

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक बक्सर

कार्यालय आदेश सं०:- / बक्सर,

दिनांक:-

"कार्यालय आदेश"

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना के ज्ञापांक-866, दिनांक-13/04/2023 के एकेडमिक कैलेण्डर के अनुपालन में इस संस्थान में सभी सेमेस्टर (द्वितीय, चतुर्थ एवं षष्ठम्) का पठन-पाठन दिनांक:-25/04/2023 से प्रारम्भ होगा।

संस्थान के शैक्षणिक/सभी विभागीय प्रभारी पदाधिकारी (Academic/ Department Officer Incharge) को निदेशित किया जाता है कि वर्ग समय-सारणी की एक-एक प्रति अद्योहस्ताक्षरी के कार्यालय एवं शैक्षणिक प्रभारी पदाधिकारी (Academic Officer Incharge) को उपलब्ध करा देंगे ताकि संस्थान के सूचना-पट्ट/वेब पोर्टल पर ससमय प्रकाशित की जा सके।

छात्रावास (Boy's एवं Girl's) एवं मेस (Mess) का संचालन दिनांक:-18/04/2023 से होगा। संबंधित विभागीय पदाधिकारी एवं विषयवार व्याख्याता, छात्र-छात्राओं की उपस्थिति स्वयं के स्तर से सुनिश्चित करेंगे।

अनुलग्नक:- राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना के ज्ञापांक-866, दिनांक-13/04/2023 की प्रति।

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प्राचार्य
राजकीय पोलिटेकनिक,
बक्सर

ज्ञापांक:- 316 / बक्सर, दिनांक:- 15/04/2023

प्रतिलिपि:-

- (01) संस्थान के वेब पोर्टल/सूचना-पट्ट पर सभी छात्र-छात्राओं को सूचनार्थ एवं अनुपालनार्थ प्रेषित।
- (02) संस्थान के सभी संबंधित पदाधिकारियों, व्याख्याताओं एवं कर्मचारियों को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- (03) संस्थान के छात्रावास अधीक्षक Hostel Warden (Boy's एवं Girl's) एवं Hostel Warden (Boy's एवं Girl's) को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- (04) मेस (Mess) संचालक एवं Simanchal Detective & Security Services Pvt. Ltd. को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- (05) स्थापना, राजकीय पोलिटेकनिक बक्सर को सूचनार्थ प्रेषित।

15/4/23

प्राचार्य
राजकीय पोलिटेकनिक,
बक्सर



बिहार सरकार



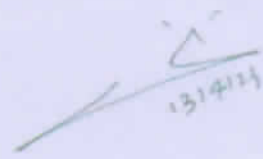
Government of Bihar

State Board of Technical Education

ACADEMIC CALENDAR SESSION 2023
(EVEN) SEMESTER (2nd, 4th & 6th Sem.)

Sl. No.	Name of Activity	Proposed Dates and Months
01.	Commencement of Academic Session	25 / 04 /2023
02.	<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.	25 / 04 /2023
03	Semester Enrolment	02/05/23 to 08/05/23
04	One day technical excursion of all classes	Minimum one in a semester. To be arranged as per institute calendar.
05	Verification of Lesson Plan compliance & Teachers Diaries by HOD's & Principal	Monthly
06	Display of attendance of students by faculties of all Branches	Every Month.
07	Communication to Parents/Guardians of students regarding attendance record and Sessional	Monthly
08	Expert Lecturer	One Lecture per month per Branch
09	Webinars/Seminars /debate/ quiz contest etc.	Every Saturday
10	Academic interaction of Principal with Faculty members and students	Every Saturday
11	Commencement of 2 nd , 4 th & 6 th Semester classes	25 / 04 /2023
12	1st Class Test for (2nd, 4th & 6th sem.)	20 /05 / 23 & 27 / 05 / 23
13	Display of 1 st Class Test marks and identification of weak students for extra classes	23 / 05 / 23 & 30 / 05 / 23
14	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	27 /05 / 23 & 31 / 05 / 23


15	2nd Class Test for (2nd, 4th & 6th sem.)	15 / 07 / 23 & 22 / 07 / 23
16	Display of 2 nd Class Test marks and identification of weak students for extra classes.	18 / 07 / 23 & 25 / 07 / 23
17	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	22 / 07 / 23 & 29 / 07 / 23
18	International Youth Day celebration	12 / 08 / 23
19	Independence Day celebration	15 / 08 / 23
20	3rd Class Test for (2nd, 4th & 6th sem.)	19 / 08 / 23 & 26 / 08 / 23
21	Display of Class Test marks and identification of weak students for extra classes.	22 / 08 / 23 & 29 / 08 / 23
22	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	26 / 08 / 23 & 02 / 09 / 23
23	4th Class Test for (2nd, 4th & 6th sem.)	02 / 09 / 23 & 09 / 09 / 23
24	Display of Class Test marks and identification of weak students for extra classes.	04 / 09 / 23 & 12 / 09 / 23
25	Teachers' Day Celebration	05 / 09 / 23
26	Submission of Concrete Plan by Concerned HOD's to the Principal for conducting remedial classes for weak students	09 / 09 / 23 & 13 / 09 / 23
27	Hindi Diwas Celebration	14 / 09 / 23
28	Engineer's Day Celebration	15 / 09 / 23
29	Value Added Courses for the students	(NPTEL/MOOCs/CISCO/ST/KYP etc.) Throughout the Semester


