

Haryana State Board of Technical Education, Panchkula

Notification No. 564

Dated: 20.06.2013

ACADEMIC CALENDER SESSION 2013-14

ODD SEMESTER (1, 3 & 5)

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Display of Time Table	15/07/2013
2.	Starting of Classes	15/07/2013*
3.	Issue of library books	15/07/2013-02/08/2013
4.	Teaching period	15/07/2013-15/11/2013
5.	Academic interaction of Principal with HOD's, Faculty members and students	Preferly second week of every month (Aug, Sep, & Oct)
6.	Short educational tour of all classes	(Minimum one in a Semester) To be arranged as per institute calendar
7.	1st sessional test of 1 st , 3rd and 5th Semester (odd semester)	29/08/2013-31/08/2013
8.	Checking of teachers diaries	Last week of every month
9.	Display of Sessional Test marks	Within a week after conduct of sessional test
10.	Display of attendance by all teachers/Departments	First week of every month
11.	Communication/ massages/ e-mail/ letter to parents/Guardians of students regarding attendance and sessionals	First/ Second week of every month
12.	**Parent Teachers meeting	2 nd week Aug/ Sep / Oct
13.	Extension Lectures	Minimum one lecture per month
14.	***Review of even semester results by Principal in respect of preparing critical summary of previous semester achievements and weakness	Within a week after declaration of Board Results but not later then 15 Aug 2013. Please send the copy of minutes to the Board.
15.	Submission of applications of rechecking / revaluation by the principal to HSBTE	As per exam calendar (on the portal)
16.	Technical seminars/ group discussion / debate/ declamation/ quiz contest etc.	20/07/2013- 30/10/2013
17.	Receipt of PCA forms by Principal	By 21/10/2013 without late fees as per examination calendar
18.	Examination fee to be deposited online by Principal in one go for all students in the PNB A/C No.0087000111223535 of S.B.T.E Haryana	31/10/2013

* Bridge course (four weeks) for First year starting w.e.f. 20.06.2013.

** Please ensure at least two parents-teachers meeting to be conducted in one semester.

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

19.	2 nd sessional test of 1 st , 3 rd and 5 th semester	24/09/2013-28/09/2013
20.	3 rd sessional test of 1 st , 3 rd and 5 th semester	23/10/2013-26/10/2013
21.	Academic evaluation of semester by the Principal/HOD	28-29/10/2013
22.	Practical exams/Rationalization	16/11/2013 - 20/11/2013
23.	Compilation of result sheets and uploading of sessionals and Practical awards to the HSBTE –ONLINE	Up to 22/11/2013
24.	Theory exams	w.e.f. 22/11/2013
25.	Maintenance work/repair of machinery equipment etc.	18/11/2013-20/12//2013
26.	Start of new session	01/01/2014

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 tests to be conducted as per schedule and guidelines of Board.
- Women's Grievance Redressal & Counseling Cell should be functional.

Additional information for Polytechnics:-

- Institute level cultural & sports meet (As per institute/ State calendar)
- Zonal level cultural & sports meet
- State level cultural & sports meet
- Website of the institutions to be updated monthly
- Institutions time table and faculty list should be available on the website