

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2020-2021				
JUNE, 2020 – AUGUST, 2020				
JUNE, 2020				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	Content Enrichment Test (02)	18 th June and 24 th June, 2020	29 th June, 2020	RF/SD
Assembly	Assembly should be conducted every day by students on WhatsApp – Thought for the Day, Newspaper reading, Two minute Talk: it should be done Roll no.wise (video recorded). Incharge teacher will combine all the videos and make one video and upload the same	Starts from 15 th June, 2020	30 th June, 2020	VA/IJ
Alumni(Enrichment)	Collect Video recorded lessons of Alumni (at least 10) to be broadcasted twice in a month on YouTube Channel	05 recordings to be kept ready by 20 th June,2020	30 th June,2020	SD
CCA	Celebration on Special days or events: <ul style="list-style-type: none"> • 5th June – World Environment Day (MV) • 7th June – World Food Safety Day (JC) • 8th June – World Oceans Day (AM) • 9th June – World Day against Child Labor (SD) • 21st June – International Yoga Day (SJ) 	Details to be given to the Principal by 3 rd June, 2020 by 5pm	30 th June, 2020	Respective incharge teachers will submit the report to VA/IJ

NAAC	Submission of AQAR 2019-20 Criterion wise will be done	On or before 30 th June, 2020 by 5pm	On or before 30 th June, 2020 by 5pm	Respective Criterion Incharge teachers
Publication	Horizon June 2020 <ul style="list-style-type: none"> • Message from Principal • Celebration of Special days • Snippets of Assembly • CEP report • PT – Google meet lesson demo – report and photo 	To be given to SJ by 30 th June, 2020	6 th July, 2020	SJ/AM
Community Work and Extension	Remedial Teaching for Navjeevan, Counselling sessions for parents, teachers, students. Extension Programme – Quiz, Sessions (01) to be done online	15 th June – 25 th June, 2020	30 th June, 2020	MV
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie (any one)	To be done before 29 th June, 2020	30 th June, 2020	VA
Practice Teaching	Content Enrichment Programme and Content Test	Details shared at the end of the document	30 th June, 2020	SJ/JC
Research	Research on Yoga – RF and Student teachers	Session will start from 1 st June, 2020 – 21 st June, 2020 (RF)	30 th June, 2020	Report will be submitted to MV

JULY, 2020				
Exam	Essay – Unit 1 AFL, LAC, Pedagogy	AFL- 10 th July, 2020 LAC – 24 th July, 2020 Pedagogy – 30 th July, 2020	1 st August, 2020	RF/SD
Admission	CET and Orientation – Online	July – dates not confirmed		RF/SD
NAAC	Criterion wise one activity to be planned (before 25 th June and to be approved by Principal) and conducted – online in July, 2020	1 st July -27 th July, 2020	31 st July, 2020	Criterion wise Teacher Incharge
PT	05 recorded lessons in Pedagogy I of 20mins duration by each student will be shared to CEHS and Community projects.	To be kept ready by 5 th July, 2020. Will be given to school from 5 th July – 30 th July, 2020	31 st July, 2020	SJ/JC
CCA	Celebration on Special days or events: <ul style="list-style-type: none"> • 1st July – Doctor's Day (MV) • 11th July – World Population Day (AM) • 17th July – World Day for International Justice (SD) 	Details to be given to the Principal by 22 nd June, 2020 by 5pm	31 st July, 2020	Respective incharge teachers will submit the report to VA/IJ

Assembly	Assembly should be conducted every day by students on WhatsApp – Thought for the Day, Newspaper reading, Two minute Talk: it should be done Roll no.wise (video recorded). Incharge teacher will combine all the videos and make one video and upload the same	Starts from 1 st July – 31 st July, 2020	3 rd August, 2020	VA/IJ
Community Work and Extension	Remedial Teaching for Navjeevan, Counselling sessions for parents, teachers, students. Worksheets shall be provided to NASEOH, CEHS, Navjeevan. Extension Programme – Quiz, Sessions (any one)	To be conducted during 5 th – 25 th July, 2020	31 st July	MV
Alumni	Collect Video recorded lessons of Alumni at least 05 to be broadcasted twice in a month on YouTube Channel (AM will assist SD but she is new to Alumni so will not coordinate)	05 recordings to be kept ready by 5 th July, 2020	31 st July	SD
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie or any other innovative and viable idea (any one)	To be done before 27 th July	31 st July	VA
Publication	Newsletter – Horizon	To be given to SJ by 31 st July, 2020	6 th August, 2020	SJ/AM

