

**OFFICE OF THE PROVOST**  
**FEMALE STUDENTS' HALLS OF RESIDENCE**  
ISLAMIC UNIVERSITY OF TECHNOLOGY, BOARD BAZAR, GAZIPUR-1704, BANGLADESH

**FEMALE CAFETERIA RULES**

1. The Cafeteria remains open from 07:00 hrs to 22:00 hrs everyday with breaks for prayers. Meals are, however, served according to the following schedule in the counter section of Cafeteria:

Breakfast:	07:00 -09:30 hr (Working days) (On holidays up to 10:00 hr)
Lunch: (With prayer break 13:00 – 13:30 hr):	12:00 – 14:30 hr
Evening Tea:	16:30 – 17:30 hr
Dinner:	19:00 – 22:00 hr

2. Every student and Trainee should take the food from the counter forming a queue, by maintaining order and discipline. **It is advised to follow a decent dress code.**
3. **Carrying food utensils, Plates, Glasses, Cutlery, etc. outside the cafeteria by any student is strictly prohibited.** Any student found doing so is liable to be penalized and a monetary penalty shall be realized from the monthly pocket allowance.
4. Meals in the cafeteria are not exchangeable under any circumstances. No student is allowed to take another student's meal.
5. The menu is fixed for particular days of the week.
6. **Smoking is not allowed** in the whole cafeteria area.
7. **Students or Trainees are not allowed to enter the kitchen area.** They can use the student's kitchen area (Bungalow) if needed.
8. **No student/Trainee is allowed to entertain any guest.**
9. For efficient functioning of the cafeteria, it is necessary that all its users cooperate with the Cafeteria staff. **Students and Trainees are hereby advised to refrain from such activities which may affect the normal functioning of the cafeteria.** Disciplinary actions including the imposition of fines will be taken against them if found engaged in any such activities.

**Declaration:**

I, the undersigned do solemnly affirm that I have gone through all the above-stated rules and regulations (Clause 1 – 9) formed by the cafeteria management committee and hereby also declare to obey and to follow the rules and regulations of the cafeteria that may be modified time to time accordingly.

Guardian Name:

Name of student:

Room No:

Address:

Student ID:

Mobile No:

Mobile No:

Department:

Guardian's signature with date:

Signature with date:

# OFFICE OF THE PROVOST

## FEMALE STUDENTS' HALLS OF RESIDENCE

ISLAMIC UNIVERSITY OF TECHNOLOGY, BOARD BAZAR, GAZIPUR-1704, BANGLADESH.

### RULES OF CONDUCT IN THE HALLS OF RESIDENCE

1. No outsider is allowed to enter into or stay in the room of a resident except the resident (student or trainee) herself. An officer or employee of the University other than the regular hall staff, who wishes to enter any area of the hall, should obtain the prior permission of the hall authority.
2. Every resident student must use the hall belongings 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 hall. Any loss or damage must be reported to the hall authority forthwith. 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 her with applicable disciplinary offenses. Incidents of vandalism should be immediately reported to the concerned authority.
3. No resident should change or exchange her room from the allotted one without prior permission of the respective Hall Authority. She should not give her room key to others or accept the key from others. Residents must keep their valuable items in their own custody. Authority will not bear any responsibility for any loss of personal items.
4. The furniture and fixture of the rooms as set by the authority should not be removed or displaced without permission.
5. Every resident is responsible for keeping the safety of the hall and should maintain a healthy environment in and around the hall premises. All residents should dispose of the rubbish and filth in the garbage bin kept exclusively for the purpose. Residents must cooperate to keep the hall premises clean.
6. A resident should not cause any inconvenience to the other fellows in her room or hall premises. Residents are strictly prohibited from making any undue noise within the hall premises. The residents should not play any audio devices loudly that disturb other residents. Objectionable songs, music, dances, and films are prohibited to play and/or display on any screen. No objectionable/ immoral photograph or poster will be allowed to be hung or pasted in the room and hall premises as well.
7. No resident is allowed to be absent from the hall after Adan of Maghreb prayer except with prior permission from the authority and for a legitimate reason which is acceptable to the authority.
8. The residents of the hall are also required to dress properly and decently which is not contrary to the spirit of Islamic dignity.
9. Residents are requested to use electricity and water with utmost care. While leaving the room, residents should ensure that the switches of the lights and fans are off. No taps should be left running. Do not tamper with storage tanks, firefighting equipment, and water fittings. Any unauthorized equipment such as Fridge, Washing machine, Heater, Oven, AC, etc. cannot be kept inside the room.
10. No student is allowed to keep any pet inside the halls/room. Hawking, selling or any other trading activities are NOT allowed in the Halls of Residence.
11. Students should not use hall employees for their personal services.
12. Smoking is strictly prohibited in offices, halls of residence, student rooms, or any closed and open public place. In addition, the possession, consumption, manufacture, distribution, and storing of any narcotic material, alcohol, drug, arms, ammunition, or non-ethical substances, and to abet in the

above activities are strictly prohibited in the IUT Campus and disciplinary actions including expulsion can be imposed for violating this rule.

13. Residents should not involve in ragging/fighting/altercation with other residents in the Halls of Residence and its premises.
14. In case of any emergency or accident, the resident must report to the hall authority immediately.
15. The use of TV should strictly be limited to news broadcasts, educational & documentary programs. No one is allowed to continue any games or sports activities during prayer time.
16. No Medicine is allowed to be stored without the permission of the medical officer.
17. No guest will be allowed without prior permission of the hall authority. In special circumstances, verified female guests may be allowed to visit residents during Office hours (8:00 A.M to 5:00 P.M) only, but such guests are not allowed to enter the students' Dormitories. All visitors must make an entry in the Register at the Gate. This Regulation is already announced in the Students Guide vide section on "Visitors".
18. Each resident shall be required to surrender room keys promptly if required i.e. during the unrest period and when checking out. Disciplinary actions may cause a student to be ineligible for admission to further courses. If any resident violates this rule disciplinary action will be taken against the resident for the offense of violating the above Rules. The hall authority expects all sorts of cooperation from all residents to uphold the smooth administration and maintain a healthy environment in the hall.
19. After 12 AM the main light of the room should be turned off. If necessary, the resident should take permission from others to turn it on for a short period.
20. The hall authority has the right to search any room in an event of any suspicious activities.
21. No unauthorized Programs should be arranged within the hall premises that hampers the safety, security and calmness of the Halls of Residence.

**Declaration:**

I, the undersigned do solemnly affirm that I have gone through all the above-stated rules and regulations (Clause 1 - 21) formed by the provost committee and hereby also declare to obey and follow the rules and regulations of the Halls of Residence that may be modified time to time accordingly. Disciplinary action may be taken against me for violation of any of the rules.

Guardian's Name:

Name of student:

Room No:

Address:

Student ID:

Mobile No:

Mobile No:

Department:

Guardian's signature with date:

Signature with date: