

Haryana State Board of Technical Education, Panchkula

Notification No. 109 /Exam/HSBTE

Dated: 06.01.2020

**ACADEMIC CALENDER SESSION 2019-20
EVEN SEMESTERS (4th and 6th)**

Sr. No	Name of Activity	Proposed Dates and Months
1.	Start of Academic Session	09.01.2020
2.	Display and Uploading of Lesson Plans (Teacher wise) on Notice Board / Institute website	Upto 09-01-2020
3.	Readmission	Within two weeks of Start of Classes
4.	Issue of library books	w.e.f. 09.01.2020 to 24.01.2020
5.	Teaching Duration for 4 th and 6 th Sem.	From 09.01.2020 to 30.04.2020
6.	Review of semester result of previous exam by Principal/HOD's - achievements and weakness*	Within a week after declaration of Board result
7.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month of Semester
8.	Branch wise Orientation /Workshop on Digital Learning	In the month of February(minimum two hrs)
9.	Submission of Home assignment (of each subject) by students.	2 nd Friday of every month (Feb2020 to April.2020)
10.	Conduct of Class test of each subject	Once in a month
11.	Academic interaction of Principal with HOD's, Faculty members and students	Third week of every month (Feb, March & April)
12.	Short educational/Industrial visit of all classes	Minimum one in a Semester (to be arranged as per institute calendar)
13.	Yoga day	On 2 nd and 4 th Saturday of every month
14.	English speaking day	On 2 nd and 4 th Wednesday of every month
15.	Conduct of 1st Sessional Test	From 11.02.2020 to 14.02.2020
16.	Display of 1 st Sessional Test marks and identification of weak students for extra classes	By 18.02.2020
17.	Notification of Time Table by Principal / Concerned HOD's for conduct of remedial classes for weak students	By 19.02.2020
18.	Mentor - Mentee - Meeting	To be conducted in 2nd week of Feb. & March
19.	1 st Parent Teachers Meeting	Any day between 20.02.20 to 26.02.20

20.	Display of attendance of students by all Teachers / Departments	Last working day of every month
21.	Communication to Parents / Guardians of students regarding attendance record and sessionals	1 st Working day of next month
22.	Extension/ Expert Lectures	At least once in a month for all Branches
23.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	At least one activity per month
24.	Conduct of 2nd Sessional Test	From 17.03.2020 to 20.03.2020
25.	Display of 2 nd Sessional Test marks and identification of weak students for extra classes	By 24.03.2020
26.	Notification of Time Table by Principal / Concerned HOD's for conduct of remedial classes for weak students	By 24.03.2020
27.	2 nd Parent Teachers Meeting	Any day between 25.03.20 to 28.03.20
28.	Conduct of 3rd Sessional Test	From 15.04.2020 to 18 .04.2020
29.	Display of 3 rd Sessional Test marks	By 22.04.2020
30.	3 rd Parent Teachers Meeting	Any day between 23.04.20 to 27.04.20
31.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.04.2020
32.	Practical exams / Rationalization	01.05.2020 to 05.05.2020
33.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal – ONLINE	Up to 07.05.2020
34.	Theory exams	08.05.2020 (Tentative)
35.	Value Added Courses for the students Industrial Trainings of students Maintenance work/repair of machinery equipment etc.	During Summer Vacations
36.	Start of next session of Odd Semesters (3 rd and 5 th)	22.07.2020 (For 1 st year separate notification shall be issued)

* Submission of result analysis, reasons for poor performance/short comings etc. to HSBTE.

Note:-II

- 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. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
6. Emphasis to be given on the following activities for overall development of students ;
 - Improving communication skills, Soft Skills, presentation skills, motivating lectures, 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, through digital learning, quality learning material and other innovative method etc.
 - Extra classes for SC/ST, weaker students to reduce dropout rate and to improve pass percentage.
 - Women's Grievance Redressal & Counseling Cell
7. 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

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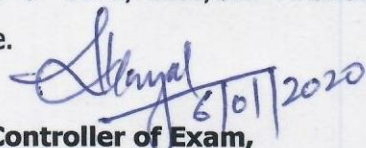
**Krishan Kumar Kataria,
Secretary
Haryana State Board of Technical Education,
Panchkula**

Endst. No. 3179

/Exam/HSBTE

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


**Controller of Exam,
for Secretary, HSBTE,
Panchkula**