

## Haryana State Board of Technical Education, Panchkula

Notification No.: 12 /Exam/HSBTE

Dated: 30-01-2024

### ACADEMIC CALENDAR SESSION 2023-24 EVEN SEMESTERS (2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup>)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 15-02-2024
2.	Starting of Classes / Academic Session	<b>15.02.2024</b>
3.	Readmissions	Within 15 days from start of new session
4.	Teaching period	From <b>15.02.2024</b> to <b>14.06.2024</b>
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.	<b>Conduct of 1<sup>st</sup> Sessional Test</b>	From <b>15.03.2024</b> to <b>21.03.2024</b>
9.	Display/ Intimation of 1 <sup>st</sup> Sessional Test marks and identification of weak students for extra classes	By 27.03.2024
10.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of <b>remedial classes</b> for weak students	<b>27-03-2024</b>
11.	1 <sup>st</sup> Parent Teachers Meeting	<b>28-03-2024</b>
12.	<b>Mentor-Mentee Meeting</b>	<b>At least Once in every month</b>
13.	Checking of Lesson Plan compliance, coverage of Syllabus, Monitoring of Attendance & Teachers Diaries by HOD's & Principal(s)	On 2 <sup>nd</sup> and 4 <sup>th</sup> 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 <sup>st</sup> 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.	<b>Conduct of 2<sup>nd</sup> Sessional Test</b>	From <b>22.04.2024</b> to <b>26.04.2024</b>
19.	Display/ Intimation of 2 <sup>nd</sup> Sessional Test marks and identification of weak students for extra classes	By 30.04.2024

20.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of <b>remedial classes</b> for weak students	By 01.05.2024
21.	2 <sup>nd</sup> Parent Teachers Meeting	02.05.2024
22.	<b>Conduct of 3<sup>rd</sup> Sessional Test</b>	From <b>27.05.2024 to 31.05.2024</b>
23.	Display/ Intimation of 3 <sup>rd</sup> Sessional Test marks	By 05.06.2024
24.	3 <sup>rd</sup> Parent Teachers Meeting	05.06.2024
25.	Rationalization	07.06.2024
26.	Uploading of rationalized marks	12.06.2024
27.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 14.06.2024
28.	External Practical exams	13.06.2024 to 20-06-2024
29.	Uploading of external Practical awards on the HSBTE Exam Portal-ONLINE	Up to 05.07.2024
30.	<b>Final Theory Examinations</b>	<b>From 28-06-2024 (Tentative)</b>
31.	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. 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.
4. 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.
5. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
6. Medical leave as per Medical Performa only.
7. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
8. 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
9. 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:** 30-01-2024


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

**Endst. No. 150-155 /Exam/HSBTE**

**Dated:** 30-01-2024

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
4. Controller of Finance & Admin, HSBTE
5. Dy. Secretary (Acad.), HSBTE
6. DS (T&P), HSBTE

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