

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक, कटिहार
शुद्धि पत्र

पत्रांक-.....कटिहार

दिनांक-...../...../2023

संस्थान के ज्ञापांक:-994/कटिहार, दिनांक:-13/08/2023 को रद्द करते हुये सूचित किया जाता है कि State Board of Technical Education के Acadmic Calender (Memo No. – 3073, / Patna, Date :- 07.08.2023) के अनुसार सत्र - 2023-24 (PE) में नामांकित सभी शाखा के छात्र / छात्राओं के पठन-पाठन का कार्य संचालित किया जाएगा | विदित हो कि पठन-पाठन का कार्य रूटीन के अनुसार होगी, जिसे छात्र सूचना पट एवं संस्थान के Website से प्राप्त कर सकते हैं | प्रथम सेमेस्टर के Group - I (Electrical , Mechanical & CSE) एवं Group – II (Civil & Electronics) के पठन-पाठन के कार्य को सुचारू रूप से सम्पादित करने हेतु प्रो० नोमान अरशद, व्याख्याता (यांत्रिकी) एवं प्रो० राजीव रंजन, व्याख्याता (यांत्रिकी) को क्रमशः मेंटर के रूप में अधीकृत किया जाता है |

अनुलग्नक:-

1. यथोक्त

EO-
प्राचार्य

राजकीय पोलिटेकनिक, कटिहार

ज्ञापांक:-.....995...../कटिहार

दिनांक:-...14/08/2023

प्रतिलिपि:-

1. रूटीन प्रभारी को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित |
2. संस्थान के सभी व्याख्याताओं / अनुदेशकों / प्रयोगशाला सहायकों को सूचनार्थ प्रेषित |
3. संस्थान के Website पर अपलोड करने हेतु प्रेषित |
4. संस्थान के सभी सूचना पट्टो पर सूचनार्थ प्रेषित |
5. रक्षी संचिका |

Manu
14-08-23

प्राचार्य

राजकीय पोलिटेकनिक, कटिहार

Manu
14/8/23



Government of Bihar

State Board of Technical Education

ACADEMIC CALENDAR SESSION 2023
(ODD) SEMESTER (1st, 3rd & 5th)

Sl. No.	Name of Activity	Proposed Dates and Months
01	Orientation Class of 1st Semester	07 / 09 / 2023
02	Commencement of 1 st Semester class	14 / 09 / 2023
03	Registration of 1 st Semester	20 / 09 / 23 to 30 / 09 / 23
04	Commencement of Academic Session 3rd & 5th Semester	09 / 10 / 2023
05	<ul style="list-style-type: none">• Issuance of Library books• Preparation of Students detail & Lesson Plans in Teacher Diaries and Interaction with students by respective Teachers to discuss Course Outcomes.	09 / 10 / 2023
06	Semester Enrolment of 3 rd & 5 th Semester.	16 / 10 / 23 to 22 / 10 / 23
07	One day technical excursion of all classes	Minimum one in a semester. To be arranged as per institute calendar.
08	Verification of Lesson Plan compliance & Teachers Diaries by HOD's & Principal.	Monthly
09	Display of attendance of students by faculties of all Branches.	Every Month
10	Communication to Parents / Guardians of students regarding attendance record and Sessional.	Monthly
11	Expert Lecturer	One Lecture per month per Branch
12	Webinars / Seminars / debate / quiz contest etc.	Every Saturday
13	Academic interaction of Principal with Faculty members and students.	Every Saturday
14	Commencement of 3 rd & 5 th Semester classes.	09 / 10 / 2023
15	Durga Pooja Festivals	21 / 10 / 23 to 25 / 10 / 23
16	Diwali, Bhai Dooj & Chatt Puja Holiday	10 / 11 / 23 to 23 / 11 / 23
17	1st Class Test for (1st, 3rd & 5th)	25 / 11 / 23 & 09 / 12 / 23
18	Display of 1 st Class Test marks and identification of weak students for extra classes.	28 / 11 / 23 & 12 / 12 / 23
19	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students.	02 / 12 / 23 & 16 / 12 / 23

