

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]****FALL SEMESTER 2019**

| MONTH | SEPTEMBER 2019 | | |
|-------|----------------|------|--|
| DATE | DAY | WEEK | ACTIVITIES |
| 1 | SUN | | Hijri New Year [TENTATIVE DATE] |
| 1-5 | SUN-THU | | Meeting with Admin/SSD for the registration of courses [Repeating/SAP/TOC] Orientation week of faculty & staff |
| 3 | TUE | 1 | <ul style="list-style-type: none"> • First day of classes for sophomore, Junior & Senior Level • Start of repeating course registration • Start Submission of attested HS/O level certificate • Allocation of dissertation/Internship guide [check in portal] • 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 |
| 10 | TUE | 2 | <ul style="list-style-type: none"> • Deadline to drop the course without any penalty – So/Jr & Sr Level • Start of Hostel students counseling |
| 16 | MON | 3 | 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 | TUE | 3 | <ul style="list-style-type: none"> • Orientation - Dissertation / Internship /Internship Project • Start of Dissertation/Internship/Internship Project of Sr. students <ul style="list-style-type: none"> ○ Distribution of Letter and File ○ Distribution of Dissertation Guidelines ○ Distribution of Internship & Internship Project Guidelines • 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 • Start of Visa students counseling • Start of "Zero" attendance counseling |
| 22 | SUN | 4 | <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 E-books |



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

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|----|-----|---|--|
| | | | <ul style="list-style-type: none"> Collection of Graduation plan for TOC students |
| 24 | TUE | 4 | <ul style="list-style-type: none"> Start of Internship registration [Sr Students] – Online registration [SSD] – for Spring 2020 semester Start of Graduation application submission [Sr Students] – Online registration [SSD] – for Spring 2020 semester Start of Graduation Counseling [Sr Students] Start of Graduate survey Start of Reward ship, clubs & committees Update of student data Marketing survey International students data update to Parents |
| 25 | WED | 4 | <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 |
| 26 | THU | 4 | Start of Low GPA counseling |

| MONTH | OCTOBER 2019 | | |
|-------|--------------|------|---|
| DATE | DAY | WEEK | ACTIVITIES |
| 2 | WED | 5 | <ul style="list-style-type: none"> CPD Orientation to BBA students |
| 3 | THU | 5 | <ul style="list-style-type: none"> Advisory Presentation to all students [FR/SO/JR/SR] 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 |
| 7 | MON | 6 | <ul style="list-style-type: none"> Deadline to pay monthly fees Deadline of repeating course registration Deadline for Addition of course – Fr/So/Jr & Sr Level [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 |
| 6-10 | SUN-THU | 6 | <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 |




INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| | | | |
|-------|---------|---|---|
| | | | <p>1st Meeting :All Students are required to meet the Advisors before the mid-term 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 ▪ Any other Academic or Academic Support related issues |
| 13 | SUN | 7 | Start of low attendance counseling |
| 17 | THU | 7 | <ul style="list-style-type: none"> • Deadline of Internship/Internship Project registration [Sr Students] – Online registration [SSD] – for Spring 2019 semester • Deadline of Graduation application submission [Sr Students] – Online registration [SSD] – for Spring 2019 semester • Deadline of Graduation Counseling [Sr Students] • Deadline of Graduate survey |
| 20-24 | SUN-THU | 8 | <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. |
| 27-31 | SUN-THU | 9 | <ul style="list-style-type: none"> • Mid Term Examinations • Start of Exam absentees counseling |

| MONTH | | | | NOVEMBER 2019 | | | |
|-------|---------|------|--|---------------|--|--|--|
| DATE | DAY | WEEK | ACTIVITIES | | | | |
| 4 | MON | 10 | Deadline to pay monthly fees. 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) | | | | |
| 6 | WED | 10 | Declaration of Mid-term results | | | | |
| 7-14 | THU-THU | 10 | Appeal against grades and reviewing the papers with the Faculty | | | | |
| 10 | SUN | 10 | Prophet Mohammed’s Birthday – Tentative | | | | |

