

**Haryana State Board of Technical Education, Panchkula**

Notification No.: 85 /Exam/HSBTE

Dated: 20.09.2022

**ACADEMIC CALENDER SESSION (2022 -23)**

**1<sup>st</sup> Semester**

In pursuance of AICTE guidelines dated 26.03.2022 pertaining to revised Academic Calendar for 2022-23, the Academic Calendar of the Board for the ensuing academic session 2022-23 for 1<sup>st</sup> Semester to carry out all the academic activities effectively in Polytechnics of the state is hereby issued as under:

<b>Sr. No.</b>	<b>Name of Activity</b>	<b>Proposed Dates and Months</b>
1.	Preparation, display and Uploading of Lesson Plans (Teacher wise) on Institute Notice Board/ web site	Upto 28.09.2022
2.	Starting of Classes / Academic Session (for 1st sem)	<b>03 .10.2022</b>
3.	Induction Training Program (As notified by HSBTE via memo no. 2190/Acad./HSBTE dated 20.09.2022)	<b>03.10.2022 to 10.10.2022</b>
4.	Readmissions	Within 15 days from start of session
5.	Teaching period	From <b>11.10.2022 to 27.01.2023</b>
6.	Review of teaching by Principal with HOD's, Faculty members and students	Third Monday of every month (Nov-22, Dec-22 and Jan. 23)
7.	Class Tests/ Quiz (Practical/Theory)	Third Wednesday of every month (Nov-22, Dec-22 and Jan. 23)
8.	Assignments	Three ( One in every month)
9.	<b>Conduct of 1<sup>st</sup> Sessional Test</b>	From <b>11.11.2022 to 18.11.2022</b>
10.	Display/ Intimation of 1 <sup>st</sup> Sessional Test marks and identification of weak students for extra/ remedial classes	By <b>22.11.2022</b>
11.	Submission of Concrete Plan/ Time Table by Concerned HoDs to the Principal for conduct of <b>remedial classes</b> for weak students	<b>25.11.2022</b>
12.	1 <sup>st</sup> Parent Teachers Meeting	<b>25-11-2022</b>
13.	<b>Mentor-Mentee Meeting</b>	<b>At least Once in every month</b>
14.	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
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 <sup>st</sup> Working day of next month



17.	Extension/Expert Lectures	Minimum two lectures per month per branch
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.	<b>Conduct of 2<sup>nd</sup> Sessional Test</b>	<b>From 12.12.2022 to 19.12.2022</b>
20.	Display/ Intimation of 2 <sup>nd</sup> Sessional Test marks and identification of weak students for extra classes	By 22.12.2022
21.	Submission of Concrete Plan/ Time Table by Concerned HODs to the Principal for conduct of <b>remedial classes</b> for weak students	By 23.12.2022
22.	An event for ' <b>SWAWLAMBI YUVA ABHIYAAN</b> ' for Entrepreneurship Development	<b>At least Once in every month</b>
23.	2 <sup>nd</sup> Parent Teachers Meeting	23.12.2022
24.	<b>Conduct of 3<sup>rd</sup> Sessional Test</b>	<b>From 09.01.2023 to 13.01.2023</b>
25.	Display/ Intimation of 3 <sup>rd</sup> Sessional Test marks	By 16.01.2023
26.	3 <sup>rd</sup> Parent Teachers Meeting	17.01.2023
27.	Rationalization of Sessional	Upto 19-01-2023
28.	Uploading of Rationalization Sessional	Upto 24.01.2023
29.	Academic evaluation-analysis of Sessionals, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 26.01.2023
30.	Practical exams/ Rationalization	30.01.2023 to 04.02.2023 (Tentative)
31.	Uploading of Practical awards on the HSBTE Exam Portal-ONLINE	Up to 11.02.2023
32.	<b>Final Theory Examinations</b>	<b>From 13-02-2023 (Tentative)</b>
33.	Start of next Session	Will be notified in accordance with the AICTE guidelines

**Note:-**

1. The Academic Session for 1<sup>st</sup> year Diploma Pharmacy shall also commence w.e.f. 03.10.2022 so as to fulfill the required duration of 180 days in accordance to PCI Education regulations 2022.
2. If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
3. 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 of Theory & Practical Classes as per their convenience.
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 specifically in case the attendance is 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
    - Implementation of Tobacco Free Educational Institute (ToEFI) guidelines and other such mandatory provisions and advisories issued by MOH&FW from time to time.
    - 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:20.09.2022**

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

**Endst. No. 1116-1121 /Exam/HSBTE**

**Dated: 20.09.2022**

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,  
HSBTE, Panchkula**