



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019**  
**[BBA – WEEKEND – QUARTER SYSTEM]**

**[TOTAL WEEKS = 7 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 6 WEEKS CLASSES]**

**[MID-TERM – 3<sup>RD</sup> WEEK; FINAL EXAM – 7<sup>TH</sup> WEEK]**

**[DURATION 22-06-2018 TO 28-07-2018] – NEW INTAKE**

MONTH		JUN 2018		
DATE	DAY	WEEK	ACTIVITIES	
22	FRI	1	<ul style="list-style-type: none"> <li>• First day of classes for new intake</li> <li>• Orientation - Dean / Registrar and Advisory Orientation for the new intake               <ul style="list-style-type: none"> <li>○ Distribution of Admission kit</li> <li>○ Distribution of Handbook</li> <li>○ Distribution of Books</li> </ul> </li> <li>• Collection of Graduation plan for TOC students</li> <li>• Book collection from Library</li> <li>• Review of statement of account in portal</li> </ul>	
24	SUN	2	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	
29	FRI	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty – Freshman</li> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> </ul>	
30	SAT	2	<ul style="list-style-type: none"> <li>• Deadline to pay monthly fees.</li> <li>• Collection of Hall ticket from Finance Department</li> <li>• Clearance of Tuition fees till mid-term exam</li> <li>• Attendance review and update the list on notice board</li> <li>• Start of LOW CGPA students counseling</li> <li>• Start of Low attendance counseling</li> </ul>	

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29-30	FRI-SAT	2	<p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> Meeting:</b> All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>
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MONTH	JUL 2018		
DATE	DAY	WEEK	ACTIVITIES
7	SAT	3	<p><b>Advisory presentation</b> to all students International students data update to Parents</p>
6-7	FRI-SAT	3	<ul style="list-style-type: none"> <li>• Mid Term Examinations of summer semester</li> <li>• Exam Absentees counseling</li> <li>• Financial Counseling</li> </ul>
11	WED	4	<p>Result of Mid-term examinations International students data update to Parents</p>
11-14	THU-FRI	4	<ul style="list-style-type: none"> <li>• Appeal against grades and reviewing the papers with the Faculty</li> <li>• Mitigation submission week</li> <li>• Mitigation counseling</li> </ul>
14	SAT	4	<ul style="list-style-type: none"> <li>• Start of “Zero” attendance counseling</li> <li>• Start of low attendance counseling</li> </ul>
20	FRI	5	<ul style="list-style-type: none"> <li>• Advisory Meet / Presentation of Academic Feedback</li> <li>• Academic Feedback</li> </ul>
21	SAT	5	<p><b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) Declaration of result declaration – Mitigation exam</p>
21	SAT	5	<ul style="list-style-type: none"> <li>• Deadline to pay monthly fees.</li> <li>• Display of Stopped student list due to low attendance on notice board</li> </ul>
20-21	FRI-SAT	5	Mitigation Exams

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

27-28	FRI-SAT	6	<ul style="list-style-type: none"> <li>• Collection of Hall ticket from Finance Department</li> <li>• Clearance of Tuition fees till final exam</li> <li>• Portal Blocking</li> <li>• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.</li> <li>• VIVA for the Dissertation &amp; Internship Project</li> </ul>
28	SAT	6	Last day of the class

MONTH	AUG 2018		
DATE	DAY	WEEK	ACTIVITIES
3-4	FRI-SAT	7	<ul style="list-style-type: none"> <li>• <b>Final Examinations</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
7	TUE	8	<ul style="list-style-type: none"> <li>• <b>Result Declaration of Summer Semester</b></li> <li>• <b>International students data update to Parents</b></li> </ul>
8-10	WED-THU	8	<ul style="list-style-type: none"> <li>• Appeal against grades</li> <li>• Mitigation submission</li> </ul>
17-18	FRI-SAT	9	<ul style="list-style-type: none"> <li>• Re-sit &amp; Mitigation Examination</li> <li>• Final return of Library books</li> </ul>
21	TUE	10	Re-sit & Mitigation Result Declaration
21-23	TUE-THU	10	<b>Eid Al Adha Holidays</b> [Tentative – Subject to change]
23	SUN	10	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b> <b>Review for ACD 18-19</b>

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]****[TOTAL WEEKS = 10 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 5<sup>TH</sup> WEEK; FINAL EXAM – 10<sup>TH</sup> WEEK]****[DURATION: 14 - 09- 2018 – 10 -11- 2018]**

