

Haryana State Board of Technical Education, Panchkula

Notification No.:

121


/Exam/HSBTE

Dated: 30.10.2020

ACADEMIC CALENDER SESSION 2020-21

1st Year

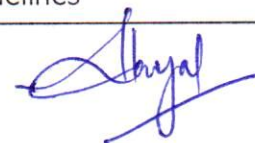
In pursuance of AICTE guidelines dated 15.10.2020 regarding revised Academic Calendar for 2020-21, the Academic Calendar for 1st Year of Diploma courses of HSBTE is hereby issued to set in motion the academic activities in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.). **This, however, shall be subject to change as per Covid scenario and guidelines thereof by MoH, MHRD, MHA, AICTE, State Government etc.**

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Online Refresher/ Foundation Course of basics of 1 st year subjects such as Physics, Chemistry, Maths, English etc. for newly admitted students of 1 st year	02-11-2020 to 13-11-2020
2.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 13-11-2020
3.	<ul style="list-style-type: none">• Incorporation of Students' details & Lesson Plans in Teacher Diaries• Preparedness for online Classes and notifying the timetable / schedule for classes in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	02.11.2020 to 13-11-2020 
4.	Start of Academic Session for 1 st Year	16-11-2020
5.	Teaching Duration for 1 st Year.	From 16.11.2020 to 30.06.2021
6.	Review of teaching by Principal with HOD's, Faculty members and students	First Monday of every month (From December 2020 to June 2021)
7.	Class Tests/ Quiz	First Wednesday of every month (From December 2020 to June 2021)
8.	Assignments	05 (From December 2020 to June 2021)

9.	Conduct of 1st Internal Assessment Exam (For 20% Syllabus)	From 01.02.2021 to 06.02.2021
10.	Display of 1 st Internal Assessment Exam marks and identification of weak students for extra classes	By 15.02.2021
11.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 1 st Internal Assessment Exam.	By 26.02.2021
12.	1 st Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	26.02.2021
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
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 Lectures	Minimum two lectures per month per branch
17.	Technical seminars / group discussion / debate / declamation / quiz contest etc. in online / offline mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	At least one activity per month on last Friday of every month
18.	Conduct of 2nd Internal Assessment Exam (For next 20% Syllabus)	From 22.03.2021 to 27.03.2021
19.	Display of 2 nd Internal Assessment Exam marks and identification of weak students for extra classes	By 08.04.2021
20.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 2 nd Internal Assessment Exam.	By 12.04.2021



21.	2 nd Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	15.04.2021
22.	3 rd Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	01.06.2021
23.	Academic evaluation-analysis of Internal Assessments, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.06.2021
24.	Practical exams / Rationalization	01-07-2021 to 06-07-2021
25.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal- ONLINE	Up to 07.07.2021
26.	Final Theory Examinations (For remaining 60% Syllabus)	From 08-07-2021 (Tentative)
27.	Start of next Session	Will be notified in accordance with the AICTE guidelines



Note:-

1. Initially the classes shall be conducted in online Mode. The classes may be conducted by the respective teachers by sharing PPT / PDF/ Notes on screen in online platform through Google Classroom/ Google Meet / Microsoft Team/JioMeet or by writing on a board physically and student seeing that through online. Pre-recording own lecture or Experts Lecture and showing it to students live and taking doubts by making pause in between.
2. The physical classes will be conducted by the institutes depending upon the situation and instructions issued from State Government/ MHA/AICTE from time to time.
3. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
4. Throughout the academic year, 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 and every online lecture delivered may be cross assessed for the understanding developed by the students through a small test / assignment by the respective teacher / HoD concerned.
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% including of online classes.
 7. Medical leave as per Medical Performa only.
 8. The syllabus must be covered continuously and progressively without waiting for dates of 1st and 2nd Internal Assessment Exams.
 9. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
 10. 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
 11. 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 Svavlambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

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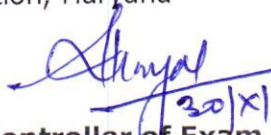
**Dr. Rajesh Goel,
Secretary
Haryana State Board of Technical Education,
Panchkula**

Endst. No. 3398-99/Exam/HSBTE

Dated: 30.10.2020

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

1. All the Principals of Govt./Aided/Self Financing Polytechnics in Haryana
2. Joint Director (Ac.), Directorate of Technical Education, Haryana


30/10/2020
**Controller of Exam,
for Secretary, HSBTE,
Panchkula**