






**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]****[TOTAL WEEKS = 11 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 6<sup>TH</sup> WEEK ; FINAL EXAM – 11<sup>TH</sup> WEEK]****SUMMER SEMESTER 2018**

MONTH		MAY 2018	
DATE	DAY	WEEK	ACTIVITIES
13	SUN	1	<ul style="list-style-type: none"> <li>• <b>First Day of classes</b> - Summer Semester for Freshman (Jan. 2018 intake)</li> <li>• Book collection from Library</li> <li>• Review of statement of account in portal</li> <li>• Hostel Students Counseling</li> </ul>
17	THU	1	<ul style="list-style-type: none"> <li>• Start of Visa Students <b>counseling</b></li> </ul>
 16	WED	2	<b>Start of Ramadan [subject to sighting of the moon]</b>
 16	WED	2	<b>CPD Orientation to BSIT-EC students</b>
 20	SUN	2	<ul style="list-style-type: none"> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Deadline to drop the course</b> without any penalty – Freshman (Jan. 2018)</li> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / 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>
 27	SUN	3	<b>Deadline for Addition of course [TOC Students]</b> - Freshman (Jan. 2018 intake)
 27-31	SUN-THU	3	<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>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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>



# SKYLINE UNIVERSITY COLLEGE

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## INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]

27	MON	3	<ul style="list-style-type: none"> <li>Start of “Zero” attendance counseling</li> <li>Start of low attendance counseling</li> </ul>
30	WED	3	<b>Advisory presentation</b> to all students International students data update to Parents

MONTH		JUNE 2018	
DATE	DAY	WEEK	ACTIVITIES
3	SUN	4	<b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
7	THU	4	<ul style="list-style-type: none"> <li><b>Deadline to pay</b> monthly fees.</li> <li>Collection of <b>Hall ticket</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>Start of LOW CGPA students <b>counseling</b></li> <li>Start of Low attendance <b>counseling</b></li> </ul>
14-17	MON	5	<b>EID AL FITR [subject to sighting of the moon]</b>
17	SUN	5	<ul style="list-style-type: none"> <li><b>First day of classes</b> for new intake</li> <li><b>Orientation - Dean / Registrar and Advisory Orientation</b> for the new intake <ul style="list-style-type: none"> <li>Distribution of Admission kit</li> <li>Distribution of Handbook</li> <li>Distribution of Tab &amp; Kit</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>
17-21	SUN-THU	6	<ul style="list-style-type: none"> <li><b>Mid Term Examinations</b> of summer semester</li> <li><b>Exam Absentees counseling</b></li> <li><b>Financial Counseling</b></li> </ul>



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

24-28	SUN-THU	7	<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>2<sup>nd</sup> 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>▪ Review of document submission</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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> <p>Repeating course registration starts for the Fall 2018 semester [Previous Failures]</p>
25	MON	7	<p>Presentation to BSIT-EC students</p> <ul style="list-style-type: none"> <li>○ Overview of MBA</li> <li>○ GMN Network</li> <li>○ Alumni</li> </ul>
27	WED	7	<p><b>Result</b> of Mid-term examinations</p> <p>International students data update to Parents</p>
27-28	WED-THU	7	<ul style="list-style-type: none"> <li>• <b>Appeal</b> against grades and reviewing the papers with the Faculty</li> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Mitigation counseling</b></li> </ul>

MONTH	JULY 2018		
DATE	DAY	WEEK	ACTIVITIES
1	SUN	8	<ul style="list-style-type: none"> <li>• <b>Advisory Meet</b> / Presentation of Academic Feedback</li> <li>• <b>Academic Feedback</b></li> </ul>
3-5	TUE-THU	8	<b>Mitigation Exams</b>
3	TUE	8	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) Declaration of result declaration – Mitigation exam</b>
4-5	WED-THU	8	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations of summer semester</b></li> <li>• <b>Exam Absentees counseling</b></li> <li>• <b>Financial Counseling</b></li> </ul>
9	MON	9	<ul style="list-style-type: none"> <li>• <b>Deadline to pay</b> monthly fees.</li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>

**NOTE : POST DATED SUBMISSION WILL NOT BE ENTERTAINED**  
**INSTITUTIONAL CALENDAR – SCHOOL OF BUSINESS [BSIT-EC-WEEKDAYS] -SUBJECT TO CHANGE**



