

Haryana State Board of Technical Education, Panchkula

Notification No.: 32

/Exam/HSBTE

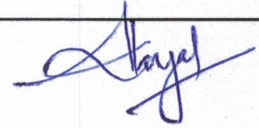
Dated:

25/07/18

**ACADEMIC CALENDER SESSION 2018-19
1st Year**

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Orientation Program of Two weeks for newly admitted students of 1 st year	16-07-2018 to 27-07-2018
2.	Start of regular Classes for 1 st Year	30-07-2018
3.	Teaching Duration for 1 st Year.	From 30.07.2018 to 30.04.2019
4.	Academic interaction of Principal with HOD's, Faculty members and students	Third Friday of every month (Aug, 2018 to April 2019)
5.	One day educational tour of all classes of 1 st year	Minimum one in a year. To be arranged as per institute calendar
6.	Conduct of 1st Internal Assessment Exam	From 03.10.2018 to 08.10.2018
7.	Display of 1 st Internal Assessment Exam marks and identification of weak students for extra classes	By 16.10.2018
8.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 1 st Internal Assessment Exam.	By 26.10.2018
9.	1 st Parent Teachers Meeting for 1 st year students	27.10.2018
10.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month
11.	Display of attendance of students by all Teachers / Departments	Last working day of every month
12.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
13.	Extension Lectures	Minimum two lectures per month per branch
14.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	At least one activity per month on last Friday of every month
15.	Conduct of 2nd Internal Assessment Exam	From 19.12.2018 to 24.12.2018
16.	Winter Vacations (Tentative)	From 25-12-2018 to 08-01-2019

17.	Display of 2 nd Internal Assessment Exam marks and identification of weak students for extra classes	By 11.01.2019
18.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 2 nd Internal Assessment Exam.	By 14.01.2019
19.	2 nd Parent Teachers Meeting for 1 st year students	18.01.2019
20.	Maintenance work/repair of machinery	During Winter Vacations
21.	3 rd Parent Teachers Meeting for 1 st year students	22.03.2019
22.	Academic evaluation-analysis of Internal Assessments, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.04.2019
23.	Practical exams / Rationalization	01-05-2019 to 04-05-2019
24.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Up to 05.05.2019
25.	Final Theory Examinations	From 09-05-2019 (Tentative)
26.	Start of next Session	w.e.f. 15-07-2019 (Tentative)



Note:-

1. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
2. Mentor for admitted students:
Each faculty deputed as mentor for 15-20 students at the time of their admission shall be in continuous association with the students for their proper guidance in academics, training, placement etc.
3. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
4. Medical leave as per Medical Performa only.
5. 40% syllabus (to be covered in 1st and 2nd Internal Assessment Exams) should be covered upto 15-11-2018. Further the syllabus must be covered continuously and progressively without waiting for dates of 1st and 2nd Internal Assessment Exams.
6. The respective teachers shall conduct the regular monthly class tests in the months of Jan to April 2019 to monitor the learning progress of students.
7. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
8. Emphasis to be given on the following activities for overall development of students ;
 - Improving communication skills, Soft Skills, presentation skills, motivating lectures, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc.
 - Organizing entrepreneurship development program, energy & water conservation

- programs, disaster & environment management program, alumni meetings, industrial visits, career counseling, Job fair, improving, pedagogy/ teaching learning process etc.
- Extra classes for SC/ST, weaker students to reduce dropout rate and to improve pass percentage.
 - Women's Grievance Redressal & Counseling Cell
9. Additional activities for Polytechnics ;
- Aadhar Card enrolment for all students and faculty
 - Institute level cultural & sports meet (As per institute /State calendar)
 - State level sports meet
 - To facilitate the students to get their passport issued
 - SAHYOG Club
 - Entrepreneurship Club


Dated: 24-7-2018

Krishan Kumar Kataria,
Secretary
Haryana State Board of Technical Education,
Panchkula

Endst. No. 667 /Exam/HSBTE

Dated: 25/07/18

A copy of the above is forwarded to all the Principals of Govt./Aided/Self Financing Polytechnics for information and further necessary action please.


25/7/18
Controller of Exam,
for Secretary, HSBTE,
Panchkula