

<b>PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2021-2022</b>				
<b>JUNE, 2021 – AUGUST, 2021</b>				
<b>JUNE, 2021</b>				
<b>Portfolio</b>	<b>Task to be done</b>	<b>To be conducted on</b>	<b>Report Submission Date</b>	<b>Submission Teacher Incharge</b>
<b>Exam</b>	Content Enrichment Assessment, after every CEP class. Content Test on 3 <sup>rd</sup> July, 2021	15 <sup>th</sup> June and 2 <sup>nd</sup> July June, 2021	10 <sup>th</sup> July, 2021	RF/JC
<b>Assembly</b>	Assembly Planner will be shared by the Incharge teachers. Preparing Report and documentation.	Starts from 15 <sup>th</sup> June, 2021	30 <sup>th</sup> June, 2021	SD/AB
<b>Alumni(Enrichment)</b>	‘Share your Expertise’ Alumni can share their video recorded lesson plan or PowerPoint presentation or lesson plan copy.	Subject wise and standard wise	Last day of every month	SD
<b>CCA</b>	Celebration on Special days or events: <ul style="list-style-type: none"> <li>• 5<sup>th</sup> June – World Environment Day (SD)</li> <li>• 21<sup>st</sup> June – International Yoga Day (AB)</li> </ul>		30 <sup>th</sup> June, 2021	SD/AB
<b>NAAC</b>	Submission of AQAR 2019-20, AQAR 2020 – 21	On or before 15 <sup>th</sup> July, 2021	On or before 15 <sup>th</sup> July, 2021	SD/AB
<b>Publication</b>	Horizon June 2021			AB/RD
<b>Community Work and Extension</b>	Counselling session by Fr. Barnabie - Don Bosco	15 <sup>th</sup> June – 28 <sup>th</sup> June, 2021	30 <sup>th</sup> June, 2021	MV
<b>WDC/Anti-Sexual Harassment Cell</b>	Session / Video/ Movie (any one)	To be done before 29 <sup>th</sup> June, 2021	30 <sup>th</sup> June, 2021	MV
<b>Practice Teaching</b>	PT Orientation Micro Skills Integrated Lesson	15 <sup>th</sup> June onwards		MV/RD

	Guidance list			
<b>Research</b>	Research on World Environment Day - RF	June, 2021	30 <sup>th</sup> June, 2021	Report will be submitted to MV
<b>JULY, 2021</b>				
<b>Exam</b>	Content Test Essay	Content Test – 3 <sup>rd</sup> July, 2021 Lg & Tg – 17 <sup>th</sup> July, 2021 Edu. Mgmt – 24 <sup>th</sup> July, 2021 Pedagogy – 31 <sup>st</sup> July	Schedule with Timing should be put up before 18 <sup>th</sup> June, 2021	RF/JC
<b>NAAC</b>	Submission of AQAR 2019-20, AQAR 2020 – 21	On or before 15 <sup>th</sup> July, 2021	On or before 15 <sup>th</sup> July, 2021	Criterion 1: SD Criterion 2: RF Criterion 3: MV Criterion 4: RD Criterion 5: AB Criterion 6: JC

				Criterion 7: RF To be finalized by SD/AB
<b>PT</b>	Pedagogy Demo Lesson PT – 12 <sup>th</sup> July – 7 <sup>th</sup> August, 2021. Internship dates/ schedule and plan for school Internship lesson delivery. The schedule should be given to Principal by 25 <sup>th</sup> June, 2021.	Schedule to be given to students by 28 <sup>th</sup> June, 2021		MV/RD
<b>Assembly</b>	Assembly Planner will be shared by the Incharge teachers. Preparing Report and documentation. Assembly Incharge for July, 2021 is - JC	Starts from 1 <sup>st</sup> July – 31 <sup>st</sup> July, 2021	3 <sup>rd</sup> August, 2021	SD/AB
<b>Community Work and Extension</b>	Counselling Course once in 15 days on topics such as Health/ Counselling/ Wellness/ Diet. YouTube show (2 events each month) July – SD Aug – JC Sept - RD	Begin from July – Sept, 2021. Planning done by MV and programme conducted, report prepared by respective teacher incharge	Monthly report	MV
<b>Alumni</b>	‘Share your Expertise’ Alumni can share their video recorded lesson plan or PowerPoint presentation or lesson plan copy.	Subject wise and standard wise	Last day of every month	SD
<b>WDC/Anti-Sexual</b>	Can be linked with Counselling activity July – SD. Report to be submitted to MV	To be done before 27 <sup>th</sup> July	31 <sup>st</sup> July	MV

