981, 625231.

Tel. Operator: 0, 101, 102, 114.

1. Vice Chancellor Office: VC : 200 PS to Vc : 205	12. ACAD : Director : 112 ACAD Office : 115
2. Pro. Vice-Chancellor Office: Pro. VC. : 201 PS to Pro. VC : 117 Pro. VC (Res) : 103	13. STAD : Director : 110 STAD Office : 225
3. Trust Secretary Office: Secretary : 105 PS to Secretary : 230 Direct : 625659	14. LID: Director : 111
4. Treasurer Office : Treasurer : 202	15. Faculty of Modern Sciences: Dean : 216 CSE Dept. (Head) : 207 CSE Dept. (Teachers) : 229 CCE Dept. : 208 System Engineers : 155
5. Registrar Office; Registrar : 204 Registrar office : 221 Public Relation office : 221	16. Faculty of Administrative Sciences: Dean : 211 DBA (Teachers) : 218 E-MBA : 212
6. Accounts Division: Director : 113 Revenue Bill Unit : 214 Student Information Unit : 215 Const. & Dev Unit : 108 Cash Counter : 108 Auditor : 116	17. Faculty of Shariah: QSI Dept. : 209 DIS Dept. : 210
7. SWSDD Office: Director : 106.	18. ALI Office : 213
8. Foreign Affairs Division : Director : 107 Foreign Affairs Office : 222	19. Faculty of Arts & Humanities: English Dept.: 655397. 651278. 657141. Ext: 105
9. R.H.R.D/Maintenance : Director : 206	20. URC Office : 224
10. Purchase Division : Director : 109 Purchase Office : 116	21. Medical Centre : 203
11. Engineering Division : Chairman : 223 Director : 018-324798	22. Permanent Campus: 0171-41224.
	23. Campus Co-ordinator : 018-329139
	24. Female Campus Co-ordinator : 625561 Office : 228
	25. Students' Service Center: Asst. Director : 217 Photostate Center : 104
	26. Security Box : 226
	27. Parent Campus : 151-4

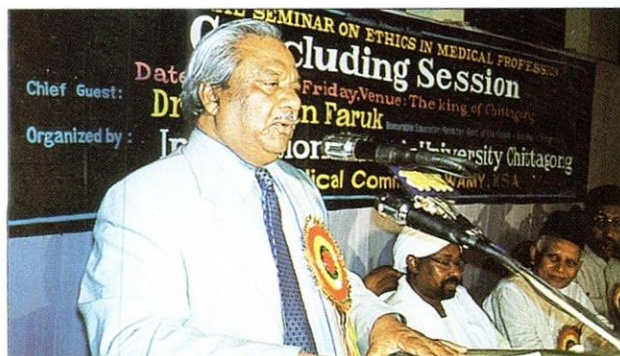
Pictorial Presentation of STAD Activities

Vice Chancellor
Prof. Dr. A.K.M. Azharul Islam offers
IIUC crest to Honorable President,
Prof. Dr. Iajuddin Ahmed,
Chancellor of IIUC.



President Prof. Dr. Iajuddin Ahmed
hands over gold medal to
students for academic excellence.

Education Minister
Dr. Osman Faruk speaks as
chief guest at an IIUC
Seminar.





Mr. Salahuddin Kader
Chowdhury M.P. at a
foundation stone laying
ceremony of IIUC.

Mr. Mir Mohammad Nasiruddin,
State Minister for Civil aviation
& Tourism inaugurates the 1st
ever job fair in Chittagong
arranged by IIUC.



IIUC afforestation program at
Kumira Campus

Honorable Vice-Chancellor of
IIUC addressing academic
prize giving ceremony '03.





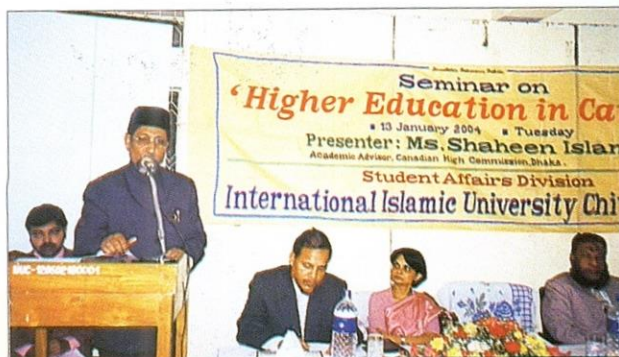
Honorable Vice-Chancellor of IIUC addressing academic prize giving ceremony '03.

Prize giving ceremony of Cricket, Badminton & Volleyball at Permanent Campus, IIUC



Vice-Chancellor Prof. Dr. A.K.M. Azharul Islam addressing the Iftar Party arranged in honor of Senior Executives.

Prof. Dr. Abu Bakr Rafique addressing a seminar on Higher Education in Canada.





Prof. Dr. Abu Bakr Rafiq, Pro Vc, at a discussion meeting on International Mother Language Day 2004.

Often IUC discourses :
Prof. Dr. Shabbir Ahmed
addressing such a seminar.



A.K.M. Azharul Islam, Vice-Chancellor, addressing the MBA Orientation Program.

IUC Female Students in a procession against war for peace.





