

# Haryana State Board of Technical Education, Panchkula

Notification No. **193**/Exam/HSBTE

Dated: 22.12.2017

## ACADEMIC CALENDER SESSION 2017-18 EVEN SEMESTERS (2, 4, 6)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 31-12-2017
2.	Starting of Classes	<b>09.01.2018</b>
3.	Issue of library books	w.e.f. 16.01.2018
4.	Readmission	Within 15 days from start of new session
5.	Teaching period	From <b>09.01.2018</b> to <b>01.05.2018</b>
6.	Academic interaction of Principal with HOD's, Faculty members and students	Preferably third week of every month (Feb, March & April )
7.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
8.	1st sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester	From <b>14.02.2018</b> to <b>16.02.2018</b>
9.	Display of 1 <sup>st</sup> Sessional Test marks	By 22.02.2018
10.	1 <sup>st</sup> Parent Teachers Meeting	Any day between 22.02.18 to 28.02.18
11.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	Atleast twice a month
12.	Display of attendance of students by all Teachers / Departments	Last week of every month
13.	Communication to Parents / Guardians of students regarding attendance record and sessionals	Last week of every month
14.	Extension Lectures	Minimum two lectures per month per branch
15.	*Review of semester result of previous exam by Principal- achievements and weakness	Within a week after declaration of Board result
16.	Applications for rechecking/revaluation	As notified by the Board after declaration of result

17.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	Atleast one activity per month
18.	2 <sup>nd</sup> Sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> semester	From 14.03.2018 to 16.03.2018
19.	Display of 2 <sup>nd</sup> Sessional Test marks	By 20.03.2018
20.	2 <sup>nd</sup> Parent Teachers Meeting	Any day between 20.03.18 to 22.03.18
21.	3 <sup>rd</sup> sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup>	From 17.04.2018 to 20.04.2018
22.	Display of 3 <sup>rd</sup> Sessional Test marks	By 24.04.2018
23.	3 <sup>rd</sup> Parent Teachers Meeting	Any day between 24.04.18 to 27.04.18
24.	Academic evaluation-analysis of sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 01.05.2018
25.	Practical exams / Rationalization	02.05.2018 to 05.05.2018
26.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal- ONLINE	Up to 09.05.2018
27.	Theory exams	10.05.2018 (Tentative)
28.	Value Added Courses for the students Industrial Trainings of students Maintenance work/repair of machinery equipment etc.	During Summer Vacations
29.	Start of new session	2 <sup>nd</sup> year & 3 <sup>rd</sup> year - 16 July 2018 (For 1 <sup>st</sup> year separate notification shall be issued)

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

**Note:-**

1. All polytechnics will implement revision in number of periods in the time table to include soft skill training in all semesters w.e.f. academic session 2017-18
  - (i) 8 no. of teaching periods per day (instead of 7) of 55 minutes duration each.
  - (ii) 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 01:35PM to 02:15PM as deemed suitable by the Principal.
  - (iii) 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. Mentor for admitted students:  
Each faculty deputed as mentor for 15-20 students at the time of their admission shall be in continuous association with the students for their proper guidance in academics, training, placement etc.
3. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
4. Medical leave as per Medical Performa only.
5. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
6. Emphasis to be given on the following activities for overall development of students ;
  - Improving communication skills, soft skills, presentation skills, motivating lectures, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc.
  - Organizing entrepreneurship development program, energy & water conservation programs, disaster & environment management program, alumni meetings, industrial visits, career counseling, Job fair, improving, pedagogy/ teaching learning process etc.
  - Extra classes for SC/ST, weaker students to reduce dropout rate and to improve pass percentage.
  - Women's Grievance Redressal & Counseling Cell
7. 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

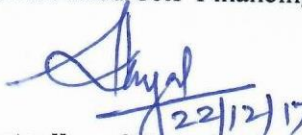
**Dated: 21.12.2017**

**Krishan Kumar Kataria,  
Secretary  
Haryana State Board of Technical Education,  
Panchkula**

**Endst. No. 3339 /Exam/HSBTE**

**Dated: 22.12.2017**

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

  
**Controller of Examination,  
HSBTE, Panchkula**