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

11	WED	9	<b>Result Declaration Mid-term of Summer Semester [JUNE 2018 intake]</b>
15	SUN	10	<ul style="list-style-type: none"> <li>• <b>Deadline to submit all the assessments</b></li> </ul>
15-19	SUN-THU	10	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket</b> from Finance Department</li> <li>• Clearance of <b>Tuition fees</b> till final exam</li> <li>• Portal Blocking</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor</li> </ul>
19	THU	10	<b>Last day</b> of the class
19-23	SUN-THU	10	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket</b> from Finance Department</li> <li>• Clearance of <b>Tuition fees</b> till final exam</li> <li>• Portal Blocking</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.</li> </ul>
22-26	SUN-THU	11	<ul style="list-style-type: none"> <li>• <b>Final Examinations</b></li> <li>• Exam absentees counseling</li> </ul>
26	THU	11	<b>Last day of the class [JUNE 2018 intake]</b>
29-30	SUN-MON	12	<ul style="list-style-type: none"> <li>• <b>Final Examinations [JUNE 2018 intake]</b></li> <li>• Exam absentees counseling [JUNE 2018 intake]</li> </ul>
31	WED	12	<ul style="list-style-type: none"> <li>• <b>Result Declaration of Summer Semester</b></li> <li>• International students data update to Parents</li> </ul>

MONTH				AUGUST 2018			
DATE	DAY	WEEK	ACTIVITIES				
1	WED	12	<b>Result Declaration of Summer Semester [JUNE 2018 intake]</b>				
1-4	WED-SUN	12	<ul style="list-style-type: none"> <li>• Appeal against grades [All intake]</li> <li>• Mitigation submission [All intake]</li> </ul>				
5-6	SUN-MON	13	Re-sit & Mitigation Examination [JUNE 2018]				
7-9	TUE-THU	13	<ul style="list-style-type: none"> <li>• Re-sit &amp; Mitigation Examination [All intake]</li> <li>• Final return of Library books</li> </ul>				
11	TUE	14	Re-sit & Mitigation Result Declaration [JUNE 2018]				
14	TUE	14	Re-sit & Mitigation Result Declaration				



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### **INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

21	SUN	15	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b> <b>Review for ACD 18-19</b>
21-23	FRI- SUN	15	<b>Eid Al Adha Holidays [Tentative – Subject to change]</b>

#### **FALL 2018 SEMESTER COMMENCEMENT**

**OLD INTAKE : 4<sup>th</sup> SEPTEMBER 2018 ; NEW INTAKE : 23<sup>rd</sup> SEPTEMBER 2018**



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]****[TOTAL WEEKS = 15 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 13 WEEKS CLASSES]****[MID-TERM – 9<sup>TH</sup> WEEK ; FINAL EXAM – 15<sup>TH</sup> WEEK]****FALL SEMESTER 2018**

MONTH		SEPTEMBER 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
4	TUE	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for Sophomore</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 of additional invoices</b> from SSD</li> <li>• <b>Start of TOC students counseling</b></li> <li>• <b>Start of SAP students counseling</b></li> </ul>
11	TUE	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty – So Level</li> <li>• <b>Start of Hostel students counseling</b></li> </ul>
11	TUE	2	<b>Hijri New Year [TENTATIVE DATE]</b>
17	MON	3	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>
18	TUE	3	<ul style="list-style-type: none"> <li>• <b>Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / 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> <li>• <b>Start of Visa students counseling</b></li> <li>• <b>Start of "Zero" attendance counseling</b></li> </ul>
23	SUN	4	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation - Dean / Registrar and Advisory Orientation</b> 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 E-books</b></li> </ul> </li> <li>• <b>Collection of Graduation plan</b> for TOC students</li> </ul>
25	TUE	4	<ul style="list-style-type: none"> <li>• Start of Rewardship, clubs &amp; committees</li> <li>• Update of student data</li> <li>• Marketing survey</li> <li>• International students data update to Parents</li> </ul>



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

26	WED	4	<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> </ul>
27	THU	4	<b>Start of Low GPA counseling</b>

MONTH		OCTOBER 2018	
DATE	DAY	WEEK	ACTIVITIES
3	WED	5	<ul style="list-style-type: none"> <li>• CPD Orientation to BSIT-EC students</li> </ul>
4	THU	5	<ul style="list-style-type: none"> <li>• <b>Advisory Presentation</b> to all students [FR/SO]</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / 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>
8	MON	6	<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/So Level [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>
7-11	SUN-THU	6	<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> </ul> <p><b>1<sup>st</sup> Meeting :</b>All Students are required to meet the Advisors before the mid-term week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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>
14	SUN	7	<b>Start of low attendance counseling</b>



