

**Haryana State Board of Technical Education, Panchkula**

Notification No.: 90

/Exam/HSBTE

Dated: 15/07/19

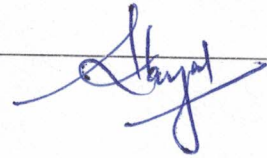
**ACADEMIC CALENDER**

**SESSION 2019-20**

**1<sup>st</sup> Year**

Sr No.	Name of Activity	Proposed Dates and Months
1.	Orientation Program of Two weeks for newly admitted students of 1 <sup>st</sup> year	22-07-2019 to 02-08-2019
2.	Display and Uploading of Lesson Plans (Teacher wise) on Notice Board/ Institute web site	Up to 02-08-2019
3.	<b>Teaching Duration</b>	<b>05-08-2019 to 30.04.2020</b>
4.	Readmission	Within two weeks of Start of Classes
5.	Submission of Home assignment (of each subject) by students.	Fourth Wednesday of every month (Aug, 2019 to April 2020)
6.	Conduct of Class test of each subject	Once in a month
7.	Academic interaction of Principal with HOD's, Faculty members and students	Third Friday of every month (Aug, 2019 to April 2020)
8.	One day educational/industrial visit of all classes of 1 <sup>st</sup> year	Minimum one in a year. To be arranged as per institute calendar
9.	Yoga day	On 2 <sup>nd</sup> and 4 <sup>th</sup> Saturday of every month
10.	English speaking day	On 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of every month
11.	Allotment of Mentors on admitted students	Up to 31.08.2019
12.	<b>Conduct of 1<sup>st</sup> Assessment Exam</b>	<b>From 30.09.2019 to 04.10.2019</b>
13.	Display of 1 <sup>st</sup> Assessment Exam marks and identification of weak students for extra classes	By 11.10.2019
14.	1 <sup>st</sup> Parent Teachers Meeting for 1 <sup>st</sup> year students	19.10.2019
15.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 1 <sup>st</sup> Assessment Exam.	By 21.10.2019
16.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 <sup>nd</sup> and 4 <sup>th</sup> Friday of every month
17.	Display of attendance of students by all Teachers / Departments	Last working day of every month
18.	Communication to Parents / Guardians of students regarding attendance record, Assessment, Class test and Mentor record	1 <sup>st</sup> Working day of next month
19.	Extension/Expert Lectures	Minimum two lectures per month per branch

20.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	At least one activity per month on last Friday of every month
21.	<b>Conduct of 2<sup>nd</sup> Assessment Exam</b>	<b>From 19.12.2019 to 24.12.2019</b>
22.	Winter Vacations (Tentative)	From 25-12-2019 to 08-01-2020
23.	Display of 2 <sup>nd</sup> Assessment Exam marks and identification of weak students for extra classes	By 10.01.2020
24.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 2 <sup>nd</sup> Assessment Exam.	By 14.01.2020
25.	2 <sup>nd</sup> Parent Teachers Meeting for 1 <sup>st</sup> year students	18.01.2020
26.	Maintenance work/repair of machinery	During Winter Vacations
27.	3 <sup>rd</sup> Parent Teachers Meeting for 1 <sup>st</sup> year students	21.03.2020
28.	Academic evaluation-analysis of Assessments, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.04.2020
29.	Practical exams / Rationalization	01-05-2020 to 05-05-2020
30.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Up to 06.05.2020
31.	<b>Final Theory Examinations</b>	<b>From 08-05-2020 (Tentative)</b>
32.	Start of next Session	w.e.f. 22-07-2020 (Tentative)



**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. 40% syllabus (to be covered in 1<sup>st</sup> and 2<sup>nd</sup> Assessment Exams) should be covered upto 15-11-2019. Syllabus beyond 20% & 40% must be covered continuously and progressively without waiting for dates of 1<sup>st</sup> and 2<sup>nd</sup> Assessment Exams respectively.
6. The respective teachers shall conduct the regular monthly class tests in the months of Jan to April to monitor the learning progress of students.
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, 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

9. 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. 1860-61 /Exam/HSBTE

Dated: 15/07/19

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