

Haryana State Board of Technical Education, Panchkula

Notification No. 212

Dated: 15.06.15

ACADEMIC CALENDER SESSION 2015-16 Odd SEMESTER (1, 3, 5)

	Name of Activity	Proposed Dates and Months
1.	Drinking water facility /Landscaping/ Creation of Good Ambience for students	Up to 01.08.2015
2.	Readmission	Within 15 days of start of session
3.	Starting of Classes (for 3 rd sem. and 5 th sem.)	w.e.f. 20.07.2015
	Starting of Classes (for 1 st sem.)	w.e.f. 03.08.2015
4.	Issue of library books	Up to 20.08.2015
5.	Teaching period	Up to 20.11.2015
6.	Academic interaction of Principal with HOD's, Faculty members and students	Preferably second week of every month (August, September & October)
7.	Short educational tour of all classes	(Minimum one in a Semester) To be arranged as per institute calendar
8.	1st sessional test	From 02/09/2015 to 04/09/2015
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 (on Institutional Websites also)	Last week of every month
12.	Communication to Parents/Guardians of students regarding attendance record and sessionals	Last week of every month
13.	Parent Teachers meeting	2 nd week of Aug./ Sept/ Oct
14.	Extension Lectures	Minimum one lecture per month, per branch
15.	Review of semester results by Principal - Achievements and Weaknesses	Within a week after declaration of board result
16.	Submission of applications of rechecking / revaluation by the principal to HSBTE	Within 15 days after declaration of result
	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	10.08.2015 to 13.11.2015 Atleast one activity per month
17.	2 nd sessional test	From 05.10.2015 to 07.10.2015

18.	3 rd sessional test	From 04.11.2015 to 06.11.2015
19.	Academic evaluation- analysis of sessionals , practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation report	Upto 20.11.2015
20.	Practical exams / Rationalization	23.11.2015 to 27.11.2015
21.	Compilation and uploading of sessionals and Practical awards to the HSBTE –ONLINE	Up to 01.12.2015
22.	Theory exams	w.e.f. 02.12.2015 (Tentative)
23.	Maintenance of Labs/Equipments/Repair of Building/repair of Hostel/	Up to 31.12.2015
24.	Start of new session	06.01.2016

- i. 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 2015.
- ii. Review of semester results by Principal - Achievements and Weaknesses: Submission of result analysis, reasons for poor performance/short comings etc. to the Board.
- iii. Communicate the attendance status of each month to students & parents. Class teacher will convey the attendance status and sessional marks to each student and will also interact with the students to improve their performance. Principal of the Institute will monitor the same.
- iv. Medical leave as per Medical Performa only.
- v. The Principal must ensure that proper record of all academics and other related activities is maintained so that the same can be verified by the Board.

Note:-Emphasis is 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 Grievance Redressal & Counseling Cell, Anti Ragging Cell should be constituted.

Additional Information for Polytechnics:-

- Aadhar 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

Dated: 15.06.15

**-Sd-
D.P. Chauhan
Additional Secretary,
HSBTE, Panchkula**