

Orientation

Autumn 2008



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Student Affairs Division-STAD
International Islamic University Chittagong



Orientation

for undergraduate students
Autumn 2008

09 August '08, Saturday
Venue : Central Library
Permanent Campus, Kumira

10 August '08, Sunday
(for Female Students only)
Venue : Safa Arcade
Chandanpura, Ctg.

Cover Plan

CENTRAL LIBRARY Chowdhury Golam Mawla
INTERNATIONAL ISLAMIC UNIVERSITY, CTG.

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Orientation Program Autumn 2008

August 09, Saturday, Central Library, PC

Schedule

Inaugural Session

- 09.00 a.m Issuance of ID cards & gift distribution
09.50 a.m Guests seat taking.
10.00 a.m Recitation from the Holy Quran
10.05 a.m Address of Welcome by **Mr. A.Z.M.Obaidullah**, Director, STAD
10.10 a.m Floral reception to the freshers.
10.15 a.m **Sqn. Ldr. (Retd.) Mohammad Nurul Islam**, Registrar, IIUC
10.20 a.m **Prof. Chowdhury Mohammad Ali**
Coordinator, Faculty of Arts & Humanities
10.25 a.m **Advocate Kazi Saifuddin Ahmed Chowdhury**
Dean, Faculty of Laws
10.30 a.m **Prof. K.M. Golam Mohiuddin**
Coordinator, Faculty of Business Studies
10.35 a.m **Prof. Dr. Rezaul Huque Khan**
Dean, Faculty of Science & Engineering
10.40 a.m **Moulana Mohd. Shamsul Islam**, Secretary, IUCT
10.50 a.m **Prof. Dr. Abu Bakr Rafique**
Pro Vice-Chancellor & Dean, Faculty of Shariah, IIUC
11.00 a.m **Prof. Dr. M. Mahbub Ullah**, Vice-Chancellor, IIUC
11.15 a.m Refreshment

Briefing Session

- 11.30 a.m Freshers' Meeting with Respective Departments.
12.30 p.m Break for Salatuz Zuhar & Lunch
01.15 p.m Freshers' presentation.
02.30 p.m Briefing on LID Rules & Regulation
Mr. Md. Nurul Kabir Khan, Director (In-Charge) LID
02.40 p.m Briefing on Academic Affairs Division
Mr. Murtaza Ahmed, Director (In-charge), ACAD
02.50 p.m Briefing on Staff Development & Student Welfare Division
Mr. Kazi Deen Mohammad, Director, SDSWD
03.00 p.m Payment Procedure of Fees & Charges:
Mr. Imran Abu Hasan, Director, ACFD
03.10 p.m Briefing on Student Affairs Division
Mr. A.Z.M.Obaidullah, Director, STAD

Closing Session

- 03.30 p.m Prize distribution for the performers
03.33 p.m Motivational Talk:
Prof. Dr. Abu Bakr Rafique, Pro Vice-Chancellor, IIUC
03.50 p.m Oath Taking Ceremony
03.55 p.m Vote of Thanks
04.00 p.m Munajat & End of the Program

Message



Prof. M. Mahbub Ullah, Ph.D.
Vice-Chancellor
International Islamic University Chittagong

I heartily welcome all the newly enrolled students of Autumn 2008 to International Islamic University Chittagong (IIUC). I believe that the students have rightly chosen this University for their learning. I am sure that they will get all opportunities in this university to get proper education with character building. This would be the reward of this university to them and, therefore, their choice of this university would be praiseworthy in future. IIUC is firmly committed to maintain a high standard of instruction. As a result the university has earned reputation in the country by being one of the few best universities among the 52 functioning private universities of Bangladesh.

International Islamic University Chittagong 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 students through its curricular programs & training, 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.

IIUC at the outset of every Semester organizes Orientation Program to acquaint the freshers with IIUC rules, procedures and facilities.

I shall expect that the newcomers shall try their best to take the fullest advantage of this university. Moreover, in this Orientation Program, by freely interacting with teachers and officials they would get a first-hand idea of IIUC which has already become their chosen institution of higher learning and research.

May Allah help us all.



Motivational Talk

**International Islamic University Chittagong :
its objectives, efforts and expectations**

Prof. Dr. Abu Bakr Rafique
Pro Vice-Chancellor, IIUC

1. Preamble

1.1 Now after passing 13 years of time since its inception, International Islamic University Chittagong (IIUC) does not require to be introduced newly before the students and well-wishers. It is not only one of the nine top graded private Universities, in the eye of high powered evaluation committee formed by the Ministry of Education, headed by the Chairman of UGC in 2004 rather it has been ranked as the best of all Universities visited by the team as they had expressed while visiting IIUC. No doubt, it is a great honor for us and all those who are associated with IIUC in different capacities. I dare to claim that IIUC is unique in respect of adopting an integrated education policy, which is totally absent in the existing education system and all other public and private universities of the country.

2. IIUC offers an integrated education system

2.1 IIUC is offering an integrated education system in all of its programs. An integrated education system is that where a student does not only study a particular area of an academic discipline but rather he gets the opportunity to get himself equipped with some other interdisciplinary areas of knowledge and information which can help to building up an all rounded and balanced personality in a student and particularly may develop in him the sense of morality and piety which has no importance in any of the seats of higher learning in Bangladesh in public or private sector.

