

Haryana State Board of Technical Education, Panchkula

Notification No. : 20/Exam/HSBTE

Dated: 08.10.2021

**ACADEMIC CALENDER
SESSION 2021-22
1st Year**

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Display and Uploading of Lesson Plans (Teacher wise) on Notice Board/ Institute web site	Up to 12-10-2021
2.	<ul style="list-style-type: none">Incorporation of student details and Lesson Plans in Teacher DiariesPreparedness for classes and notifying the timetable/schedule for classes in Offline Mode (as per guidelines issued by Central/ State Govt.)	12.10.2021
3.	Teaching Duration	18-10-2021 to 30.06.2022
4.	Readmission	Within two weeks of Start of Classes
5.	Review of teaching by Principal with HOD's Faculty members and students	First Monday of every month (From November 2021 to June 2022)
6.	Class Tests/ Quiz	First Wednesday of every month (From November 2021 to June 2022)
7.	Assignments	05 (From November 2021 to June 2022)
8.	Conduct of 1st Internal Assessment Exam (For 20% Syllabus)	From 20.12.2021 to 23.12.2021
9.	Display of 1 st Internal Assessment Exam marks and identification of weak students for extra classess	By 10.01.2022
10.	Submission of Concrete plan by concerned HOD's to the Principal for conduct of remedial classes for weak students as per 1 st Internal Assessment Exam.	By 17.01.2022
11.	1 st Parent Teachers Meeting for 1 st year students	17.01.2022
12.	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
13.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	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.	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
17.	Conduct of 2nd Internal Assessment Exam (for next 20% Syllabus)	From 31.01.2022 to 03.02.2022

18.	Display of 2 nd Internal Assessment Exam marks and identification of weak students for extra classes	By 04.02.2022
19.	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 07.02.2022
20.	2 nd Parent Teacher Meeting for 1 st year students	07.02.2022
21.	3 rd Parent Teachers Meeting for 1 st year students	01.06.2022
22.	Academic evaluation-analysis of Internal Assessment, practical work, labs & teachers diary by the Principal/ HOD & further remedial action as per evaluation.	Upto 30.06.2022
23.	Practical exams/ Rationalization	01.07.2022 to 06.07.2022
24.	Uploading of sessional and Practical awards on the HSBTE Exam Portal-ONLINE	Upto 07.07.2022
25.	Final Theory Examinations (For remaining 60% Syllabus)	From 08.07.2022 (Tentative)
26.	Start Next sessional	Will be notified in accordance with the AICTE guidelines

Note:-

1. The academic Session for 1st Year D. Pharmacy shall also commence w.e.f. 18.10.21.
2. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date activity.
3. 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.
4. The syllabus must be covered continuously and progressively without waiting for 1st and 2nd Internal Assessment Exams.
5. 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.
6. 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.
7. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
8. Medical leave as per Medical Performa only.
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, 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
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 Svayambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

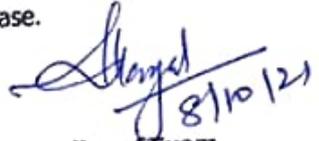
Dated: 06.10.2021

**Dr. Rajesh Goel,
Secretary, HSBTE
Panchkula**

Endst. No. 375/Exam/HSBTE

Dated: 08.10.2021

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 Exam,
for Secretary, HSBTE,
Panchkula**