





PART-E IIUC EMAIL ACCOUNT (ONLY FOR TEACHER)	
Personal Email (Existing) *	@
How you want your IIUC Email ID*	@iiuc .ac .bd
Office 365 Web Access (Optional)	@faculty. iiuc .ac .bd
<input type="checkbox"/> * I agree the term and conditions attached and understand any suspicious activity, compromised act, or broadcasting spam email will lead to deletion of the account without prior notice.	

PART-F DECLARATION	
<input type="checkbox"/> *	I confirm that the above information is complete and correct and there is no untrue or misleading information.

Signature of Employee\* \_\_\_\_\_ Date signed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PART-G REQUIRED ATTACHMENTS – NEW EMPLOYEES ONLY	
Ensure the following documents are attached to this form.	
<input type="checkbox"/>	NID Photocopy *
<input type="checkbox"/>	Employment Letter *
<input type="checkbox"/>	Employee PP Size Photo *

PART-H OFFICIAL USE	
<b>Payroll ID – Please collect and sign it from ACFD</b>	
( <input checked="" type="checkbox"/> tick) <input type="checkbox"/> New Employee	Payroll ID* _____
Designation * _____	Joining Date * ___/___/___
Dept./Div. * _____	
<u>ACFD Authorised Signature</u>	<u>Comments:</u>

ITD Official Use only - Steps Completed (✓ tick)	
Steps Completed (✓ tick)	ITD Signature
<input type="checkbox"/> Bio-Metric Enrolment <input type="checkbox"/> Machine Sync	
<input type="checkbox"/> HR Profile <input type="checkbox"/> HR Password Sent <input type="checkbox"/> Card Assign <input type="checkbox"/> HR Picture Upload	
<input type="checkbox"/> Email Account <input type="checkbox"/> Email Password Sent <input type="checkbox"/> Teacher Profile & Picture <input type="checkbox"/> Panel Password Sent <input type="checkbox"/> University Email Updated on Website	
<input type="checkbox"/> Wifi Account	





**PART E DECLARATION**

\* I confirm that the above information is complete and correct and there is no untrue or misleading information.

**PART F SIGNATURE OF THE APPLICANT**

Signed by Employee\* \_\_\_\_\_ Date signed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PART G REQUIRED ATTACHMENTS – NEW EMPLOYEES ONLY**

Ensure the following documents are attached to this form (1 Copy of each)

- NID / Birth Registration Photocopy\***
- Employment Letter \***
- Employee PP Size Photo\***

**PART H Official Use Only**

**Payroll ID – Please collect and sign it from ACFD**

(✓ tick)  New Employee      Payroll ID\* \_\_\_\_\_      Joining Date \* \_\_\_/\_\_\_/\_\_\_      Grade\* \_\_\_\_\_  
 Designation \* \_\_\_\_\_      Dept./Div. \* \_\_\_\_\_

<u>Authorised Signature</u>	<u>Comments:</u>

**ITD Official Use only - Steps Completed (✓ tick)**

Steps Completed (✓ tick)	<u>ITD Signature</u>
<input type="checkbox"/> Bio-Metric Enrolment <input type="checkbox"/> Machine Sync	
<input type="checkbox"/> HR Profile <input type="checkbox"/> HR Password Sent <input type="checkbox"/> Card Assign <input type="checkbox"/> HR Picture Upload	
<input type="checkbox"/> Website Profile <input type="checkbox"/> Web Picture Upload <input type="checkbox"/> University Email Updated	
<input type="checkbox"/> Wifi Account	
<input type="checkbox"/> Software Account <input type="checkbox"/> User Password Sent	



**IT SERVICES FORM (HRIT-03) - ADJUNCT FACULTY**

PART A		PERSONAL DETAILS (Please Fill up the Form in Block Letters)	
Full Name			
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth *	__/__/____
Father's Name *			
Mother's Name *			
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
Spouse Name			
Nationality	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other		
Religion	<input type="checkbox"/> Islam <input type="checkbox"/> Hinduism <input type="checkbox"/> Christianity <input type="checkbox"/> Buddhism <input type="checkbox"/> Other		
National ID *			
Blood Group	<input type="checkbox"/> A+ <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B- <input type="checkbox"/> O+ <input type="checkbox"/> O- <input type="checkbox"/> AB+ <input type="checkbox"/> AB-		

PART B		CONTACT DETAILS	
House Name/Holding No *			
Rd. No/Village Name/City Corp *			
P.S/Upazilla *		Post Code *	
District & Division		Mobile (SMS) *	

PART C		PERMANENT ADDRESS	
House Name/Holding No *			
Rd No/Village Name/City Corp *			
P.S/Upazilla *		Post Code *	
District & Division		Mobile *	

PART C		PERMANENT ADDRESS	
House Name/Holding No *			
Rd No/Village Name/City Corp *			
P.S/Upazilla *		Post Code *	
District & Division		Mobile *	

PART E		IIUC EMAIL ACCOUNT (ONLY FOR ADJUNCT TEACHER)	
Personal Email (Existing) *			@

\* I agree the term and conditions attached and understand any suspicious activity, compromised act, or broadcasting spam email will lead to deletion of the account without prior notice.



