

Haryana State Board of Technical Education, Panchkula

Notification No.: 75 /HSBTE

Dated: 31.08.2020

ACADEMIC CALENDER SESSION 2020-21 ODD SEMESTERs (3rd and 5th Sem.)

In pursuance of AICTE guidelines dated 13.08.2020 regarding revised Academic Calendar for 2020-21, the Academic Calendar of the Board is hereby issued to clear the prevailing uncertainty and also to set in motion the academic activities in online / offline / blended mode which however shall be subject to change as per Covid scenario and guidelines thereof by MoH, MHRD, MHA, AICTE etc.

Sr.No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 06-09-2020
2.	Start of Academic Session	07.09.2020
3.	<ul style="list-style-type: none">• Incorporation of Students' details & Lesson Plans in Teacher Diaries• Preparedness for online Classes and notifying the timetable / schedule for online classes (From 9.00 AM to 4.00 PM having 50 minutes lecture with 10 minutes break after each lecture)	01.09.2020 to 06-09-2020
4.	Orientation Program of One weeks for newly admitted students of 1 st year	05-10-2020 to 09-10-2020
5.	Start of regular Classes for 1 st Year	Detailed Academic Schedule for 1st year shall be conveyed later
6.	Teaching Duration for 3 rd and 5 th Sem.	From 07.09.2020 to 24.12.2020
7.	Review of online teaching by Principal with HOD's, Faculty members and students	First Monday of every month (October, November & December)
8.	Online Class Tests/ Quiz	First Wednesday of every month (October, November & December)
9.	Online Assignments	Three (One in every month)
10.	Conduct of 1st Sessional Test	From 12.10.2020 to 16.10.2020
11.	Display/ Intimation of 1 st Sessional Test marks and identification of weak students for extra classes	By 20.10.2020
12.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 23-10-2020
13.	1 st Parent Teachers Meeting through VC	23.10.2020



14.	Checking of Lesson Plan compliance, coverage of Syllabus, Monitoring of Attendance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month of Semester
15.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	Last working day of every month
16.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
17.	Extension/Expert Lectures	Minimum two lectures per month per branch
18.	Webinar on Technical topics / quiz contest etc.	At least one activity per month on last Friday of every month
19.	Conduct of 2nd Sessional Test	From 17.11.2020 to 20.11.2020
20.	Display/ Intimation of 2 nd Sessional Test marks and identification of weak students for extra classes	By 24.11.2020
21.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 25.11.2020
22.	2 nd Parent Teachers Meeting through VC	25.11.2020
23.	Conduct of 3rd Sessional Test	From 14.12.2020 to 17.12.2020
24.	Display/ Intimation of 3 rd Sessional Test marks	By 21.12.2020
25.	3 rd Parent Teachers Meeting	21.12.2020
26.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 24.12.2020
27.	Practical exams / Rationalization	28-12-2020 to 31-12-2020
28.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Up to 05.01.2021
29.	Theory Examinations	06-01-2021 Onwards
30.	Start of next Session of even semesters (4 th and 6 th Sem.)	Will be notified in accordance with the AICTE guidelines

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. Initially the classes shall be conducted in online Mode. The classes may be conducted by the respective teachers by sharing PPT / PDF/ Notes on screen in online platform through Google Classroom/ Google Meet / Microsoft Team/JioMeet or by writing on a board physically and student seeing that through online. Pre-recording own lecture or Experts Lecture and showing it to students live and taking doubts by making pause in between.



3. Depending upon the situation and instructions issued from State Government/ MHA/AICTE, the physical classes will be conducted week-wise on turn basis for each semesters i.e. 1st, 3rd & 5th each for one week and subsequently thereafter
4. Throughout the semester, every Principal / HoD shall ensure that their faculty (Regular as well as Guest faculty) will be fostering a continuous connectivity with their respective students for effective teaching learning and every online lecture delivered may be cross assessed for the understanding developed by the students through a small test / assignment by the respective teacher / HoD concerned.
5. 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.
6. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80% including of online classes.
7. Medical leave as per Medical Performa only.
8. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
9. Emphasis to be given on the following activities for overall development of students ;
 - Improving communication skills, Soft Skills, presentation skills, motivating lectures, time management etc.
 - Organizing entrepreneurship development program, energy & water conservation programs, disaster & environment management program, alumni meetings, career counseling, improving pedagogy/ teaching learning process etc.
 - Extra classes for SC/ST, weaker students may be conducted on weekends to reduce dropout rate and to improve pass percentage.
 - Women's Grievance Redressal & Counseling Cell
10. Additional activities for Polytechnics;
 - Aadhar Card enrolment for all students and faculty
 - To facilitate the students to get their passport issued
 - Learners Driving License of students
 - Entrepreneurship Clubs and Initiatives for creating an ecosystem towards Self Reliant India Campaign preparing Svavlambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.


Dated:

**Dr. Rajesh Goel,
Secretary
Haryana State Board of Technical Education,
Panchkula**

Endst. No. 1291/HSBTE

Dated: 31.08.2020

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


**Deputy Secretary,
for Secretary, HSBTE,
Panchkula**