

Haryana State Board of Technical Education, Panchkula

Notification No.: 77

/Exam/HSBTE

Dated: 01.08.2022

ACADEMIC CALENDER SESSION 2022-23 ODD SEMESTERS (3rd and 5th)

In pursuance of AICTE guidelines dated 26.03.2022 pertaining to revised Academic Calendar for 2022-23, the Academic Calendar of the Board for the ensuing academic session 2022-23 for odd Semesters* to carry out all the academic activities effectively in Polytechnics of the state is hereby issued as under:

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 12.09.2022
2.	Starting of Classes / Academic Session (for 3 rd sem and 5 th sem)	15.09.2022
3.	Readmissions	Within 15 days from start of session
4.	Teaching period	From 15.09.2022 to 16.01.2023
5.	Review of teaching by Principal with HOD's, Faculty members and students	Third Monday of every month (Oct.-22, Nov-22. and Dec-22)
6.	Class Tests/ Quiz (Practical/Theory)	Third Wednesday of every month (Oct.-22, Nov-22. and Dec-22)
7.	Assignments	Three (One in every month)
8.	Conduct of 1st Sessional Test	From 28.10.2022 to 04.11.2022
9.	Display/ Intimation of 1 st Sessional Test marks and identification of weak students for extra classes	By 08.11.2022
10.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 11-11-2022
11.	1 st Parent Teachers Meeting	11-11-2022
12.	Mentor-Mentee Meeting	At least Once in every month
13.	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
14.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	Last working day of every month
15.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
16.	Extension/Expert Lectures	Minimum two lectures per month per branch
17.	Webinar on Technical topics / quiz contest/ Technical seminars / group discussion / debate / declamation etc.	At least one activity per month on last Friday of every month
18.	Conduct of 2nd Sessional Test	From 28.11.2022 to 02.12.2022

19.	Display/ Intimation of 2 nd Sessional Test marks and identification of weak students for extra classes	By 06.12.2022
20.	Submission of Concrete Plan/ Time Table by Concerned HODs to the Principal for conduct of remedial classes for weak students	By 07.12.2022
21.	An event for ' SWAWLAMBI YUVA ABHIYAAN ' for Entrepreneurship Development	At least Once in every month
22.	2 nd Parent Teachers Meeting	07.12.2022
23.	Conduct of 3rd Sessional Test	From 26.12.2022 to 31.12.2022
24.	Display/ Intimation of 3 rd Sessional Test marks	By 04.01.2023
25.	3 rd Parent Teachers Meeting	06.01.2023
26.	Rationalization of Sessional	Upto 08-01-2023
27.	Uploading of Rationalization Sessional	Upto 10.01.2023
28.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 13.01.2023
29.	Practical exams	20.01.2023 to 27-01-2023
30.	Uploading of Practical awards on the HSBTE Exam Portal–ONLINE	Up to 31.01.2023
31.	Final Theory Examinations	From 03-02-2023 (Tentative)
32.	Start of next Session	Will be notified in accordance with the AICTE guidelines

***Detailed Academic Schedule for 1st Semester shall be conveyed later.**

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. The classes shall be conducted in Physical Mode by following instructions / SOPs issued by the State / Central Government from time to time and the Institutions shall have the flexibility to arrange the timetable/ Theory & Practical Classes as per their convenience.
3. 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.
4. 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.
5. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
6. Medical leave as per Medical Performa only.
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, 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
9. 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
 - Implementation of Tobacco Free Educational Institute (ToEFI) guidelines and other such mandatory provisions and advisories issued by MOH&FW from time to time.
 - 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:29-07-2022

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

Endst. No.980-985 /Exam/HSBTE

Dated: 01.08.2022

A copy of the above is forwarded to the following for kind information and further necessary action please:

1. PS to DGTE for kind information of W/DGTE please.
2. Principals of all Govt./Aided/Self Financing Polytechnics.
3. Joint Director (Acad.), DTE Office Panchkula
4. Controller of finance & Admin, HSBTE
5. Dy. Secretary (Acad.), HSBTE
6. DS (T&P), HSBTE



**Controller of Exam,
HSBTE,Panchkula**