

**ACADEMIC CALENDER IN RESPECT OF GOVT & PVT. POLYTECHNICS FOR THE ACADEMIC
SESSION 2023-2024 FOR ODD SEMESTER (1st & 3rd Semester)**

| Sr. No. | Activities | 1 st & 3 rd Semesters |
|---------|--|--|
| 1. | Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site duly checked/ approved by HOD/ Principal. | 07.08.2023 to 09.08.2023 |
| 2. | Commencement of Semester classes | 10.08.2023 |
| 3. | Orientation Programme for freshers only. | 11.08.2023 to 19.08.2023 |
| 4. | Submission of Online Registration Forms. | Within one month from the last date of counseling. |
| 5. | Academic interaction of Principal with HODs Faculty members and students | First week of every month |
| 6. | Review/Compliance of lesson plan by HOD/Principal | 4 th week of every month |
| 7. | Technical Seminars/ group discussion debate/declamation /quiz contest etc. | At least one activity per month |
| 8. | Display of Monthly attendance on notice board and institute website | On or before 05.09.2023 |
| 9. | 1 st Class Test | 4 th week of September 2023 |
| 10. | Display of monthly attendance on notice board and institute website. | On or before 05.10.2023 |
| 11. | 2 nd Class Test | 4 th week of October 2023 |
| 12. | Parent Teacher Meeting (Online/Offline) | 4 th week of October 2023 |
| 13. | Last date for submission of online exam forms by all students through web based module of HPTSB. | 25.10.2023 |
| 14. | Submission of hard copy of Exam forms by all the institutions in the HP Takniki Shiksha Board Office. | Within 7 days of last date of online submission of exam form without late fee. |
| 15. | Display of Mid Semester internal assessment marks on notice board & on institute website | 30.10.2023 |
| 16. | Display of monthly attendance on notice board and institute website. | On or before 06.11.2023 |
| 17. | House Test (Centralized) | 2 nd Week of November 2023 |
| 18. | End of Semester Classes | 04.12.2023 |
| 19. | Visit of Rationalisation Committee and submission of report thereof | Rationalisation before end of semester classes |
| 20. | Display of Final attendance & Internal Assessment by H.O.D. on the notice board and institute website as PDF file | 07.12.2023 |
| 21. | Last date for making appeal to Principal regarding condonation of attendance of the students | 08.12.2023 |
| 22. | Display of detained students list | 11.12.2023 |
| 23. | Commencement of practical Examination | 13.12.2023 |
| 24. | Commencement of theory Examination | 19.12.2023 |
| 25. | Spot Evaluation | 4 th week of January, 2024 |
| 26. | Declaration of Semester Results | 3 rd week of February, 2024 |


 Secretary
 H.P. Takniki Shiksha
 Board, Dharamshala, H.P.

ACADEMIC CALENDER IN RESPECT OF GOVT & PVT. POLYTECHNICS FOR THE ACADEMIC SESSION 2023-2024 FOR ODD SEMESTER (5th Semester)

| Sr. No. | Activities | 5 th Semester |
|---------|--|--|
| 1. | Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site duly checked/ approved by HOD/ Principal. | 10.08.2023 to 14.08.2023 |
| 2. | Commencement of Semester classes | 16.08.2023 |
| 3. | Academic interaction of Principal with HODs Faculty members and students | First week of every month |
| 4. | Review/Compliance of lesson plan by HOD/Principal | 4 th week of every month |
| 5. | Technical Seminars/ group discussion debate/declamation /quiz contest etc. | At least one activity per month |
| 6. | Display of Monthly attendance on notice board and institute website | On or before 05.09.2023 |
| 7. | 1 st Class Test | 4 th week of September 2023 |
| 8. | Display of monthly attendance on notice board and institute website. | On or before 05.10.2023 |
| 9. | 2 nd Class Test | 4 th week of October 2023 |
| 10. | Parent Teacher Meeting (Online/Offline) | 4 th week of October 2023 |
| 11. | Last date for submission of online exam forms by all students through web based module of HPTSB. | 25.10.2023 |
| 12. | Submission of hard copy of Exam forms by all the institutions in the HP Takniki Shiksha Board Office. | Within 7 days of last date of online submission of exam form without late fee. |
| 13. | Display of Mid Semester internal assessment marks on notice board & on institute website | 30.10.2023 |
| 14. | Display of monthly attendance on notice board and institute website. | On or before 06.11.2023 |
| 15. | House Test (Centralized) | 2 nd Week of November 2023 |
| 16. | Display of monthly attendance on notice board and institute website. | On or before 05.12.2023 |
| 17. | End of Semester Classes | 07.12.2023 |
| 18. | Visit of Rationalisation Committee and submission of report thereof | Rationalisation before end of semester classes |
| 19. | Display of Final attendance & internal Assessment by H.O.D. on the notice board and institute website as PDF file | 11.12.2023 |
| 20. | Last date for making appeal to Principal regarding condonation of attendance of the students | 12.12.2023 |
| 21. | Display of detained students list | 14.12.2023 |
| 22. | Commencement of practical Examination | 15.12.2023 |
| 23. | Commencement of theory Examination | 22.12.2023 |
| 24. | Spot Evaluation | 4 th week of January, 2024 |
| 25. | Declaration of Semester Results | 3 rd week of February, 2024 |

Note: - Four (4) weeks Industrial Training of 4th Semester Diploma Engineering Students will be carried out w.e.f. 17.07.2023 to 14.08.2023.


Secretary

H.P. Takniki Shiksha
Board, Dharamshala, H.P.