



International Islamic University Chittagong

Application Form for Seat at Hall

Hall Name			
ID Number:		Registration No.:	
Semester Enrolled :		Siblings ID:	
Batch No. :		Required Credit:	
PROGRAM :			
Previous ID/Institute :			
Advisor :			



PERSONAL DETAILS

Student's Name			
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Father's Name :		Occupation :	
Mother's Name :		Occupation :	
Local Guardian's Name :		Occupation :	
Date of Birth :		Marital Status :	
Religion :		Gender :	
Nationality :		Blood Group :	
Birth Certificate No. :		Country :	
Passport No. (if any) :		National ID. :	

Present Address		Permanent Address	
House No./Name :		House No./Name :	
Road/Village :		Road/Village :	
Lane :		Lane :	
Block :		Block :	
Area/Post Office :		Area/Post Office :	
Thana/Upazila :		Thana/Upazila :	
District :		District :	
Mobile (Student):		Mobile (Guardian): Alternative	
E-mail:		Number:	

ACADEMIC BACKGROUND

Examination / Degree	University/ Board/ Institution	Group / Discipline	Year of Passing	GPA Without Optional/ Marks	GPA/ Class/ Division
Dakhil					
Alim					
BA (Hons.)					



International Islamic University Chittagong

Hostel Seat Allocation Application Form

SEMESTER BACKGROUND

SL	Semester	Enrolled	Cr. Hr.	Completed	GPA	CGPA	Remarks

Required CH: _____ Completed CH: _____ Last Semester: _____ CGPA: _____

OFFICE OF HALL PROVOST

<p><u>Recommendation for Hall:</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Evaluation</p> <p>Remarks (if any): _____</p> <p>_____</p> <p><i>Authorized HALL PROVOST</i></p>	<p><u>Hall Name:</u></p> <p>-----</p> <p>Date: _____</p> <p>Effect Date: _____</p> <p>_____</p> <p><i>Authorized HALL PROVOST</i></p>
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OFFICE OF CHAIRMAN

<p><u>Department Chairman:</u></p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</p> <p>Remarks (if any): _____</p> <p>_____</p> <p><i>Signature, Department Chairman</i></p>	<p><u>Chairman, Hall Management Committee:</u></p> <p><input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted</p> <p>Remarks (if any): _____</p> <p>_____</p> <p><i>Signature of the Chairman of the HMC</i></p>
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OFFICE OF THE ACFD:

