

Haryana State Board of Technical Education, Panchkula

Notification No. 168 /Exam/HSBTE

Dated: 07.07.2017

ACADEMIC CALENDER SESSION 2017-18 ODD SEMESTER (1,3,5)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Starting of Classes (for 3 rd sem and 5 th sem) along with tree plantation	17.07.2017
	Starting of Classes (for 1 st sem)	01.08.2017
2.	Induction training of One week for newly admitted students of 1st year	Last week of July
3.	Issue of library books	w.e.f. 24.07.2017
4.	Teaching period	From 17.07.2017 to 17.11.2017
5.	Revision in no of periods in the time table to include soft skill training in all semesters	(i) 8 no of periods instead of 7
6.	Readmission	Within 15 days of start of session
7.	*Parent Teachers meeting	2 nd week of Aug./ Sept/ Oct
8.	Academic interaction of Principal with HOD's, Faculty members and students	Preferably third week of every month (Aug./ Sept / Oct)
9.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
10.	1st sessional test of 1 st , 3 rd and 5 th Semester	From 12/09/2017 to 14/09/2017
11.	Checking of teachers diaries by HOD's & Principal(s)	Twice in a month
12.	Display of Sessional Test marks	Within a week after conduct of sessional test
13.	Display of attendance by all teachers/Departments	Last week of every month
14.	Communication to Parents/Guardians of students regarding attendance record and sessionals	Last week of every month
15.	Extension Lectures	Minimum one lecture per month, per branch

16.	**Review of semester results By Principal- achievements and weakness	Within a week after declaration of board result
17.	Submission of applications of rechecking/ revaluation by the principal to HSBTE	As intimated after declaration of result
18.	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	Atleast one activity per month
19.	2 nd sessional test of 1 st , 3 rd and 5 th semester	From 11.10.2017 to 13.10.2017
20.	3 rd sessional test of 1 st , 3 rd and 5 th semester	From 13.11.2017 to 15.11.2017
21.	Academic evaluation-analysis of sessionals, practical work, labs & teachers diary by the Principal/HOD& further remedial action as per evaluation report	Upto 20.11.2017
22.	Practical exams / Rationalization	20.11.2017 to 24.11.2017
23.	Uploading of Sessional and Practical awards to the HSBTE-ONLINE	Up to 27.11.2017
24.	Theory exams	30.11.2017 (Tentative)
25.	Maintenance work/repair of machinery equipment etc.	w.e.f. 24.12.2017
26.	Start of new session	w.e.f 09.01.2018

* Please ensure that at least two parents-teachers meeting be conducted in one semester and minutes of these meetings are submitted to the Board.

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

Note:-

1. All polytechnics will implement revision in no of periods in the time table to include soft skill training in all semesters w.e.f academic session 2017-18
 - (i) 8 no of teaching periods per day (instead of 7) of 55 minutes duration each.
 - (ii) Lunch break of 40 minutes duration Lunch break may be after 4th period or 5th period i.e. 12:40 PM to 01:20 PM or 01:35PM to 02:15PM as deemed suitable by the Principal.
 - (iii) 1 period out of 8 on daily basis be assigned for soft skill training in the form of expert lectures/mentoring and other various aspects of personality development.

2. Mentor for admitted students:

Each faculty shall be deputed as mentor for 15-20 students from the time of their admission till their placement and 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 over-all personality development of the students ;
 - By improving communication skills, soft skills, presentation skills, motivating lectures, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc.
 - By organizing entrepreneurship development program, energy & water conservation program, disaster & environment management program, alumni meetings, industrial visits, career fair, improving, pedagogy/ teaching learning process etc.
 - Extra classes for SC/ST, weaker students to reduce dropout rate and to improve pass percentage.
 - Sessional test to be conducted as per schedule and guidelines of board.
 - Women's Grievance Redressal & Counseling Cell
7. Additional activities for Polytechnics ;
 - Extensive Tree Plantation in campus in first 15 days of start of session
 - Aadhar Card enrolment for all students and faculty
 - Institute level cultural & sports meet (As per institute /State calendar)
 - Zonal level cultural & sports meet
 - State level cultural & sports meet


Dated: 07.07.2017

Krishan Kumar Kataria
Secretary
Haryana State Board of Technical Education
Panchkula

Endst. No. 2042 /Exam/HSBTE

Dated: 07.07.2017

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


Controller of Examination,
HSBTE, Panchkula