

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [MBA - WEEKEND]****FALL SEMESTER 2019**

MONTH	SEPTEMBER 2019		
DATE	DAY	WEEK	ACTIVITIES
1-5	SUN-THU		Meeting with Admin/SSD for the registration of courses [Repeating/SAP/TOC] Orientation week of faculty & staff
6	FRI	1	<ul style="list-style-type: none"> • First day of classes for Old Intake • Start of repeating course registration • 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	MON	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	TUE	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 • Start of Visa students counseling • Start of "Zero" attendance counseling • Deadline to drop the course without any penalty • Start of Hostel students counseling
20	FRI	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 Books • Collection of Graduation plan for TOC students • Start of Graduation application submission– Online registration [SSD] – for spring 2020 semester • Start of Graduation Counseling • Start of Graduate survey • Start of Rewardship, clubs & committees • Update of student data • Marketing survey



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

			<ul style="list-style-type: none"> International students data update to Parents
21	SAT	4	<ul style="list-style-type: none"> Deadline to drop the course [TOC Students] without any penalty – Start of Scholarship application to SSD Start of Low attendance counseling Review of Portal updates Start of Low GPA counseling

MONTH		OCTOBER 2019	
DATE	DAY	WEEK	ACTIVITIES
4	FRI	5	<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
5	SAT	5	<ul style="list-style-type: none"> Deadline to pay monthly fees Deadline of repeating course registration Deadline for Addition of 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
11-12	FRI-SAT	6	<ul style="list-style-type: none"> Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor 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
12	SAT	6	Start of low attendance counseling

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



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

19	SAT	7	<ul style="list-style-type: none"> • Deadline of Graduation application submission– Online registration [SSD] – for Spring 2020 semester • Deadline of Graduation Counseling • Deadline of Graduate survey
18-19	FRI-SAT	7	<ul style="list-style-type: none"> • Clearance of Tuition fees • Portal Blocking [if any pending issues by the student]

MONTH				NOVEMBER 2019			
DATE	DAY	WEEK	ACTIVITIES				
2	SAT	9	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)				
09	SAT	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 				
09	MON	10	Prophet Mohammed’s Birthday – Tentative				
14	THU	11	Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE				
22-23	FRI-SAT	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"> ▪ 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 <ul style="list-style-type: none"> • International students data update to Parents 				
30	SAT	13	MARTYRS’ DAY				
29	FRI	13	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department 				

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

MONTH	DECEMBER 2019		
DATE	DAY	WEEK	ACTIVITIES
2	MON	12	UAE National Day
7	SAT	14	Deadline to submit all the assessments
1	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)
7 DEC	SAT	13	Last day of the class
12-14	THU-SAT	14	<ul style="list-style-type: none"> • Final Examinations • Exam absentees counseling
18	WED	14	<ul style="list-style-type: none"> • Declaration of Fall Semester results • Repeating course registration for Spring 2020 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.
19-26	WED-THU	19	<ul style="list-style-type: none"> • Appeal against grades • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]

MONTH	JANUARY 2020		
DATE	DAY	WEEK	ACTIVITIES
3-4	FRI-SAT	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 : 10th JANUARY 2020**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [MBA - WEEKEND]****SPRING SEMESTER 2020**

MONTH	JANUARY 2020		
DATE	DAY	WEEK	ACTIVITIES
10	FRI	1	<ul style="list-style-type: none"> • Start of the classes • Books collection from library • Review of statement of account in portal • Start of Financial Counseling
17	FRI	2	<ul style="list-style-type: none"> • Drop day [Deadline to drop the course without any penalty]
17	FRI	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 Distribution of Books • Deadline for Addition of course
18	SAT	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) • 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	FRI	4	<ul style="list-style-type: none"> • CPD Orientation to BBA students • Deadline to drop the course without any penalty – Freshman Level [Jan 2020] <p>Start of “Zero” attendance counseling</p>

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

MONTH		FEBRUARY 2020	
DATE	DAY	WEEK	ACTIVITIES
31 JAN	FRI	4	Registration Start for: <ul style="list-style-type: none"> • Professional Development Skills Course – Online registration • Graduation Survey • Update Student Data
1	SAT	4	Advisory presentation to all students
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)
7	FRI	5	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Start of LOW GPA counseling • Start of Financial counseling • Attendance review and update the list on notice board
14-15	FRI-SAT	6	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor 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] ▪ 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 • Start of LOW attendance counseling
21	FRI	7	<ul style="list-style-type: none"> • Deadline to register for Professional Development Course • Deadline for Graduate survey
21-22	FRI-SAT	8	<ul style="list-style-type: none"> • Clearance of Tuition fees • Portal Blocking [if any pending issues by the student]

