

**MES'S PILLAI COLLEGE OF EDUCATION AND RESEARCH,
CHEMBUR**

| PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2020-2021 | | | | |
|--|---|----------------------------|-------------------------------|---------------------------------------|
| JANUARY, 2021 | | | | |
| Portfolio | Task to be done | To be conducted on | Report Submission Date | Submission on Teacher Incharge |
| Exam | Essay | CC5 | 23 rd Jan, 2021 | RF/SD |
| Assembly | Special assembly - <ul style="list-style-type: none"> • Christmas and New Year • Lohri/ Sankrant/ Pongal • Republic Day | Jan, 2021 | 31 st Jan, 21 | JC |
| Alumni(Enrichment) | Personality Development towards Campus Placement (invite on Zoom) | Jan, 2021 | 31 st Jan, 21 | SD |
| CCA | 11 th Jan – Human Trafficking Awareness Day - SJ 12 th Jan – National Youth Day - SD 27 th Jan – Family Literacy Day - MV | Jan, 2021 | 31 st Jan, 21 | JC |
| NAAC | Presentation of Criterion-wise best practice | 12 th Jan, 2021 | 31 st Jan, 21 | Respective teachers |
| Publication | December and January Horizon 2020-21 | Jan 2021 | Jan 2021 | SJ/JC/SD |
| Student Council | <ul style="list-style-type: none"> • Christmas and New Year • Republic Day | Jan, 2021 | 31 st Jan, 21 | JC |
| Community Work and Extension | <ul style="list-style-type: none"> • Extension – Human Trafficking Awareness Day Drama Competition • Prepare hand made cards / Donate old | Jan, 2021 | 31 st Jan, 21 | MV |

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| | | | | |
|--|---|--|--------------------------|-----------------------------------|
| | toys or sports equipment to needy | | | |
| WDC/Anti-Sexual Harassment Cell | Session / Video/ Movie (any one) on Human Trafficking Awareness Day | To be done on 11 th Jan, 2021 | 31 st Jan, 21 | SJ |
| Practice Teaching | ▪ Sem IV PT schedule to be informed to Principal and staff | 12 th Jan, 2021 | | SJ/JC |
| Research | Research on NAAC Criterion by respective incharge teachers | Jan, 2021 | 31 st Jan, 21 | Report will be submitted to RF/MV |
| Add- On Course | Placement | Jan, 2021 | 31 st Jan, 21 | SJ |
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Reni

Dr. Reni Francis

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Principal
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Happy New Year 2021

| Subject Allocation | | | |
|---|---------------|--------------|---------------|
| Sem IV | | Sem I | |
| CC-5 | JC | CC-1 | MV |
| EC -3 | SD/ SJ | CC-2 | RF |
| G/C | | | |
| EE | MV | | |
| IC-4 | RF | IC-1 | SJ/ JC |
| AB – Reading and Reflecting Text | SD | ICT | SJ/ RF |

All teachers are requested to be present in college of Tuesdays and Thursdays every week. Timing 11.00 am – 1.00 pm.

Academic Audit / Portfolio wise audit for the period of Lockdown will start from January, 2021. Last week of the month Audit will be done. Teachers are requested to submit a copy of all the activities done from April 2020 – December 2020 as per the NAAC Report submission format.



Dr. Reni Francis

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