MONTH		SEP 2018	
DATE	DAY	WEEK	ACTIVITIES
2-6	SUN-THU		Meeting with Admin/SSD for the <b>registration of courses</b> [Repeating/SAP/TOC] Orientation week of faculty & staff
11	TUE		<b>Hijri New Year</b>
14	FRI	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for Freshman Level</li> <li>• Start of <b>repeating course</b> registration</li> <li>• Start Submission of <b>attested HS/O level certificate</b></li> <li>• <b>Book collection</b> from Library</li> <li>• <b>Review of statement</b> of account in portal</li> <li>• <b>Collection</b> of additional <b>invoices</b> from SSD</li> <li>• <b>Start of TOC students counseling</b></li> <li>• <b>Start of SAP students counseling</b></li> </ul>
16	SUN	2	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
21	FRI	2	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation</b> - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> <li>○ <b>Distribution of Admission kit</b></li> <li>○ <b>Distribution of Handbook</b></li> <li>○ <b>Distribution of Books</b></li> </ul> </li> <li>• Collection of <b>Graduation plan</b> for TOC students</li> </ul>
22	SAT	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course [TOC Students]</b> without any penalty – Freshman Level</li> <li>• Start of <b>Scholarship application</b> to SSD</li> <li>• Start of Low attendance counseling</li> <li>• <b>Review of Portal updates</b></li> <li>• <b>Start of Low GPA counseling</b></li> </ul>

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

MONTH		OCT 2018		
DATE	DAY	WEEK	ACTIVITIES	
5	FRI	4	<ul style="list-style-type: none"> <li>• <b>Advisory Presentation</b> to all students [FR]</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>	
6	SAT	4	<ul style="list-style-type: none"> <li>• Deadline to pay <b>monthly fees</b></li> <li>• <b>Deadline of repeating course</b> registration</li> <li>• Deadline for <b>Addition of course</b> – Fr [sap students, repeating course]</li> <li>• Deadline for the <b>submission of scholarship application</b> to SSD</li> <li>• <b>Attendance review</b> and update the list on notice board <ul style="list-style-type: none"> <li>○ List of students who’s <b>attendance less than 75%</b></li> </ul> </li> <li>• <b>Review of Portal updates</b></li> </ul>	
5-6	FRI-SAT	4	<ul style="list-style-type: none"> <li>• Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</li> <li>• Clearance of <b>Tuition fees</b> till Mid-term exam</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• <b>1<sup>st</sup> Meeting:</b> All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/ Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> <li>▪ Any other Academic or Academic Support related issues</li> </ul> </li> </ul>	
5	SAT	4	<ul style="list-style-type: none"> <li>• Clearance of Tuition fees before the Mid-term exam</li> <li>• Portal Blocking [if any pending issues by the student]</li> <li>• To check all the assessment marks prior to the Mid-term exam [Students], if any complaints immediately contact your Faculty or Advisors.</li> </ul>	
12-13	FRI-SAT	5	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b></li> <li>• <b>Start of Exam absentees counseling</b></li> </ul>	
17	WED	6	<b>Declaration</b> of Mid-term results	

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18-19	THU-MON	6	<b>Appeal</b> against grades and reviewing the papers with the Faculty
26-27	TUE-THU	7	<ul style="list-style-type: none"> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Review</b> of Progress of Dissertation/Internship work</li> </ul>
27	SAT	7	<ul style="list-style-type: none"> <li>• <b>Advisory Meet</b> and Academic faculty feedback presentation</li> <li>• <b>Academic Faculty Feedback</b></li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>

MONTH		NOV 2018	
DATE	DAY	WEEK	ACTIVITIES
8	THU	8	<b>Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE</b>
2-3	FRI-SAT	8	<p><b>2nd Meeting:</b> All Students are required to meet the Advisors before the final exam week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> <p>Any other Academic or Academic Support related issues</p> <ul style="list-style-type: none"> <li>• <b>Mitigation Exams</b></li> <li>• International students data update to Parents</li> </ul>
6	TUE	8	<b>Result declaration of Mitigation exams</b>
10	SAT	9	<ul style="list-style-type: none"> <li>• Last day for the submission of attested copy of HS/O level certificate [Freshman levels]</li> <li>• Collection of Hall ticket from Finance Department</li> </ul>
10	SAT	9	<b>Deadline to submit all the assessments</b>
10	SAT	9	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