**PART F DECLARATION**

\* I confirm that the above information is complete and correct and there is no untrue or misleading information.

Signature of Employee\* \_\_\_\_\_ Date signed \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART H DEPARTMENT ACKNOWLEDGEMENT**

(✓ tick)  New Employee \_\_\_\_\_ Joining Date\* \_\_/\_\_/\_\_  
Designation\* \_\_\_\_\_ Dept./Div.\* \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Comments: \_\_\_\_\_

**PART G REQUIRED ATTACHMENTS – NEW EMPLOYEES ONLY**

Ensure the following documents are attached to this form  
 **NID Photocopy\***  
 **Employee PP Size Photo\***  
 **Copy of IIUC Approval as Adjunct\***

**PART H ITD Official Use only - Steps Completed (✓ tick) ITD Signature**

Teacher Profile  Panel Password Sent  Email Updated  Teacher Profile Picture upload  
 Website updated  Web Picture upload



**IT SERVICES RENEWAL FORM (HRIT-04) - ADJUNCT RENEWAL**

DEPARTMENT ACKNOWLEDGEMENT (Please Fill up the Form in Block Letters)

**PART A ADJUNCT INFORMATION**

(✓ tick)  Renewal TID\*: \_\_\_\_\_ Extended Date \* \_\_/\_\_/\_\_  
Designation \* \_\_\_\_\_ Dept./Div. \* \_\_\_\_\_

**REQUIRED ATTACHMENTS**

Ensure the following documents are attached to this form

Copy of IIUC approval for renewal as Adjunct\*

Authorised Signature

Comments:

**PART B DECLARATION**

\* I confirm that the above information is complete and correct and there is no untrue or misleading information.

Signature of Faculty\* \_\_\_\_\_ Date signed \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART C ITD Official Use only - Steps Completed (✓ tick)**

Steps Completed (✓ tick)

ITD Signature

Web Profile Date Extended  Panel Password Sent (if needed)

Email Account (Personal) updated  Mobile No. (Personal) updated

**HR BIO-METRIC ENROLMENT & IT SERVICES FORM (HRIT-05) – GENERAL STAFF**

(Please Fill up the Form in Block Letters)

**PART A DEPARTMENT ACKNOWLEDGEMENT**

(✓ tick)  New Name: \_\_\_\_\_ Joining Date \* \_\_\_ / \_\_\_ / \_\_\_  
 Designation \* \_\_\_\_\_ Dept./Div. \* \_\_\_\_\_

**REQUIRED ATTACHMENTS (✓ tick)**

১। নিয়োগ পত্রের ফটোকপি  ২। জাতীয় পরিচয়পত্র সনদ/জন্মানিবন্ধন সনদের কপি  ৩। ছবি (পাসপোর্ট সাইজ)

Ensure the following documents are attached to this form

 **Copy of IIUC Approval (if applicable) \*****Authorised Signature****Comments (if any):****PART B EMPLOYEE PERSONAL DETAILS**

০১. বেতন আইডি নং :-----  
 ০২. নাম :-----  
 ০৩. পিতার নাম :-----  
 ০৪. মাতার নাম :-----  
 ০৫. জন্মতারিখ :-----  
 ০৬. স্থায়ী ঠিকানা : গ্রাম:----- ডাকঘর:-----  
 : থানা:----- জেলা:-----  
 : মোবাইল নং:-----  
 ০৭. বর্তমান ঠিকানা : গ্রাম:----- ডাকঘর:-----  
 : থানা:----- জেলা:-----  
 : মোবাইল নং:-----  
 ০৮. :  বিবাহিত/  অবিবাহিত  
 ০৯. স্বামী/স্ত্রীর নাম :-----  
 ১০. জাতীয়তা :----- ১১. ধর্ম:-----  
 ১২. পদ :----- যোগদানের তারিখ :-----  
 ১৩. বিভাগ/অফিস :----- ১৪. উপবিভাগ :-----  
 ১৫. জাতীয় পরিচয় নং :-----  
 ১৬. ড্রাইভিং লাইসেন্স :----- মেয়াদ তারিখ -----  
 ১৭. রক্তের গ্রুপ :-----  
 ১৮. শিক্ষাগত যোগ্যতা :-----

 আমি এই মর্মে স্বীকার করছি যে, উপরোক্ত দেয়া তথ্য সমূহ সম্পূর্ণ সঠিক।

আবেদনকারী স্বাক্ষর (তারিখ সহ)

**PART-C ITD Official Use only - Steps Completed (✓ tick)****Steps Completed (✓ tick)****ITD Signature** Bio-Metric Enrolment  Machine Sync HR Profile  HR Password Sent  Panel Password Sent  Card Assign





