

**Mahatma Education Society's**  
**Pillai College of Education and Research, Chembur**  
**PORTFOLIO ALLOCATION (ACADEMIC YEAR 2021-22)**

<b>Portfolio</b>	<b>Teacher In-charge S.Y 2019-21</b>	<b>Teacher In-charge F.Y 2020-22</b>
<b>Examination, Internal Assessment, Admission</b>	<b>RF/SD</b>	<b>RF/JC</b>
<b>NCTE, Online submission</b>	<b>RF/ JC</b>	<b>RF/ JC</b>
<b>NAAC</b>	<b>SD</b>	<b>SD</b>
<b>Practice Teaching</b>	<b>MV</b>	<b>MV/RD</b>
<b>CCA, Student Council, Assembly, Student Grievance, Add-On course</b>	<b>JC/ RD</b>	<b>SD/AB</b>
<b>Website updation, Academic Calendar,</b>	<b>SD</b>	<b>JC/AB</b>
<b>Alumni</b>	<b>SD/JC/RF</b>	<b>SD/RD/RF</b>
<b>WDC, Anti-Sexual Cell, Community, Extension</b>	<b>MV</b>	<b>MV</b>
<b>Publication – Horizon and Dawn</b>	<b>RD/AB</b>	<b>RD/AB</b>
<b>Scrutiny Committee</b>	<b>RF/SD and one teacher in rotation</b>	<b>RF/JC and one teacher in rotation</b>
<b>Placement</b>	<b>JC</b>	<b>JC</b>



**Dr. Reni Francis**

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