**Haryana State Board of Technical Education, Panchkula**

**Notification No. 63 Dated: 25.01.2014**

**ACADEMIC CALENDER SESSION 2014-15**

**EVEN SEMESTER (2, 4, 6)**

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| **Sr. No.** | **Name of Activity** | **Proposed Dates and Months** |
|  | Starting of Classes |  w.e.f 03.02.2014 |
|  | Issue of library books  |  w.e.f. 10.02.2014  |
|  | Teaching period |  From 03.02.2014 to 09.05.2014 |
|  | Academic interaction of Principalwith HOD’s, Faculty members andstudents | Preferably second week of every month (Feb., March & April) |
|  | Short educational tour of all classes | (Minimum one in a Semester) To be arranged as per institute calendar |
|  | 1st sessional test of 2st, 4th and 6thSemester  | From 03/03/2014 to 05/03/2014 |
|  | Checking of teachers diaries by HOD’s & Principal(s) | Twice in a month |
|  | Display of Sessional Test marks  | Within a week after conduct of sessional test |
|  | Display of attendance by allteachers/Departments | Last week of every month |
|  | Communication to Parents/Guardians ofstudents regarding attendance record and sessionals | Last week of every month |
|  | \*\*Parent Teachers meeting | 2nd week of Feb./ March/ April |
|  | Extension Lectures  | Minimum one lecture per month, per branch |
|  | \*\*\*Review of semester results by Principal - achievements and weakness | Within a week after declaration of board result |
|  | Submission of applications ofrechecking / revaluation by the principal to HSBTE | Within 15 days after declaration of result (as per exam calendar) |
|  | Technical seminars/ group discussion / debate/ declamation/ quiz contest etc. | 10.02.2014 to 10.05.2014 Atleast one activity per month |
|  | 2nd sessional test of 2nd, 4th and 6thsemester | From 02.04.2014 to 04.04.2014 |
|  | 3rd sessional test of 2nd, 4th and 6th semester | From 02.05.2014 to 05.05.2014 |
|  | Academic evaluation- analysis of sessionals , practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation report | Upto 10.04.2014 |
|  | Practical exams / Rationalization  | 12.05.2014 to 16.05.2014 |
|  | Compilation of result sheets and uploading of sessionals and Practical awards to the HSBTE –ONLINE |  Up to 19.05.2014 |
|  | Theory exams |  w.e.f. 20.05.2014 (Tentative) |
|  | Maintenance work/repair of machinery equipment etc. |  w.e.f. 20.06.2014 |
|  | Start of new session | 2nd  year & 3rd year – 14 July 2014 (For 1st year separate notification should be issued) |

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

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

* Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
* Medical leave as per Medical Performa only.
* The institute must ensure that proper record of all activates is to be maintained so the same can be verified by the Board.

**Note:-**

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**Emphasize 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

**Additional Information 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