**EMAIL ACCOUNT REGISTRATION FORM (EIT-01) -TEACHER**

(Please Fill up the Form in Block Letters)

**PART A**

(✓ tick)  New Email A/C

Payroll/Teacher ID: \_\_\_\_\_

Name: \_\_\_\_\_

Joining Date \_\_\_/\_\_\_/\_\_\_

Designation \_\_\_\_\_

Dept./Div. \* \_\_\_\_\_

Date of Birth \* \_\_\_/\_\_\_/\_\_\_

Mobile No. \* \_\_\_\_\_

Personal Email ID\* \_\_\_\_\_

**How you want your institutional email (✓ tick)**

G-Suite Email ID.....@iiuc.ac.bd

Microsoft 365 Web Version Account .....@faculty.iiuc.ac.bd

**REQUIRED ATTACHMENTS (✓ tick)**

Ensure the following documents are attached to this form

Copy of Adjunct Faculty approval from IIUC (only for Adjunct) \*

Dept./Cen. Head Signature

Comments (if any):

**PART B DECLARATION**

I agree the terms and conditions of email account usage policy of IIUC (✓ tick)

Signature of Faculty\* \_\_\_\_\_

Date signed \_\_\_/\_\_\_/\_\_\_

**PART- C ITD Official Use only - Steps Completed (✓ tick)**

Steps Completed (✓ tick)

ITD Signature & Date:

Approved Email ID:

Email updated on HR Profile & Web Profile  Email Password Sent

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 email (✓ tick)**

G-Suite Email ID.....@iiuc.ac.bd

Microsoft 365 Web Version Account .....@faculty.iiuc.ac.bd

**REQUIRED ATTACHMENTS (✓ tick)**

Ensure the following documents are attached to this form

Copy of IIUC Approval (if applicable) \*

Dept./Div./Cen./Office Head Signature

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 Completed (✓ tick)**

Steps Completed (✓ tick)

ITD Signature & Date:

Approved Email ID:

Email updated on HR Profile & Web Profile  Email 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: \_\_\_\_\_

Designation \_\_\_\_\_

Date of Birth \* \_\_\_/\_\_\_/\_\_\_

Personal Email ID\* \_\_\_\_\_

Joining Date \_\_\_/\_\_\_/\_\_\_

Department \_\_\_\_\_

Mobile No. \* \_\_\_\_\_

**PART B How you want your email ID (✓ tick)**

Microsoft 365 Web Version Account .....@student.iiuc.ac.bd

**Explanation of Needs**

\_\_\_\_\_

<b>Dept. Chairman Signature</b>	<b>Comments (if any):</b>
_____	_____

I agree the terms and conditions of email account usage policy of IIUC (✓ tick)

Signature of Student\* \_\_\_\_\_ Date signed \_\_\_/\_\_\_/\_\_\_

**PART- C ITD Official Use only - Steps Completed (✓ tick)**

<b>Steps Completed (✓ tick)</b>	<b>ITD Signature &amp; Date:</b>
<input type="checkbox"/> Approved Email ID:	_____
<input type="checkbox"/> 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: \_\_\_\_\_

Designation \_\_\_\_\_

Date of Birth \* \_\_\_ / \_\_\_ / \_\_\_

Personal Email ID\* \_\_\_\_\_

Joining Date \_\_\_ / \_\_\_ / \_\_\_

Dept./Div./Cen./Off. \_\_\_\_\_

Mobile No. \* \_\_\_\_\_

**PART B ATTACHMENTS (✓ tick)**

Copy of the Joining / Transfer Letter

**EXPLANATION OF NEEDS**

**AUTHORISED SIGNATURE**

**PART C DECLARATION**

I agree the terms and conditions of software account usage policy of IIUC (✓ tick)

Signature of Employee\* \_\_\_\_\_ Date signed \_\_\_ / \_\_\_ / \_\_\_

**PART D ITD Official Use only - Steps Completed (✓ tick)**

Steps Completed (✓ tick)	ITD Signature & Date:
<input type="checkbox"/> Approved Email ID:	
<input type="checkbox"/> 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: \_\_\_\_\_

Designation \_\_\_\_\_

Date of Birth \* \_\_\_ / \_\_\_ / \_\_\_

Personal Email ID\* \_\_\_\_\_

Joining Date \_\_\_ / \_\_\_ / \_\_\_

Dept./Div/Cen./Off. \_\_\_\_\_

Mobile No. \* \_\_\_\_\_

**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. ACKNOWLEDGEMENT**

Allowed to access the software

**AUTHORISED SIGNATURE:**

**PART D ITD Official Use only - Steps Completed (✓ tick)**

Steps Completed (✓ tick)	ITD Signature & Date:
<input type="checkbox"/> Available Schedule (Mention details about date & time)	

**AUTHORISED SIGNATURE:**

Director (In-Charge), ITD\* \_\_\_\_\_ Date signed \_\_\_ / \_\_\_ / \_\_\_



List of Licenses that are required for IIUC 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	Cost (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