



## SKYLINE UNIVERSITY COLLEGE

PO Box 1797 - University City of Sharjah, UAE  
Tel No.: 00971 6 544 1155 Fax No.: 00971 6 544 1166

### STUDENT SERVICES DEPARTMENT CALENDAR ACADEMIC YEAR 2009-2010 (FALL)

S. No.	Activity	Person Responsible	Sep-09	Oct-09	Nov-09	Dec-09	Aug-10
1	Presentation by Students Affairs Office for various Committees including CR Committee	Ms. Anuradha		04 <sup>th</sup> – 6 <sup>th</sup> UG & PG			
2	Registering online for Committee memberships by students	Ms. Anuradha		7 <sup>th</sup> , 8 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> UG & PG			
3	Final date of announcement of Committees ( Notice Board )	Ms. Anuradha		15 <sup>th</sup> UG & PG			
4	CR Elections	Ms. Leena		18 <sup>th</sup> UG, 19 <sup>th</sup> PG & IELTS			
5	Announcement of Elected CR's on the Notice Board and Online	Ms. Leena		22 <sup>nd</sup> UG, PG & IELTS			
6	CR Meeting Schedule	Ms. Leena		25 <sup>th</sup> UG, IELTS & 26 <sup>th</sup> PG			
7	Interim Feedback - New Faculties	Ms. Leena			18 <sup>th</sup> (UG, PG & IELTS)		
8	Academic Feedback ( Fall 2009 ) - Online	Ms. Leena				21 <sup>st</sup> (UG, PG & IELTS)	
9	All Feed Back ( Fall 2009 )	Ms. Leena					
10	Alumni Club Meeting	Ms. Leena		12 <sup>th</sup>	16 <sup>th</sup> Nov	20 <sup>th</sup>	
11	Dissertation Orientation (Senior Level)	Ms. Leena		1 <sup>st</sup>			
12	Events Committee Meeting	Ms. Leena		20 <sup>th</sup>	2 <sup>nd</sup>	10 <sup>th</sup>	
13	Sports Committee Meeting	Mr. Sanjay	30 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	1 <sup>st</sup>	
14	News line Committee	Ms. Leena		21 <sup>st</sup>	11 <sup>th</sup>	4 <sup>th</sup>	
<b>Scholarship Activity (July 2009 / September 2010 batch)</b>							
15	Last date for Receipt of Applications			13 <sup>th</sup>			
16	Committee Meeting and Date of Declaration			20 <sup>th</sup>			
17	Letters to be given to Students by HR Department			25 <sup>th</sup>			
18	No. of hours worked – Report by HR Dept					31 <sup>st</sup>	15 <sup>th</sup>



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### STUDENT SERVICE DEPARTMENT CALENDAR ACADEMIC YEAR 2009-2010 (SPRING)

S. No.	Activity	Person Responsible	Jan-10	Feb-10	Mar-10	Apr-10
1	Presentation by Students Affairs Office for various Committees including CR Committee	Ms. Leena		2 <sup>nd</sup> - 4 <sup>th</sup> UG & PG		
2	Registering online for Committee memberships by students	Ms. Leena		7 <sup>th</sup> to 12 <sup>th</sup> UG & PG		
3	Final date of announcement of Committees (Notice Board) and Online	Ms. Leena		16 <sup>th</sup> Feb		
4	CR Elections	Ms. Leena		17 <sup>th</sup> UG, 18 <sup>th</sup> PG & IELTS		
5	Announcement of Elected CR's on the Notice Board	Ms. Leena		22 <sup>nd</sup> UG, PG & IELTS		
6	CR Meeting Schedule	Ms. Leena		24 <sup>th</sup> UG, IELTS & 25 <sup>th</sup> PG		
7	Interim Feedback - New Faculties	Ms. Leena		21 <sup>st</sup> (UG, PG & IELTS)		
8	Academic Feedback ( Spring 2010 )	Ms. Leena				
9	All Feed Back ( Spring 2009 )	Ms. Leena				21 <sup>st</sup>
14	Sports Committee Meeting	Mr. Sanjay		3 <sup>rd</sup>	24 <sup>th</sup>	
10	Alumni Club Meeting	Ms. Leena	4 <sup>th</sup>	1 <sup>st</sup>	1 <sup>st</sup>	5 <sup>th</sup>
13	Events Committee Meeting	Ms. Leena	11 <sup>th</sup> , 18 <sup>th</sup> , 21 <sup>st</sup>	1 <sup>st</sup> , 15 <sup>th</sup>	1 <sup>st</sup> , 15 <sup>th</sup> , 25 <sup>th</sup> , 31 <sup>st</sup>	
15	News line Committee	Dr. Mohit, Ms. Leena	18 <sup>th</sup>	8 <sup>th</sup>		
12	Internship Orientation (Senior Level)	Ms. Leena	25 <sup>th</sup>			
11	Dissertation Orientation (Junior level Accelerated)	Ms. Leena	26 <sup>th</sup>			
<b>Scholarship Activity ( January 2010 batch)</b>						
16	Last date for Receipt of Applications			8 <sup>th</sup>		
17	Committee Meeting and Date of Declaration			15 <sup>th</sup>		
18	Letters to be given to Students by HR Department			22 <sup>nd</sup>		
19	No. of hours worked – Report by HR Dept			31 <sup>st</sup> May'10 / 15 <sup>th</sup> Aug'10		



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**STUDENT SERVICE DEPARTMENT CALENDAR  
 PLAN FOR ACADEMIC YEAR 2009-2010  
 SUMMER 2010**

S. No.	Activity	Person Responsible	May-09	Jun-09	Jul-09	Aug-09
1	Presentation by Students Affairs Office for various Committees including CR Committee					
2	Registering online for Committee memberships by students					
3	Final date of announcement of Committees ( Notice Board )					
4	CR Elections					
5	Announcement of Elected CR's on the Notice Board					
6	CR Meeting Schedule	Ms. Leena	25 <sup>th</sup>	15 <sup>th</sup>		
7	Interim Feedback - Faculty and Part Time Faculty	Ms. Leena		2 <sup>nd</sup> (UG, PG & IELTS)		
8	Academic Feedback ( Fall 2008 ) Online	Ms. Leena			8 <sup>th</sup> (UG, IELTS)	12 <sup>th</sup> (PG)
9	All Feed Back ( Spring 2009 )					
10	Alumni Club Meeting	Ms. Leena	4 <sup>th</sup>	8 <sup>th</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
11	Internship Orientation (Junior Accelerated)	Ms. Leena	20 <sup>th</sup>			
12	Events Committee Meeting	Ms. Leena	6 <sup>th</sup> , 27 <sup>th</sup>			