3. Other characteristics of IIUC

3.1 Another characteristic of IIUC's education policy is that IIUC gives same weightage to ensure quality education and moral upliftment of the students. The Student Affairs Divisions (STAD) of IIUC is a unique example in this country which is especially responsible for exploring the latent talents of the students and nurshuring them for bringing up the potential learners as all rounded personalities with the zeal of patriotism and Ummatic awareness. To ensure quality education IIUC authority always

prefers, recruiting the faculty members with foreign exposure in one hand and tries to grant scholarships and or financial supports to the faculty members of high caliber in the other for pursuing higher education in the top graded foreign Universities of USA, UK, Canada, Australia, Malaysia & Thailand etc. So far more than 10 of our faculty members have obtained their degree from abroad and have come back home for serving the University with better expertise while some others are studying abroad, even some of prospective students of IIUC have been offered scholarship to study abroad.

3.2 It will not be out of place to mention here that some students of IIUC have been awarded prestigious scholarships for their outstanding academic records and performance at different Universities abroad.

3.3 IIUC has signed Memorandum of Understanding (MoU) with the Universities of high repute for exchange of students and training up our academic and administrative staff members. Many of our teachers, staff and students have got the benefit of this agreement.

4. Objectives of establishing IIUC

4.1 IIUC has been established with an objective to revitalize the Islamic concept of learning which considers seeking of knowledge as an act of worship (‘ibadah) and the spirit behind the pursuit of scientific enquiry is as inspired by the teachings of the Holy Qur’an in its five initial verses of 1st revelation to the Prophet Muhammad (s.a.w.).

4.2 To re-establish the primacy of Islam in all fields of disciplines consistent with the tradition of the pursuit of knowledge and truth, as reflected by those pioneering works of early Islamic scholars and thinkers of golden ages of Islamic history.

4.3 To revive the golden Islamic tradition of learning where knowledge was propagated and sought after in the spirit of submission to the will of Allah (Islam).

4.4 To widen the choice to the Muslim Ummah in higher education through the establishment of an Islamic institution of higher learning which endeavors to excel in all disciplines of academic achievements.

4.5 To employ continuous efforts for producing a group of qualified and competent scholars for advancement of knowledge as well as of society, to fill the vacuum of leadership for leading the country toward a new direction of hope and aspiration.

4.6 To work for adorning the students with high level of morality to help the nation in getting rid of moral decadence and ideological bankruptcy.

5. A facility open to all regardless of race, religion and geographical region

5.1 IIUC has been established to offer this facility to the following categories of students:

- a) The Bangladeshi Muslim students who are keen to study Shariah & Islamic Studies, Business Studies, Computer Science, Communication Engineering, Electrical & Electronics Engineering, Pharmacy, English Language & Literature and Law under the integrated education system.
- b) The Bangladeshi non-Muslim students who are interested in studying some inter-disciplinary course related to Islam, Islamic History and foreign language etc. on the top of their program of interest.
- c) The Muslim minorities of some neighboring non-Muslim countries where ample facilities for higher studies in the related fields are not available for them.

6. The people behind this University

6.1 It is very interesting to know who are the people behind this mechanism and who are the people from abroad associated with this?

In fact the initiative for establishing this University was primarily taken by a group of Social Workers and Philanthropists, Educationists and Islamic Thinkers of Chittagong who are committed to work for social welfare and educational reforms of the country and this initiative has got the support of some international personalities of Muslim Ummah to mention specially His Excellency Dr. Abdullah Omar Naseef, former Secretary General of Muslim World League and Ex Deputy Speaker of Saudi Arabian Parliament as Chairman of the Board of Trustees, Prof. Dr. Abdullah Musleh, Ex-Vice-Chancellor of Al-Abha University as the Senior Vice-Chairman, renowned Muslim scholar Prof. Dr. Yousuf al-Qaradawi, Late Shiekh Ali Abdullah al-Mutawi and Sheikh Yousuf Jasim al-Hajji, Ex Minister of Government of Kuwait Dr. Saleh bin Humaid, the Khateeb of Majsidul Haram at Makkah al-Mukarramah, His Excellency Mamun Abdul Qayyum, President of Maldives and many others from KSA, Kuwait, Qatar, UAE, Pakistan, India and Malaysia etc. Involvement of these renowned personalities with IIUC has undoubtedly increased the image of this University, in the eye of international society.

6.2 The Vice-Chancellor of IIUC is a renowned Social Scientist who is a former member of University Grants Commission (UGC) of Bangladesh. The others who are holding different positions like Pro-Vice-Chancellor, Treasurer, Registrar, Deans, Directors, Heads of Departments are also the men of expertise and long experience in education and administration. Their sincere and joint efforts, efficient services and continuous supervision has brought IIUC to this position. We hope that you will feel the difference of IIUC with other Universities, public or private, within the short span of time.

7. Separate arrangement for the female students

7.1 Since very inception IIUC has made separate arrangement for its female students under a secured and conducive environment. We want that our female students shall observe the Islamic dress code sincerely which is prescribed by the Shariah. Because this is the guarantee for their honor and dignity as an ideal Muslim, ideal wife and ideal mother, without which no Muslim woman can ensure her prestigious identity in the society and her salvation in the life hereafter. We hope our daughters and sisters would always remember this in the University campus and in their day to day life. Those who have migrated from darkness of Jahiliyyah to the light of Islam and from recklessness to the modesty should express their gratitude toward Allah (s.w.t.) and their satisfaction upon this changed life style.

