

Haryana State Board of Technical Education, Panchkula

Notification No.: 27

/Exam/HSBTE

Dated: 29.06.18

ACADEMIC CALENDER SESSION 2018-19 ODD SEMESTERS (3rd and 5th Sem.)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 06-07-2018
2.	Start of Academic Session	09.07.2018
3.	<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	09.07.2018 to 13-07-2018
4.	Orientation Program of Two weeks for newly admitted students of 1 st year	16-07-2018 to 27-07-2018
5.	Start of regular Classes for 1 st Year	30-07-2018 (Detailed Academic Schedule for 1st year shall be conveyed separately)
6.	Teaching Duration for 3 rd and 5 th Sem.	From 16.07.2018 to 16.11.2018
7.	Review of semester result of previous exam by Principal- achievements and weakness*	2 nd Week of July 2018
8.	Academic interaction of Principal with HOD's, Faculty members and students	Third Friday of every month (Aug, Sept. & October)
9.	One day educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
10.	Conduct of 1st Sessional Test	From 10.09.2018 to 12.09.2018
11.	Display of 1 st Sessional Test marks and identification of weak students for extra classes	By 17.09.2018
12.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 17-09-2018
13.	1 st Parent Teachers Meeting	22.09.18
14.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month of Semester

15.	Display of attendance of students by all Teachers / Departments	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 Lectures	Minimum two lectures per month per branch
18.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	At least one activity per month on last Friday of every month
19.	Conduct of 2nd Sessional Test	From 09.10.2018 to 12.10.2018
20.	Display of 2 nd Sessional Test marks and identification of weak students for extra classes	By 17.10.2018
21.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 17.10.2018
22.	2 nd Parent Teachers Meeting	20.10.18
23.	Conduct of 3rd Sessional Test	From 12.11.2018 to 14.11.2018
24.	Display of 3 rd Sessional Test marks	By 16.11.2018
25.	3 rd Parent Teachers Meeting	17.11.18
26.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 16.11.2018
27.	Practical exams / Rationalization	19-11-2018 to 22-11-2018
28.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Up to 27.11.2018
29.	Theory Examinations	28-11-2018 to 19-12-2018
30.	Value Added Courses for the students Industrial Trainings of students Maintenance work/repair of machinery equipment etc.	During Winter Vacations
31.	Start of next Session of even semesters (4 th and 6 th Sem.)	w.e.f. 09-01-2019

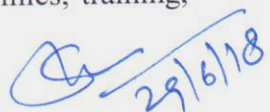
* Submission of result analysis, reasons for poor performance/short comings etc. to HSBTE.

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.

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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: 22.06.18

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

Endst. No. 588 /Exam/HSBTE

Dated: 29/06/18

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


Assistant Secretary, 29/6/18
for Secretary, HSBTE,
Panchkula