


Haryana State Board of Technical Education, Panchkula

Notification No.: 91

/Exam/HSBTE

Dated: 15/07/19

ACADEMIC CALENDER SESSION 2019-20 ODD SEMESTERS (3rd and 5th Sem.)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Start of Academic Session	22.07.2019
2.	Display and Uploading of Lesson Plans (Teacher wise) on Notice Board / Institute web site	Up to 22-07-2019
3.	Readmission	Within two weeks of Start of Classes
4.	<ul style="list-style-type: none">• Issue of Library books• Preparation of Students' I-Card• Incorporation of Students' details & Lesson Plans in Teacher Diaries and Interaction with students by respective Teachers to discuss Course Outcomes• Allotment of Hostels to students• Preparation of Bus passes	22.07.2019 to 05-08-2019 
5.	Teaching Duration for 3 rd and 5 th Sem.	From 22.07.2019 to 15.11.2019
6.	Review of semester result of previous exam by Principal- achievements and weakness*	2 nd Week of July 2019
7.	Branch wise Orientation /Workshop on Digital Learning	In the month of August(minimum two hrs)
8.	Submission of Home assignment (of each subject) by students.	2 nd Friday of every month (Aug. 2019 to Nov.2019)
9.	Conduct of Class test of each subject	Once in a month
10.	Academic interaction of Principal with HOD's, Faculty members and students	Third Friday of every month (Aug, Sept. & October)
11.	One day educational/industrial visit of all classes	Minimum one in a Semester. To be arranged as per institute calendar
12.	Yoga day	On 2 nd and 4 th Saturday of every month
13.	English speaking day	On 2 nd and 4 th Wednesday of every month
14.	Conduct of 1st Sessional Test	From 09.09.2019 to 11.09.2019
15.	Display of 1 st Sessional Test marks and identification of weak students for extra classes	By 16.09.2019
16.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 18-09-2019
17.	1 st Parent Teachers Meeting	21.09.19

18.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month of Semester
19.	Display of attendance of students by all Teachers / Departments	Last working day of every month
20.	Communication to Parents / Guardians of students regarding attendance record , Class test ,Mentor record and Sessionals	1 st Working day of next month
21.	Extension/Expert Lectures	Minimum two lectures per month per branch
22.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	At least one activity per month on last Friday of every month
23.	Conduct of 2nd Sessional Test	From 10.10.2019 to 14.10.2019
24.	Display of 2 nd Sessional Test marks and identification of weak students for extra classes	By 19.10.2019
25.	2 nd Parent Teachers Meeting	19.10.19
26.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 21.10.2019
27.	Conduct of 3rd Sessional Test	From 08.11.2019 to 14.11.2019
28.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 15.11.2019
29.	Display of 3 rd Sessional Test marks	By 16.11.2019
30.	3 rd Parent Teachers Meeting	16.11.2019
31.	Practical exams / Rationalization	18-11-2019 to 21-11-2019
32.	Uploading of Continuous Assessment(C.A.),Sessional and External Practical awards on the HSBTE Exam Portal- ONLINE	Up to 25.11.2019
33.	Theory Examinations	27-11-2019 to 18-12-2019
34.	Value Added Courses for the students Industrial Trainings of students Maintenance work/repair of machinery equipment etc.	During Winter Vacations
35.	Start of next Session of even semesters (4 th and 6 th Sem.)	w.e.f. 09-01-2020

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

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. 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, 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

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

Dated: 12/07/19


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

Endst. No. 1862-63 /Exam/HSBTE

Dated: 15/07/19

A copy of the above is forwarded to following:

1. PS to DGTE for information of DGTE please.
2. All the Principals of Govt./Aided/Self Financing Polytechnics for information and further necessary action please.


15/7/19
Controller of Exam,
for Secretary, HSBTE,
Panchkula