

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]****SUMMER SEMESTER**

May 2012		
7 th May	Monday	<ul style="list-style-type: none"> First Day of classes for new intake [May 2012 batch] Orientation & Advisory Presentation for the new intake Book collection from Library
14 th May	Monday	Deadline to drop the course without any penalty
21 st May	Monday	Deadline for Addition of course
23 rd - 24 th May	Wednesday – Thursday	Advisory presentation
27 th – 31 st May	Sunday -Thursday	<ul style="list-style-type: none"> Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor <u>1st Meeting</u> : All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> Attendance review [VISA students] Assessments marks / class test Repeating course review Provisional Admission review Financial review Any other Academic or Academic Support related issues

June 2012		
3 rd June	Sunday	<ul style="list-style-type: none"> Collection of Hall ticket from Finance Department Clearance of Tuition fees till mid-term exam Attendance review and update the list on notice board
10 th June	Sunday	Deadline to pay monthly fees.
10 th to 14 th Jun	Sunday – Thursday	Mid Term Examinations
19 th Jun	Tuesday	Isra Wal Meraj (Ascension of the Prophet)
20 th Jun	Wednesday	Result of Mid-term examinations
21 st – 24 th Jun	Thursday - Sunday	<ul style="list-style-type: none"> Appeal against grades and reviewing the papers with the Faculty Mitigation submission week
25 th – 26 th Jun	Monday – Tuesday	Mitigation Exams

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

27 th June	Wednesday	<ul style="list-style-type: none"> Advisory Meet / Presentation of Academic Feedback Academic Feedback Display of Stopped student list due to low attendance on notice board
24 th – 28 th June	Sunday-Thursday	<ul style="list-style-type: none"> Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor 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"> Attendance review [VISA students] Assessments marks / class test Repeating course review Financial review Provisional Admission review Any other Academic or Academic Support related issues

July 2012

10 th Jul	Tuesday	Deadline to pay monthly fees.
8 th – 12 th Jul	Sunday - Thursday	<ul style="list-style-type: none"> Collection of Hall ticket from Finance Department Clearance of Tuition fees till final exam Portal Blocking To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.
12 th Jul	Thursday	Last day of the class
15 th – 19 th Jul	Sunday-Thursday	<ul style="list-style-type: none"> Final Examinations Rental books return of Library
23 rd Jul	Monday	Result Declaration
23 rd - 24 th Jul	Monday - Tuesday	<ul style="list-style-type: none"> Appeal against grades Mitigation submission
25 th – 26 th Jul	Wednesday-Thursday	Re-sit & Mitigation Examination, return of Library books
30 th Jul	Monday	Re-sit & Mitigation Result Declaration
23 rd – 30 th Jul	Monday – Monday	Review of next semester course/TOC review

Next Academic year will commence on 3rd September 2012**New Intake will commence on 16th September 2012**



CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]

FALL SEMESTER

September 2012		
2 nd – 6 th Sept.	Sunday – Thursday	Meeting with Admin/SSD for the registration of courses [Repeating/SAP/TOC]
3 rd Sept.	Monday	<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
10 th Sept.	Monday	Deadline to drop the course without any penalty – So/Jr & Sr Level
11 th Sept.	Tuesday	<ul style="list-style-type: none"> • Presentation, letter distribution & Start of Dissertation/Internship of Sr. students [Dissertation/Internship] • Collection of repeating course / visa / SAP/ Invoice of repeating course / financial / withdrawal /accelerated info. / Progression / Academic Status / fees outstanding / undertaking follow-up / re-activation letters from SSD
16 th Sept.	Sunday	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation & Advisory Presentation for the new intake • Book collection from Library • Collection of Graduation plan for TOC students • Start of Internship registration [Sr Students] – Online registration [SSD] • Start of Graduation application submission [Sr Students] – Online registration [SSD] • Start of Graduation Counseling [Sr Students] • Start of Graduate survey • Update of student data
23 rd Sept.	Sunday	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty – Freshman Level • Start of Scholarship application to SSD