20	2nd Class Test for (1st, 2nd & 3rd)	16 / 12 / 23 & 06 / 01 / 24
21	Display of 2 nd Class Test marks and identification of weak students for extra classes.	19 / 12 / 23 & 09 / 01 / 24
22	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students.	23 / 12 / 23 & 13 / 01 / 24
23	National Mathematics Day Celebration	22 / 12 / 23
24	Christmas Holiday	25 / 12 / 23 & 31 / 12 / 23
25	3rd Class Test for (1st, 2nd & 3rd)	20 / 01 / 24 & 27 / 01 / 24
26	Display of Class Test marks and identification of weak students for extra classes.	23 / 01 / 24 & 30 / 01 / 24
27	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students.	27 / 01 / 24 & 03 / 02 / 24
28	4th Class Test for (1st, 2nd & 3rd)	10 / 02 / 24 & 17 / 02 / 24
29	Display of Class Test marks and identification of weak students for extra classes.	13 / 02 / 24 & 30 / 02 / 24
30	Basant Panchami	14 / 02 / 24
31	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students.	17 / 02 / 24 & 23 / 02 / 24
32	National Science Day Celebration	28 / 02 / 24
33	Value Added Courses for the students	(NPTEL / MOOC'S / CISCO / IT / KYP etc.) Throughout the Semester

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. **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
3. Communicate the attendance status of each month to students and parents i.e. attendance must be $\geq 75\%$.
4. **Medical leave** as per Medical Performa only.
5. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
6. **Emphasis to be given on the following activities for overall development of students:**
 - Improving communication skills, soft skills, presentation skills, motivating Lecturers, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc
 - Organizing entrepreneurship development program, alumni meetings, industrial visits, career counselling, job fair, improving pedagogy/teaching learning process etc
 - Extra Classes for weaker students to reduce dropout rate and to improve pass percentage
 - Women's Grievance Redressal & Counselling Cell.

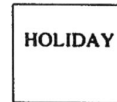
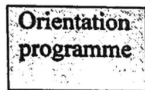
7. Additional activities for Polytechnics:

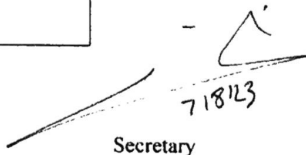
- Aadhar Card enrolment for all students and faculty
- Institute level cultural and sports meet (As per Institute/State Calendar)
- State level sports meet
- To facilitate the students to get their passport issued
- NSS Club, Startup Club, Student's club, IT Club.

Teaching Days for the Odd Semester 2023

Day Month	Oct.(2023)				Nov.(2023)				Dec. (2023)				Jan.(2024)				Feb. (2024)				Total				
Monday	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	13			
Tuesday	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	17			
Wednesday	11	18	25		1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21		15		
Thursday	12	19	26		2	9	16	23	30	7	14	21	28	4	11	18	25		1	8	15	22	29	17	
Friday	13	20	27		3	10	17	24		1	8	15	22	5	12	19	26		2	9	16	23		14	
Saturday	14	21	28		4	11	18	25		2	9	16	23	6	13	20	27		3	10	17	24		14	
Total	6	5	1	1	4	4	0	2	3	2	6	6	5	5	6	5	4	3	3	6	5	5	3		90

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 7/8/23
 Secretary
 State Board of Technical Education
 Bihar, Patna

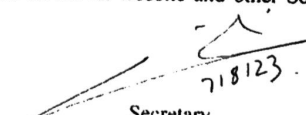
Memo No. :-

3073

/Patna, Dated :- 07.08.2023

Copy to :-

- 1) Secretary, Department of Science, Technology & Technical Education, Bihar, Patna for kind information.
- 2) Director, Department of Science, Technology & Technical Education, Bihar, Patna for kind information.
- 3) Principal, All Govt. Polytechnic / Govt. Women's Polytechnic and Private Polytechnic for Strict Implementation.
- 4) Sri Milind Kumar, Programmer, SBTE, Patna for uploaded on SBTE website and other Social Media.


 7/8/23
 Secretary
 State Board of Technical Education
 Bihar, Patna