8. How can you be benefited from this?

8.1 My dear students! These are some unique arrangements which the IIUC has made for you and some special opportunities which have been provided before you. But you can not get yourselves benefited from this system unless you are aware of this difference and keen to make yourself equipped with this and are prepared to render meaningful contributions to your nation and the Ummah at large.

8.2 If you are ready then come and change your attitude towards yourself, know thyself as the best creature of Allah brought forth for the welfare of the mankind as a whole and created to enjoin what is right and to forbid what is wrong, which has been identified by the great philosopher poet Allama Iqbal as 'Khudy' or self recognition. He says if you can uphold your self-recognition then Allah will certainly determine your fortune after consulting with you and according to your desire.



Moulana Mohammad Shamsul Islam
Secretary
Islamic University Chittagong Trust

I gladly congratulate the freshers for selecting IIUC for pursuing their higher studies and welcome them in the holy arena of this seat of knowledge with warm felicitations.

Alhamdulillah, within a short span of time IIUC has been remarkably successful in gaining the confidence of people at home and abroad through its sincere and ceaseless efforts for offering quality education in various disciplines of higher education with a difference and in a congenial atmosphere. Our commitment to quality education has really made our mark among the private universities of higher knowledge in our country.

Muslim Ummah must make sincere effort with all strength and resource they possess to regain its effaced dignity and leadership. With a view to contributing in this noble mission, IIUC came into being in 1995. IIUC graduates are unique in academic excellence along with moral awareness. Much more Alma Mater like IIUC should get increased to spread Dawah & Islamic education. My utmost dream is that International Islamic University Chittagong will turn into a beacon to guide the deviated Ummah.

I thank STAD for organizing a grand orientation program for the new-comers.

May Allah help us.

Complimentary Words

Prof. Dr. Mohammad Rezaul Huque Khan
Dean
Faculty of Science and Engineering



On behalf of the Faculty of Science and Engineering of International Islamic University Chittagong I welcome you all incoming students of this faculty. This Faculty has a mission to develop positive, goal-oriented graduates for building our beloved Bangladesh. We are committed to our students to provide adequate knowledge and expertise so that they become responsible enough for their own development and can contribute significantly for our nation. I believe that all of you will study hard to fulfill the dreams of our country.

May Allah guide you all to the path of success.

Complimentary Words

Prof. K.M Golam Mohiuddin
Coordinator
Faculty of Business Studies, IIUC



My heartiest felicitations and greetings to the freshers for getting admitted into this University, one of the top graded Private Universities of Bangladesh. We offer Graduate and Masters programs of international standard that will, InshaAllah, help you being honored in this world and after world.

We want to have your established lives and bright future by preparing you as one of the best citizens and best human resources for Bangladesh.



Complimentary Words

Ad. Kazi Saifuddin Ahmed Chowdhury
Dean
Faculty of Law, IIUC

Learning that IIUC is going to arrange Orientation for the freshers. I congratulate them for choosing this university for their higher studies. Having acquired the prestigious position of one the top grade Private Universities the IIUC has unique moral and human environment to develop a student into world standard academic scholar equipped with both worldly and religious knowledge thus making him fully eligible to become a leader of entire humanity as ordained by Almighty Allah. IIUC has unique arrangement for imparting quality education mingled with morality. It is my firm belief that students of the Faculty of Laws after completion of their studies in the IIUC will be most successful as members of Bar or Bench. Let us pray to Allah for the success of the IIUC and the freshers who have come with lofty hope and aspirations.



Complimentary Words

Prof. Chowdhury Mohammad Ali
Coordinator
Dept. of English Language and Literature

I am very glad to learn that IIUC is going to accord a warm reception to the freshers in an Orientation Program. I would like to congratulate the freshers on their admission in the Department of English Language and Literature under the Faculty of Arts and Humanities and pray to the Almighty for their success in the acquisition of knowledge, which, I hope, they will apply to the service of humanity as a whole, and the Muslim Ummah in particular.

I must also thank the STAD for the arrangement of the ceremony.

Complimentary Words

Sqn. Ldr. (Retd) Muhammad Nurul Islam
Registrar, IIUC



All praises be to Almighty Allah (SWT), who enabled a group of Islamic Thinkers, Educationists, Philanthropists and Social Elites to materialize their long cherished dreams into reality by establishing this highest seat of learning International Islamic University Chittagong (IIUC) in 1995. With the passage of time, this University has emerged as one the top graded Private Universities in Bangladesh with its large fleet of teachers, students and administrative staff. With its multi-dimensional expansions, IIUC is now esteemed as the most prestigious educational institute in home and abroad. Consequently, the enthusiastic guardians are rushing in large number for seeking admission of their wards at IIUC as their first and lone choice. I sincerely believe that the freshers who have sought admission in different disciplines would be greatly benefited during their academic span at IIUC by deriving optimum excellence from their faculty resources and other utility services already available for them. I heartily congratulate and welcome all freshers at IIUC and pray for their brilliant success in the days to come.

May Almighty Allah (SWT) bless good virtues, sound health, safe stay and career for all (Ameen).

Complimentary Words

Md. Shafi Uddin
Head, Dept. of Quranic Science & Islamic Studies, IIUC



On behalf of Quranic Science & Islamic Studies, I would like to congratulate the freshers who admitted themselves in this department. This department provides Islamic Knowledge for the students of the University and it is deeply rooted in the Qur'an and Sunnah of the prophet (saw). My best wishes and felicitations remain for the freshers.

