

Haryana State Board of Technical Education, Panchkula

Notification No. 46 /Exam/HSBTE

Dated: 01-01-2016

ACADEMIC CALENDER SESSION 2015-16 EVEN SEMESTER (2, 4, 6)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Starting of Classes	11.01.2016
2.	Issue of library books	w.e.f. 13.01.2016
3.	Teaching period	From 11.01.2016 to 29.04.2016
4.	*Parent Teachers meeting	2 nd week of Feb./ March/April
5.	Academic interaction of Principal with HOD's, Faculty members and	Preferably third week of every month (Feb, March & April)
6.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
7.	1st sessional test of 2 nd , 4 th and 6 th Semester	From 16/02/2016 to 18/02/2016
8.	Checking of teachers diaries by HOD's & Principal(s)	Twice in a month
9.	Display of Sessional Test marks	Within a week after conduct of sessional test
10.	Display of attendance by all teachers/Departments	Last week of every month
11.	Communication to Parents/Guardians of students regarding attendance record and sessionals	Last week of every month
12.	Extension Lectures	Minimum one lecture per month, per branch
13.	**Review of semester results by Principal - achievements and weakness	Within a week after declaration of board result
14.	Submission of applications of rechecking / revaluation by the principal to HSBTE	Within 15 days after declaration of result (as per exam calendar)
15.	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	Atleast one activity per month
16.	2 nd sessional test of 2 nd , 4 th and 6 th semester	From 16.03.2016 to 18.03.2016
17.	3 rd sessional test of 2 nd , 4 th and 6 th	From 21.04.2016 to 25.04.2016
18.	Academic evaluation- analysis of sessionals, practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation report	Upto 29.04.2016
19.	Practical exams / Rationalization	02.05.2016 to 06.05.2016

20.	Uploading of Sessional and Practical awards to the HSBTE –ONLINE	Up to 09.05.2016
21.	Theory exams	11.05.2016 (Tentative)
22.	Maintenance work/repair of machinery equipment etc.	w.e.f. 10.06.2016
23.	Start of new session	2 nd year & 3 rd year – 18 July 2016 (For 1 st year separate notification shall be issued)

* 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. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
2. Medical leave as per Medical Performa only.
3. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
4. 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
5. Additional activities for Polytechnics ;
 - Adhar 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: 01/01/2016

Subhash Chander Goel, IAS
DGTE-cum-Secretary
Haryana State Board of Technical Education
Panchkula

Endst. No. 863 /Exam/HSBTE

Dated: 01-01-2016

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