

ACADEMIC CALENDAR SESSION 2024**(EVEN) SEMESTER (2nd, 4th & 6th)**

Sl. No.	Name of Activity	Proposed Dates and Months
01.	Commencement of Academic Session	21 / 02 / 2024
02.	• Issuance of Library books • Preparation of Students detail & Lesson Plans in Teacher Diaries and Interaction with students by respective Teachers to discuss Course Outcomes.	21 / 02 / 2024
03.	One day technical excursion of all classes	Minimum one in a semester. To be arranged as per institute calendar. List attached.
04.	Verification of Lesson Plan compliance & Teachers Diaries by HOD's & Principal	Monthly
05.	Display of attendance of students by faculties of all Branches	Every Month.
06.	Communication to Parents/Guardians of students regarding attendance record and Sessional	Monthly
07.	Extension Lecturers	One Lecturer per month per Branch
08.	Webinars/Seminars/group discussion /debate/ quiz contest etc.	Every Saturday
09.	Academic interaction of Principal with Faculty members and students	Every Saturday of each month.
10.	Commencement of 2 nd , 4 th & 6 th Semester classes	21 / 02 / 2024
11.	National Science Day	28 / 02 / 2024
12.	1 st Class Test for 2 nd , 4 th & 6 th Semester	16 / 03 / 24 & 30 / 03 / 24
13.	Display of 1 st Class Test marks and identification of weak students for extra classes	19 / 03 / 24 & 02 / 04 / 24
14.	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	21/03 / 24 & 06 / 04 / 24

15.	Holi (classes will be conducted in Blended mode)	23 /03 /24 to 29 /03 / 24
16.	2 nd Class Test for (2 nd , 4 th & 6 th) Semester	13 / 04 / 24 & 20 / 04 / 24
17.	Dr. Ambedkar Jayanti week	13/04/2024 To 19/04/2024 14 th April (Samanta Diwas or Gayan Diwas)
18.	Display of 2 nd Class Test marks and identification of weak students for extra classes.	16 / 04 / 24 & 24 / 04 / 24
19.	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	20 / 04 / 24 & 27 / 04 / 24
20.	3 rd Class Test for (2 nd , 4 th & 6 th) Semester	04 / 05 / 24 & 11 / 05 / 24
21.	Display of Class Test marks and identification of weak students for extra classes.	07/ 05 / 24 & 14 / 05 / 24
22.	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	11 / 05 / 24 & 18 / 05 / 24
23.	4 th Class Test for (2 nd , 4 th & 6 th) Semester	18 / 05 / 24 & 25 / 05 / 24
24.	Display of Class Test marks and identification of weak students for extra classes.	21 / 05 / 24 & 28 / 05 / 24
25.	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	25 / 05 / 24 & 31 / 05 / 24
26.	Summer Vacation (Classes will be conducted in online mode to complete the course)	01 /06 /24 to 30 /06 /24
27.	Academic evaluation-analysis of sessional, practical work, lab works.	As per SBTE Notice
28.	Practical exam/Marks submission	As per SBTE Notice
29.	Value Added Courses for the students	(NPTEL/MOOCs/CISCO/ST etc) Throughout the semester
30.	Maintenance work/repair of machinery equipment etc.	During Semester Break
31.	Start of next Session of Odd Semesters	July 2024

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 if less than 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
 - SAHYOG Club
 - Entrepreneurship Club
 - Student's club
 - I T Club

Dated:

Principal
New Government Polytechnic
Patna-13

Teaching Days for the Even Semester 2024

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

Color representation

HOLIDAY

Event Celebration

Summer Vacation

Dr Ambedkar Jayanti Week

Dated:

Principal
New Government Polytechnic
Patna-13