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

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]**

| | | | |
|---|---------|----|--|
| 11 | MON | 10 | <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 |
| 12-14 | TUE-THU | 11 | <ul style="list-style-type: none"> • Mitigation submission week • Review of Progress of Dissertation/Internship work |
| 14  | THU | 11 | Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE |
| 17 | SUN | 12 | Presentation to BBA students <ul style="list-style-type: none"> • Overview of MBA • GMN Network • Alumni |
| 17-21 | SUN-THU | 12 | 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 <p>Any other Academic or Academic Support related issues</p> |
| 19-21 | TUE-THU | 12 | Mitigation Exams International students data update to Parents |
| 27 | WED | 13 | Result declaration of Mitigation exams |
| 30 | FRI | 13 | MARTYRS' DAY |

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]**

| MONTH | | DECEMBER 2019 | |
|---------------|---------|---------------|--|
| DATE | DAY | WEEK | ACTIVITIES |
| 2 | MON | 14 | UAE National Day |
| 3 | TUE | 14 | <ul style="list-style-type: none"> • Deadline – submission of Dissertation/Internship [Sr Students] • 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) |
| 1-5 | SUN-THU | 14 | <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. • VIVA for the Dissertation & Internship Project |
| 5 | THU | 14 | Last day of the class |
| 8-12 | SUN-THU | 15 | <ul style="list-style-type: none"> • Final Examinations • Exam absentees counseling |
| 18 | WED | 16 | <ul style="list-style-type: none"> • Declaration of Fall Semester results • Repeating course registration for Spring 2019 semester |
| 19 | THU | 16 | <ul style="list-style-type: none"> • Review of Major & Overall CGPA for Sr. Students • Review of SAP/LOW attendance / TOC / SAP students • Final return of Library books • International students data update to Parents |
| 15 DEC- 2 JAN | SUN-THU | 16-18 | Inter Semester breaks. |
| 18-26 | WED-THU | 18 | <ul style="list-style-type: none"> • Appeal against grades • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC] |



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INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| MONTH | JANUARY 2020 | | |
|-------|--------------|------|---|
| DATE | DAY | WEEK | ACTIVITIES |
| 31-2 | TUE-THU | 19 | Re-sit & Mitigation Examinations of Fall Semester |
| 8 | WED | 20 | Result declaration of Re-sit & Mitigation Examinations of Fall Semester |

SPRING 2020 SEMESTER COMMENCEMENT

OLD INTAKE : **5th JANUARY 2020**; NEW INTAKE : **19nd JANUARY 2020**



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]****SPRING SEMESTER 2020**

| MONTH | | JANUARY 2020 | | |
|-------|-----|--------------|--|--|
| DATE | DAY | WEEK | ACTIVITIES | |
| 5 | SUN | 1 | <ul style="list-style-type: none"> • Start of the classes for freshman [May 2019 & Sep 2019] sophomore, Junior & Senior Level • Books collection from library • Review of statement of account in portal • Start of Financial Counseling | |
| 9 | THU | 1 | Allocation of Dissertation [Jr. Accelerated] & Internship allocation [Sr. students] – check portal | |
| 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) | |
| 13 | MON | 2 | Start of Visa students counseling | |
| 13 | MON | 2 | <ul style="list-style-type: none"> • Drop day [Deadline to drop the course without any penalty] – Sophomore/Junior & Senior Level • Start of Submission of attested HS/O Level certificate | |
| 15 | WED | 2 | <ul style="list-style-type: none"> • Orientation - Dissertation / Internship / Internship Project • Start of Dissertation [Jr Accelerated students] / Internship/ Internship Project for Sr. students <ul style="list-style-type: none"> ○ Distribution of Letter and File ○ Distribution of Dissertation Guidelines ○ Distribution of Internship & Internship Project Guidelines • 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 | |
| 19 | SUN | 3 | <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 • Collection of Graduation plan for TOC students • Collection of E-Books from Library • Deadline for Addition of course - Sophomore/Junior & Senior Level [sap students, repeating course, TOC students] | |