13/9/23

30	Submission of Semester Exam Fee	04 / 09 / 2023 to 09 / 09 / 2023
31	Submission of Exam Form Sem. Wise i) 2 nd Semester----- ii) 4 th Semester----- iii) 6 th Semester-----	18 / 09 / 2023 19 / 09 / 2023 20 / 09 / 2023
32	Admit Card Download	22 / 09 / 2023
33	Commencement of Sem. Examination	25 / 09 / 2023 to 07 / 10 / 2023
34	Practical Exam Schedule	09 / 10 / 2023 to 12 / 10 / 2023
35	Semester Break	13 / 10 / 2023 to 15 / 10 / 2023
36	Maintenance work/repair of machinery equipment etc	During Semester break and during vacation.
37	Commencement of New Session	16 / 10 / 2023

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
 - NSS Club, Startup Club, Student's club, I T Club


 23/10/23

Teaching Days for the Even Semester 2023

Day/Month	April 2023	May (2023)					June(2023)					July (2023)					Aug (2023)					Sep (2023)			Total		
Monday		1	8	15	22	19	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	17	16				
Tuesday	15	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	13				
Wednesday	22	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	13				
Thursday	27	4	11	18	25	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	15					
Friday	28	5	12	19	26	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	14						
Saturday	29	6	13	20	27	10	17	24	1	8	15	22	19	5	12	19	26	1	8	15	13						
Total	5	4	4	6	6	3	0	0	0	0	0	1	6	6	6	5	1	5	5	5	6	1	1	1	1	1	90

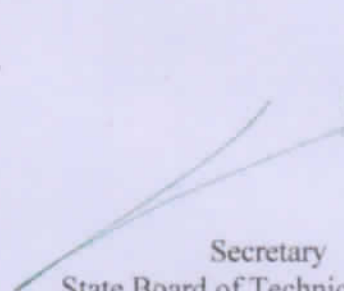
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HOLIDAY

Event CELEBRATIONS


Summer Vacation

Dated:


 13/9/23
 Secretary
 State Board of Technical Education
 Bihar, Patna

Academic Calendar 2023-24

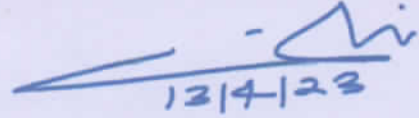
Sl. No.	For Technical Institutions (Not applicable for Standalone PGDM / PGCM Institutions)	Schedule for A/Y 2023-24
1.	Last Date of Granting or Refusing Approval by AICTE	10 th June, 2023
2.	Final date of Granting approval after appeal	30 th June, 2023
3.	Last Date for Grant of Affiliation by University / Board	31 st July, 2023
4.	Last Date for Cancellation of Seats for Technical Courses with FULL Fee Refund	11 th September, 2023
5.	Last Date up to which First Year Students can be Admitted Against Vacancies	15 th September, 2023
6.	Last Date for Commencement of Classes for First Year Students of Technical Courses	15 th September, 2023
7.	Last Date for Lateral Entry Admission to Second Year Courses for Newly Admitted Students	15 th September, 2023
For Standalone PGDM / PGCM Institutions		
1.	Last Date of Granting or Refusing Approval by AICTE to Standalone PGDM / PGCM-Institutions	10 th June, 2023
2.	Final date of Granting approval after appeal	30 th June, 2023
3.	Last Date for Cancellation of Admission for Courses in PGDM / PGCM Institutions including FULL Fee Refund	11 th September, 2023
4.	Last Date for Admission to courses in PGDM / PGCM Institutions	15 th September, 2023
Institutions with ODL / Online Programme(s) / Course(s)		
1.	Last Date for Grant of Approval to Institutions Offering ODL/Online Course(s)	As per UGC Policy
2.	Last Date for Admission to Courses in Open and Distance Learning / Online Learning Mode (First Session)	
3.	Last Date for Admission to Courses in Open and Distance Learning / Online Learning Mode (Second Session)	


 Member Secretary,
 AICTE

Memo No. :- 866

/Patna, Dated :- 13/04/2023

- Copy to :- 1) Secretary, Department of Science & Technology, Bihar, Patna for Kind Information.
- 2) Director, Department of Science & Technology, Bihar, Patna for Kind Information.
- 3) Principal, All Govt. Polytechnic / Govt. Women's Polytechnic and Private Polytechnic for Strict Implementation.
- 4) Sri Milind Anand, Programmer, SBTE Patna for uploaded on SBTE website and other Social Media.



13/4/23

Secretary,
State Board of Technical Education,
Bihar, Patna.