

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

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2020-2021				
NOVEMBER, 2020 – DECEMBER, 2020				
NOVEMBER, 2020				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission on Teacher Incharge
Exam	Class test and Assignment	Class Test to be conducted in November	7 th Dec, 2020	RF/SD
Assembly	Special assembly - Diwali Celebration	10 th November, 2020	23 rd Nov, 2020	JC
Alumni(Enrichment)	Personality Development towards Campus Placement (invite on Zoom)	2 nd Nov- 6 th Nov, 2020	23 rd Nov, 2020	SD
CCA	Celebration of Diwali	10 th November, 2020	23 rd Nov, 2020	JC
NAAC	Complete the PLO and CLO for academic year 2020 – 21 and complete the NAAC 2019 format for upload as per the Criterion allocated.	On or before 24 th Nov, 2020	On or before 24 th Nov, 2020	Respective teachers
Publication	October Horizon 2020	To be given to SJ by 30 th Oct, 2020	6 th Nov, 2020	SJ/JC/SD
Student Council	Diwali Celebration	10 th November, 2020	23 rd Nov, 2020	JC
Community Work and Extension	Fistful of Grains and Extension Programme – Research and One DLLE Activity to be done online	Nov 2020	Nov 2020	MV

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WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie (any one) on National Cancer Awareness Day	To be done on 7 th Nov, 2020	7 th Nov, 2020	RF
Practice Teaching	▪ Final Submission of Practice Teaching – Schedule a TT	First week of November	12 th November	SJ/JC
Research	Research on CPD – RF Research on CCA / Online Assembly- JC	To be published during the month	30 th Nov, 2020	Report will be submitted to RF/MV
Add- On Course	Placement	November, 2020	November, 2020	SJ
Innovation and Incubation Centre	Start up activities for Incubation and Innovation Centre - Seminar	Nov, 2020	30 th Nov, 2020	MV
DECEMBER, 2020				
Exam	Class Test	Class Test	14- 16 th Dec, 2020	RF/SD
Admission	Rounds and Orientation to F.Y	Dec, 2020	Dec, 2020	RF/SD
NAAC	Best practices in Portfolio/ Subject/ Criterion wise	Dec, 2020	Dec, 2020	Criterion wise Teacher Incharge
PT	Mark entry completion	Dec, 2020	Dec, 2020	SJ/JC
CCA	Celebration on Special days or events: <ul style="list-style-type: none"> • 1st Dec – World Aids Day (SD) • 10th Dec – Human Rights Day (MV) • 22nd Dec – National Mathematics Day (SJ) 	Details to be given to the Principal by 10 th Nov, 2020	24 th Dec, 2020	Respective incharge teachers will submit the report to JC

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	<ul style="list-style-type: none"> 22nd Dec – Christmas and New Year Celebration (JC) 			
Assembly	Assembly should be conducted every day by students on WhatsApp (if colleges not functional) 1 st Dec – World Aids Day 10 th Dec – Human Rights Day 14 th Dec – World Energy Conservation Day 22 nd Dec – National Mathematics Day – Movie Review – Shakuntala Devi	Starts from 1 st Dec – 22 nd Dec, 2020	23 rd Dec, 2020	JC
Community Work and Extension	Orientation on Safety Norms Post COVID-19	1 st week of Dec, 2020	23 rd Dec, 2020	MV
Alumni	Alumni Event for 2018-20 batch	1 st Dec – 22 nd Dec, 2020	23 rd Dec, 2020	SD
WDC/Anti-Sexual Harassment Cell	Session on Human Rights Day	10 th Dec, 2020	23 rd Dec	MV
Publication	Nov Horizon 2020	To be given to SJ by 25 th Nov, 2020	6 th Dec, 2020	SJ/SD/JC
Student Council	Two activities	1 st Dec – 22 nd Dec, 2020	23 rd Dec, 2020	JC
Research	Research on Human Rights	To be conducted before 23 rd Dec, 2020	23 rd Dec, 2020	MV
Placement	Short Term Course/ Value Added Course	To be conducted during 1 st Dec – 30 th Dec 2020	2 nd Jan, 2021	SJ