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| | | | |
|----|-----|---|---|
| | | | <ul style="list-style-type: none"> International students data update to Parents |
| 23 | THU | 3 | CPD Orientation to BBA students |
| 30 | THU | 4 | <ul style="list-style-type: none"> Deadline to drop the course without any penalty – Freshman Level [Jan 2020] Start of “Zero” attendance counseling |
| 30 | THU | 4 | Advisory presentation to all students [FR/SO/JR/SR] |
| 30 | THU | 4 | <ul style="list-style-type: none"> Deadline for Addition of course – Freshman Level [Jan 2020] Start of Graduation Counseling [Jr. accelerated Students] Start of Scholarship application to SSD [Jan 2020 intake] <p>Registration Start for:</p> <ul style="list-style-type: none"> Internship / Internship Project [Jr. accelerated students] – Online registration – for Summer 2020 semester Accelerated Program registration [Sophomore] – Online registration Professional Development Skills Course – Online registration Graduation Application forms [Jr accelerated students] – Online registration – for Summer 2020 semester Graduation Survey Update Student Data |

| FEBRUARY 2020 | | | |
|---------------|---------|------|---|
| MONTH | | | |
| DATE | DAY | WEEK | ACTIVITIES |
| 2 | SUN | 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) |
| 5 | WED | 5 | <ul style="list-style-type: none"> Deadline to pay monthly fees. Start of LOW GPA counseling Start of Financial counseling |
| 6 | THU | 5 | <ul style="list-style-type: none"> Deadline for the scholarship application [Jan 2020 intake] Attendance review and update the list on notice board |
| 9-13 | SUN-THU | 6 | <p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <p>1st Meeting: All Students are required to meet the Advisors before the mid-term week to discuss the following:</p> <ul style="list-style-type: none"> Counseling 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 |



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| | | | |
|-------|---------|---|--|
| | | | <ul style="list-style-type: none"> ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review <ul style="list-style-type: none"> • Any other Academic or Academic Support related issues • Parent’s visit to advisor • Start of LOW attendance counseling |
| 20 | THU | 7 | <ul style="list-style-type: none"> • Deadline for the registration of Internship / Internship Project [Jr. accelerated students] – for summer 2020 semester • Deadline to register for the accelerated program [sophomore] • Deadline to register for Professional Development Course • Deadline to submit the graduation application [Jr accelerated students] – for summer 2020 semester • Deadline for Graduate survey |
| 23-27 | SUN-THU | 8 | <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. |

| MONTH | MARCH 2020 | | |
|-------|------------|------|--|
| DATE | DAY | WEEK | ACTIVITIES |
| 1 | SUN | 9 | <ul style="list-style-type: none"> • 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 LOW attendance counseling • Start of LOW GPA counseling • Review of Portal updates |
| 1-5 | SUN-THU | 9 | <ul style="list-style-type: none"> • Mid Term Examinations • Start of Exam absentees counseling |
| 11 | WED | 10 | Declaration of Mid-term results |
| 11-17 | WED-TUE | 10 | Appeal against grades and reviewing the papers with the Faculty |
| 11-15 | WED-SUN | 10 | <ul style="list-style-type: none"> • Mitigation submission week • Review of Dissertation / Internship work |
| 16-18 | MON-WED | 11 | MITIGATION EXAM |
| 16 | MON | 11 | <ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback |

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



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

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|------------|-----------|-------|--|
| | | | <ul style="list-style-type: none"> • Start of Academic Feedback • International students data update to Parents • CPD Orientation to BBA students <p>Presentation to BBA students</p> <ul style="list-style-type: none"> ○ Overview of MBA ○ GMN Network ○ Alumni |
| 15-19 | SUN-THU | 11 | <p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <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"> ▪ Counseling 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 <ul style="list-style-type: none"> • Any other Academic or Academic Support related issues • Repeating course registration starts for the summer 2020 semester [Previous Failures] |
| 22 | SUN | 11 | Isra Wal Meraj (Ascension of the Prophet) – Tentative |
| 22 – 2 Apr | SUN – THU | 12-13 | Inter-semester Break |
| 29 | SUN | 12 | 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) |

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]**

| MONTH | APRIL 2020 | | |
|-------|------------|------|--|
| DATE | DAY | WEEK | ACTIVITIES |
| 09 | THU | 12 | <ul style="list-style-type: none"> Deadline to submit Dissertation [Jr Accelerated students] Deadline to submit Internship / Internship Project [Sr students] Deadline to submit all the assessments Last day for the submission of attested copy of HS/O level certificate [for freshman levels] Display of Stopped student list due to low attendance on notice board Collection accelerated confirmation letters from SSD |
| 24 | FRI | 14 | Start of Ramadan [subject to sighting of the moon] |
| 26-30 | SUN-THU | 14 | <ul style="list-style-type: none"> Revision Classes 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 Advisor. VIVA for the Dissertation & Internship Project |
| 30 | THU | 14 | Last day of the class |
| MONTH | MAY 2020 | | |
| 3-7 | SUN-THU | 16 | <ul style="list-style-type: none"> Final Examinations Start of Exam absentee counseling |
| 13 | WED | 17 | <ul style="list-style-type: none"> Declaration of results Repeating course registration for Summer 2020 semester |
| 13-17 | WED-SUN | 17 | <ul style="list-style-type: none"> Appeal against grades Mitigation submission week Review of major & Overall CGPA for Sr. Students & Jr. Accelerated Students Review of SAP/LOW attendance / TOC / SAP students/ library books reference Meeting with Admin for the registration of courses [Repeating/SAP/TOC] Final return of Library books |
| 18-21 | MON-THU | 18 | Re-sit & Mitigation Examinations of Spring Semester International students data update to Parents |
| 27 | WED | 19 | Result declaration of Re-sit & Mitigation Examinations of Spring Semester |

SUMMER 2020 WILL COMMENCE FROM:**OLD INTAKE : 17th MAY 2020; NEW INTAKE : 31st MAY 2020**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]****SUMMER SEMESTER 2020**

| MONTH | | MAY 2020 | | |
|-------|---------|----------|---|--|
| DATE | DAY | WEEK | ACTIVITIES | |
| 17 | SUN | 1 | <ul style="list-style-type: none"> • First Day of classes - Summer Semester • Book collection from Library • Review of statement of account in portal • Hostel Students Counseling | |
| 20 | WED | 1 | <ul style="list-style-type: none"> • Allocation of Dissertation & Internship for Jr. accelerated students • Start of Visa Students counseling • Start of Graduating students counseling | |
| 21 | THU | 2 | CPD Orientation to BBA students | |
| 24 | SUN | 2 | <ul style="list-style-type: none"> • 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) • Deadline to drop the course without any penalty – freshman (Jan. 2019) & Sophomore & Junior Level (Accelerated Students) • Orientation - Dissertation / Internship /Internship Project • Start of Dissertation/Internship/Internship Project of Sr. students <ul style="list-style-type: none"> ○ Distribution of Letter and File ○ Distribution of Dissertation Guidelines ○ Distribution of Internship & Internship Project Guidelines • 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 | |
| 24-26 | SUN-TUE | 3 | EID AL FITR [subject to sighting of the moon] | |
| 25 | MON | 3 | Deadline for Addition of course [TOC Students] - freshman (Jan. 2020 intake) & Sophomore & Junior Level (Accelerated Students) | |
| 27 | WED | 3 | Advisory presentation to all students International students data update to Parents | |

