

# European University of Bangladesh

## Student-Service Guideline for Freshers'

### Registration Services

- **Registrar:** Room 218
- **Additional Registrar:** Room 205 & 201
- Registrar office: **Cluster I: Level 2, Room 201**  
**Cluster II: Level 4, Room 418**
- Registration required as per the notice circulated by the office of the Registrar.
- In case of late registration, department will be settled.

### Code of Conduct

- **Identity Card Service: Level 3, Room 300**
- Wearing ID card with clean and decent dress.
- Smoking and indiscriminate writing on walls, chairs, tables or any places inside EUB premise is strictly prohibited.
- Official communication in English.
- Attend class on time by switched off mobile phone.
- Damages of EUB properties are prohibited.
- Disciplinary action will be taken if activities found subversive of EUB.
- No registration, No student services.

### Accounts Service Desks

- Accounts office: **Cluster I: Level 2, Room 216**  
**Cluster II: Level 4, Room 420**
- After registration, collect the semester bill from accounts' offices.
- Fees paid before mid and final term of the exam.
- No fees clear, No sit for exam.
- 50% of admission fees payable in case of 3 semester registration gap.

### Offices of the Departmental Chairman

Dept. of EEE :	Room 831
Dept. of Business Administration:	Room 601
Dept. of Civil Engg. :	Room 331
Dept. of CSE :	Room 1031
Dept. of Law & English:	Room 631
Dept. of THM, Economics & MGDS :	Room 601
Dept. of Textile Engg. :	Room 1131
Dept. of IPE:	Room 1231

### Offices of the Departmental Teachers

Civil Eng.:	Room 327, 328, 427, 428, 527, 528
EEE:	Room 225, 226, 828
CSE:	Room 1028
Law & English:	Room 621
Business Administration:	Room 628
Textile Engg.:	Room 1128
THM, Economics & MGDS:	Room 628
IPE:	Room 1228
Mathematics:	Room 928
Physics and Chemistry:	Room 124

### Student Service Desks

**Medical Service Desk**  
Medical Officer: Level 3, Room 318

#### Coordination Offices:

<b>Manager, Programs Coordination, Cluster I: Room 208</b>	
Dept. of EEE :	Room 805
Dept. of Textile Engg.:	Room 1131
Dept. of CSE.:	Room 1031
<b>Manager, Programs Coordination, Cluster II: Room 512</b>	
Dept. of Civil Engg.:	Room 322
Dept. of IPE:	Room 1231
<b>Senior Coordination Officer, Cluster III: Room 603</b>	
Dept. of Business Administration:	Room 603
Dept. of THM & Economics & MGDS:	Room 603
Dept. of Law & English :	Room 631

### Computer Laboratory Services

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|-----------------------|---------------------|
| Dept. of EEE:         | Room 219, 220, 221  |
| Dept. of Civil Engg.: | Room 320, 329 & 429 |
| Dept. of CSE:         | Room 1020, 1030     |
| Dept. of IPE:         | Room 1220           |
- Dept. Business, English, Law, THM, Economics, MGDS & Textile Engg.: **Room 620**
- Wearing ID card compulsory to receive Laboratory services.
  - Computer will be provided priority basis e.g., course work related assignments and so on.
  - Authority have right to check bag/box to be carried by users inside laboratory and barred to use computer in case of doubt.

### Examination Service Desks

- **Controller of Examination: Level 3, Room 312**
- Examination office **Cluster I: Level 1, Room 115**  
**Cluster II: Level 4, Room 412**
- Collect Admit card from cluster wise exam office.
- Publish semester results and provide transcripts and certificates.
- In case of sickness or unavoidable situation, there is a provision for sit for the supplementary examination.

### Library Service Level 7

- Library will remain open on weekdays.
- Collect library cards to avail library services.
- Allowed to borrow two books at a time.
- Books will be issued for 10 days; defaulters pay a fine TK 5.00 per volume.
- Books borrowed and lost must be replaced by the borrower.
- Without library clearance no students allowed to appear in Examination.