

# Haryana State Board of Technical Education, Panchkula

Notification No. 434

Dated:22.12.2014

## ACADEMIC CALENDER SESSION 2015-16 EVEN SEMESTER (2,4,6)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Starting of Classes	w.e.f. 05.01.2015
2.	Issue of library books	w.e.f. 08.01.2015
3.	Teaching period	From 05.01.2015 to 24.04.2015
4.	Academic interaction of Principal with HOD's, Faculty members and students	Preferably second week of every month (Jan, Feb, March & April)
5.	Short educational tour of all classes	Minimum one in a Semester. To be arranged as per institute calendar
6.	1st sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester	From 10/02/2015 to 12/02/2015
7.	Checking of teachers diaries by HOD's & Principal(s)	Twice in a month
8.	Display of Sessional Test marks	Within a week after conduct of sessional test
9.	Display of attendance by all teachers/Departments	Last week of every month
10.	Communication to Parents/Guardians of students regarding attendance record and sessionals	Last week of every month
11.	**Parent Teachers meeting	2 <sup>nd</sup> week of Feb./ March/April
12.	Extension Lectures	Minimum one lecture per month, per branch
13.	***Review of semester results by Principal- achievements and weakness	Within a week after declaration of board result
14.	Submission of applications of rechecking/ revaluation by the principal to HSBTE	Within 15 days after declaration of result (as per exam calendar)
15.	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	At least one activity per month
16.	2 <sup>nd</sup> sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> semester	From 17.03.2015 to 19.03.2015
17.	3 <sup>rd</sup> sessional test of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup>	From 22.04.2015 to 24.04.2015
18.	Academic evaluation-analysis of sessionals, practical work, labs & teachers diary by the Principal/HOD & further remedial action as per evaluation report	Upto 30.04.2015
19.	Practical exams / Rationalization	28.04.2015 to 02.05.2015

20.	Compilation of resultsheets and uploading of Sessional and Practical awards to the HSBTE–ONLINE	Up to 06.05.2015
21.	Theory exams	w.e.f.08.05.2015 (Tentative)
22.	Maintenance work/repair of machinery equipment etc.	w.e.f. 10.06.2015
23.	Start of new session	2 <sup>nd</sup> year & 3 <sup>rd</sup> year – 10 July 2015 (For 1 <sup>st</sup> year separate notification shall be issued)

\*\* Please ensure that at least two parents-teachers meeting be conducted in one semester and minutes of these meetings to be submitted in Board.

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

- Communicate the attendance status of each month to students & parents i.e. attendance if less than 80%.
- Medical leave as per Medical Performa only.
- The institute must ensure that proper record of all activities is to be maintained so the same can be verified by the Board.

**Note:-**

**Emphasize to be given on over all personality development of the students:**

- By improving communication skills, soft skills, presentation skills, motivating lectures, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc.
- By organizing entrepreneurship development program, energy & water conservation program, disaster & environment management program, alumni meetings, industrial visits, career fair, improving pedagogy/ teaching learning process etc.
- Extra classes for SC/ST, weaker students to reduce dropout rate and to improve pass percentage.
- Sessional test to be conducted as per schedule and guidelines of board.
- Women's Grievance Redressal & Counseling Cell

**Additional Information for Polytechnics:-**

- Adhar Card enrolment for all students and faculty
- Institute level cultural & sports meet ( As per institute /State calendar)
- Zonal level cultural & sports meet
- State level cultural & sports meet