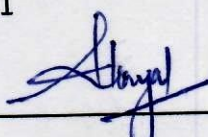


Haryana State Board of Technical Education, Panchkula

Notification No.: 137 /Exam/HSBTE

Dated: 16.03.2021

ACADEMIC CALENDER SESSION 2020-21 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 22-03-2021
2.	Starting of Classes / Academic Session	22.03.2021
3.	Readmissions	Within 15 days from start of new session
4.	Teaching period	From 22.03.2021 to 02.07.2021
5.	Review of teaching by Principal with HOD's, Faculty members and students	First Monday of every month (April, May and June)
6.	Class Tests/ Quiz	First Wednesday of every month (April, May and June)
7.	Assignments	Three (One in every month)
8.	Conduct of 1st Sessional Test	From 26.04.2021 to 30.04.2021
9.	Display/ Intimation of 1 st Sessional Test marks and identification of weak students for extra classes	By 04.05.2021 
10.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 06-05-2021
11.	1 st Parent Teachers Meeting	06-05-2021
12.	Mentor-Mentee Meeting	At least Once in every month
13.	Checking of Lesson Plan compliance, coverage of Syllabus, Monitoring of Attendance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month of Semester
14.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	Last working day of every month
15.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
16.	Extension/Expert Lectures	Minimum two lectures per month per branch

17.	Webinar on Technical topics / quiz contest/ Technical seminars / group discussion / debate / declamation etc.	At least one activity per month on last Friday of every month
18.	Conduct of 2nd Sessional Test	From 24.05.2021 to 28.05.2021
19.	Display/ Intimation of 2 nd Sessional Test marks and identification of weak students for extra classes	By 02.06.2021
20.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 03.06.2021
21.	2 nd Parent Teachers Meeting	03.06.2021
22.	Conduct of 3rd Sessional Test	From 21.06.2021 to 25.06.2021
23.	Display/ Intimation of 3 rd Sessional Test marks	By 29.06.2021
24.	3 rd Parent Teachers Meeting	29.06.2021
25.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 02.07.2021
26.	Practical exams / Rationalization	05-07-2021 to 09-07-2021
27.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Up to 12.07.2021
28.	Final Theory Examinations	From 12-07-2021 (Tentative)
29.	Start of next Session	Will be notified in accordance with the AICTE guidelines

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. The classes shall be conducted in Physical Mode by following instructions / SOPs issued by the State / Central Government from time to time and the Institutions shall have the flexibility to arrange the timetable/ Theory & Practical Classes as per their convenience.
3. In the previous semesters (3rd & 5th) of the Academic Sessin 2020-21, most of the classes were conducted online and due to which the students could not performs hands on practice of their practicals. Hence, all the Institutes shall facilitate the students in re-conduct of their important / all practicals of their 3rd & 5th Semesters.
4. Throughout the semester, every Principal / HoD shall ensure that their faculty (Regular as well as Guest faculty) will be fostering a continuous connectivity with their respective students for effective teaching learning.
5. 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.
6. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
 7. Medical leave as per Medical Performa only.
 8. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
 9. Emphasis to be given on the following activities for overall development of students ;
 - Improving communication skills, Soft Skills, presentation skills, motivating lectures, time management etc.
 - Organizing entrepreneurship development program, energy & water conservation programs, disaster & environment management program, alumni meetings, career counseling, improving pedagogy/ teaching learning process etc.
 - Extra classes for SC/ST, weaker students may be conducted on weekends to reduce dropout rate and to improve pass percentage.
 - Women's Grievance Redressal & Counseling Cell
 10. Additional activities for Polytechnics;
 - Aadhar Card enrolment for all students and faculty
 - To facilitate the students to get their passport issued
 - Learners Driving License of students
 - Entrepreneurship Clubs and Initiatives for creating an ecosystem towards Self Reliant India Campaign preparing Svayambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

Dated:15-03-2021

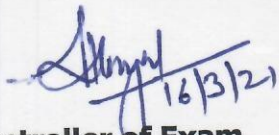
**Dr. Rajesh Goel,
Secretary
Haryana State Board of Technical Education,
Panchkula**

Endst. No.3283-85/Exam/HSBTE

Dated: 16.03.2021

A copy of the above is forwarded to the following for kind information and further necessary action please:

1. PS to DGTE for kind information of W/DGTE please.
- ✓ 2. Principals of all Govt./Aided/Self Financing Polytechnics.
3. Joint Director (Acad.), DTE Office Panchkula


**Controller of Exam,
for Secretary, HSBTE,
Panchkula**