

International Islamic University Chittagong Kumira, Chittagong-4318, Bangladesh

HR BIO-METRIC ENROLMENT AND IT SERVICES FORM (HRIT-01)-FACULTY																							
PART-A	F	PERSONA	L DET	AILS	(Plea	ase Fill	up t	he Fo	rm ir	ı Blo	ock I	ette	rs)										
ID 0		-				OL	D ID	(If a	ny):														
Full																							
Name Gender							1																
*	MaleF	emale	Date	of Bi	irth *	-	/.	/_		_													
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Father's Name	*																						
Mother's Name	÷ *																						
Marital Status		M	arried] Un	marrie	ed [Di	vorc	ed		Wi	wob	ed									
Spouse Name																							
Nationality		Bar	nglade	shi [<u> </u>	ther																	
Religion		☐ Isla	ım 🗀] Hin	duis	m 🗌	Chri	istian	ity [Вι	udd	hisr	n 🗀] Otl	ner								
National ID*																							
Blood Group		A+	A-		B+	В-	<u> </u>	+] o -		AB+		AB-	,									
PART-B		CONTAC	T DET/	AILS																			
House Name/F																							
Rd. No/Village	Name/City	Corp *											44										
P.S/Upazilla *	•											Cod					<u> </u>	-					
District & Divis	ion									N	viobi	le (SN	/15)*										
PART-C		PERMAN	ENT A	DDR	ESS																		
House Name/F	lolding No	*																					
Rd No/Village N	Name/City	Corp *																					
P.S/Upazilla *										F	ost	Cod	e *										
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International Islamic University Chittagong Kumira, Chittagong-4318, Bangladesh

PART-E	IIUC	: EN	/AIL	L AC	ССО	UN	IT (ONL	Y F	OR	TE	ACH	IER)							
Personal Email (Existing) *																					@
How you want your IIUC Email ID*																					@iiuc .ac .bd
Office 365 Web Access (Optional)																					@faculty. iiuc .ac .bd
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PART-F DE	CLA	RA	TIOI	N																	
I confirm that information.	the	abo	ove	inf	orn	nat	ion	is	cor	npl	ete	an	nd c	orr	ect	an	d t	her	e i	s no	o untrue or misleading
Signature of Employee* Date signed/ /																					
PART-G I	REQI	JIR	ED A	ATT	ACI	НМ	EN.	TS -	- NI	w	EM	PLC	ΟYΕ	ES (ONL	Υ.					
Ensure the following documents are attached to this form. NID Photocopy * Employment Letter * Employee PP Size Photo*																					
PART-H OFFICIAL USE																					
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(✓ tick)	ee		Pay	/rol	l ID	*							_			Jo	inir	g D	ate	*	
Designation *										_		Dej	pt./	Div.	*						
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Steps Completed (✓ tick)																					ITD Signature
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☐ HR Profile ☐ HR Passv	ord	Ser	nt 🗌	Ca	rd A	Assi	gn [H	IR F	Pictu	ure l	Uplo	oad								
☐ Email Account ☐ Email P Email Updated on Website	assw	ord	Sent	: 🔲	Tea	cher	r Pro	file	& P	ictuı	re [] Pa	anel	Pass	wo	rd S	ent	u	Iniv	ersit	:y
Wifi Account	_										_										



International Islamic University Chittagong Kumira, Chittagong-4318, Bangladesh

HR BI	HR BIO-METRIC ENROLMENT AND IT SERVICES FORM (HRIT-02)- OFFICER																								
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Mother's Na	me *																								
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Email ID *																									
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PART E DECLARATION	
I confirm that the above information information.	n is complete and correct and there is no untrue or misleading
PART F SIGNATURE OF THE APP	LICANT
Signed by Employee*	Date signed //
PART G REQUIRED ATTACHM	ENTS – NEW EMPLOYEES ONLY
Ensure the following documents are attached NID / Birth Registration Photocopy* Employment Letter * Employee PP Size Photo*	to this form (1 Copy of each)
PART H Offi	icial Use Only
Payroll ID – P	lease collect and sign it from ACFD
(√ tick) New Employee Payroll ID* _	
Designation *	Dept./Div. *
Authorised Signature	Comments:
ITD Official U	Use only - Steps Completed (✓ tick)
Steps Completed (✓ tick)	ITD Signature
Bio-Metric Enrolment Machine Sync	
☐ HR Profile ☐ HR Password Sent ☐ Card Assig	n 🔲 HR Picture Upload
☐ Website Profile ☐ Web Picture Upload ☐ Un	iversity Email Updated
☐ Wifi Account	

☐ Software Account ☐ User Password Sent



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Full Name																									
Gender *	Ma	ale		Fen	nale		Date	of I	3irth	ነ *			/	<i>J_</i>											

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Full Name																														
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Mother's N	ame	*																												
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Spouse Nan	ne																													
Nationality						Bar	nglad	desh	i 🗌] C	the	r																		
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P.S/Upazilla * Post Code *											1																			
District &	Divi	sion															М	obil	e (SN	/IS)*										
PART C				PER	RMA	ANE	NT A	ADD	RES	S																				
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District &	Divi	sion															М	obi	ile*											
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or broadcasting spam email will lead to deletion of the account without prior notice.