May Allah bless us all the ways.



Complimentary Words

Mohammed Shamsul Karim
Head, Dept. of Business Administration, IIUC

BBA is a highly valued undergraduate program under the Department of Business Administration at IIUC. The program has been designed in such a way so that the students after graduation can efficiently face the business challenges of the day.

I welcome all the newly enrolled BBA students in Autumn Semester '08. I hope that IIUC will develop them to cope with rapidly changing business world in building their professional career at home and abroad.



Complimentary Words

Mohammed Safiullah
Head, Dept. of CSE, IIUC

I have great pleasure in welcoming all in-coming students of the Department of Computer Science & Engineering. Our students are our resources to whom we are committed to serve so that they become responsible and productive citizens of the country. We hope, InshaAllah, that all of you live long enough to collectively realize the unfulfilled dreams of the country using the experiences you will gather here.

May Allah guide you all to the path of success.



Complimentary Words

M. Shaker Alam Shaoque
Head, Dept. of Dawah & Islamic Studies, IIUC

I am very happy on this grand occasion as arranged by STAD on every Semester. I believe that the new students of IIUC will have an atmosphere of pursuing modern knowledge mingled with moral spirit & teachings of Islam.

I welcome the knowledge-seeking students from home & abroad to IIUC, including DIS. May Allah bless us all.

Complimentary Words



Mohammad Riaz Mahmud
Head, Dept. of English Language and Literature, IIUC

I am very pleased to welcome all the students admitted in Autumn Semester '08 under different dept. of IIUC.

I believe the unique syllabus of the Department of English Language and Literature shall make the students imbued with Islamic knowledge and the teachings of masterminds of English literature and shall help to prepare themselves as balanced and competent human being to serve in various sectors of the society.

I pray to Almighty Allah (Swt) to make our students ambassadors of the Dept. and enable them to uphold the image of IIUC in future.

Complimentary Words

Dr. A.K.M Motahar Hossain
Head, Dept. of Pharmacy, IIUC

I express my gratitude to Almighty Allah Ta'la for enabling IIUC to open the department of Pharmacy. Pharmacy is a professional subject and has extreme demand throughout the world. On behalf of this department I like to congratulate the freshers of this department and other departments of IIUC as well. I hope that our students will try their best to do excellent results and thus brighten their varsity over all other varsities of the country.

Complimentary Words



Dr. Noor Mohammad
Head, Dept. of Law, IIUC

I am Very delighted to extend my heart-felt congratulations to the students who have got admitted into the Department of Law at IIUC. No doubt, it is a significant event in making this decision in the history of your life. I am confident that the students of this Department will easily face the global challenges in any field with adequate expertise and their dreams will come true through practicing the qualities as revealed in the Holy Quran. The students will be able to remain intellectually active here with incorporating academic excellence along with the natural beauties surrounding in the university in comparison to the other private universities in Bangladesh. I hope their stay at IIUC will be fruitful and meaningful in the coming days.

I wish this journey a success.



Complimentary Words

Engr. Abdur Rahim
Head, Dept. of CCE.

It is my immense pleasure to welcome all newly admitted students of the dept of CCE. The department offers students, with outstanding academic program, which has achieved broad coverage of Electronic & Advanced Telecommunication fields. It also provides hands on laboratory experiences and ample opportunities for participation in its high- tech and modern research laboratories. A CCE graduate acquires a good blend of theory and practical experience, to be prepared as a professional in the industry with employment, immediately after graduation.



Complimentary Words

Prof. Dr. Faruque-Uz-Zaman Chowdhury
Department of Electrical & Electronic Engineering (EEE).IIUC

It is my great pleasure to welcome all recently admitted students of the department of EEE. The department of EEE has launched its activities a few semesters earlier and by this time it has already attracted the attention of the students as well their guardians. Students are attracted to EEE by the excellence of its faculty, and by the depth of its academic programs which are enhanced by high class laboratories and educational facilities. The department of EEE offers comprehensive education programs at the undergraduate level. The mission of the Department of EEE is to educate students to become leaders in the fields of electrical and electronic engineering and the community as a whole, and to perform advanced scholarly research that create innovative technology, and employment opportunities, to enhance the economic competitiveness in the country. I wish this department will be one of the best departments in this region.

Student Affairs Division



A.Z.M. Obaidullah
Director-STAD, IIUC

Dear Students,

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuhu.

A very very good evening for you all.

Student Affairs Division or STAD is one of the administrative divisions in IIUC. We don't find any such division in our Public or Private Universities. Following the footsteps of International Islamic University Malaysia, IIUC decided to introduce this division with great enthusiasm to develop our students physically, culturally and mentally sound.

Role and function of STAD :

To organize and conduct students programs.

To provide training and instructions to our students.

To explore the potential of the students.

To recommend, approve, coordinate, advise and monitor programs.

STAD aims at attaining and developing outlooks and characteristics like faith in Allah, correct Islamic knowledge, proper practice, Ukhuah, mutual love and respect, encouragement of students active participation in co-curricular activities to create in them critical, rational and strategic mind, skill development, discipline, leadership and promotion of the philosophy and objective of IIUC.