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

October 2012		
10 th Oct	Wednesday	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Deadline of repeating course registration • Deadline for Addition of course - So/Jr & Sr Level [sap students, repeating course] • Deadline for Addition of course – Freshman Level • Advisory Presentation to all students [FR/SO/JR/SR]
14 th Oct	Sunday	<ul style="list-style-type: none"> • Deadline for the submission of scholarship application to SSD • Attendance review and update the list on notice board
18 th Oct	Thursday	Graduation Ceremony
14 th – 18 th Oct	Sunday -Thursday	<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 <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"> ➤ SO Accelerated CGPA review and advising ➤ Attendance review [SAP & VISA students] ➤ Progress Meeting of Dissertation ➤ 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>
21 st – 25 th Oct	Sunday -Thursday	Mid Term Examinations
25 th Oct	Thursday	<ul style="list-style-type: none"> • Deadline of Internship registration [Sr Students] – Online registration [SSD] • Deadline of Graduation application submission [Sr Students] – Online registration [SSD] • Deadline of Graduation Counseling [Sr Students] • Deadline of Graduate survey
26 th Oct	Friday	Eid Al Adha Holidays [Tentative – Subject to change]

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]****November 2012**

4 th Nov.	Sunday	Declaration of Mid-term results
4 th Nov – 6 th Nov	Sunday – Tuesday	<ul style="list-style-type: none">• Appeal against grades and reviewing the papers with the Faculty• Mitigation submission week• Review of Dissertation/Internship work
8 th Nov	Thursday	Deadline to pay monthly fees.
7 th Nov – 8 th Nov	Wednesday – Thursday	Mitigation Exams
15 th Nov	Thursday	Hijri New Year
18 th Nov	Sunday	<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
25 th – 29 th Nov	Sunday - Thursday	<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">➢ SO Accelerated CGPA review and advising [review]➢ Attendance review [SAP & VISA students]➢ Progress Meeting of Dissertation➢ SAP case review➢ Assessments marks / class test➢ Repeating course review➢ Financial review➢ Provisional Admission review• Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor• Any other Academic or Academic Support related issue• Repeating course registration starts for the Spring 2012 semester [Previous Failures]

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

December 2012		
2 nd Dec.	Sunday	UAE National Day
2 nd - 6 th Dec.	Sunday - Thursday	<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
3 rd Dec	Monday	<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
6 th Dec	Thursday	Last day of the class
9 th Dec - 13 th Dec.	Sunday - Thursday	<ul style="list-style-type: none"> • Final Examinations • Rental books return to library
16th Dec 2012– 3rd Jan 2013		Inter Semester breaks.
18 th Dec	Tuesday	<ul style="list-style-type: none"> • Declaration of Fall Semester results • Repeating course registration for Spring 2013 semester
19 th Dec	Wednesday	<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

January 2013		
6 th – 7 th Jan	Sunday – Monday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
8 th – 9 th Jan	Tuesday – Wednesday	Re-sit & Mitigation Examinations of Fall Semester

SPRING 2013 WILL COMMENCE FROM 6th JANUARY 2013
SPRING 2013 WILL COMMENCE FROM 20th JANUARY 2013 [NEW INTAKE]

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]****SPRING SEMESTER**

January 2013		
6 th Jan	Sunday	<ul style="list-style-type: none"> Start of Spring Semester classes for Freshman [May 2012 & Sep 2012] Sophomore, Junior & Senior Level Books collection from library Review of statement of account in portal
10 th Jan	Thursday	Allocation of Dissertation [Jr. Accelerated] & Internship allocation [Sr. students] – check portal
13 th Jan	Sunday	<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 th Jan	Tuesday	<ul style="list-style-type: none"> Presentation, letter issuance & Start of Dissertation [Jr Accelerated students] & Internship / Internship Project [Sr students] Collection of repeating course/visa/SAP/Invoice of repeating course/financial/withdrawal /fees outstanding/undertaking follow-up / re-activation letters from SSD
20 th Jan	Sunday	<ul style="list-style-type: none"> First Day of Classes for new intake [Jan 2013] Orientation and Advisory Presentation for the new intake Books collection from library Deadline for Addition of course - Sophomore/Junior & Senior Level [sap students, repeating course, TOC students]
24 th Jan	Thursday	Prophet Mohammed Birthday (PBUH)
27 th Jan	Sunday	Deadline to drop the course without any penalty – Freshman Level [Jan 2013]
30 th - 31 st Jan	Wednesday – Thursday	Advisory presentation to all students[FR/SO/JR/SR]



CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]

February 2013		
3 rd Feb	Sunday	<ul style="list-style-type: none"> • Deadline for Addition of course – Freshman Level [Jan 2013] • Start of Graduation Counseling [Jr. accelerated Students] • Start of Scholarship application to SSD [Jan 2013 intake] <p>Registration Start for:</p> <ul style="list-style-type: none"> • Internship / Internship Project [Jr. accelerated students] – Online registration • Accelerated Program registration [Sophomore] – Online registration • Professional Development Skills Course – Online registration • Graduation Application forms [Jr accelerated students] – Online registration • Graduation Survey • Update Student Data
10 th Feb	Sunday	Deadline to pay monthly fees.
14 th Feb	Thursday	<ul style="list-style-type: none"> • Deadline for the scholarship application [Jan 2013 intake] • Attendance review and update the list on notice board
17 th – 21 st Feb	Sunday -Thursday	<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"> ➢ SO Accelerated counseling ➢ Attendance review [SAP & VISA students] ➢ Progress Meeting of Dissertation / Internship / Internship Project ➢ SAP case review ➢ Assessments marks / class test ➢ Repeating course review ➢ Financial issues ➢ Provisional Admission review ➢ Any other Academic or Academic Support related issues • Clearance of Tuition fees till Mid-term exam • Portal blocking [if any pending issues by the student] • Parent's visit to advisor
24 th – 28 th Feb	Sunday - Thursday	Mid Term Examinations

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

27 th Feb	Wednesday	<ul style="list-style-type: none"> • Deadline for the registration of Internship / Internship Project [Jr. accelerated students] • Deadline to register for the accelerated program [Sophomore] • Deadline to register for Professional Development Course • Deadline to submit the graduation application [Jr accelerated students] • Deadline for Graduate survey
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March 2013

5 th Mar	Tuesday	Declaration of Mid-term results
6 th – 7 th Mar	Wednesday – Thursday	<ul style="list-style-type: none"> • Appeal against grades and reviewing the papers with the Faculty • Mitigation submission week • Review of Dissertation / Internship work
10 th - 11 th Mar	Sunday – Monday	Mitigation Exams
13 th - 14 th Mar	Wednesday - Thursday	Conduct of PSDP
24 th Mar	Sunday	<ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback • Start of Academic Feedback
24 th - 28 st Mar	Sunday -Thursday	<ul style="list-style-type: none"> • Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor • 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"> ➤ 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 • Repeating course registration starts for the Summer 2012 semester [Previous Failures]
31 st March – 11th Apr	Sunday - Thursday	Inter-semester Break

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]****April 2013**

14 th Apr	Sunday	<ul style="list-style-type: none"> • Deadline to submit Dissertation [Jr Accelerated students] • Deadline to submit Internship / Internship Project [Sr students] • 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
21 st - 25 th Apr	Sunday-Thursday	<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
25 th Apr	Thursday	Last day of the class
28 th Apr – 3 rd May	Sunday to Thursday	<ul style="list-style-type: none"> • Final Examinations • Rental books return to library

May 2013

5 th May	Monday	<ul style="list-style-type: none"> • Declaration of result • Repeating course registration starts for the Summer 2013 semester
8 th May – 9 th May	Wednesday – Thursday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission week • Review of Major & Overall CGPA for 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]
12 th – 13 th May	Sunday - Monday	<ul style="list-style-type: none"> • Re-sit & Mitigation Examination of Spring Semester • Final return of Library books
14 th May	Tuesday	Re-sit & Mitigation result declaration of Spring Semester