Student Council	Two activities – Quiz, Competition etc. to be planned and approved by Principal before 2 nd July, 2020	To be conducted during 5 th – 25 th July, 2020	31 st July	JC
Research	Research with Collaborating College – MV	To be conducted between 25 th June, 2020 – 25 th July, 2020	5 th August, 2020	MV
AUGUST, 2020				
Exam	Class test(01) and Essay(01) in each subject of Sem III, Kindly note since the essay is not supervised we will take it every month till we conduct it in physical environment	Essay: 3 rd Aug, AFL 7 th Aug – LAC 10 th Aug – Pedagogy (dates can vary)	31 st August, 2020	RF/SD
Admission	CAP Rounds – as per the CET update			RF/SD
NAAC	Criterion wise one activity to be planned (before 25 th July and to be approved by Principal) and conducted – online in August, 2020	1 st Aug -28 th Aug, 2020	31 st Aug, 2020	Criterion wise Teacher Incharge
PT	05 recorded lessons in Pedagogy I of 20mins duration by each student will be shared to CEHS and Community projects	To be kept ready by 25 th July, 2020. Will be given to school from 3 rd Aug – 28 th Aug, 2020	31 st Aug, 2020	SJ/JC

CCA	<p>Celebration on Special days or events:</p> <ul style="list-style-type: none"> • 1st Aug – International Friendship Day(AM) • 15th Aug – Independence Day (VA) • 19th Aug – World Humanitarian Day (MV) • 29th Aug – National Sports Day (SD) 	Details to be given to the Principal by 20 th July, 2020 by 5pm and approved for the same.	31 st August, 2020	Respective incharge teachers will submit the report to VA/IJ
Assembly	<p>Assembly everyday should be conducted by students sending – Thought for the Day, Newspaper reading, Two minute Talk: it should be done Roll no.wise.</p> <p>Month wise: Janmashtmi, Ganesh Chaturthi</p>	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	VA/IJ
Community Work	Online activities and Worksheets to be given to NASEOH, CEHS, Navjeevan	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	MV
Alumni	Enrichment session – Teaching strategies on YouTube (02 sessions)	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	SD
Placement	Session on Grooming/ Job Perfect – Online YouTube (01)	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	SJ/JC
WDC/Anti-Sexual Harassment Cell	Quiz/ Session or any other viable idea – painting/ drawing competition, essay etc. (any one)	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	VA

Publication	Newsletter – Horizon	To be submitted to SJ by 3 rd Sept, 2020	7 th Sept, 2020	SJ/ AM
Research	Research on Post COVID -19 – SD and Alumni	1 st Aug – 31 st Aug, 2020	3 rd Sept, 2020	Report to be submitted to MV by 6 th September, 2020

Practice Teaching:

- Content Enrichment Programme (pedagogy wise) – 04 sessions will be taken of One hour duration each on Google Meet. After two session there will be a Content Test. Session begins on 15th June, 2020. Time table will be made by PT Incharge.
- CEP Session I: It will be from 15th June, 16th June, 2020, Test will be on 18th June, 2020 followed by a 30 mins discussion – includes Pedagogy lesson demo of 10 mins given by teacher incharge and discussion on the same. The pedagogy lesson can be a previously recorded lesson. Ask the student to prepare a rough plan and submit by 19th June, 2020. The lesson plan will be checked and discussed on 24th June, 2020.
- CEP Session II : It will be from 22nd June and 23rd June, 2020. CEP test on 24th June, 2020. Followed by discussion of lesson plan I submitted and corrected.
- 25th June will be presentation of the Lesson I through Google meet, the entire session will be recorded. Each group will have 10 -11 students and will present 5-7 mins duration lesson. PT incharge will make TT for the same and get it approved by the Principal on or before 15th June, 2020. The

recordings of each lesson should be emailed by the teacher incharge of the lesson supervision on a priority basis – on the same day.