STAD Units :

IIUC has many programs under different units of STAD such as:

1. Leadership Training Unit, which covers Leadership Training Camps (DLTC), Leadership Training Program (LTP) etc.

2. Students Activities Unit, which covers mainly seminars, symposia, discussion meetings in observance of important national and Islamic days and occasions, Orientation Program, convocation fiesta, formation of nuqaba council, formation of clubs and societies like debating club, games and sports club, literary and cultural societies.

3. Sports and Recreation Unit, which covers annual sports, intra-university competition, indoor and outdoor games, tour to historical places and business organizations, pleasure trip/picnic and study tour in home and abroad.

4. Public Speaking and Cultural Unit, which covers debate competition, essay competition, cultural festival, award giving ceremony, computer club and IIUC literary society, public lecture series etc.

5. Hostel Unit, which co-ordinates the hostel activities, allocate seats for the students and works as member secretary of Hostel Management Committee.

6. Student Service Unit, which covers services like photocopying, telephone, e-mail, fax, laminating etc.

7. Counseling and Career Guidance Unit, which covers group and individual counseling, career and job placement, preserving C.V. of the graduates, advising students to solve their problems. IIUC organized a successful Job Fair in 2003.

8. Special Unit, which covers general administration, notices/letters regarding different programs and issues, publishing brochures, leaflet regarding students activities, Study Class and others, publication of IIUC magazine.

9. Disciplinary Unit, which covers introduction of students General Discipline Rules, holding Discipline Committee meetings, issuance and preserving all show cause notices and their replies related to the students, circulation of decisions of the Disciplinary Committee to departments/students/divisions concerned.

Following are some of the rules and regulations not mentioned in the papers :

1. Every student should have comprehensive knowledge about the University, Semester System, Grading Systems, Examination rules and all other academic matters, regarding different divisions such as ACAD, STAD, ACFD, PHRD, SDSWD, PPD, FAD and LID. And one can learn this from the booklets, pamphlets already available in the office.
2. IIUC has not introduced any uniform for the convenience of the students but introduced a unique dress code. Students must come to the University in a befitting dress as described in the attires and dress code. ***Students must come with matriculation card or ID. Security personnels has right to refrain one from entering the campus without ID and proper dress.***
3. Usually the office time of IIUC is 9.00 A.M to 5.00 P. M. Library and laboratories are kept open till 8.00 P.M. everyday.

Students are advised to come to the Campus keeping 30 minutes time in hand before the scheduled class. While you enter the University go to the notice boards, see whether there is any notice for you. it may help you a lot.

4. **Offer salam with smiling face** to teachers, friends and everybody you meet in the Campus. Salam makes people friends and eliminates bitterness.
5. **Attend the classes timely.** Put your signature in the attendance sheet. Take chance to offer salam to your instructors.
6. Try to converse, exchange views in the classroom or in the office room either in English or in Arabic. Try to develop an international environment.
7. **Student politics is strictly prohibited** in the Campus. You may have your own political opinion but don't exercise that in the Campus or Hostel. **Here your first and foremost priority is Study.**
8. **IIUC is a smoking free zone.** You like it or not you are not allowed to smoke in the Campus or hostel. Comply with govts. act regarding this.
9. **Keep your University neat and clean.** Don't spit here and there. use the dustbins. Don't write on the walls, chairs, tables etc. Please give us note regarding any thing you know that spoils beauty and cleanliness of the University.
10. **Honor everybody,** take care of your juniors and pay heed to your seniors. Think everybody as *Ashraful Makhluqat* regardless of age, profession, religion etc.
11. *Muslim students should be very much regular in prayer.*

Dear students,

We are really happy having you all at IIUC as members of our noble family. Hope you will enjoy a very happy, prosperous and healthy stay at IIUC. Please don't miss the advantage offered by IIUC for developing your career with an excellent moral base which is a crucial need of our time.

Thank you all.



Kazi Deen Mohammad
Director, SDSWD, IIUC

International Islamic University Chittagong (IIUC) is committed to combine modern education with Islamic education. Since its inception this university is trying to ensure quality education. Accordingly, Staff Development and Student Welfare Division (SDSWD) has been launched to materialize this endeavor.

Main Objectives of SDSWD :

- Helping the teachers in their academic development and the Administrative Staff in their professional skill development.
- Organizing training programs, study circle, seminar and symposium for developing intellectual faculty and morality of the academic staff members and officers.
- Arranging scholarship for the faculty members in the foreign universities.
- Providing financial assistance and scholarship for the brilliant and poor students.
- Arranging training programs to develop the morality of the students.
- Assisting students on choosing career and job placement.

The Division basically works for the development of both the teachers and the students of IIUC.

As today's Orientation Program is to introduce the freshers with the functions of different Divisions, only the function and programs of Student welfare unit are stated here:

a) Scholarship :

SDSWD, provides scholarship to the students of various categories ranging from Tk. 500/- to Tk. 2,500/- per month every Semester. The eligibility of getting the scholarship is measured by the morality and practicing Islam in real life of the student.

Besides, the minimum GPA of winning the scholarship is 3.80. If the scholarship receiver students fail to maintain desired GPA the scholarship would be withdrawn. The scholarship is primarily given for one year. The list of the scholarship receivers will be renewed / altered according to the result every year.