'Seeing is Knowledge' - the spirited IJUC SAARC Tour Team '03

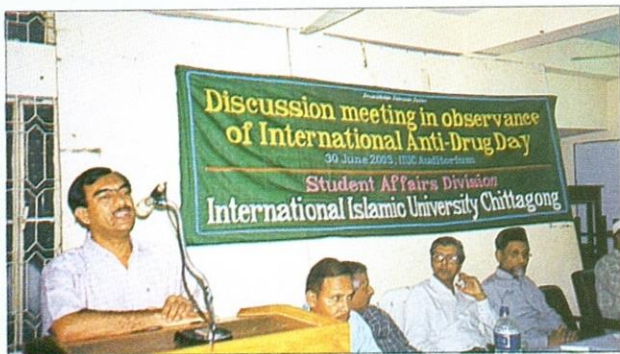
Agirl's leadership camp ensures proper use of women power resources.



Enjoy & Learn : Director STAD briefs a film show

Pro Vice-Chancellor addressing a discussion meeting on Shab-E-Meraj





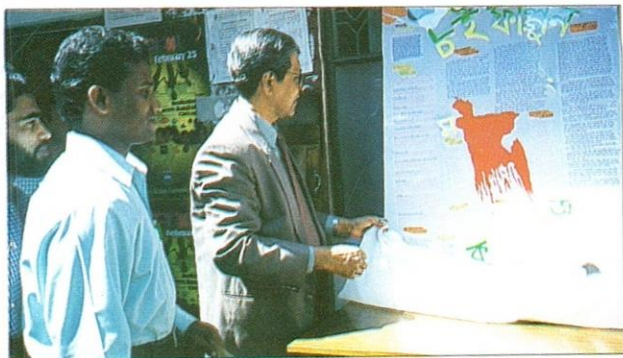
Prof. Dr. Ator Ali speaking Anti-Drugs.

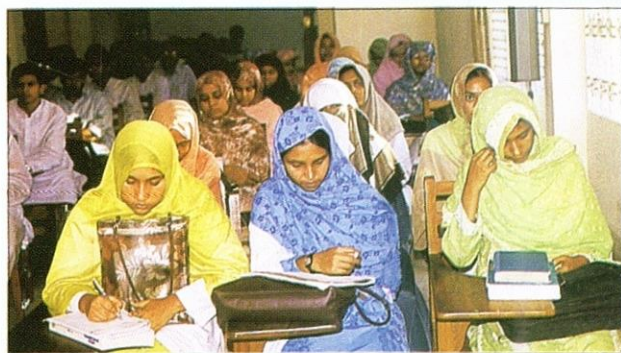
Renowned Islamic Scholars from home & abroad grace various IIUC programs.



Prevention holds confidence as AZM Obaidullah, Director-STAD, takes Hepatitis - B Vaccine.

A wall magazine unveiled by Honorable V.C.





Class-room where mind gets deep searching for more knowledge.

A workshop on recitation, 2003



Inter Debate Competitions enhance the faculty of the learners.

A sequence at annual drama : IUC students may present many a mood of life.





Students oath taking,
determines the road - map of
disciplined IUUC academic life.

Girls, sweeping each word in
oath taking program.



Fun overflows in a cruising
voyage of IUUC boys.

Welcome to IUUC Permanent
Campus Kumira, where natural
hilltops and modern magnificent
towers giving fresh emergence of
spirit altogether.





International Islamic University Chittagong MUSLIM STUDENTS' OATH

Bismillahir Rahmanir Rahim

(In the name of Allah, The most Compassionate, The Most Merciful)

- I..... as a student of International Islamic University Chittagong solemnly promise under oath that:
- 1) I shall, all times, uphold the good name, philosophy and objectives of International Islamic University Chittagong.
 2. I shall always obey the University's rules and regulations in the campus and in the hostel.
 3. I shall never spread or encourage the spread of beliefs, ideas, and ideologies that are contrary to the teachings of Islam.
 4. I shall actively participate in all co-curricula & extra-curricular activities approved by the University in order to make myself a more rounded Muslim personality.
 5. I shall promote the spirit of Islamic brotherhood and shall prevent rivalry, conflict, hatred and fighting among students and university staff, arising from conflicting political party allegiances, different religious beliefs or any other cases of disharmony.
 6. I shall give due respect, at all times, to the University administrators and teachers in accordance with Islamic morality and religious tradition of Islamic civilization.
 7. I am fully aware that the University being Islamic in name and character as regard my deviation from the Shariah and the regulations of the University as a serious breach of the University discipline which would make me liable to receive penalty under the University's rules of students' discipline.
 8. Finally I ask Allah (SWT) to help me to fulfil my promises in this oath, to guide me on the right path and to make my life in this University a life of obedience to Allah (SWT), moral virtue, academic excellence and professional competence.

Name :

Signature

Matric No : Date :

Director, Student Affairs Division

Head of the Department



Main Campus : 154/A College Road, Chittagong-4203, Bangladesh

Phone : (880-31) 610085, 610308, 638657, Fax : (880-31) 610307. E-mail : info@iucbd.edu

Dhaka Campus : House # 23, Road # 03, Dhanmondi R/A, Dhaka - 1205

Phone : (880-2)8624692, 8629947, 8613294, Fax : (880-2) 8624692, E-mail : iucdhk@bdonline.com

Website : www.iucbd.edu