

National University of Computer & Emerging Sciences, Islamabad Campus

Academic Plan for Spring Semester 2020

S. No.	Week	Descriptions	Date
1	-7 to -6	Preparing Tentative List of Courses to be offered	2 to 13 December 2019
2	-5 to -4	Allocating courses to Faculty & Communicating Final List of Courses to all concerned	16 to 24 December 2019
3	-4 to -3	Preparing List of Faculty Advisors & TAs	26 to 31 December 2019
4	-3	Enabling New Semester (Spring 2020) in Flex Portal	January 1, 2020
5	-3	Offering of courses to relevant batches and teachers in Flex Portal	1 to 3 January 2020
6	-2 to -1	Preparing Classes' Schedule	6 to 13 January 2020
7	-1	Communicating classes schedule for information of all concerned	January 14, 2020
8	-1	Online Registration of Courses	14 to 17 January 2020
9	-1	Updating Teaching workload in Flex Portal for approval of Head Office	15 to 17 January 2020
10	1	First Day of Classes	Monday, January 20, 2020
11	1	Departmental faculty meetings (permanent and visiting)	21 to 24 January 2020
12	2	Preparing Final List of TAs for approval of Head Office	27 to 30 January 2020
13	2	Deadline of Add & Drop of Courses	January 31, 2020
14	3	Last date for applying semester deferment/Freeze	February 7, 2020
15	4 - 5	Academic Audit of new admitted students & updating students' files as per check list	10 to 21 February, 2020
16	5	Updating attendance, marks of assignments & quizzes in Flex Portal	19 to 21 February, 2020
17	6	Issuance of 1st Attendance Warning List	February 24, 2020
18	6 - 7	Preparation for Midterm Examination	February 24 to March 4, 2020
19	7	Printing of Admit Cards for Midterm Exam	2 to 5 March, 2020
20	7	Medals Distribution Ceremony	March 6, 2020
21	7 - 8	First Feedback of Faculty/Courses	6 to 13 March 2020
22	8	Notifying Invigilation Duties for Midterm Exam	10 to 12 March 2020
23	8	Distribution of Midterm Exam Admit Cards to students	11 to 13 March 2020
24	9	Midterm Examinations	16 to 20 March 2020
25	10	Announcement of Results of Midterm Exams & updating marks in Flex Portal	March 25, 2020
26	10	Communicating 1st faculty/course feedback to departments	25 to 27 March 2020
27	11	Intimating results of Midterm exams to students having poor performance	1 to 3 April 2020
28	12	Issuance of 2nd Attendance Warning List	April 6, 2020
29	12	Withdrawal from Courses	April 7, 2020
30	13 - 14	Preparation for Final Examination	13 to 24 April 2020
31	15	Printing of Admit Cards for Final Exams	27 to 28 April 2020
32	15 - 16	FYP Evaluation, Defence of Thesis	April 27 to May 8, 2020
33	15-16	Second Faculty/Courses Feedback	April 29 to May 8, 2020
34	16	Notifying Invigilation Duties for Final Exam	5 to 7 May 2020
35	16	Distribution of Exam Admit Cards to students for Final Exam	6 to 8 May 2020
36	16	Meeting on Conducting of Final Examination and Invigilators' role	7 to 8 May 2020
37	16	Issuance of List of disallowed students from final exam (s)	May 8, 2020
38	16	Last Day of Classes	Friday, May 8, 2020
39	17-19	Final Examinations	11 to 22 May 2020
40	19-20	Show-up of Final Examination Papers	May 29 to June 2 2020
41	20	Announcement of Final Results	June 3, 2020
42	21	Communicating Second Faculty/Course Feedback after the announcement of Final Result	June 10, 2020
43	22	Issuance of Transcripts to students	18 to 19 June 2020
44	23	Issuance of Degrees to Graduates	June 26, 2020
45	21	Convocation	*

Dec 25 Quaid's Birthday

Feb 5 Kashmir Day

Mar 23 Pakistan Day

May 1 Labour Day

May 25 - 26 Eid-ul-Fitr

Subject to Lunar calendar

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27-Nov-19