PART F DECLARAT	rion		
I confirm that the above information.	e information is complete	and correct and there is no u	ntrue or misleading
Signature of Employee*		Date signed	<u>/ / </u>
PART H DEPART	MENT ACKNOWLEDGEMEN	Г	
(✓ tick)		Joining Date *//	
Designation *		Dept./Div. *	
Authorised Signature	<u>Comments:</u>		
PART G REQUIRE	D ATTACHMENTS – NEW EW	IPLOYEES ONLY	
Ensure the following documents NID Photocopy * Employee PP Size Photo Copy of IIUC Approval as	are attached to this form		
PART H ITD Official I	Jse only - Steps Completed (√ tick)	ITD Signature
Teacher Profile Panel Passw	ord Sent 🗌 Email Updated 🗌	Teacher Profile Picture upload	
☐ Website updated ☐ Web Pictu	re upload		

	M (HRIT-04) - ADJUNCT REN NT (Please Fill up the Form in Block Lette	
PART A ADJUNCT INFORMATION		
(√ tick)	Extended Date *//	
Designation *	Dept./Div. *	
REQUIRED ATTACHMENTS		
Ensure the following documents are attached to this fo	orm	
Copy of IIUC approval for renewal as Adjunct*		
<u>Authorised Signature</u>	Comments:	
PART B DECLARATION		
I confirm that the above information is confirmation.	omplete and correct and there is no u	untrue or misleading
Signature of Faculty*	Date signed/	<u>/</u>
PART C ITD Official Use only - Steps	Completed (√ tick)	
Steps Completed (✓ tick)		ITD Signature
☐ Web Profile Date Extended ☐ Panel Password Sent (if	f needed)	



Kumira, Chittagong-4318, Bangladesh

HR BIO-METRIC	ENROLMENT & IT SERVICES (Please Fill up the Form in	· · · · · · · · · · · · · · · · · · ·	T-05) – GENERAL STAFF
PART A	DEPARTMENT ACKNOWLEDGEMENT		
	Name: De	ept./Div. *	Joining Date * / /
	REQUIRED ATTACHME	NTS (√ tick)	
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	ocuments are attached to this form	VINCEIA (VIII O T)	(11 (1110 110 111 (or)
Authorised Signature		Comments (if any	<u>):</u>
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০২.নাম	8		
০৩.পিতার নাম	8		
০৪.মাতার নাম	8		
০৫. জন্মতারিখ	8		
০৬. স্থায়ী ঠিকানা	• •	ডাকঘর:	
		জেলা:	
	ঃ মোবাইল নং:		
০৭. বৰ্তমান ঠিকানা	- (, ,	ডাকঘর:	
		জেলা:	
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১২. পদ	8 যোগদা <i>ে</i>		
১৩. বিভাগ/অফিস	ঃ১৪. উপ	বিভাগ ঃ	
১৫. জাতীয় পরিচয় নং	%		
১৬. ড্রাইভিং লাইসেন্স	8	মেয়াদ তারিখ	
১৭. রক্তের গ্রুপ	8		
১৮. শিক্ষাগত যোগ্যতা	8		
🔲 আমি এই মর্মে স্বীকার ক	রছি যে, উপরোক্ত দেয়া তথ্য সমুহ সম্পূর্ন সঠিক।		
		— আবেদনকারী	া স্বাক্ষর (তারিখ স হ)
PART- C	ITD Official Use only - Steps Compl	eted (√ tick)	
Steps Completed (✓ tick)			ITD Signature
☐ Bio-Metric Enrolment	Machine Sync		
☐ HR Profile ☐ HR Pa	ssword Sent Panel Password Sent Card	d Assign	

EMAIL ACCOUNT REGISTRATION FORM (EIT-01) -TEACHER (Please Fill up the Form in Block Letters)								
PART A	·							
(✓ tick)								
Payroll/Teacher ID:								
Name:	Joining Date / /							
Designation	Dept./Div. *							
Date of Birth * / /	Mobile No. *							
Personal Email ID*								
How you want your institut	tional email (√ tick)							
G-Suite Email ID	@iiuc.ac.bd							
Microsoft 365 Web Version Account	_							
REQUIRED ATTACHM								
Ensure the following documents are attached to this form Copy of Adjunct Faculty approval from IIUC (only for Adjunct Faculty)	nct) *							
Dept./Cen. Head Signature	Comments (if any):							
PART B DECLARATION								
I agree the terms and conditions of email account usag	ge policy of IIUC (✓ tick)							
Signature of Faculty*	Date signed / /							
PART- C ITD Official Use only - Steps Comp	pleted (√ tick)							
Steps Completed (✓ tick)	ITD Signature & Date:							
Approved Email ID:								
Email updated on HR Profile & Web Profile Emai	I Password Sent							
	<u> </u>							
Director (In-Charge), ITD*	Date signed//							