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

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
20	FRI	11	<ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback • Start of Academic Feedback • International students data update to Parents • CPD Orientation to BBA students
20-21	FRI-SAT	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"> ▪ 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 <ul style="list-style-type: none"> • Any other Academic or Academic Support related issues • Repeating course registration starts for the Summer 2018 semester [Previous Failures]
22 MAR – 2 Apr	SUN – THU	12-13	Inter-semester Break
29	SUN	13	<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 – [MBA - WEEKEND]**

MONTH	APRIL 2020		
DATE	DAY	WEEK	ACTIVITIES
10	FRI	13	<ul style="list-style-type: none"> • Deadline to submit all the assessments • Display of Stopped student list due to low attendance on notice board
23 APR	MON		Start of Ramadan [subject to sighting of the moon]
24- 25	FRI-SAT	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.

MONTH	MAY 2020		
DATE	DAY	WEEK	ACTIVITIES
2	SAT	15	<ul style="list-style-type: none"> • Last day of the class • Collection of Hall ticket from Finance Department
08-09	FRI-SAT	16	<ul style="list-style-type: none"> • Final Examinations • Start of Exam absentee counseling
13	WED	17	Result declaration of final exam
15-16	WED- SAT	17	<ul style="list-style-type: none"> • Appeal against grades • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
22-23	FRI-SAT	18	Re-sit & Mitigation Examinations
27	WED	19	Result declaration of Re-sit & Mitigation Examinations

SUMMER 2020 WILL COMMENCE FROM:**OLD INTAKE: 15th MAY 2020**

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [MBA - WEEKEND]****SUMMER SEMESTER 2020**

MONTH		MAY 2020		
DATE	DAY	WEEK	ACTIVITIES	
15	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 	
17	SUN	1	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)	
22	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 	
23	SAT	2	Advisory presentation to all students International students data update to Parents	
29	FRI	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 ○ Distribution of Books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal 	
29-30	FRI-SAT	4	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Attendance review and update the list on notice board • Start of LOW CGPA students counseling • Start of Low attendance counseling 	



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

MONTH		JUNE 2020	
DATE	DAY	WEEK	ACTIVITIES
21	SUN	6	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)
26	FRI	7	<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
27	SAT	7	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Collection of Hall ticket [New Intake] from Finance Department • Clearance of Tuition fees • Attendance review and update the list on notice board • Start of LOW CGPA students counseling • Start of Low attendance counseling
26-27	FRI-SAT	7	<ul style="list-style-type: none"> • International students data update to Parents

MONTH		JULY 2020	
DATE	DAY	WEEK	ACTIVITIES
11	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]
10-11	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.
17-18	FRI-SAT	10	<ul style="list-style-type: none"> • Final Examinations [Old Intake] • Exam absentees counseling
17-18	FRI-SAT	11	Mitigation Exams [New Intake]
22	TUE	12	Declaration of results Final Exam [Old Intake]
22	TUE	12	Declaration of results Mitigation exams [New Intake]
22-25	WED-SAT	12	<ul style="list-style-type: none"> • Appeal against grades [Old Intake] • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]



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

25	SAT	12	<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]
31-01	FRI-SAT	13	Re-sit & Mitigation Examinations [Old Intake]
31-01	FRI-SAT	13	<ul style="list-style-type: none"> Final Examinations [New Intake] Exam absentees counseling

MONTH		AUGUST 2020	
DATE	DAY	WEEK	ACTIVITIES
5	WED	13	Result declaration of Re-sit & Mitigation Examinations [Old Intake]
5	WED	13	Declaration of results Final Exam [New Intake]
5-8	WED-SAT	14	<ul style="list-style-type: none"> Appeal against grades [New Intake] Mitigation Submission Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
14-15	FRI-SAT	15	Re-sit & Mitigation Examinations [New Intake]
19	WED	15	Result declaration of Re-sit & Mitigation Examinations [New Intake]

FALL 2020 SEMESTER COMMENCEMENT

OLD INTAKE : 4th SEPTEMBER 2020