Foreign Scholarship :

This Division is continuing its effort to create opportunity of higher education in reputed foreign universities for the meritorious and ideal students of IIUC. Recently IIUC have decided to send 2 best students of the post graduate level to abroad for pursuing higher studies each year. It should be noted that IIUC aims at appointing some of them as faculty members considering their academic excellence as well as commitment to Islam. Already Mr. Ashraful Islam, a brilliant student of the Department of Computer Science & Engineering, has joined IIUC after completing MSc. from England. He enjoyed full scholarship from IIUC.

Another 2 bright IIUC graduates of CCE (Md. Abdullah Al Masud) & DBA (Md. Zahedul Alam) have pursued higher studies at Asian Institute & Technology (AIT) Thailand with full Scholarship of SDSWD.

Besides, Graduating students interested to transfer credit to foreign university will be helped accordingly by the Division.

B) Financial Assistance:

- Considering the problem and academic performance of an individual student.
- Exemption of full tuition fee for the students obtaining GPA 5.00 (Excluding 4th Subject) at H.S.C or Alim level.
- Exemption of full tuition fee for students obtaining GPA 4.00 (for ELL 3.70) in the Semester final examination. To follow the financial assistance procedure is a must for all.
- Students having GPA 3.9-3.99 in any Semester may get upto 50% waiver of tuition fees in the following Semester provided they have applied for financial assistance.
- Shariah faculty students usually get full exemption of tuition fees.
- Applicants having GPA below 1.7 in last Semester will get no consideration.

Usually applications are called prior to the Mid-Term exams by SDSWD. Eligibility to apply for Financial Assistance and certain rules :

- a) Only the registered students may apply for financial assistance.
- b) Students studying foundation Course (FEC) or 1st semester need not apply.
- c) Usually application from any student doing Diploma Course or EMBA will not be entertained.
- d) In case of two siblings studying simultaneously at IIUC, 1st Semester student may apply.
- e) Student must have following GPA in last semester to apply for financial assistance:
BBA, CSE, CCE, LLB : 3.50, ELL : 3.00

C) Job Placement Unit:

IIUC has launched the Job Placement Unit to help the students getting good job in competitive job market. Except IIUC only two universities of the country have such unit. The function and responsibilities of the job placement unit may be summarized in the following ways :

- To provide group and individual counseling.
- To assist students on choosing career and job placement.
- To take necessary steps on introducing IIUC to industrial sector.
- Keep close contact with prospective companies.
- Preserve the C.V. of the graduates and other information.
- Arranging job fair (IIUC arranged the first ever job fair at Chittagong in 2003).
- Arranging mock interview to make the students fit for facing a real one.
- Advise and assist students to solve their problems.

Dear Students,

Let me windup my briefing wishing you a bright and happy moments at IIUC. Build your career build the nation. Try to be true to your words and actions. May Allah help you.

Thank you so much.

Briefing on

Academic Affairs Division



Murtaza Ahmed

Director (in-charge), ACAD, IIUC

I would like to congratulate the freshers for getting chance for admission at IIUC in the Autumn Semester-2008 and cordially welcome you to IIUC.

Introducing the Academic Affairs Division (ACAD)

You know well the ACAD where you completed your formalities for admission. I would like to highlight major functions of ACAD for your information as follows:

* Admission * Registration * Examination * Information & Advising

• **Admission:** All admission activities are performed by ACAD. Planning for Advertisement, Selling & Receiving of Admission Form, Arrangement for Admission Test, Publication of Result, Issuing Offer Letter for Admission and Completion of Admission at IIUC.

• **Registration:** After admission and at the time of Semester commencement, every student needs to be registered with courses. Registration Form distribution, collection, correction, sorting, inserting in the software and finally processing, every task is supervised and maintained at ACAD.

• **Examination:** ACAD supervises and coordinates all final examinations, processes marks and publishes results. It issues admit cards to the candidates of Final Examination and certificates also. ACAD is also the office of controller of Exams.

• **Information & Advising:** ACAD provides information to admission seekers, visitors and advises the existing students regarding admission, registration, examination and publications or any other problem arises during study at IIUC.

Academic & Credit Hour System at IIUC

i. Academic Calendar:

IIUC follows the Semester system and to implement the Semester system, Academic Calendar is prepared for each Semester. There are two regular Semesters in an academic year

(Spring & Autumn - 6 months each) of bachelor programs and an academic calendar consists of 14 week lecture period followed by Mid-Term and Semester Final Examination. Academic Calendar for the Autumn-2008 has been enclosed with this folder.

Normally, the Spring Semester commences in February and the Autumn Semester commences in August.

ii. The Open Credit Hour System (OPHS):

To make the academic system of international standard, IUC follows full credit hour system based on a quantified curriculum whereby a certain number of credit hours are assigned to each course. It may be explained in the following way; (page-10-11 of Admission Handbook)

- 1 credit means 1-hour lecture contact per week.
- For 1 credit there will be 14 lectures throughout the Semester
- Therefore, if any course carries 3 credits it will be completed by (i.e.14x3) 42 contact lecture hours.

iii. Grading System: (Please See page no 11, Admission Handbook)

iv. Grade Point Average (GPA): Page-11 of Ad.H.B

Academic Policies and Procedures

Course Registration:

Course Registration is a must for all regular students in each Semester for fulfilling the graduation requirements. By filling up the Prescribed Course Registration Form (available at ACAD) and signing by the Head of the Department and authorized signatory of the ACFD, it is to be submitted at ACAD. All students must follow the schedule for course registration notified by the ACAD strictly.