EMAIL ACCOUNT REGISTRATION FORM (EIT-02) — NON-ACADEMIC (Please Fill up the Form in Block Letters)									
(✓ tick) New Email A/C									
Payroll ID:									
Name:	Joining Date / /								
Designation	Dept./Div								
Date of Birth * / /	Mobile No. *								
Personal Email ID*									
PART B How you want your institutional em	nail (√ tick)								
G-Suite Email ID	@iiuc.ac.hd								
Microsoft 365 Web Version Account									
REQUIRED ATTACHMEN	NTS (✓ tick)								
Ensure the following documents are attached to this form Copy of IIUC Approval (if applicable) *									
	Comments (if any):								
☐ I agree the terms and conditions of email account usage	policy of IIUC (✓ tick)								
Signature of Employee*	Date signed / /								
PART- C ITD Official Use only - Steps Co	<u> </u>								
Steps Completed (✓ tick)	ITD Signature & Date:								
Approved Email ID:									
Email updated on HR Profile & Web Profile Email P	Password Sent								
Director (In-Charge), ITD*	Date signed//								

PART A MICROSOFT 365 ACCOUNT REGISTRATION FORM (EIT-03) – STUDENT (Please Fill up the Form in Block Letters)									
(✓ tick) New Email A/C									
Student ID*:									
Name:	Joining Date / /								
Designation	Department								
Date of Birth * / /	Mobile No. *								
Personal Email ID*									
PART B How you want your email ID (√ tic	k)								
Microsoft 365 Web Version Account	@student.iiuc.ac.bd								
Explanation of Needs									
Dept. Chairman Signature	Comments (if any):								
I agree the terms and conditions of email account usage	e policy of IIUC (✓ tick)								
Signature of Student*	Date signed / /								
PART- C ITD Official Use only - Steps C	Completed (√ tick)								
Steps Completed (✓ tick)	ITD Signature & Date:								
Approved Email ID:									
Email Password Sent									
Director (In-Charge), ITD*	Date signed//								

PART A SOFTWARE ACCOUNT REGISTRATION FORM (SIT-01) (Please Fill up the Form in Block Letters)					
(✓ tick) New Software A/C					
Payroll ID*:					
Name:	Joining Date / /				
Designation	Dept./Div/Cen./Off				
Date of Birth * / /	Mobile No. *				
Personal Email ID*					
PART B ATTACHMENTS (✓ tick)					
Copy of the Joining / Transfer Letter					
EXPLANATION OF NEEDS					
AUTHORISED SIGNATURE					
AUTHORISED SIGNATURE					
PART C DECLARATION					
I agree the terms and conditions of software account	usage policy of IIUC (✓ tick)				
	3.53.65 perior, or more (
Signature of Employee*	Date signed / /				
PART D ITD Official Use only - Steps C	Completed (√ tick)				
Steps Completed (✓ tick)	ITD Signature & Date:				
Approved Email ID:					
Email Password Sent					
Authorised Signature:					
Director (In-Charge), ITD*	Date signed//				

PART A SOFTWARE TRAINING SCHEDULE FORM (TIT-01) (Please Fill up the Form in Block Letters)						
(✓ tick) New Software Training						
Payroll ID*:						
Name:	Joining Date / /					
Designation						
Date of Birth * / /	Mobile No. *					
Personal Email ID*						
ATTACHMENT (✓ tick) ☐ Copy of the Joining / Transfer Letter						
EXPLANATION OF NEEDS						
PART B USER DECLARATION						
I agree the terms and conditions of software account usage	policy of IIUC (✓ tick)					
Signature of Employee*	Date signed / /					
PART C DEPT./DIV./CEN./OFF. ACKNOW	VLEDGEMENT					
Allowed to access the software						
AUTHORISED SIGNATURE:						
PART D ITD Official Use only - Steps Comp	leted (√ tick)					
Steps Completed (✓ tick)	ITD Signature & Date:					
Available Schedule (Mention details about date & time)						
ALITHODISED CIONATURE						
AUTHORISED SIGNATURE:						
Director (In-Charge), ITD*	Date signed / /					

International Islamic University Chittagong

Kumira, Chittagong-4318, Bangladesh

List of Licenses that are required for HUC software services. These licenses can be purchased from vendor's e-commerce website where card payment method is used for the purchase.

SL	Description	Expiry Date	Renewal Needs	Vendor	Location	(Approx;)	Status
1.	SMTP Email	2025-02-28	Yes, Yearly	smtp.com	USA	\$30/m	Running
2.	DNS Server	2024-10-18	Yes, Yearly	contabo	USA	\$15/m	Running
3.	Web Hosting Server	2024-12-31	Yes, Yearly	contabo	USA	\$19/m	Running
4.	SSL Certificate	2025-12-31	Yes, Yearly	Namecheap	USA	\$135/Year	Running
5.	FPDI PDF Perser License	One time purchase	Yes, Yearly			EURO 130/-	Running
5.	Microsoft Office 365	Expired on 2024-04-11	Renewal 15/5/2024 for next 1Yr	Microsoft	USA	Tk. 9599/-	Running
6.	Windows 11 License (2 PC)	Per Year	Yes, Yearly	Microsoft	USA	Tk. 35000/=	Requisition submitted
7	Windows Server 2008 R2	One time purchase	N/A	Microsoft	USA		Running

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