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]**

| | | | |
|-------|-------------|---|---|
| 25-27 | MON- WED | 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"> • 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 |
| 31 | SUN | 3 | <ul style="list-style-type: none"> • Start of “Zero” attendance counseling • Start of low attendance counseling |
| 31 | SUN | 3 | <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 • Collection of Graduation plan for TOC students • E-Book collection from Library • Review of statement of account in portal |
| 31 | SUN | 4 | <p>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)</p> |

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]**

| MONTH | | JUNE 2020 | | |
|-------|---------|-----------|--|--|
| DATE | DAY | WEEK | ACTIVITIES | |
| 4 | TUE | 4 | <ul style="list-style-type: none"> • Deadline to pay monthly fees. • 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 | |
| 17-18 | WED-THU | 4 | <ul style="list-style-type: none"> • Mid Term Examinations of summer semester • Exam Absentees counseling • Financial Counseling | |
| 24 | WED | 5 | Result of Mid-term examinations International students data update to Parents | |
| 25-28 | THU-SUN | 5 | <ul style="list-style-type: none"> • Appeal against grades and reviewing the papers with the Faculty • Mitigation submission week • Mitigation counseling | |

| MONTH | | JULY 2020 | | |
|-------|---------|-----------|--|--|
| DATE | DAY | WEEK | ACTIVITIES | |
| 1-2 | WED-THU | 6 | Mitigation Exams | |
| 8 | WED | 7 | Declaration of result – Mitigation Exam | |
| 5-9 | SUN-THU | 7 | Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor <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"> ▪ 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 | |



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| | | | |
|-------|---------|----|---|
| | | | <ul style="list-style-type: none"> ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review <ul style="list-style-type: none"> • Any other Academic or Academic Support related issues <p>Repeating course registration starts for the Fall 2020 semester [Previous Failures]</p> <ul style="list-style-type: none"> • Deadline for Submission of Internship [Jr Accelerated students] & Dissertation • Deadline to submit all the assessments |
| 13 | MON | 9 | <p>Presentation to BBA students</p> <ul style="list-style-type: none"> ○ Overview of MBA ○ GMN Network ○ Alumni |
| 16 | THU | 9 | <ul style="list-style-type: none"> • Deadline to pay monthly fees. • Display of Stopped student list due to low attendance on notice board • Portal Blocking • Advisory Meet / Presentation of Academic Feedback • Academic Feedback • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor. • Collection of Hall ticket from Finance Department [ALL INTAKE] • Clearance of Tuition fees till final exam • VIVA for the Dissertation & Internship Project • Last day of the class |
| 19-20 | SUN-MON | 10 | <ul style="list-style-type: none"> • Final Examinations [ALL INTAKE] • Exam absentees counseling |
| 29 | WED | 11 | Result declaration of Summer semester |
| 31-02 | THU-MON | 11 | <ul style="list-style-type: none"> • Appeal against grades [All intake] • Mitigation submission [All intake] |

| MONTH | AUGUST 2020 | | |
|-------|-------------|------|--|
| DATE | DAY | WEEK | ACTIVITIES |
| 9-10 | MON-TUE | 12 | <ul style="list-style-type: none"> • Re-sit & Mitigation Examination [All intake] • Final return of Library books |
| 19 | WED | 13 | <ul style="list-style-type: none"> • Re-sit & Mitigation Result Declaration <p>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status /</p> |

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



SKYLINE UNIVERSITY COLLEGE

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INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKDAYS]

| | | | |
|--|--|--|--|
| | | | Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) <ul style="list-style-type: none">• Review for ACD 19-20 |
|--|--|--|--|

FALL 2020 SEMESTER COMMENCEMENT

OLD INTAKE : 1st SEPTEMBER 2020 ; NEW INTAKE : 20th SEPTEMBER 2020

