

# Haryana State Board of Technical Education, Panchkula

Office Order No: 01/Acd./HSBTE

Dated:07.01.2025

ACADEMIC CALENDAR SESSION 2024-25

EVEN SEMESTERS (2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Sem.) & 2<sup>nd</sup> YEAR PHARMACY

| S.No. | Name of Activity  | Proposed Dates and Months  |
|-------|---|--|
| 1.    | Preparation and Uploading of Lesson Plans (Teacher wise) on Institute website   | Upto 20.01.2025  |
| 2.    | Starting of Classes / Academic Session (for 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Sem.) & 2 <sup>nd</sup> year Pharmacy | w.e.f. 20.01.2025 to 02/5/2025   |
| 3.    | Readmissions  | Within 15 days from start of session                                       |
| 4.    | Teaching period   | From 20.01.2025 to 02.05.2025  |
| 5.    | Review of teaching by Principal with HOD's, Faculty members and students  | Third Monday of every month (Feb., Mar., Apr.)                             |
| 6.    | Class Tests / Quiz (Practical/Theory)   | Third Wednesday of every month (Feb., Mar., Apr.)                          |
| 7.    | Assignments   | Three (One in every month)   |
| 8.    | Conduct of 1 <sup>st</sup> Sessional Test   | From 17.02.2025 to 21.02.2025  |
| 9.    | Display/Intimation of 1st Sessional Test marks and identification of weak students for extra classes                                    | By 25.02.2025  |
| 10.   | Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students            | 25.02.2025   |
| 11.   | 1st Parent Teachers Meeting   | 27.02.2025   |
| 12.   | Mentor-Mentee Meeting   | At least one in every month  |
| 13.   | Checking of Lesson Plan compliance, coverage of Syllabus, Monitoring of Attendance & Teachers Diaries by HOD's & Principal(s)           | On 2nd and 4th 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 <sup>st</sup> working day of every month                                 |
| 16.   | Extension/Expert Lectures   | Minimum two lectures per month per branch (preferably beyond the Syllabus) |
| 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 2 <sup>nd</sup> Sessional Test   | From 17.03.2025 to 21.03.2025  |
| 19.   | Display/Intimation of 2nd Sessional Test marks and identification of weak students for extra classes                                    | By 25.03.2025  |
| 20.   | Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students            | 25.03.2025   |



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|-----|--|-------------------------------|
| 21. | 2nd Parent Teachers Meeting  | 26.03.2025                    |
| 22. | Conduct of 3rd Sessional Test  | From 21.04.2025 to 24.04.2025 |
| 23. | Display/Intimation of 3rd Sessional Test marks   | By 25.04.2025                 |
| 24. | 3rd Parent Teachers Meeting  | 28.04.2025                    |
| 25. | Academic evaluation-analysis of Sessionals, Practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation | 28.04.2025                    |
| 26. | Uploading of Internal Marks  | 28.04.2025                    |
| 27. | External Practical exams   | 05.05.2025 to 09.05.2025      |
| 28. | Uploading of Practical awards on the HSBTE Exam Portal - ONLINE  | Up to 14.05.2025              |
| 29. | Final Theory Examinations (Except Pharmacy)  | 15.05.2025 (Tentative)        |
| 30. | Start of next Session  | From 15.07.2025 (Tentative)   |

1. The students who are already on industrial training, their attendance on training in industry will be counted towards the total attendance.
2. If the proposed date of certain activity happens to be a holiday, the next working date shall be taken as the date of activity.
3. 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.
4. Throughout the semester, every Principal / HoD shall ensure that their faculty (Regular as well as Guest faculty) will be fostering continuous connectivity with their respective students for effective teaching learning.
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%.
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 & Counselling Cell.
10. Additional activities for Polytechnics:
  - Aadhar Card enrolment for all students and faculty.



- 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 Swavalambi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

Dated: 07.01.2025

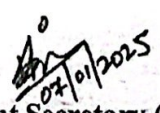
Dr. Rajesh Goel, Secretary  
Haryana State Board of Technical Education,  
Panchkula

Endst. No: 01-07/Acd./HSBTE

Dated: 07.01.2025

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 (Acd.), DTE Office Panchkula.
4. Joint Director(HSTES), DTE Office, Panchkula.
5. Controller of Finance & Admin, HSBTE.
6. Controller of Exam, HSBTE.
7. DS (T&P), HSBTE.

  
Assistant Secretary (Acd.)  
Haryana State Board of Technical Education,  
Panchkula

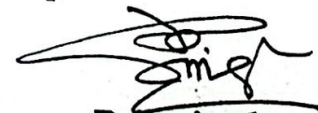
**OFFICE OF THE PRINCIPAL; GOVT. POLYTECHNIC, NANAKPUR (PKL)-250**

Endst. No.: GPNP/2025/ 60

Date: 07/01/2025

A copy of the above is forwarded to following for information and necessary action.

- 1.) TPO/HOD/O/I(App. Sc./Civil/Comp./Elect./ECE/Mech. Engg./Work-Shop)- with direction to inform the concerned students & staff regarding the same.
- 2.) O/I Exam/Admission/Time-Table/Library
- 3.) O/I web-site- with a direction to host the same on Institute web-site
- 4.) Cashier/Demand Clerk
- 5.) PA to Principal- for the information to W/Principal
- 6.) Notice Board

  
Principal,  
Govt. Polytechnic,  
Nanakpur (Panchkula)