9-10	FRI-SAT	9	<ul style="list-style-type: none"><li>• Revision Classes</li><li>• Clearance of Tuition fees before the final exam</li><li>• Portal Blocking [if any pending issues by the student]</li><li>• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</li></ul>
10	SAT	9	Last day of the class
16-17	FRI-SAT	10	<ul style="list-style-type: none"><li>• Final Examinations</li><li>• Exam absentees counseling</li></ul>
19	MON	10	Prophet Mohammed's Birthday – Tentative
20	TUE	11	<ul style="list-style-type: none"><li>• Declaration of Fall Semester results</li><li>• Repeating course registration for Spring 2018 semester</li></ul>
20-27	THU-THU	11	<ul style="list-style-type: none"><li>• Appeal against grades</li><li>• Mitigation Submission</li><li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li></ul>
23-24	FRI-SAT	12	Re-sit & Mitigation Examinations of Fall Semester
27	TUE	13	Result declaration of Re-sit & Mitigation Examinations of Fall Semester
30	FRI	11	MARTYRS' DAY

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MONTH		NOV 2018		
DATE	DAY	WEEK	ACTIVITIES	
23	FRI	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b></li> <li>• Start of <b>repeating course</b> registration</li> <li>• Start Submission of <b>attested HS/O level certificate</b></li> <li>• <b>Book collection</b> from Library</li> <li>• <b>Review of statement</b> of account in portal</li> <li>• <b>Collection</b> of additional <b>invoices</b> from SSD</li> <li>• <b>Start of TOC students counseling</b></li> <li>• <b>Start of SAP students counseling</b></li> </ul>	
25	SUN	2	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	

MONTH		DEC 2018		
DATE	DAY	WEEK	ACTIVITIES	
1	SAT	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course [TOC Students]</b> without any penalty – Freshman Level</li> <li>• Start of <b>Scholarship application</b> to SSD</li> <li>• Start of Low attendance counseling</li> <li>• <b>Review of Portal updates</b></li> <li>• <b>Start of Low GPA counseling</b></li> </ul>	
14	FRI	4	<ul style="list-style-type: none"> <li>• <b>Advisory Presentation</b> to all students</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>	





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**[BBA – WEEKEND – QUARTER SYSTEM]**

15	SAT	4	<ul style="list-style-type: none"> <li>• Deadline to pay <b>monthly fees</b></li> <li>• <b>Deadline of repeating course</b> registration</li> <li>• Deadline for <b>Addition of course</b> – Fr [sap students, repeating course]</li> <li>• Deadline for the <b>submission of scholarship application</b> to SSD</li> <li>• <b>Attendance review</b> and update the list on notice board             <ul style="list-style-type: none"> <li>◦ List of students who's <b>attendance less than 75%</b></li> </ul> </li> <li>• <b>Review of Portal updates</b></li> <li>• <b>Clearance of Tuition fees before the Mid-term exam</b></li> <li>• <b>Portal Blocking [if any pending issues by the student]</b></li> <li>• <b>To check all the assessment marks prior to the Mid-term exam [Students], if any complaints immediately contact your Faculty or Advisors.</b></li> </ul>
14-15	FRI-SAT	4	<ul style="list-style-type: none"> <li>• Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</li> <li>• Clearance of <b>Tuition fees</b> till Mid-term exam</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• <b>1<sup>st</sup> Meeting:</b> All Students are required to meet the Advisors before the mid-term week to discuss the following:             <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>
16 DEC-3 JAN	SUN-THU		<b>Inter Semester breaks.</b>

MONTH	JAN 2019		
DATE	DAY	WEEK	ACTIVITIES
4-5	FRI-SAT	5	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b></li> <li>• <b>Start of Exam absentees counseling</b></li> </ul>
9	WED	6	<b>Declaration</b> of Mid-term results
10-12	THU-SAT	6	<b>Appeal</b> against grades and reviewing the papers with the Faculty

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

18-19	FRI-SAT	7	<ul style="list-style-type: none"> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Review</b> of Progress of Dissertation/Internship work</li> </ul>
25-26	FRI-SAT	8	<ul style="list-style-type: none"> <li>• <b>2nd Meeting:</b> All Students are required to meet the Advisors before the final exam week to discuss the following: <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>
25-26	FRI-SAT	8	<ul style="list-style-type: none"> <li>• <b>Mitigation Exams</b></li> <li>• <b>International students data update to Parents</b></li> </ul>
29	TUE	9	<b>Result declaration of Mitigation exams</b>

