MES'S PILLAI COLEGE OF EDUCATION AND RESEARCH, CHEMBUR

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2020-2021				
SEPTEMBER, 2020 – OCTOBER, 2020				
SEPTEMBER, 2020				
Portfolio	**Task to be done**	**To be conducted on**	**Report Submission Date**	**Submission Teacher Incharge**
Exam	Class test and Assignment	AFL – 19th Sept LAC – 26th Sept, Pedagogy- 3rd Oct, 2020	7th Oct, 2020	RF/SD
Assembly	Special assembly - Teachers' Day Students can celebrate other special days during the regular assembly such as 16th Sept -World Ozone Day 25th Sept – Social Justice Day 27th Sept – World Tourism Day	Throughout the month	5th Oct, 2020	JC
Alumni(Enrichment)	Expert Talk to be broadcasted twice in a month on YouTube Channel. Identify the Alumni	11th Sept, 2020 25th Sept, 2020	30th Sept,2020	SD
CCA	Celebration on Special days or events: • 5th Sept – Teachers' Day Documentary (SD) • 8th Sept – International Literacy Day (SJ) • 14th Sept – Hindi Diwas (JC)	Details to be given to the Principal by 28th August, 2020 by 5pm	30th Sept, 2020	Respective incharge teachers will submit the report to RF/ JC

	• 21st Sept – Day for Peace and Non-Violence -UN (MV)			
NAAC	Complete the PLO and CLO for academic year 2018-20 and 2019- 21	On or before 1st Oct, 2020	On or before 1st Oct, 2020	Respective Subject teachers
Publication	September Horizon 2020 • Message from Principal • Celebration of Special days • Snippets of Assembly • PT – Google meet lesson demo – report and photo	To be given to SJ by 30th Sept, 2020	6th Sept,2020	SJ/JC/SD
Student Council	Two activities	To be conducted during 1st Sept– 25th Sept, 2020	30th Sept	JC
Community Work and Extension	One community outreach prog for Pandemic situation – Counselling/ Self Help prog Extension Programme – Research and One DLLE Activity to be done online	1st Sept – 26th Sept, 2020	30th Sept, 2020	MV
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie (any one) during the student enrichment session in assembly or special session	To be done before 30th Sept, 2020	30th Sept, 2020	MV
Practice Teaching	▪ Practice teaching – Reflective Journal (15th Sept ask students to complete for one	Details shared at the end of the document	30th Sept,2020	SJ/JC

	month Aug – Sept, have a Google Meet and show the completed documents to teacher incharge) and then by 30th Sept, 2020 ▪ Mentoring reports by Teachers			
Research	Research on International Literacy Day – SJ and Student teachers	To be done during the month	30th Sept, 2020	Report will be submitted to RF/MV
Add- On Course	Short Term Course	1st Sept – 25th Sept, 2020	30th Sept, 2020	JC
Innovation and Incubation Centre	Start up activities for Incubation and Innovation Centre	Sept, 2020	30th Sept, 2020	MV
OCTOBER, 2020				
Exam	Class Test	AFL – 17th Oct LAC – 24th Oct, Pedagogy- 31st Oct, 2020	2nd Nov, 2020	RF/SD
Admission	CET and Orientation – Online	October – dates not confirmed		RF/SD
NAAC	Criterion wise one activity as per. PLO and CLO	1st Oct – 30th Oct, 2020	30th Oct, 2020	Criterion wise Teacher Incharge

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PT	Reflective Journal and completion of Internship activities	To be kept ready by 30th Oct 2020.	30th Oct, 2020	SJ/JC
CCA	Celebration on Special days or events: • 2nd October – Gandhi Jayanti (JC) • 10th Oct – World Mental Health Day (MV) • 11th Oct – National Girl Child Day (SJ) • 15th Oct – World Students Day (SD)	Details to be given to the Principal by 15th Sept, 2020 by 5pm	31st Oct, 2020	Respective incharge teachers will submit the report to JC
Assembly	Assembly should be conducted every day by students on WhatsApp (if colleges not functional) 3rd Oct – World Nature Day 5th Oct – World Teachers Day 9th Oct – World Post Office Day 16th Oct – World Food Day 31st Oct – Rashtriya Ekta Diwas	Starts from 1st Oct – 31st Oct, 2020	2nd Nov, 2020	JC
Community Work and Extension	Daan Utsav – Gandhian Week.	1st Oct – 8th Oct, 2020	30th Oct, 2020	MV
Alumni	Any two Alumni – Past Alumni	14th Oct, 2020 29th Oct,2020	2nd Nov, 2020	SD
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie or any other innovative and viable idea (any one)	To be done before 30th Oct, 2020	2nd Nov, 2020	MV

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Publication	October Horizon 2020 ● Message from Principal ● Celebration of Special days ● Snippets of Assembly ● Other activities and reports	To be given to SJ by 25th Oct, 2020	6th Oct,2020	SJ/SD/JC
Student Council	Two activities – Quiz, Competition etc. to be planned and approved by Principal before 10th Sept, 2020	To be conducted during 1st Oct – 25th Oct, 2020	31st Oct	JC
Research	Research on Daan Utsav– JC	To be conducted before 25th Oct, 2020	3rd Nov, 2020	JC
Placement	Short Term Course/ Value Added Course	To be conducted during 1st Oct – 25th Oct, 2020	3rd Nov, 2020	SJ