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

21-25	SUN-THU	8	<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>
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MONTH	NOVEMBER 2018		
DATE	DAY	WEEK	ACTIVITIES
28-1	SUN-THU	9	<ul style="list-style-type: none"> <li>• Mid Term Examinations</li> <li>• Start of Exam absentees counseling</li> </ul>
5	MON	10	<p><b>Deadline</b> to pay monthly fees.  <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</p>
7	WED	10	<b>Declaration</b> of Mid-term results
8	THU	10	<b>Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE</b>
8-15	THU-THU	10	<b>Appeal</b> against grades and reviewing the papers with the Faculty
12	MON	10	<ul style="list-style-type: none"> <li>• Advisory Meet and Academic faculty feedback presentation</li> <li>• Academic Faculty Feedback</li> <li>• Display of Stopped student list due to low attendance on notice board</li> </ul>
13-15	TUE-THU	11	<ul style="list-style-type: none"> <li>• Mitigation submission week</li> </ul>
18	SUN	12	<p><b>Presentation to BSIT-EC students</b></p> <ul style="list-style-type: none"> <li>• Overview of MBA</li> <li>• GMN Network</li> <li>• Alumni</li> </ul>
19	MON	12	<b>Prophet Mohammed’s Birthday – Tentative</b>
18-22	SUN-THU	12	<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>▪ Review of document submission</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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>

**NOTE : POST DATED SUBMISSION WILL NOT BE ENTERTAINED**  
**INSTITUTIONAL CALENDAR – SCHOOL OF BUSINESS [BSIT-EC-WEEKDAYS] -SUBJECT TO CHANGE**





**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

20-22	TUE-THU	12	<b>Mitigation Exams</b> International students data update to Parents
26	MON	13	<b>Result declaration of Mitigation exams</b>
30	FRI	13	<b>MARTYRS' DAY</b>
<b>MONTH</b>	<b>DECEMBER 2018</b>		
<b>DATE</b>	<b>DAY</b>	<b>WEEK</b>	<b>ACTIVITIES</b>
2	SUN	14	UAE National Day
3	MON	14	<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><b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b></li> </ul>
3-6	SUN-THU	14	<ul style="list-style-type: none"> <li><b>Revision</b> Classes</li> <li>Clearance of <b>Tuition fees</b> before the final exam</li> <li>Portal blocking [if any pending issues by the student]</li> <li>To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.</li> </ul>
6	THU	14	<b>Last day of the class</b>
9-13	SUN-THU	15	<ul style="list-style-type: none"> <li><b>Final Examinations [Tentative]</b></li> <li><b>Exam absentees counseling</b></li> </ul>
18	TUE	16	<ul style="list-style-type: none"> <li><b>Declaration</b> of Fall Semester results</li> <li><b>Repeating course</b> registration for Spring 2019 semester</li> </ul>
20	THU	16	<ul style="list-style-type: none"> <li><b>Review</b> of SAP/LOW attendance / TOC / SAP students</li> <li>Final return of <b>Library books</b></li> <li>International students data update to Parents</li> </ul>
16 DEC-3 JAN	SUN-THU	16-18	<b>Inter Semester breaks.</b>
19-27	WED-THU	18	<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>

<b>MONTH</b>	<b>JANUARY 2019</b>		
<b>DATE</b>	<b>DAY</b>	<b>WEEK</b>	<b>ACTIVITIES</b>
1-3	TUE-THU	19	<b>Re-sit &amp; Mitigation Examinations</b> of Fall Semester
8	TUE	20	<b>Result declaration</b> of Re-sit & Mitigation Examinations of Fall Semester

**SPRING 2019 SEMESTER COMMENCEMENT**

**OLD INTAKE : 6<sup>th</sup> JANUARY 2019; NEW INTAKE : 20<sup>nd</sup> JANUARY 2019**

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INSTITUTIONAL CALENDAR – SCHOOL OF BUSINESS [BSIT-EC-WEEKDAYS] -SUBJECT TO CHANGE**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]****[TOTAL WEEKS = 15 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK + 2 week break ) = 13 WEEKS CLASSES]****[MID-TERM – 9<sup>TH</sup> WEEK ; FINAL EXAM – 15<sup>TH</sup> WEEK]****SPRING SEMESTER 2019**