MONTH			
FEB 2019			
DATE	DAY	WEEK	ACTIVITIES
1-2	FRI-SAT	9	<ul style="list-style-type: none"> <li>• <b>Revision Classes</b></li> <li>• <b>Clearance of Tuition fees before the final exam</b></li> <li>• <b>Portal Blocking [if any pending issues by the student]</b></li> <li>• <b>To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</b></li> </ul>
2	SAT	9	<ul style="list-style-type: none"> <li>• <b>Last day for the submission of attested copy of HS/O level certificate [Freshman levels]</b></li> <li>• <b>Collection of Hall ticket from Finance Department</b></li> <li>• <b>Deadline to submit all the assessments</b></li> <li>• <b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> </ul>
2	SAT	9	<b>Last day of the class</b>
8-9	FRI-SAT	10	<ul style="list-style-type: none"> <li>• <b>Final Examinations</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
12	TUE	11	<ul style="list-style-type: none"> <li>• <b>Declaration of Final results</b></li> <li>• <b>Repeating course registration for Quarter-3</b></li> </ul>



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**[BBA – WEEKEND – QUARTER SYSTEM]**

13-16	WED-SAT	11	<ul style="list-style-type: none"><li>• Appeal against grades</li><li>• Mitigation Submission</li><li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li></ul>
15-16	FRI-SAT	11	Re-sit & Mitigation Examinations of Fall Semester
19	TUE	12	Result declaration of Re-sit & Mitigation Examinations of Fall Semester



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MONTH		FEB 2019		
DATE	DAY	WEEK	ACTIVITIES	
15	FRI	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation</b> - Dean / Registrar and Advisory Orientation for the new intake               <ul style="list-style-type: none"> <li>○ <b>Distribution of Admission kit</b></li> <li>○ <b>Distribution of Handbook</b></li> <li>○ <b>Distribution of Books</b></li> </ul> </li> <li>• Collection of <b>Graduation plan</b> for TOC students</li> <li>• <b>First day of classes</b> for Old Intake</li> <li>• Start of <b>repeating course</b> registration</li> <li>• Start Submission of <b>attested HS/O level certificate</b></li> <li>• <b>Book collection</b> from Library</li> <li>• <b>Review of statement</b> of account in portal</li> <li>• <b>Collection</b> of additional <b>invoices</b> from SSD</li> <li>• <b>Start of TOC students counseling</b></li> <li>• <b>Start of SAP students counseling</b></li> </ul>	
17	SUN	2	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	
23	SAT	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course [TOC Students]</b> without any penalty – Freshman Level</li> <li>• Start of <b>Scholarship application</b> to SSD</li> <li>• Start of Low attendance counseling</li> <li>• <b>Review of Portal updates</b></li> <li>• <b>Start of Low GPA counseling</b></li> </ul>	

MONTH		MAR 2019		
DATE	DAY	WEEK	ACTIVITIES	
8	FRI	4	<ul style="list-style-type: none"> <li>• <b>Advisory Presentation</b> to all students [FR]</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>	

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

9	SAT	4	<ul style="list-style-type: none"> <li>• Deadline to pay <b>monthly fees</b></li> <li>• <b>Deadline of repeating course</b> registration</li> <li>• Deadline for <b>Addition of course</b> – Fr [sap students, repeating course]</li> <li>• Deadline for the <b>submission of scholarship application</b> to SSD</li> <li>• <b>Attendance review</b> and update the list on notice board <ul style="list-style-type: none"> <li>○ List of students who's <b>attendance less than 75%</b></li> </ul> </li> <li>• <b>Review of Portal updates</b></li> <li>• <b>Clearance of Tuition fees before the Mid-term exam</b></li> <li>• <b>Portal Blocking [if any pending issues by the student]</b></li> <li>• <b>To check all the assessment marks prior to the Mid-term exam [Students], if any complaints immediately contact your Faculty or Advisors.</b></li> </ul>
8-9	FRI-SAT	4	<ul style="list-style-type: none"> <li>• Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</li> <li>• Clearance of <b>Tuition fees</b> till Mid-term exam</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• <b>1<sup>st</sup> Meeting:</b> All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>
15-16	FRI-SAT	5	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b></li> <li>• <b>Start of Exam absentees counseling</b></li> </ul>
20	WED	6	<b>Declaration</b> of Mid-term results
21-23	THU-SAT	6	<b>Appeal</b> against grades and reviewing the papers with the Faculty
29-30	FRI-SAT		<ul style="list-style-type: none"> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Review</b> of Progress of Dissertation/Internship work</li> </ul>
24 MAR - 4 APR			<b>Inter Semester Break</b>