- 26th June students will submit the second lesson plan by 9pm. On 30th June, teacher incharge will review, correct and give feedback to the teachers on Google meet. The same will be recorded and the recordings will be submitted. Lesson will be taken on 1st July, 2020, it will be supervised on rotational basis. Kindly follow the practice of recording and submission.

Kindly note the follow strictly:

1. Recording of student lessons, feedback given to students of lesson plan is mandatory.
2. Google Meet should be used for Lesson plan delivery and CEP lectures
3. One hour minimum should be maintained for CEP lessons
4. Lesson plan submission for checking should be done through Google Classroom
5. Pedagogy teachers will submit two content test papers by 10th June, 2020.
6. PT incharge teachers please make a schedule of division of students of F.Y.B.Ed in 7 groups. The list should be submitted by 10th June, 2020. AM and IJ should be given students for guidance and lesson supervision.
7. Google classroom, Google Meet and Google Marksheet should be used for CEP, Content Test, Lesson plan supervision. It should be made on pcerquestionbank email.

PT incharge teachers kindly note that students should be ready by July 1st week with their 20 mins lessons on their Pedagogy I, preferably chapters 2, 3 and 4th from the textbook. State board Textbooks are available online. During your CEP and lesson planning please inform and keep them updated that they will be giving

online lessons. They should be ready with atleast 2 lesson each by 5th July, 2020. The other as per the schedule given above.

Lectures:

Kindly note teachers are required to be ready with

- Unit 1 of their respective courses for Sem III by 15th June, 2020.
- Unit II pre-recorded lectures to be ready by 30th June, 2020.
- Unit III pre -recorded lectures by 15th July, 2020.

These dates are to be maintained to be submitted to the Principal, after reviewing the lesson, if necessary changes or modifications will be told to be done. Kindly note, while recording lectures please remember to put the PCER logo on your screen (mandatory). You can record lecture through Google meet without inviting anyone, share your screen and keep talking and explaining the lecture. This is a very easy method and the whole recording will be received by you as an email that can be shared later to others as a link.

Starting from 22nd June, 2020 each week one recorded lecture will be broadcasted online through our YouTube Channel.

Week of 22nd June – Assessment for Learning

Week of 29th June – Language across Curriculum

Week of 6th July onwards –lectures will be scheduled alternate days (teachers are requested to given an assignment after every lecture that needs to be done – assignment should be a small task not graded) it should be like your recap question/ evaluation. Please don't pressurize the students as they have PT going on simultaneously

6th July – AFL

8th July – LAC

10th July – Pedagogy

Based on the prevailing situation the regularity of lectures maybe increased. Will be informed later.

Examination:

- Teacher incharge for Examination will keep the Content Test ready, Essay questions and Class test paper ready as per the given schedule.
- For all online assessment Google sheet will be shared with other faculty

The other portfolio description is given above. If you need any clarification please highlight the section that you have a query and write the query and send the same to the Principal by 19th May, 2020.

Portfolio and Subject for Academic year 2020 2021

Sem III:

- CC4: Assessment for Learning (**VA/RF**)
- IC3: Language Across Curriculum (**SD/ JC**)
- Pedagogy –
 - English – **SD and AM**
 - Maths – **VA and IJ**
 - Science – **MV**
 - Economics – **SJ**
 - History – **JC**
 - Commerce - **RF**

Portfolio:

- Admission and Examination: **SD/RF**

- Practice Teaching : **SJ/JC**
- Assembly, CCA: **VA/IJ**
- Student Council : **JC**
- Publication: **SJ/ AM**
- WDC: **VA**
- Alumni: SD/ AM
- NAAC: **RF/ SJ/ JC**
- Community and Extension: MV
- Research: **MV**
- Placement: **SJ/JC**