MONTH		JANUARY 2019		
DATE	DAY	WEEK	ACTIVITIES	
6	SUN	1	<ul style="list-style-type: none"> <li>• <b>Start of the classes</b> for Freshman [May 2018 &amp; Sep 2018] Sophomore</li> <li>• <b>Books collection</b> from library</li> <li>• Review of <b>statement of account</b> in portal</li> <li>• Start of Financial Counseling</li> </ul>	
13	SUN	2	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>	
14	MON	2	<b>Start of Visa students counseling</b>	
14	MON	2	<ul style="list-style-type: none"> <li>• <b>Drop day</b> [Deadline to drop the course without any penalty] – Sophomore Level</li> <li>• Start of <b>Submission of attested HS/O Level certificate</b></li> </ul>	
16	WED	2	<ul style="list-style-type: none"> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / 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>	
20	SUN	3	<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> </ul> </li> <li>• Collection of <b>Graduation plan</b> for TOC students</li> <li>• Collection of E-Books from Library</li> <li>• <b>Deadline for Addition of course</b> - Sophomore Level [sap students, repeating course, TOC students]</li> <li>• International students data update to Parents</li> </ul>	
24	THU	4	<b>CPD Orientation to BSIT-EC students</b>	
31	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to drop the course without any penalty – Freshman Level [Jan 2019]</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>	
31	THU	4	<b>Advisory presentation</b> to all students [FR/SO]	



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

31	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Addition of course – Freshman Level [Jan 2019]</li> <li>• <b>Start</b> of Scholarship application to SSD [Jan 2019 intake]</li> </ul> <p><b>Registration Start for:</b></p> <ul style="list-style-type: none"> <li>• <b>Accelerated</b> Program registration [Sophomore] – Online Registration</li> <li>• <b>Professional Development Skills Course</b> – Online registration</li> <li>• Update Student Data</li> </ul>
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MONTH	FEBRUARY 2019		
DATE	DAY	WEEK	ACTIVITIES
3	SUN	5	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>
6	WED	5	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to pay monthly fees.</li> <li>• <b>Start of LOW GPA counseling</b></li> <li>• <b>Start of Financial counseling</b></li> </ul>
7	THU	5	<ul style="list-style-type: none"> <li>• Deadline for the <b>scholarship application</b> [Jan 2019 intake]</li> <li>• <b>Attendance review</b> and update the list on notice board</li> </ul>
10-14	SUN-THU	6	<p><b>Updating attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <p><b>1<sup>st</sup> Meeting: All</b> Students are required to meet the Advisors before the mid-term week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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> <ul style="list-style-type: none"> <li>• Any other Academic or Academic Support related issues</li> <li>• <b>Parent’s visit to advisor</b></li> <li>• <b>Start of LOW attendance counseling</b></li> </ul>
21	THU	7	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to register for Professional Development Course</li> <li>• <b>Deadline</b> to register for the Accelerated program [Sophomore]</li> </ul>
24-28	SUN-THU	8	<ul style="list-style-type: none"> <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>

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

MONTH		MARCH 2019	
DATE	DAY	WEEK	ACTIVITIES
3	SUN	9	<ul style="list-style-type: none"> <li>• <b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b></li> <li>• <b>Start of LOW attendance counseling</b></li> <li>• <b>Start of LOW GPA counseling</b></li> <li>• <b>Review of Portal updates</b></li> </ul>
3-7	SUN-THU	9	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations</b></li> <li>• <b>Start of Exam absentees counseling</b></li> </ul>
13	WED	10	<b>Declaration of Mid-term results</b>
13-19	WED-TUE	10	<b>Appeal against grades and reviewing the papers with the Faculty</b>
13-17	WED-SUN	10	<ul style="list-style-type: none"> <li>• <b>Mitigation submission week</b></li> </ul>
18-20	MON-WED	11	MITIGATION EXAM
18	MON	11	<ul style="list-style-type: none"> <li>• <b>Advisory Meet / Presentation of Academic Feedback</b></li> <li>• <b>Start of Academic Feedback</b></li> <li>• <b>International students data update to Parents</b></li> <li>• <b>CPD Orientation to BSIT-EC students</b></li> <li>• <b>Presentation to BSIT-EC students</b> <ul style="list-style-type: none"> <li>○ <b>Overview of MBA</b></li> <li>○ <b>GMN Network</b></li> <li>○ <b>Alumni</b></li> </ul> </li> </ul>
17-21	SUN-THU	11	<p>Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <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>▪ Review of document submission</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</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> <ul style="list-style-type: none"> <li>• Any other Academic or Academic Support related issues</li> <li>• Repeating course registration starts for the Summer 2019 semester [Previous Failures]</li> </ul>