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019**  
**[BBA – WEEKEND – QUARTER SYSTEM]**

MONTH		APR 2019		
DATE	DAY	WEEK	ACTIVITIES	
5-6	FRI-SAT	7	<ul style="list-style-type: none"> <li>• <b>Mitigation Exams</b></li> <li>• International students data update to Parents</li> <li>• <b>2nd Meeting:</b> All Students are required to meet the Advisors before the final exam week to discuss the following:               <ul style="list-style-type: none"> <li>▪ CGPA review for SO accelerated students</li> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>	
9	TUE	8	<b>Result declaration of Mitigation exams</b>	
20	SAT	9	<ul style="list-style-type: none"> <li>• Last day for the submission of attested copy of HS/O level certificate [Freshman levels]</li> <li>• Collection of Hall ticket from Finance Department</li> <li>• Deadline to submit all the assessments</li> <li>• Last day of the class</li> </ul>	
19-20	FRI-SAT	9	<ul style="list-style-type: none"> <li>• Revision Classes</li> <li>• Clearance of Tuition fees before the final exam</li> <li>• Portal Blocking [if any pending issues by the student]</li> <li>• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</li> </ul>	
26-27	FRI-SAT	10	<ul style="list-style-type: none"> <li>• Final Examinations</li> <li>• Exam absentees counseling</li> </ul>	
30	TUE	11	<ul style="list-style-type: none"> <li>• Declaration of Final Exam results</li> <li>• Repeating course registration for Quarter -4</li> </ul>	

MONTH		MAY 2019		
DATE	DAY	WEEK	ACTIVITIES	
1-4	WED-SAT	11	<ul style="list-style-type: none"> <li>• <b>Appeal against grades</b></li> <li>• <b>Mitigation Submission</b></li> <li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li> </ul>	
10-11	FRI-SAT	12	<b>Re-sit &amp; Mitigation Examinations</b>	
14	TUE	13	<b>Result declaration of Re-sit &amp; Mitigation Examinations</b>	

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]****[TOTAL WEEKS = 10 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 5<sup>TH</sup> WEEK; FINAL EXAM – 10<sup>TH</sup> WEEK]****[TOTAL WEEKS = 7 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 6 WEEKS CLASSES]****[MID-TERM – 3<sup>RD</sup> WEEK; FINAL EXAM – 7<sup>TH</sup> WEEK]****[DURATION 10-05-2019 TO 06-07-2019] – OLD INTAKE****[DURATION 14-06-2019 TO 20-07-2019] – NEW INTAKE**

MONTH		MAY 2019		
DATE	DAY	WEEK	ACTIVITIES	
10	FRI	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for Old Intake</li> <li>• Start of <b>repeating course</b> registration</li> <li>• Start Submission of <b>attested HS/O level certificate</b></li> <li>• <b>Book collection</b> from Library</li> <li>• <b>Review of statement</b> of account in portal</li> <li>• <b>Collection</b> of additional <b>invoices</b> from SSD</li> <li>• <b>Start of TOC students counseling</b></li> <li>• <b>Start of SAP students counseling</b></li> </ul>	
12	SUN	2	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>	
17	FRI	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty</li> <li>• <b>Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</b></li> <li>• <b>Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</b></li> </ul>	
25	SAT	3	<b>Advisory presentation</b> to all students International students data update to Parents	
31-1	FRI-SAT	4	<ul style="list-style-type: none"> <li>• <b>Deadline to pay monthly fees.</b></li> <li>• <b>Collection of Hall ticket [Old Intake]</b> from Finance Department</li> <li>• <b>Clearance of Tuition fees</b> till mid-term exam</li> <li>• <b>Attendance review</b> and update the list on notice board</li> <li>• <b>Start of LOW CGPA students counseling</b></li> <li>• <b>Start of Low attendance counseling</b></li> </ul>	

