

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BSIT – WEEKEND – QUARTER SYSTEM]****[TOTAL WEEKS = 7 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 6 WEEKS CLASSES]****[MID-TERM – 3RD WEEK; FINAL EXAM – 7TH 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"> • First day of classes for new intake • Orientation - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of Books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal
24	SUN	2	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)
29	FRI	2	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty – Freshman • 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 • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal
30	SAT	2	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Collection of Hall ticket from Finance Department • Clearance of Tuition fees till mid-term exam • Attendance review and update the list on notice board • Start of LOW CGPA students counseling • Start of Low attendance counseling

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

MONTH	JUL 2018		
DATE	DAY	WEEK	ACTIVITIES
7	SAT	3	Advisory presentation to all students International students data update to Parents
6-7	FRI-SAT	3	<ul style="list-style-type: none"> • Mid Term Examinations of summer semester • Exam Absentees counseling • Financial Counseling
11	WED	4	Result of Mid-term examinations International students data update to Parents
11-14	THU-FRI	4	<ul style="list-style-type: none"> • Appeal against grades and reviewing the papers with the Faculty • Mitigation submission week • Mitigation counseling
13-14	FRI-SAT	4	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor <ul style="list-style-type: none"> • 1st Meeting: All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ Progress Meeting of Dissertation / Internship/Internship Project ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues
14	SAT	4	<ul style="list-style-type: none"> • Start of “Zero” attendance counseling • Start of low attendance counseling
20	FRI	5	<ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback • Academic Feedback
21	SAT	5	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) Declaration of result declaration – Mitigation exam
21	SAT	5	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Display of Stopped student list due to low attendance on notice board
20-21	FRI-SAT	5	Mitigation Exams

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

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

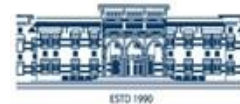
MONTH	AUG 2018		
DATE	DAY	WEEK	ACTIVITIES
3-4	FRI-SAT	7	<ul style="list-style-type: none"> • Final Examinations • Exam absentees counseling
7	TUE	8	<ul style="list-style-type: none"> • Result Declaration of Summer Semester • International students data update to Parents
8-10	WED-THU	8	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission
17-18	FRI-SAT	9	<ul style="list-style-type: none"> • Re-sit & Mitigation Examination • Final return of Library books
21	TUE	10	Re-sit & Mitigation Result Declaration
21-23	TUE-THU	10	Eid Al Adha Holidays [Tentative – Subject to change]
23	SUN	10	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) Review for ACD 18-19

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BSIT – WEEKEND – QUARTER SYSTEM]****[TOTAL WEEKS = 10 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 5TH WEEK; FINAL EXAM – 10TH 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 registration of courses [Repeating/SAP/TOC] Orientation week of faculty & staff
11	TUE		Hijri New Year
14	FRI	1	<ul style="list-style-type: none"> • First day of classes for Freshman Level • Start of repeating course registration • Start Submission of attested HS/O level certificate • Book collection from Library • Review of statement of account in portal • Collection of additional invoices from SSD • Start of TOC students counseling • Start of SAP students counseling
16	SUN	2	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)
21	FRI	2	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of Books • Collection of Graduation plan for TOC students
22	SAT	2	<ul style="list-style-type: none"> • Deadline to drop the course [TOC Students] without any penalty – Freshman Level • Start of Scholarship application to SSD • Start of Low attendance counseling • Review of Portal updates • Start of Low GPA counseling

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

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

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

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

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



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INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019

[BSIT – WEEKEND – QUARTER SYSTEM]

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



INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019

[BSIT – WEEKEND – QUARTER SYSTEM]

[TOTAL WEEKS = 10 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]

[MID-TERM – 5TH WEEK; FINAL EXAM – 10TH WEEK]

[DURATION 23-11-2018 TO 02-02-2019]

MONTH		NOV 2018		
DATE	DAY	WEEK	ACTIVITIES	
23	FRI	1	<ul style="list-style-type: none"> • First day of classes • Start of repeating course registration • Start Submission of attested HS/O level certificate • Book collection from Library • Review of statement of account in portal • Collection of additional invoices from SSD • Start of TOC students counseling • Start of SAP students counseling 	
25	SUN	2	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)	

MONTH		DEC 2018		
DATE	DAY	WEEK	ACTIVITIES	
1	SAT	2	<ul style="list-style-type: none"> • Deadline to drop the course [TOC Students] without any penalty – Freshman Level • Start of Scholarship application to SSD • Start of Low attendance counseling • Review of Portal updates • Start of Low GPA counseling 	
14	FRI	4	<ul style="list-style-type: none"> • Advisory Presentation to all students • 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) • Start of “Zero” attendance counseling 	



INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019

[BSIT – WEEKEND – QUARTER SYSTEM]

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

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

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

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

MONTH				FEB 2019			
DATE	DAY	WEEK	ACTIVITIES				
1-2	FRI-SAT	9	<ul style="list-style-type: none"> • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking [if any pending issues by the student] • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors. 				
2	SAT	9	<ul style="list-style-type: none"> • Last day for the submission of attested copy of HS/O level certificate [Freshman levels] • Collection of Hall ticket from Finance Department • Deadline to submit all the assessments • 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) 				
2	SAT	9	Last day of the class				
8-9	FRI-SAT	10	<ul style="list-style-type: none"> • Final Examinations • Exam absentees counseling 				
12	TUE	11	<ul style="list-style-type: none"> • Declaration of Final results • Repeating course registration for Quarter-3 				



INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019

[BSIT – WEEKEND – QUARTER SYSTEM]

13-16	WED-SAT	11	<ul style="list-style-type: none">• Appeal against grades• Mitigation Submission• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
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



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019****[BSIT – WEEKEND – QUARTER SYSTEM]****[TOTAL WEEKS = 10 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 5TH WEEK; FINAL EXAM – 10TH WEEK]****[DURATION 15-02-2019 TO 20-04-2019]**

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

MONTH		MAR 2019		
DATE	DAY	WEEK	ACTIVITIES	
8	FRI	4	<ul style="list-style-type: none"> • Advisory Presentation to all students [FR] • 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) • Start of “Zero” attendance counseling 	

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

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



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

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

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

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

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

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

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

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



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

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

