

Haryana State Board of Technical Education, Panchkula

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Notification No. 56 /Exam/HSBTE

Dated: 27/12/18

ACADEMIC CALENDER SESSION 2018-19

EVEN SEMESTERS (4th and 6th)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 07-01-2019
2.	Starting of Classes	09.01.2019
3.	Issue of library books	w.e.f. 16.01.2019
4.	Readmission	Upto 25-01-2019
5.	Teaching period	From 09.01.2019 to 30.04.2019
6.	Checking of Lesson Plan compliance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month
7.	Academic interaction of Principal with HOD's, Faculty members and students	Third week of every month (Feb, March & April)
8.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
9.	1 st Sessional Test of 4 th and 6 th Semester	From 13.02.2019 to 16.02.2019
10.	Display of 1 st Sessional Test marks and identification of weak students for extra classes	By 22.02.2019
11.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 22.02.2019
12.	1 st Parent Teachers Meeting	Any day between 22.02.19 to 28.02.19
13.	Display of attendance of students by all Teachers / Departments	Last working day of every month
14.	Communication to Parents / Guardians of students regarding attendance record and sessionals	1 st Working day of next month
15.	Extension Lectures	Minimum two lectures per month per branch
16.	*Review of semester result of previous exam by Principal- achievements and weakness	Within a week after declaration of Board result
17.	Technical seminars / group discussion / debate / declamation / quiz contest etc.	Atleast one activity per month

18.	2 nd Sessional test of 4 th and 6 th semester	From 13.03.2019 to 16.03.2019
19.	Display of 2 nd Sessional Test marks and identification of weak students for extra classes	By 20.03.2019
20.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 20.03.2019
21.	2 nd Parent Teachers Meeting	Any day between 20.03.19 to 23.03.19
22.	3 rd sessional test of 4 th and 6 th	From 16.04.2019 to 20.04.2019
23.	Display of 3 rd Sessional Test marks	By 24.04.2019
24.	3 rd Parent Teachers Meeting	Any day between 24.04.19 to 27.04.19
25.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.04.2019
26.	Practical exams / Rationalization	01.05.2019 to 04.05.2019
27.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal- ONLINE	Up to 08.05.2019
28.	Theory exams	08.05.2019 (Tentative)
29.	Value Added Courses for the students Industrial Trainings of students Maintenance work/repair of machinery equipment etc.	During Summer Vacations
30.	Start of new session	2 nd year & 3 rd year – 15 July 2019 (For 1 st year separate notification shall be issued)

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

Note:-

1. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
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 ;
 - Aadhar Card enrolment for all students and faculty
 - Institute level cultural & sports meet (As per institute /State calendar)
 - State level sports meet
 - To facilitate the students to get their passport issued
 - SAHYOG Club
 - Entrepreneurship Club


Dated: 26.12.2018

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

Endst. No. 1151 /Exam/HSBTE

Dated: 27/12/18

A copy of the above is forwarded to all Principals of Govt./Aided/Self Financing Polytechnics for information and further necessary action with a request to display the copy of Academic Calendar on the Institute Notice Board and to upload it on Institute Website also for information of all stakeholders.


Controller of Examination,
for Secretary, HSBTE,
Panchkula