

From

The Secretary,  
Haryana State Board of Technical Education,  
Bays 7-12, Sec - 4, Panchkula

To

The Principals  
All Govt. / Govt. Aided / Self-financing Polytechnics

Memo No.: 2479 /HSBTE

Dated: 23-6-17

**Subject: - Regarding revision in no. of periods in the timetable to include soft skill training in all semesters, 1 week induction training of newly admitted 1st year students and 6 weeks summer Industrial training after 2nd year of diploma programmes.**

Kindly refer to the subject noted above.

2. It is informed that following decisions have been taken by the HSBTE in the interest of academics of all Polytechnic students to be implemented w.e.f. academic session 2017-18 onwards:

**1. Revision in no. of periods in the timetable to include soft skill training in all semesters:**

- 8 nos. of teaching periods per day (instead of 7) of 55 minutes duration each.
- Lunch break of 40 minutes duration. Lunch break may be after 4<sup>th</sup> period or 5<sup>th</sup> period i.e. 12:40 PM to 01:20 PM or 01:35 PM to 02:15 PM as deemed suitable by the Principal.
- 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. One week induction training of newly admitted 1st year students:**

Conduct of one week induction training of newly admitted 1st year students before the start of academic session i.e. last week of July.

The admitted students in diploma stream have little awareness about technical education, its career opportunities like technicians, managers, entrepreneurs etc. alongwith his/her expectations from diploma education i.e. the outcome. Each diploma student needs to have a goal which he/she should strive to fulfill through his/her 3 year study in the polytechnic. Topics for dissemination are career opportunities of each trade, entrepreneurship opportunities, learning outcome of each trade, expert lectures from industry, connect with Alumni, leadership talks, higher education prospects, counseling expert lectures etc.

**3. 6 weeks summer Industrial training of students after 2<sup>nd</sup> year of diploma programmes:**

Six weeks summer Industrial Training of students after 4<sup>th</sup> semester HSBTE examination of diploma programmes (except Pharmacy and MLT as training is already a part of their curriculum).

The exercise of training of students be started atleast 6 months before i.e. at the start of 4<sup>th</sup> semester itself by the TPO of the Institute. The TPO shall take job role from each local industry and also data from employment exchange. Principal may sign MOU with local industry and with training agencies having connect with industry. There shall be checking/evaluation at the spot mechanism on regular basis by the teacher(s) during the training and no project should be accepted without synopsis.

**4. 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.

It is for your kind information and further necessary action for compliance of above decisions please.

  
Deputy Secretary  
HSBTE, Panchkula

Endst. No. 2480 /HSBTE

Dated: 23-6-17

A copy of the above is forwarded to all officers of HSBTE/ Directorate/ HSTES for kind information and further necessary action please.

  
Deputy Secretary  
HSBTE, Panchkula

Endst. No. 2481-84 /HSBTE

Dated: 23-6-17

A copy of the above is forwarded to the following:

1. PS to PSTE for kind information of PSTE please.
2. PS to DGTE for kind information of DGTE please.
3. PA to DTE for kind information of DTE please.
4. COE, HSBTE to make changes in the academic calendar accordingly.

  
Deputy Secretary  
HSBTE, Panchkula