

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [MBA - 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 • 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"> • 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 • Collection of Graduation plan for TOC students
24	TUE	4	<ul style="list-style-type: none"> • Start of Graduation application submission [Sr Students] – Online registration [SSD] – for Spring 2020 semester • Start of Graduation Counseling [Sr Students] • Start of Graduate survey



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

			<ul style="list-style-type: none"> 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 <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



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

			<ul style="list-style-type: none"> ▪ 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 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 • 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		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)
10	SUN	10	Prophet Mohammed’s Birthday – Tentative
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
14	THU	11	Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE
17-21	SUN-THU	12	<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] ▪ 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>

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

30	FRI	13	MARTYRS' DAY
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MONTH		DECEMBER 2019	
DATE	DAY	WEEK	ACTIVITIES
2	MON	14	UAE National Day
3	TUE	14	<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)
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.
5	THU	14	Last day of the class
8-12	SUN-THU	15	<ul style="list-style-type: none"> Final Examinations Exam absentees counseling
17	TUE	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 – [MBA - WEEKDAYS]

MONTH	JANUARY 2020		
DATE	DAY	WEEK	ACTIVITIES
31-2	TUE-THU	19	Re-sit & Mitigation Examinations of Fall Semester
7	TUE	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 – [MBA - 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 	
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"> • 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] • International students data update to Parents 	
23	THU	4	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]	



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

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"> • 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
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MONTH		FEBRUARY 2020	
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 ▪ 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 to register for the accelerated program [sophomore] • Deadline to register for Professional Development Course

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

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

			<ul style="list-style-type: none"> • 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 • 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
16	MON	11	<ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback • Start of Academic Feedback • International students data update to Parents
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]



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22	SUN	12	Isra Wal Meraj (Ascension of the Prophet) – Tentative
22 – 2 Apr	SUN – THU	12-13	Inter-semester Break
29	SUN	13	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 – [MBA - 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. 	
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 – [MBA - 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"> • Start of Visa Students counseling • Start of Graduating students counseling 	
21	THU	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) • 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	
25-27	MON-WED	3	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 	



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

			<ul style="list-style-type: none"> ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ 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	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				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 				

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

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	<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"> • 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] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues <p>Repeating course registration starts for the Fall 2020 semester [Previous Failures]</p>
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 • Deadline to submit all the assessments • 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 • 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]



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

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 / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</p> <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