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

24 – 4 Apr	SUN – THU	12-13	<b>Inter-semester Break</b>
31	SUN	13	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>

MONTH	APRIL 2019		
DATE	DAY	WEEK	ACTIVITIES
3	WED	13	<b>Isra Wal Meraj (Ascension of the Prophet) – Tentative</b>
11	THU	14	<ul style="list-style-type: none"> <li>• Deadline to submit all the assessments</li> <li>• Last day for the submission of attested copy of HS/O level certificate [for Freshman levels]</li> <li>• Display of Stopped student list due to low attendance on notice board</li> </ul>
21-25	SUN- THU	16	<ul style="list-style-type: none"> <li>• <b>Revision Classes</b></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 <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.</li> </ul>
25	THU	16	<b>Last day of the class</b>
28-02	SUN- THU	17	<ul style="list-style-type: none"> <li>• <b>Final Examinations [Tentative]</b></li> <li>• <b>Start of Exam absentee counseling</b></li> </ul>
MONTH	MAY 2019		
8	WED	18	<ul style="list-style-type: none"> <li>• <b>Declaration</b> of results</li> <li>• <b>Repeating course</b> registration for Summer 2019 semester</li> </ul>
8-12	WED- SUN	18	<ul style="list-style-type: none"> <li>• <b>Appeal</b> against grades</li> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Review</b> of SAP/LOW attendance / TOC / SAP students/ library books reference</li> <li>• Meeting with Admin for the <b>registration of courses</b> [Repeating/SAP/TOC]</li> <li>• Final return of <b>Library books</b></li> </ul>
13-15	MON- WED	19	<b>Re-sit &amp; Mitigation</b> Examinations of Spring Semester International students data update to Parents
20	MON	20	<b>Result declaration</b> of Re-sit & Mitigation Examinations of Spring Semester

**SUMMER 2019 WILL COMMENCE FROM:****OLD INTAKE : 12<sup>th</sup> MAY 2019; NEW INTAKE [MBA/MQP/ELC]: 9<sup>th</sup> JUNE 2019**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]****[TOTAL WEEKS = 11 WEEKS – (1 MID-TERM WEEK + 1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[MID-TERM – 6<sup>TH</sup> WEEK ; FINAL EXAM – 11<sup>TH</sup> WEEK]****SUMMER SEMESTER 2019**

MONTH	MAY 2019		
DATE	DAY	WEEK	ACTIVITIES
5	SAT		Start of Ramadan [subject to sighting of the moon]
12	SUN	1	<ul style="list-style-type: none"> <li>• <b>First Day of classes</b> - Summer Semester for Freshman (Jan. 2019 intake) &amp; Sophomore / Junior Level (Accelerated Student)</li> <li>• Book collection from Library</li> <li>• Review of statement of account in portal</li> <li>• Hostel Students Counseling</li> </ul>
16	THU	1	<ul style="list-style-type: none"> <li>• <b>Allocation</b> of Internship for Jr Accelerated students</li> <li>• Start of Visa Students <b>counseling</b></li> <li>• Start of Graduating students <b>counseling</b></li> </ul>
15	WED	2	<b>CPD Orientation to BSIT-EC students</b>
19	SUN	2	<ul style="list-style-type: none"> <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>Deadline to drop the course</b> without any penalty – Freshman (Jan. 2019) &amp; Sophomore &amp; Junior Level</li> <li>• <b>Orientation</b> - Internship /Internship Project</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>
26	SUN	3	<b>Deadline for Addition of course [TOC Students]</b> - Freshman (Jan. 2019 intake) & Sophomore & Junior Level (Accelerated Students)
29	WED	3	<b>Advisory presentation</b> to all students International students data update to Parents



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

26-30	SUN-THU	3	<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>Semester progression review</li> <li>Attendance review [SAP &amp; VISA students]</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>
27	MON	3	<ul style="list-style-type: none"> <li>Start of "Zero" attendance counseling</li> <li>Start of low attendance counseling</li> </ul>

