

Haryana State Board of Technical Education, Panchkula

Notification No.: 245 /Exam/HSBTE

Dated: 12/08/2021

ACADEMIC CALENDER SESSION 2021-22 ODD SEMESTERS (3rd and 5th)

In pursuance of AICTE guidelines dated 12.07.2021 regarding revised Academic Calendar for 2021-22, the Academic Calendar of the Board is hereby issued as under to set in motion the academic activities in offline mode which however shall be subject to change as per Covid scenario and guidelines thereof by MoH, MHRD, MHA, AICTE etc.:

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 30-09-2021
2.	Starting of Classes / Academic Session	01.10.2021
3.	Readmissions	Within 15 days from start of new session
4.	Start of regular Classes for 1st Year	Detailed Academic Schedule for 1st year shall be conveyed later.
5.	Teaching period	From 01.10.2021 to 28.01.2022
6.	Review of teaching by Principal with HOD's, Faculty members and students	First Monday of every month (Nov., Dec. and Jan-22)
7.	Class Tests/ Quiz	First Wednesday of every month (Nov., Dec. and Jan-22)
8.	Assignments	Three (One in every month)
9.	Conduct of 1st Sessional Test	From 15.11.2021 to 20.11.2021
10.	Display/ Intimation of 1 st Sessional Test marks and identification of weak students for extra classes	By 24.11.2021
11.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 26-11-2021
12.	1 st Parent Teachers Meeting	26-11-2021
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
19.	Conduct of 2nd Sessional Test	From 13.12.2021 to 17.12.2021
20.	Display/ Intimation of 2 nd Sessional Test marks and identification of weak students for extra classes	By 21.12.2021
21.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of remedial classes for weak students	By 22.12.2021
22.	2 nd Parent Teachers Meeting	22.12.2021
23.	Conduct of 3rd Sessional Test	From 11.01.2022 to 15.01.2022
24.	Display/ Intimation of 3 rd Sessional Test marks	By 18.01.2022
25.	3 rd Parent Teachers Meeting	19.01.2022
26.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 28.01.2022
27.	Practical exams / Rationalization	01-02-2022 to 05-02-2022
28.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal–ONLINE	Up to 09.02.2022
29.	Final Theory Examinations	From 09-02-2022 (Tentative)
30.	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. The academic Session for 2nd Year D. Pharmacy shall also commence w.e.f. 01.10.2021.
4. 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.



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%.
7. Medical leave as per Medical Performa only.
8. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
9. 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
10. 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.

Dated: 11-08-2021

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

Endst. No. 246-248/Exam/HSBTE

Dated: 12/08/2021

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 (Ac.), DTE Office Panchkula



**Deputy Secretary,
for Secretary, HSBTE,
Panchkula**