<b>Harassment Cell</b>				
<b>Publication</b>	Newsletter – Horizon			AB/RD
<b>Student Council</b>	Celebration of Doctor's Day/ World Population Day/ International Justice Day/	To be conducted during 1 <sup>st</sup> July- 25 <sup>th</sup> July, 2021	31 <sup>st</sup> July	AB/SD
<b>Research</b>	Research on Counselling/ PT to be conducted by MV/RD and to be published	To be conducted during 1 <sup>st</sup> July- 25 <sup>th</sup> July, 2021	5 <sup>th</sup> August, 2021	MV
<b>AUGUST, 2021</b>				
<b>Exam</b>	<ul style="list-style-type: none"> <li>Class test of Unit1,2,3 of all subjects to be conducted on 17<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup> August 2021.</li> <li>Assignment submission – 14<sup>th</sup> August, 2021</li> </ul>	Class test of Unit1,2,3 of all subjects to be conducted on 17 <sup>th</sup> , 18 <sup>th</sup> , 20 <sup>th</sup> August 2021.	31 <sup>st</sup> August, 2021	RF/JC
<b>Admission</b>	CET update			RF/JC
<b>NAAC</b>	Criterion wise one activity to be planned (before 25 <sup>th</sup> July and to be approved by Principal) and conducted – online in August, 2021	1 <sup>st</sup> Aug -28 <sup>th</sup> Aug, 2021	31 <sup>st</sup> Aug, 2021	Criterion 1: SD Criterion 2: RF Criterion 3: MV Criterion 4: RD Criterion 5: AB Criterion 6: JC

				Criterion 7: RF
<b>PT</b>	Closure of PT Internship, submission dates to be announced and checking to be done. Dates should be given to Principal by 25 <sup>th</sup> July, 2021.		31 <sup>st</sup> Aug, 2021	MV/RD
<b>CCA</b>	Celebration on Special days or events: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Aug – International Friendship Day(SD)</li> <li>• 15<sup>th</sup> Aug – Independence Day (AB)</li> </ul>	Details to be given to the Principal by 20 <sup>th</sup> July, 2021 and approved for the same.	31 <sup>st</sup> August, 2021	Respective incharge teachers will submit the report to SD/AB
<b>Assembly</b>	Assembly Planner will be shared by the Incharge teachers. Preparing Report and documentation. Assembly Incharge for July, 2021 is - RD	1 <sup>st</sup> Aug – 31 <sup>st</sup> Aug, 2021	3 <sup>rd</sup> Sept, 2021	VA/IJ
<b>Community Work</b>	Counselling Course once in 15 days on topics such as Health/ Counselling/ Wellness/ Diet. YouTube show (2 events each month) Aug – JC	Aug, 2021. Planning done by MV and programme conducted, report prepared by respective teacher incharge	Monthly report	MV
<b>Alumni</b>	India's 75th Independence Day celebration by Alumni and	1 <sup>st</sup> Aug – 31 <sup>st</sup> Aug, 2021	3 <sup>rd</sup> Sept, 2021	SD

	students. (Collage/ Poster/ Donation drive/ Any more ideas)			
<b>WDC/Anti-Sexual Harassment Cell</b>	Can be linked with Counselling activity July – SD. Report to be submitted to MV	To be done before 27 <sup>th</sup> August,2021	31 <sup>st</sup> Aug,2021	MV
<b>Publication</b>	Newsletter – Horizon			
<b>Research</b>	Research on Teacher Efficacy(Alumni) SD	1 <sup>st</sup> Aug – 31 <sup>st</sup> Aug, 2021	3 <sup>rd</sup> Sept, 2021	Report to be submitted to MV by 6 <sup>th</sup> September, 2021