MONTH		JUNE 2019	
DATE	DAY	WEEK	ACTIVITIES
2	SUN	4	<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>
5-6	WED-THU	4	<b>EID AL FITR [subject to sighting of the moon]</b>
6	THU	4	<ul style="list-style-type: none"> <li><b>Deadline to pay</b> monthly fees.</li> <li>Collection of <b>Hall ticket</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>Start of <b>LOW CGPA students counseling</b></li> <li>Start of <b>Low attendance counseling</b></li> </ul>
9	SUN	5	<ul style="list-style-type: none"> <li><b>First day of classes for new intake</b></li> <li><b>Orientation - Dean / Registrar and Advisory Orientation for the new intake</b> <ul style="list-style-type: none"> <li>Distribution of Admission kit</li> <li>Distribution of Handbook</li> </ul> </li> <li>Collection of <b>Graduation plan</b> for TOC students</li> <li><b>E-Book collection</b> from Library</li> <li><b>Review of statement of account in portal</b></li> </ul>
16-20	SUN-THU	6	<ul style="list-style-type: none"> <li><b>Mid Term Examinations</b> of summer semester</li> <li><b>Exam Absentees counseling</b></li> <li><b>Financial Counseling</b></li> </ul>

**NOTE : POST DATED SUBMISSION WILL NOT BE ENTERTAINED  
INSTITUTIONAL CALENDAR – SCHOOL OF BUSINESS [BSIT-EC-WEEKDAYS] -SUBJECT TO CHANGE**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

23-27	SUN-THU	7	<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>2<sup>nd</sup> 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>▪ 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 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> <p>Repeating course registration starts for the Fall 2019 semester [Previous Failures]</p>
26	WED	7	<p><b>Result</b> of Mid-term examinations</p> <p>International students data update to Parents</p>
26-27	WED-THU	7	<ul style="list-style-type: none"> <li>• <b>Appeal</b> against grades and reviewing the papers with the Faculty</li> <li>• <b>Mitigation</b> submission week</li> <li>• <b>Mitigation counseling</b></li> </ul>
26-27	WED-THU	3	<ul style="list-style-type: none"> <li>• <b>Mid Term Examinations of summer semester [JUNE 2019]</b></li> <li>• <b>Exam Absentees counseling [JUNE 2019]</b></li> <li>• <b>Financial Counseling [JUNE 2019]</b></li> </ul>
31	SUN	8	<ul style="list-style-type: none"> <li>• <b>Advisory Meet</b> / Presentation of Academic Feedback</li> <li>• <b>Academic Feedback</b></li> </ul>





**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]**

MONTH		JULY 2019		
DATE	DAY	WEEK	ACTIVITIES	
2-4	TUE-THU	8	Mitigation Exams	
2	TUE	8	<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) Declaration of result declaration – Mitigation exam</b>	
3	WED	8	<b>Result Declaration Mid-term of Summer Semester [JUNE 2019 intake]</b>	
8	MON	9	<ul style="list-style-type: none"> <li>• <b>Deadline to pay</b> monthly fees.</li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>	
14	SUN	10	<ul style="list-style-type: none"> <li>• <b>Deadline for Submission</b> of Internship [Jr Accelerated students]</li> <li>• <b>Deadline to submit all the assessments</b></li> </ul>	
14-18	SUN-THU	10	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket</b> from Finance Department <b>[ALL INTAKE]</b></li> <li>• Clearance of <b>Tuition fees</b> till final exam</li> <li>• Portal Blocking</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.</li> <li>• <b>VIVA</b> for the Internship Project</li> </ul>	
18	THU	10	<b>Last day</b> of the class	
21-25	SUN-THU	11	<ul style="list-style-type: none"> <li>• <b>Final Examinations [ALL INTAKE]</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>	
31	WED	12	<ul style="list-style-type: none"> <li>• <b>Result Declaration of Summer Semester [ALL INTAKE]</b></li> <li>• <b>International students data update to Parents</b></li> </ul>	

MONTH		AUGUST 2019		
DATE	DAY	WEEK	ACTIVITIES	
31-4	WED-SUN	12	<ul style="list-style-type: none"> <li>• Appeal against grades [All intake]</li> <li>• Mitigation submission [All intake]</li> </ul>	
5-7	MON-WED	13	<ul style="list-style-type: none"> <li>• Re-sit &amp; Mitigation Examination [All intake]</li> <li>• Final return of Library books</li> </ul>	
11-14	SUN-WED	14	<b>Eid Al Adha Holidays</b> [Tentative – Subject to change]	
13	TUE	14	Re-sit & Mitigation Result Declaration	
18	SUN	14	<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 19-20</b>	



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### INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [BSIT-EC - WEEKDAYS]

#### FALL 2019 SEMESTER COMMENCEMENT

OLD INTAKE :3<sup>rd</sup> **SEPTEMBER 2019** ; NEW INTAKE : **22<sup>nd</sup> SEPTEMBER 2019**