If any student fails to complete the course registration within the deadline then he/she shall be considered as de-registered student for that particular Semester and consequently he/she shall be barred from attending any class or examination. (Page- 11-12 of Admission Handbook)

Academic Advising System and Workload:

Minimum workload for a regular Semester is 9-12 credit hours or its equivalent and maximum load is up to 24 credit hours.

Since IIUC is following the Open Credit Hour System, a student may register the expected number of credits with the recommendation of his/her respective academic advisor and the approval of the Head of the Department or the Dean of the Faculty or the Pro-Vice-Chancellor as the case may be. (Page-12)

Course Add and Drop & Withdrawal of Courses (Page-12-13)

Criteria for Repeat Courses:

Under the following circumstances, the course repeat can be held.

- For 'D' or 'F' grade holders, the course must be repeated within the next 2 consecutive Semesters. Prerequisite courses should be repeated on priority basis.
- The improved grade will be computed in the final transcript and the previous grade/s (i.e. D or F) will be marked with 'R' grade (as retake the course) which has no effect on GPA or CGPA.
- If any student earns 'C' or above grade for any course he / she would not be allowed to repeat.

Class Attendance Requirement:

Students are required to attend all lectures, tutorials, seminars, lab works etc. of courses that they have registered for. Normally 80% attendance is required to allow a student to take the Semester final examination. If any student has class attendance below 60% he/she will be barred from attending final examination.

Dropping Semester/Leave of Absence: (Page 13)

Transfer of Credits/ Exemptions:

Campus/Department Transfer:

An application addressing to the Pro Vice-Chancellor through the Head of the Department has to be submitted to ACAD. After getting approval, the incumbent has to pay Tk. 5000/- for the students of Shari'ah, Arts & Humanities and Law faculty and Tk. 10,000/- for the students of all other faculties.

Cheating in Examination:

When a student is found to have committed a breach of any provision of the Examinations Rules and Regulations or any procedure made there under or any instruction made by an authority under these Regulations, such candidate shall be deemed to have committed an offence and will be liable for disciplinary punishment. Such punishment may be cancellation the course in question, drop of

the course in question, drop of the current Semester, expulsion for an academic year or expulsion from the University, based on the weight and gravity of the offence.

Policy for Improvement of Grade (Page-16)

- a. It should be exercised within the two consecutive Semesters.
- b. That payment shall be made in full on credit hour basis.
- c. That the last grade will be computed in the transcript and the previous grade will be nullified and marked with 'R' grade (as retake of the course), which has no effect on GPA or CGPA.

Publication of Result by Transcripts:

Results of each Semester are distributed to every student normally at the beginning of the following Semester. Official Transcripts are issued during graduation and upon written request of a student who has paid all fees. Partial transcripts may also be issued in the same manner to existing students. However, a fee of **TK. 50/-** is charged for partial transcript/ testimonial of a Semester and **TK. 250/-** is charged for each set of Final Transcript and original certificate respectively.

Student Identification Card :

All students are issued Digital Student Identification Card known as *ID Card* upon admission to the University. This card allows the students to get access to the University facilities.

Finally I would request you to follow and remember the points given below:

- Go through the Admission Handbook;
- Follow the Academic Calendar;
- Complete your Course Registration in each Semester within the deadline;
- Repeat the course/s within two consecutive Semesters;
- Apply in prescribed form for Dropping Semester within the registration period for temporary discontinuation of study;
- Collect each Semester's result and evaluate yourself;
- Check the Notice Board of ACAD daily;
- Carry the Identity Card during stay at Campus;
- For any query, feel free to contact the ACAD or Department office.

I expect the successful completion of your study at IIUC and wish you to achieve your target in your life.

Briefing on

Accounts & Finance Division



Imran Abu Hasan
Director, ACFD, IIUC

Dear Freshers,

Assalamu Alaikum.

I'm really happy to write a few words towards the newly enrolled undergraduate students of Autumn Semester 2008. I, on behalf of Accounts & Finance Division welcome you to International Islamic University Chittagong which is an emerging institution of higher education that has the avowed goal of imparting contemporary knowledge with Islamic ideology and ethical values. I do believe that the quality learning that you would receive here at IIUC will develop you to cope with rapidly changing business challenges as well as in the competitive job markets at home & abroad.

Accounts and Finance Division is the first fully computer automated division in IIUC. ACFD is basically responsible to handle accounts & investment, payroll, payments, loans, contracts & supplies, budget, treasury etc. ACFD offers expertise, advice and assistance in the University's decision and policy making in matters relating to finance and accounting. It integrates Islamic Financial Systems (IFC), management and concepts in the University's financial system complying with International Financial Reporting System (IFRS) and Generally Accepted Accounting Policies (GAAP). The Division is striving for a Total Quality Management (TQM) and to adopt the approach of a learning organization in the way for excellence.

Regarding collection of fees and charges from students it maintains automated ledger card to give updated information to the students, issue money receipt, implement polices and maintain all kinds of financial records of students.

