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

**Notification No. 290 Dated: 07.07.2104**

**ACADEMIC CALENDER SESSION 2014-15**

**Odd SEMESTER (1, 3, 5)**

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|  | **Name of Activity** | **Proposed Dates and Months** |
|  | Drinking water facility /Landscaping/ Creation of Good Ambience for students | Up to 01.08.2014 |
|  | Readmission | 15 days after declaration of result |
|  | Starting of Classes(for 3rd sem and 5th sem) | w.e.f 21.07.2014 |
| Starting of Classes(for 1st sem) | w.e.f 01.08.2014 |
|  | Issue of library books | Up to 20.08.2014 |
|  | Teaching period | Up to 22.11.2014 |
|  | Academic interaction of Principal  with HOD’s, Faculty members and  students | Preferably second week of every month (August, September & October) |
|  | Short educational tour of all classes | (Minimum one in a Semester) To be arranged as per institute calendar |
|  | 1st sessional test | From 01/09/2014 to 03/09/2014 |
|  | 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 all  teachers/Departments ( on Institutional Websites also) | Last week of every month |
|  | Communication to Parents/Guardians of  students regarding attendance record and sessionals | Last week of every month |
|  | Parent Teachers meeting | 2nd week of Aug./ Sept/ Oct |
|  | 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 of  rechecking / 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. | 11.08.2014 to 14.11.2014  Atleast one activity per month |
|  | 2nd sessional test | From 13.10.2014 to 15.10.2014 |
|  | 3rd sessional test  semester | From 10.11.2014 to 12.11.2014 |
|  | Academic evaluation- analysis of sessionals , practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation report | Upto 17.11.2014 |
|  | Practical exams / Rationalization | 18.11.2014 to 22.11.2014 |
|  | Compilation and uploading of sessionals and Practical awards to the HSBTE –ONLINE | Up to 25.11.2014 |
|  | Theory exams | w.e.f. 25.11.2014 (Tentative) |
| 1. `` | Maintenance of Labs/Equipments/Repair of Building/repair of Hostel/ | Up to 31.12.2014 |
|  | Start of new session | 05.01.2015 |

1. Please ensure that at least two parents-teachers meeting be conducted in one semester and minutes of these meetings to be submitted to Secretary/DGTE by 31th August 2014
2. Review of semester results by Principal - achievements and weaknesses:Submission of result analysis, reasons for poor performance/short comings etc. to the Board.
3. Communicate the attendance status of each month to students & parents . Class teacher will convey to each student the Attendance status and sessional. Also interact with the students to improve their performance. Principal of the Institute will monitor it.
4. Medical leave as per Medical Performa only.
5. The Principal must ensure that proper record of all academics and other related activates is to be maintained so that the same can be verified by the Board.

**Note:-**II

**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, Anti Ragging Cell.

**Additional Information for Polytechnics:-**

* Adhar Card enrolment for all students and faculty
* Institute level cultural & sports meet ( As per institute /State calendar)
* Participation in Zonal / State level cultural & sports meet.
* Emphasis on General Health & Hygiene
* Proper dress for students and formal dress for Faculty and Staff

**K.K. Kataria**

**Dated: 07.07.2014 Additional Secretary,**

**HSBTE,Panchkula**

**Endst. No.4112-14 /HSBTE Dated: 07.07.2014**

A copy of the above is forwarded to the following:-

1. PS /Additional CS,TE-cum Chairman,HSBTE
2. PS /DGTE –cum Secretary, HSBTE
3. Guard File

**Controller of Exam HSBTE,Panchkula**