

# Haryana State Board of Technical Education, Panchkula

Notification No. 127 /Exam/HSBTE

Dated: 04/01/17

## ACADEMIC CALENDER SESSION 2016-17 EVEN SEMESTER (2,4,6)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Starting of Classes	09.01.2017
2.	Issue of library books	w.e.f. 16.01.2017
3.	Readmission	Within 15 days from start of new session
4.	Teaching period	From 09.01.2017 to 28.04.2017
5.	Parent Teachers meeting	2 <sup>nd</sup> week of Feb. / March / April
6.	Academic interaction of Principal with HOD's, Faculty member sand students	Preferably third week of every month (Feb, March & April )
7.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
8.	1st sessional test of 2 <sup>st</sup> , 4th and 6th Semester	From 15.02.2017 to 17.02.2017
9.	Checking of teachers diaries by HOD's & Principal(s)	Twice in a month
10.	Display of Sessional Test marks	Within a week after conduct of Sessional test
11.	Display of attendance by all Teachers / Departments	Last week of every month
12.	Communication to Parents / Guardians of students regarding attendance record and sessionals	Last week of every month
13.	Extension Lectures	Minimum one lecture per month, per branch
14.	Review of semester results By Principal- achievements and weakness	Within a week after declaration of board result
15.	Submission of applications of rechecking/ revaluation by the principal to HSBTE	Within 15 days after declaration of result (as per schedule provided by HSBTE)
16.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	Atleast one activity per month
17.	2 <sup>nd</sup> Sessional test of 2nd, 4th and 6th semester	From 20.03.2017 to 22.03.2017
18.	3 <sup>rd</sup> sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup>	From 21.04.2017 to 25.04.2017
19.	Academic evaluation-analysis of sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation report	Upto 28.04.2017
20.	Practical exams / Rationalization	01.05.2017 to 05.05.2017

21.	Uploading of Sessional and Practical awards to the HSBTE-ONLINE	Up to 09.05.2017
22.	Theory exams	09.05.2017 (Tentative)
23.	Maintenance work/repair of machinery equipment etc.	w.e.f. 10.06.2017
24.	Start of new session	2 <sup>nd</sup> year & 3 <sup>rd</sup> year – 17 July 2017 (For 1 <sup>st</sup> year separate notification shall be issued)

Please ensure that at least two parents-teachers meeting be conducted in one semester.

**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: 04.01.17

**K.K.Kataria, Secretary  
Haryana State Board of Technical  
Education, Panchkula**

Endst. No. 2343 /Exam/HSBTE

Dated: 04/01/17

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

  
4/1/17  
**Controller of Examination,  
HSBTE, Panchkula**