SUMMER 2013 WILL COMMENCE FROM 12th May 2013

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

May 2013		
12 th May	Sunday	<ul style="list-style-type: none"> • First Day of classes for Summer Semester for Freshman (Jan. 2013 intake) & Sophomore / Junior Level (Accelerated Students) • First Day of classes for new intake [May 2013 batch] • Orientation & Advisory Presentation for the new intake • Book collection from Library • Review of statement of account in portal
16 th May	Thursday	<ul style="list-style-type: none"> • Allocation of Internship for Jr. accelerated students & Dissertation
19 th May	Sunday	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty – Freshman (Jan. 2013/May 2013 intake) & Sophomore & Junior Level (Accelerated Students) • Presentation, letter issuance & Start of Internship / Internship Project [Jr Accelerated students] & Dissertation • Deadline for Addition of course - Freshman (Jan. 2013 intake) & Sophomore & Junior Level (Accelerated Students) • Collection of repeating course/visa/SAP/Invoice of repeating course/financial/withdrawal / undertaking follow-up / fees outstanding/re-activation letters from SSD
26 th May	Sunday	Deadline for Addition of course
22 nd - 23 rd May	Wednesday – Thursday	Advisory presentation to all students



CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]

26 th – 30 th May	Sunday -Thursday	<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"> Attendance review [SAP & VISA students] Progress Meeting of Internship / Internship Project SAP case review Assessments marks / class test Repeating course review Provisional Admission review Tuition Fees [financial review] Any other Academic or Academic Support related issues
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June 2013		
9 th June	Sunday	<ul style="list-style-type: none"> Deadline to pay monthly fees. Collection of Hall ticket from Finance Department Clearance of Tuition fees till mid-term exam Attendance review and update the list on notice board
16 th to 20 th Jun	Sunday – Thursday	Mid Term Examinations of summer semester for Freshman (Jan. 2013/May 2013 intake), Sophomore & Junior level [accelerated students]
20 th Jun	Thursday	Isra Wal Meraj (Ascension of the Prophet)

**CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]**

23 rd – 27 th Jun	Sunday-Thursday	<ul style="list-style-type: none"> Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor 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"> Attendance review [SAP & VISA students] Progress Meeting of Internship / Internship Project SAP case review Assessments marks / class test Repeating course review Tuition Fees [financial review] Provisional Admission review Any other Academic or Academic Support related issues <p>Repeating course registration starts for the Fall 2013 semester [Previous Failures]</p>
25 th Jun	Tuesday	Result of Mid-term examinations
26 th – 27 th Jun	Wednesday - Thursday	<ul style="list-style-type: none"> Appeal against grades and reviewing the papers with the Faculty Mitigation submission week
30 th Jun – 1 st July	Sunday - Monday	Mitigation Exams

July 2013

1 st Jul	Monday	<ul style="list-style-type: none"> Advisory Meet / Presentation of Academic Feedback Academic Feedback
10 th Jul	Wednesday	<ul style="list-style-type: none"> Deadline to pay monthly fees. Display of Stopped student list due to low attendance on notice board
14 th Jul	Sunday	Deadline for Submission of Internship [Jr Accelerated students] & Dissertation
14 th – 18 th Jul	Sunday - Thursday	<ul style="list-style-type: none"> Collection of Hall ticket from Finance Department Clearance of Tuition fees till final exam Portal Blocking To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor. VIVA for the Dissertation & Internship Project
18 th Jul	Thursday	Last day of the class



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CALENDAR FOR ACADEMIC YEAR 2012-2013 – [BBA]

21 th – 25 th Jul	Sunday-Thursday	<ul style="list-style-type: none">Final Examinations of Freshman Sum. Sem (Jan '13/May 2013), Sophomore & Junior level [accelerated students].Rental books return of Library
29 th Jul	Monday	Result Declaration of Summer Semester of Freshman (Jan. '13/May 2013 Intake), Sophomore & Junior level [accelerated students].
30 th – 31 st Jul	Tuesday - Wednesday	<ul style="list-style-type: none">Appeal against gradesMitigation submission

August 2013

4 th – 5 th Aug	Sunday-Monday	<ul style="list-style-type: none">Re-sit & Mitigation Examination for Sum. Sem of Freshman (Jan. 2013 / May 2013 Intake), Sophomore & Junior level [accelerated students].Final return of Library books
6 th Aug	Tuesday	Re-sit & Mitigation Result Declaration of Summer Semester of Freshman, Sophomore & Junior level

FALL 2013 WILL COMMENCE FROM 2nd SEPTEMBER 2013

FALL 2013 WILL COMMENCE FROM 15th SEPTEMBER 2013 [NEW INTAKE]