### Practice Teaching:

- Content Enrichment Programme (pedagogy wise) – One lecture on T/T/S will be taken on Google Meet. After each session there will be an assignment given for the topic covered. Session begins on 15<sup>th</sup> June, 2021 to 30<sup>th</sup> June, 2021. Micro Skills will be done on 19<sup>th</sup> June,2021 and 26<sup>th</sup> June, 2021. 3<sup>rd</sup> July, 2021 will be Integrated Demo. 6<sup>th</sup> July,2021 will be Pedagogy demo. 12<sup>th</sup> July 2021- 7<sup>th</sup> August , 2021 will be Internship. PT Incharge plan for the Lesson Schedule and finalize by 25<sup>th</sup> June, 2021. Only Integrated lesson presentation by students will be done before 10<sup>th</sup> July, 2021. Activities to be conducted, documented should be clearly indicated. Out of the 5 lesson presentation + 1 Integrated lesson, (2 Nai Talim lesson and 3 Pedagogy 1 lesson). Nai Talim lesson demo to be given by PT Incharge. One Nai Talim lesson will be presented and supervised the second one will be written but not supervised. Out of the three pedagogy lesson – 2 will be presented and supervised and the third one will be written and not

supervised. Shadowing of lesson – CEHS (RD to take responsibility). Lesson observation min 5 lessons (out of this 3 should be method it can include the links too) of Senior students / alumni to be provided. Last year's lesson link can also be shared. JC kindly share the document of total lesson links that was sent to Annamma Ma'am last year.

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. Lesson plan submission for checking should be done through Google Classroom
4. Pedagogy teachers will submit content test papers by 25<sup>th</sup> June, 2021 to RF/JC.
5. 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 1<sup>st</sup> week with their 15 mins lessons on their Pedagogy I, preferably chapters 2, 3 and 4<sup>th</sup> 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.

### **Lectures:**

Portion completion status to be maintained:

**Unit 1 and 2 of CC3 and IC2 to be completed**

15<sup>th</sup> June – 19<sup>th</sup> June 2021

21<sup>st</sup> June – 26<sup>th</sup> June 2021

28<sup>th</sup> June – 3<sup>rd</sup> July, 2021

**Unit 3 of CC3 and IC2, and Unit 1 and 2 of EC1 to be completed July, 2021 and Internship**

**Unit 4 and 5 of CC3 and IC2, and Unit 3 and 4 of EC1 to be completed August, 2021 and Internship (7<sup>th</sup> August)**

**Unit 6 of CC3 and IC2, and Unit 5 and 6 ( before the time schedule of Class test) of EC1 to be completed September, 2021.**

**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 20<sup>th</sup> June, 2021.

**Content Test:**

3<sup>rd</sup> July, 2021.

**Essay:**

17<sup>th</sup> July, 2021 – CC3

24<sup>th</sup> July, 2021 – IC2

31<sup>st</sup> July, 2021 – EC1



## **Assignment**

14<sup>th</sup> August, 2021

## **Class Test:**

Unit 1,2,3 – 17<sup>th</sup> , 18<sup>th</sup> , 20<sup>th</sup> August, 2021.

Unit 4,5,6 – 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> September, 2021.

## **Portfolio and Subject for Academic year 2021 - 2022**

### **Sem II:**

- CC3: Learning and Teaching (**MV/RD**)
- IC2: Educational Management (**SD/ AB**)
- EC1 Pedagogy –
  - English – **SD**
  - Maths – **AB**
  - Science – **MV / RD**
  - Economics and Commerce – **RF**
  - History – **JC**

## Portfolio:

Portfolio	Teacher In-charge F.Y 2020-22
Examination, Internal Assessment, Admission	RF/JC
NCTE, Online submission	RF/ JC
NAAC	SD
Practice Teaching	MV/RD
CCA, Student Council, Assembly, Student Grievance, Add-On course	SD/AB
Website updation, Academic Calendar,	JC/AB
Alumni	SD/RD/RF
WDC, Anti-Sexual Cell, Community, Extension	MV
Publication – Horizon and Dawn	RD/AB
Scrutiny Committee	RF/JC and one teacher in rotation
Placement	JC

**BEST OF LUCK AND GOD BLESS YOU**



**Dr. Reni Francis**

*Dr. Reni Francis*  
Principal  
Mahatma Education Society's  
Pillai College of Education & Research  
Chembur, Mumbai - 400 071.