

Haryana State Board of Technical Education, Panchkula

Notification No.: 41

/Exam/HSBTE

Dated: 23/8/2023

ACADEMIC CALENDER SESSION 2023-24

ODD SEMESTERS (1st, 3rd and 5th)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans of 1 st , 3 rd and 5 th semester and Pharmacy 2 nd year (Teacher wise) on Institute	Upto 01.09.2023
2.	Orientation program for 1 st semester	23.08.2023 to 31.08.2023
3.	Starting of Classes / Academic Session of 1 st , 3 rd and 5 th semester and pharmacy 2 nd year	01.09.2023
4.	Readmissions	Within 15 days from start of new session
5.	Teaching period	From 01.09.2023 to 15.12.2023
6.	Review of teaching by Principal with HOD's, Faculty members and students	First Monday of every month (Oct., Nov. and Dec.-23)
7.	Class Tests/ Quiz	First Wednesday of every month (Oct., Nov. and Dec-23)
8.	Assignments	Three (One in every month)
9.	Conduct of 1st Sessional Test	From 09.10.2023 to 13.10.2023
10.	Display/ Intimation of 1 st Sessional Test marks and identification of weak students for extra classes	By 16.10.2023
11.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 18-10-2023
12.	1 st Parent Teachers Meeting	18-10-2023
13.	Mentor-Mentee Meeting	At least Once in every month
14.	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
15.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	Last working day of every month
16.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
17.	Extension/Expert Lectures	Minimum two lectures per month per
18.	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

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19.	Conduct of 2nd Sessional Test	From 06.11.2023 to 10.11.2023
20.	Display/ Intimation of 2 nd Sessional Test marks and identification of weak students for extra classes	By 15.11.2023
21.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 15.11.2023
22.	2 nd Parent Teachers Meeting	15.11.2023
23.	Conduct of 3rd Sessional Test	From 04.12.2023 to 08.12.2023
24.	Display/ Intimation of 3 rd Sessional Test marks	By 12.12.2023
25.	3 rd Parent Teachers Meeting	12.12.2023
26.	Rationalization / uploading of rationalized internal marks	Upto 15.12.2023
27.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 15.12.2023
28.	Conduct of external Practical exams	18-12-2023 to 22-12-2023
29.	Uploading of External Practical awards on the HSBTE Exam Portal-ONLINE	Up to 29.12.2023
30.	Final Theory Examinations	From 04-01-2024 (Tentative)
31.	Start of next Session	Will be notified in accordance with the AICTE guidelines

Note:-

1. **As discussed in Academic Committee meeting the students who are already on Industrial Training their attendance of Industry will be counted towards the total attendance.**
2. **Those student who have not gone on Industrial Training the concern Teacher may give them Minor Project alongwith the classes in place of Industrial Training which will be counted as Industrial Training. This is one time exemption for Industrial Training.**
3. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
4. 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.
5. 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.
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.

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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, 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 Svayambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

Dated: 23/8/2023

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

Endst. No. 641-643/Exam/HSBTE

Dated: 23/8/2023

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
HSBTE, Panchkula**