

ACADEMIC CALENDER IN RESPECT OF GOVT & PVT. POLYTECHNICS FOR THE ACADEMIC SESSION JULY 2019 TO JUNE 2020

Sr. No.	Odd Semester	1 st , 3 rd & 5 th Semester	Even semester	2 nd , 4 th , & 6 th Semester
1.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site duly checked/ approved by HOD/ Principal.	08.07.2019	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site duly checked/ approved by HOD/ Principal.	08.01.2020
2.	Commencement of 1 st , 3 rd , & 5 th Semester	29.07.2019	Commencement of 2 nd , 4 th and 6 th Semester	08.01.2020
3.	Submission of Registration forms (New admission) 1 st & 3 rd Semester	Within one month from the last date of counseling
4.	Academic interaction of Principal with HODs Faculty members and students	Third week of every month (August, September & October)	Academic interaction of Principal with HODs Faculty members and students	Third week of every month (Feb, March, April)
5.	1 st Class Test	4 th week of August.	1 st Class Test	3 rd week of February
6.	Review/Compliance of lesson plan by HOD/Principal	4 th week of every month	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	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 05/09/2019	Display of monthly attendance on notice board and institute website	On or before 05/02/2020
9.	Submission of Concrete Plan by concerned HODs to the Principal for conduct of remedial classes for weak students	By last week of August 2019	Submission of Concrete Plan by concerned HODs to the Principal for conduct of remedial classes for weak students	By first week of February 2020
10.	Display of monthly attendance on notice board and institute website.	On or before 04/10/2019	Display of monthly attendance on notice board and institute website.	On or before 05/03/2020
11.	Last date for submission of exam forms by all students in the respective institute.	10/09/2019 (without late fee)	Last date for submission of exam forms by all students in the respective institute.	10/03/2020 (without late fee)
12.	Submission of Exam forms by all the institutions in the HP Takniki Shiksha Board Office.	Within 7 days of last date of submission by the Institute without late fee in the Board office.	Submission of Exam forms by all the institutions in the HP Takniki Shiksha Board Office.	Within 7 days of last date of submission by the Institute without late fee in the Board office.

13.	Display of Mid semester internal assessment marks on notice board & website	18.09.2019	Display of Mid semester internal assessment marks on notice board & website	20.03.2020
14.	1 st parent Teachers Meeting	Any day between 20.09.2019 to 25.09.2019	1 st parent Teachers Meeting	Any day between 20.03.2020 to 25.03.2020.
15.	Display of monthly attendance on notice board and institute website	On or before 05.10.2019	Display of monthly attendance on notice board and institute website	On or before 06.04.2020
16.	2 nd Class Test	3 rd week of September	2 nd Class Test	3 rd week of March
17.	House Test (Question papers to be supplied by Board)	4 th week of October	House Test (Question papers to be supplied by Board)	1 st week of April
18.	End of Semester Classes	05.11.2019	End of Semester Classes.	18.04.2020
19.	Display of Final attendance & internal Assessment by H.O.D. on the notice board and institute website as PDF file	07.11.2019	Display of Final attendance & internal Assessment by H.O.D. on the notice board and institute website as PDF file	20.04.2020
20.	Last date for making appeal to Principal regarding condonation of attendance of the students	09.11.2019	Last date for making appeal to Principal regarding condonation of attendance of the students	22.04.2020
21.	Display of detained students list	13.11.2019	Display of detained students list	23.04.2020
22.	Visit of Rationalization committee and submission of report thereof	Rationalization before end of Classes/Semester	Visit of Rationalization committee and submission of report thereof	Rationalization before end of Classes/Semester
23.	Commencement of practical Examination	w.e.f. 16.11.2019	Commencement of practical Examination	w.e.f. 25.04.2020
24.	Commencement of theory Examination	w.e.f. 20.11.2019	Commencement of theory Examination	w.e.f. 05.05.2020
25.	Spot Evaluation	20.12.2019	Spot Evaluation	17.06.2020
26.	Declaration of Semester Results	From 23.01.2020 onwards	Declaration of Semester Results	From 20.07.2020 onwards


Secretary

H.P. Takniki Shiksha Board
Dharamshala (Dari)