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

MONTH	JUNE 2019		
DATE	DAY	WEEK	ACTIVITIES
7-8	FRI-SAT	5	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b> of [Old Intake]</li> <li>• Exam Absentees counseling</li> <li>• Financial Counseling</li> </ul>
12	WED	6	Result Declaration of <b>Mid-term</b> [Old Intake] examinations International students data update to Parents
13-15	THU-SAT	6	<ul style="list-style-type: none"> <li>• Appeal against grades and reviewing the papers with the Faculty</li> <li>• Mitigation submission week [Old Intake]</li> <li>• Mitigation counseling [Old Intake]</li> </ul>
14	FRI	1*	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation</b> - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> <li>○ Distribution of Admission kit</li> <li>○ Distribution of Handbook</li> <li>○ Distribution of Books</li> </ul> </li> <li>• Collection of Graduation plan for TOC students</li> <li>• Book collection from Library</li> <li>• Review of statement of account in portal</li> </ul>
16	SUN	2*	<b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
21	FRI	2*	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty – Freshman</li> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> </ul>
22	SAT	2*	<ul style="list-style-type: none"> <li>• Deadline to pay monthly fees.</li> <li>• Collection of Hall ticket [New Intake] from Finance Department</li> <li>• Clearance of Tuition fees till mid-term exam</li> <li>• Attendance review and update the list on notice board</li> <li>• Start of LOW CGPA students counseling</li> <li>• Start of Low attendance counseling</li> </ul>
21-22	FRI-SAT	7	<ul style="list-style-type: none"> <li>• <b>Mitigation Exams</b> [Old Intake]</li> <li>• International students data update to Parents</li> </ul>
25	TUE	8	<b>Result declaration of Mitigation exams</b> [Old Intake]
28-29	FRI-SAT	3*	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b> of [New Intake]</li> <li>• Exam Absentees counseling</li> <li>• Financial Counseling</li> </ul>



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BBA – WEEKEND – QUARTER SYSTEM]**

MONTH	JULY 2019		
DATE	DAY	WEEK	ACTIVITIES
2	TUE	4*	Result Declaration of <b>Mid-term</b> [New Intake] examinations
3-6	WED-SAT	4*	<ul style="list-style-type: none"> <li>• Appeal against grades and reviewing the papers with the Faculty</li> <li>• Mitigation submission week [New Intake]</li> <li>• Mitigation counseling [New Intake]</li> </ul>
6	SAT	9	<ul style="list-style-type: none"> <li>• Last day for the submission of attested copy of HS/O level certificate [Freshman levels]</li> <li>• Deadline to submit all the assessments</li> <li>• Last day of the class [Old Intake]</li> </ul>
5-6	FRI-SAT	9	<ul style="list-style-type: none"> <li>• Revision Classes [Old Intake]</li> <li>• Clearance of Tuition fees before the final exam</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• Portal Blocking [if any pending issues by the student]</li> <li>• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</li> </ul>
12-13	FRI-SAT	10	<ul style="list-style-type: none"> <li>• <b>Final Examinations [Old Intake]</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
12-13	FRI-SAT	5*	<b>Mitigation Exams</b> [New Intake]
16	TUE	11	<b>Declaration of results Final Exam</b> [Old Intake]
16	TUE	6*	<b>Declaration of results Mitigation exams</b> [New Intake]
17-20	WED-SAT	11	<ul style="list-style-type: none"> <li>• <b>Appeal against grades [Old Intake]</b></li> <li>• <b>Mitigation Submission</b></li> <li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li> </ul>
19-20	FRI-SAT	6*	<ul style="list-style-type: none"> <li>• Revision Classes [Old Intake]</li> <li>• Clearance of Tuition fees before the final exam</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• Portal Blocking [if any pending issues by the student]</li> <li>• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</li> </ul>
20	SAT	6*	<ul style="list-style-type: none"> <li>• Last day for the submission of attested copy of HS/O level certificate [Freshman levels]</li> <li>• Deadline to submit all the assessments</li> <li>• Last day of the class [New Intake]</li> </ul>
26-27	FRI-SAT	12	<b>Re-sit &amp; Mitigation Examinations [Old Intake]</b>
26-27	FRI-SAT	7*	<ul style="list-style-type: none"> <li>• <b>Final Examinations [New Intake]</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
30	TUE	13	<b>Result declaration</b> of Re-sit & Mitigation Examinations [ <b>Old Intake</b> ]
30	TUE	8*	<b>Declaration of results Final Exam</b> [New Intake]



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019**  
**[BBA – WEEKEND – QUARTER SYSTEM]**

MONTH	AUGUST 2019		
DATE	DAY	WEEK	ACTIVITIES
31-3	WED-SAT	8*	<ul style="list-style-type: none"><li>• Appeal against grades [New Intake]</li><li>• Mitigation Submission</li><li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li></ul>
9-10	FRI-SAT	9*	Re-sit & Mitigation Examinations [New Intake]
13	TUE	10*	Result declaration of Re-sit & Mitigation Examinations [New Intake]

