

European University of Bangladesh (EUB)

Student-Service Guideline for Freshers

Registration Services

- Registrar : Room - **218**
- 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 settle.

Examination Service Desk

- Controller of Examination: Level-3, Room **303**
- Certificate Section: Level-3, Room **304**
- Examination Office Cluster I: Level-1, Room **115**
Cluster II: Level-4, Room **412**
- Collect Admit card from cluster-wise exam office.
- Publish semester result and provide transcripts and certificates
- In case of sickness or unavoidable situation, there is a provision to sit for the supplementary examination.

Accounts Service Desk

- Accounts office: Cluster I: Level-2, Room - **216**
Cluster II: Level-4, Room - **420**
- After registration, pay semester fees before mid and final term exam.
- Without clearing dues, none will be allowed to sit for exam.
- 50% of admission fees should be paid in case of 3 semester registration gap.

Offices of the Departmental Chairman

Civil Engineering : Room - **331**
Business Administration: Room - **601**
Electrical & Electronic Engineering (EEE): Room - **831**
Computer Science and Engineering (CSE): Room - **1031**
Law: Room - **631**
English: Room - **531**
Tourism and Hospitality Management (THM), Economics & Master in Governance and Development Studies (MGDS): Room - **601**
Textile Engineering: Room - **1131**
Industrial and Production Engineering (IPE): Room - **1231**
Mathematics: Room - **918**
Physics and Chemistry: Room - **124**

Student Service Desk

Coordination Offices:

- Director, Program Coordination: Room- **203**
- Manager, Program Coordination, Cluster I: Room- **208**
- Asstt. Manager, Program Coordination, Cluster II: Room- **512**
- Senior Coordination Officer, In-charge Cluster III: Room- **603**

PCOs of EEE: Room - **805**

PCOs of Textile Engg. : Room - **1131**

PCO of CSE: Room - **1031**

PCOs of Civil Engg. Room - **322**

PCO of IPE: Room - **1231**

PCOs of Business Administration: Room - **603**

PCO of THM, Economics & MGDS: Room - **603**

PCO of Law : Room - **631**

PCO of English: Room - **531**

Identity Card Service: Room - **718**

Cafeteria 71- Level 5

Medical Centre

Senior Medical Officer: Room - **308**

Department of ICT

- ICT Section (Room – **116**) supports student portal reset and activate
- For IT support, students must wear ID card.

Library Service

- Library (Room - **716**) remains open on week days. Library hours are 9.00am-5.00pm (Sunday, Tuesday and Wednesday), 9.00am-8.00pm (Thursday, Friday and Saturday).
- Library card is a must to avail of library services.
- 2 Books will be issued at a time for 10 days. Defaulters will pay a fine of Tk 2.00 for each day.
- Books borrowed and lost must be replaced by the borrower.
- Without library clearance, no students will be allowed to collect certificate.

Computer Laboratory Services

Dept. of Civil Engg.: Room - **320, 329 & 429**
Dept. of EEE: Room - **219, 220, 221**
Dept. of CSE: Room - **1020, 1030**
Dept. of IPE: Room - **1220**

Dept. of Business, English, Law, THM, Economics and MGDS : Room - **619**

- Wearing ID card compulsory to receive Laboratory services.
- Computer will be provided on priority basis e.g. for course work related assignments and so on.
- Authority have the right to check bag/box to be carried by the users inside laboratory if necessary.

Offices of the Departmental Teacher

Civil Engineering : Room - **312, 328, 428, 528**
Business Administration: Room - **628**
Electrical & Electronic Engineering (EEE): Room - **225 & 828**
Computer Science and Engineering (CSE) : Room - **1028**
Law: Room – **626**
English: Room - **527**
Tourism and Hospitality Management (THM), Economics & Master in Governance and Development Studies (MGDS): Room - **628**
Textile Engineering: Room - **1128**
Industrial and Production Engineering (IPE): Room - **1228**
Mathematics: Room - **928**
Physics and Chemistry: Room - **124**