KEY NOTES:

- Tuition and Semester fee for each Semester should be paid in full amount during the course registration. Dues (if any) should be settled at least 2 weeks before the Semester final examination

- Students are required to collect book's deposit slip from ACFD and then all fees are to be paid through this deposit slip in the IBBL, Chawkbazar branch, CTG.
- It should be noted that the Course Registration Form would not be accepted by ACFD if any student fails to produce book Deposit slip in ACFD in time.
- If any student is allowed to repeat the Semester then he/she is required to pay 50% of the tuition fees along with the Semester fee and If any student is allowed to repeat any course/ courses then he/she is required to pay 50% of the tuition fees (on credit hour basis). However, in a nutshell this is the procedure regarding payment of fees & charges. Further if you need any other financial information please feel free to get in touch with us within the office hour and we assure you that we will be beside you all-time.

So, the future leaders of the country wish you best of luck.

Thanks.



Briefing on

Library & Information Division

Md. Nurul Kabir Khan
Director (In-charge), LID, IIUC

Dear freshers,
Assalamu Alaikum Wa Rahmatullah.

At first I would like to thank you for selecting IIUC to pursue your higher studies. I do believe that all of you have the same vision of imbibing the true spirit of Islam as an effective guiding principle in your work and daily life.

Library Opening Hours:

Day	Time
Saturday to Wednesday	8.00 a.m. to 8.00 p.m.
Thursday	8.00 a.m. to 1.00 p.m.
Friday	3.00 p.m. to 8.00 p.m.

" During the prayer's time library remains closed.

General rules: First you have to deposit Tk. 1,000/- (One thousand only) to the ACFD as Library caution money (refundable). Then you have to give two stamp size color photographs and show your ID

card or registration form to circulation desk to have a library card. Produce / Submit your library card when borrowing library books. Library card will not be transferable. We are giving you four books for fifteen days. Library books borrowed must be returned or renewed by the due time. Otherwise you will have to pay fine as per IIUC rules.

Penalty system: Tk.1.00 per day for each book after exceeding due date.

But if the users need reference books for photocopy, it may be done by a staff of the library. This option may be provided usually during Evening Shift.

Silence should be strictly observed in the Library premises. Smoking, eating and drinking are strictly prohibited inside the library. Bags, Umbrellas, parcels, etc are not to be brought into the library.

Our book collection consists of text and reference books on all subjects offered at the IIUC. A large numbers of Journals, Periodicals & Magazines from home and abroad are available in the Library. The most demanded magazines are The Economist, Business Week, Asia Week, Time, PC World, Reader Digest, Computer Today, Al-Islam, Kalom, Prethibi etc. The most popular newspapers are available for you every day. You can choose books from the catalogue book and can be borrowed by submitting a filled up requisition slip. Library staff always pay much attention for every user. Please feel free to ask us any kind of help in the searching of the suitable reading materials.

library is a growing organization. From the beginning, the IIUC Authority pays much attention to the library. As a part of this keen attention we got the membership of PERI network. Through this network we are hopeful to have access more than five thousand electronic journals. Since reading is an important part of the academic process, we are always conscious enriching and diversifying our collection and our total collection is now more than ninety two thousand including books and documents. We are always in the process of updating and renovating of the collections. Within a very short period of time all library transactions will be conducted through automated system.

I just request you to save the library materials and use the books carefully. We can't protect our library materials without your cordial cooperation. Please keep the reading atmosphere in library rooms and don't disturb your friends to study.

I expect the successful completion of your study at IIUC. Build your career and build the nation. May Allah help you.

Thank you very much.

Academic Calendar

Bachelor Program, Autumn Semester- 2008

EVENTS	DATES
Orientation Program For freshers	9 Aug 2008 (at Permanent for all male students)
	10 Aug 2008 (at Safa Arcade for all female students)
English Proficiency Test (EPT) & Arabic Proficiency Test (APT)	11 Aug 2008 (at City & Permanent Campus)
Payment of Semester & Tuition fee without fine	16 Aug-3 Sept 2008
Lecture Period	16 August-16 October'08
Course Add & Drop	26 Aug - 3 Sept 2008
<i>Break for Ramadan & Eid-ul-Fitr</i>	28 Sept - 7 Oct 2008
Mid Term Test (by the Dept.)	18 Oct - 2 Nov 2008
Result of Mid Term Test (by the Dept.)	12 Nov 2008
Annual Athletic Meet	11-12 Nov 2008
Lecture Period	3 November- 2 January 2009
Course Withdrawal Period	15-22 Nov 2008
<i>Vacation for Eid-ul-Azha</i>	6-15 Dec 2008
Preparation Period	3-9 Jan 2009
Final Examination	10 January. - 3 February 2009
Inter-Semester Break	4-25 Feb 2009 (for students)
Publication of Result	26 Feb 2009
Commencement of Spring Semester 2009	28 Feb 2009

National / University Holidays during Autumn-2008

Shab-eBarat	17 Aug 2008
Janmastami	24 Aug 2008
Shab-e-Qadr	28 Sept 2008
Eid-ul-Fitr	29 Sept - 7 Oct 2008*
Durga Puja	9 Oct 2008
Eid-ul-Azha	6-15 Dec 2008*
Victory Day	16 Dec 2008
Christmas Day	25 Dec 2008
Semester Vacation of Autumn 2008	6 days (to be fixed later)

* Subject to the appearance of the moon

N.B: The University authority reserves the right to make any change if necessary

Album

few STAD - activities in view



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Phone : IIUC PABX Ext.: 881 # 882

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Fax : +880-31-610307. **E-mail :** acad@iiuc.ac.bd.

Health Science Campus : 206/1, Hazi Chandmeah Road, Chandgaon, Chittagong
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