

Haryana State Board of Technical Education, Panchkula

Notification No. 101/Exam/HSBTE

Dated: 30.06.2016

ACADEMIC CALENDER SESSION 2016-17 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)	18.07.2016
	Starting of Classes (for 1 st sem)	01.08.2016
2.	Issue of library books	w.e.f. 20.07.2016
3.	Teaching period	From 18.07.2016 to 18.11.2016
4.	Readmission	Within 15 days of start of session
5.	*Parent Teachers meeting	2 nd week of Aug./ Sept/ Oct
6.	Academic interaction of Principal with HOD's, Faculty members and students	Preferably third week of every month (Aug./ Sept / Oct)
7.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
8.	1st sessional test of 1 st , 3 rd and 5 th Semester	From 13/09/2016 to 15/09/2016
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 exam calendar)

16.	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	Atleast one activity per month
17.	2 nd sessional test of 1 st , 3 rd and 5 th semester	From 17.10.2016 to 19.10.2016
18.	3 rd sessional test of 1 st , 3 rd and 5 th semester	From 15.11.2016 to 17.11.2016
19.	Academic evaluation-analysis of sessionals, practical work, labs & teachers diary by the Principal/HOD& further remedial action as per evaluation report	Upto 21.11.2016
20.	Practical exams / Rationalization	21.11.2016 to 25.11.2016
21.	Uploading of Sessional and Practical awards to the HSBTE-ONLINE	Up to 28.11.2016
22.	Theory exams	29.11.2016 (Tentative)
23.	Maintenance work/repair of machinery equipment etc.	w.e.f. 24.12.2016
24.	Start of new session	w.e.f 06.01.2017

* 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 activates 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 &waterconservation 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: 30.06.2016

Suresh Kumar Goyal, IAS
DGTE-cum-Secretary
Haryana State Board of Technical Education
Panchkula

Endst. No. 1585 /Exam/HSBTE

Dated: 30.06.2016

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


30/6/16
Controller of Examination,
HSBTE, Panchkula