Receipt No. of Registration Fee: _____ Receipt No. of Caution Money: _____

Journal Number: _____

Hall Registration Fee Tk: _____

Caution Money Tk: _____

Monthly Seat Rent to be paid Tk: _____

Authorized Officer, ACFD

OFFICE SEAL, ACFD

Authorized Officer, ACFD



International Islamic University Chittagong

Hall Seat Allocation Application Form

RULES AND REGULATIONS FOR REGISTERED STUDENTS AT HALL

1. Any resident, who on purpose damages any part of the building or Hall properties, will be liable to pay the cost of repair or replacement. Apart from that, the Hall authority may charge him with applicable disciplinary offences.
2. The door of the room must be kept under lock and key while resident goes outside the room and should return the keys of the room to the Hall authority before leaving the Hall during a vacation.
3. While leaving the room, resident should ensure that the switches of the lights and fans are off.
4. In case of any emergency or accident the resident must report to the Hall authority immediately.
5. Each student will be assigned the responsibility of meal management by rotation. Non will be exempted from this responsibility. And every student has to pay the money within the specific time.
6. No objectionable photograph/poster/quote will be allowed to be hung in the room.
7. Any resident is not allowed to make changes or exchange of any room with other residents without the prior permission of the Hall authority.
8. Based on availability, If any students of IIUC wants to stay as guest, then he will pay **BDT 100 Taka** per day and if any guardian wants to stay as guest, then he has to **pay BDT 300 Taka** per day.
9. 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 needs to put a calendar, routine, schedule, etc- it should be arranged for that by using the drilling machine after taking prior permission from the authority.
10. No resident is allowed to shift the furniture of the Hall from one room to the other without the permission to the authority.
11. All residents should dispose of the rubbish and filth in the garbage bin kept exclusively for the purpose.
12. Muslim residents of the Hall must be sincere, punctual and committed to perform regular daily prayers and observe fasting during the month of Ramadan. While in the Hall, students must have to perform Isha and Fazr prayer in congregation (Jama'ah).
13. All residents regardless of faith & religion must strive for keeping up ideals of morality, politeness, humanity and piety.
14. Playing cards or killing time in any other kind of meaningless play, which is contrary to teaching of Islam, is completely prohibited.
15. A resident should not cause any inconvenience to the other fellow roommates. As for example one should use headphone so as not to disturb other students.
16. Residents are strictly prohibited from making any noise within the Hall premises.
17. No one is allowed to listen any immoral song or hard rock or to watch any unethical and immoral scenery on computer screen within the room or elsewhere in the Hall Premises.
18. Smoking within the Hall premises is strictly prohibited and punishable.
19. The use of TV should strictly be limited to news broadcasts; educational & documentary programs and it will be closed **at sharp 11:30 p.m.**

20. No resident is allowed to be absent from the Hall except with a prior permission from the authority and for a legitimate reason which is acceptable to the authority.
21. No one is allowed to continue any games or sports activities during the prayer time.
22. The residents of the Hall are also required to dress themselves properly and decently which is not contrary to the spirit of Islam and dignity.
23. The Hall authority expects all sorts of cooperation from all residents to uphold the smooth administration and maintain the healthy environment in the Hall.
24. No grouping, political activities can be run in the hall.
25. Students should inform all problems in the provost office. All kind of problems of Hall must solve through this office. No agitation will be allowed in the hall. If any student feels uncomfortable and could not accommodate himself in the hall, he can leave.
26. The hall authority has the right to cancel seats if any kind of activities will conduct by the student contrary to the hall rules. The hall authority will not be liable, if any students will conduct unethical, unlawful activities inside & out outside the hall.
27. A Resident student must take gate pass while they bring or take out anything in the hall or outside of the hall.
28. If any student wants to conduct tuition outside the hall, he must take permission from hall authority and also take prior written consent from his guardian.
29. Students will pay **BDT 1800 taka as Seat Rent, Caution Money BDT 3000 Taka (Refundable) and Registration fee BDT 3000 Taka (Non-refundable)**. If any student of the hall does not pay the seat rent for 2 (two) consecutive months, the penalty will be added.
30. No student is allowed to stay outside hall **after 10.00 PM** and student must return hall **before 10.00 PM**. If any student has to stay outside for any purpose **after 10.00 PM** he has to take permission from hall authority
31. Students must pay compulsory fine of **BDT 500 taka** in case of any rule violation while staying at hall. Otherwise, legal action will be taken against rule violation student.
32. Bed will be provided to the new registered students-free of cost, by the male hall authority.
33. No student can use electric devise in hall - (clothes iron, rice cooker, induction cooker, room heater and tea maker) without the permission of hall authority. If any student does so, he will be fined and his guardian will be informed.
34. If any student of the hall brings an outside student without the permission of the authority, his seat will be cancelled.

Declaration:

I hereby declare that all the information mentioned above is true. I also declare that I'll conform to the Hall rules and regulations and the authority reserves the right to amend any term or condition and to expel or to take any punitive measure in case my activities and behaviors go in contravention of IIUC Hall rules and regulations.

Signature of the applicant

Signature of Father/Guardian



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Information of Parents and Approved Guardians

ID/Matric:

Name:

Program:

SL	Name of Person	Relation	Mobile Number	Photo
1		Father		
2		Mother		
3		Gurdian		

Signature of the Provost

Signature of Parents