

<b>PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2021-2022</b>				
<b>DECEMBER, 2021</b>				
<b>DECEMBER, 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>Admission</b>	CET update			RF/JC
<b>Exam</b>	Class Test CC 4 - 18 <sup>th</sup> Dec, 2021 EC 2 - 20 <sup>th</sup> Dec, 2021 IC 3 - 21 <sup>st</sup> Dec, 2021	3 <sup>rd</sup> week of Dec, 2021	Timetable and exam details to be shared by 10 <sup>th</sup> Dec, 2021	RF/JC
<b>Assembly</b>	Events/ Celebration of days as per the Assembly Planner Report and documentation. Incharge for Dec - AB	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021	30 <sup>th</sup> Dec, 2021	AB/ DP
<b>Alumni(Enrichment)</b>	‘Share your Expertise’ Alumni invited for a session. Shubadra/ Vasundhara/ Suman	Set Induction/ Counselling/ EC2	2 <sup>nd</sup> /3 <sup>rd</sup> week of Dec, 2021	JC/ MV
<b>CCA</b>	Celebration on Special days or events: <ul style="list-style-type: none"> <li>1<sup>st</sup> Dec – World Aids Day (AB)</li> <li>10<sup>th</sup> Dec – Human Rights Day (MV)</li> <li>22<sup>nd</sup> Dec – Christmas Day (RF)</li> </ul>	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021	30 <sup>th</sup> Dec, 2021	AB/ DP
<b>NAAC</b>	Submission of AQAR 2019-20 AQAR 2020-21 AQAR 2021-22	5 <sup>th</sup> Dec, 2021	On or before 15 <sup>th</sup> Dec, 2021	MV/JC
<b>Publication</b>	Horizon November 2021			AB/ DP
<b>Community Work and Extension</b>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Dec, 2021 – National Pollution Control Day (RD)</li> </ul>	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021	30 <sup>th</sup> Dec, 2021	MV
<b>WDC/Anti-Sexual</b>	<ul style="list-style-type: none"> <li>18<sup>th</sup> Dec – Minorities Rights Day in India (DP)</li> </ul>	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021	30 <sup>th</sup> Dec, 2021	MV

<b>Harassment Cell</b>				
<b>Practice Teaching</b>	PT Lessons - Internship	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021		MV/RD
<b>Research</b>	Projects filed Patent filing	1 <sup>st</sup> Dec – 22 <sup>nd</sup> Dec, 2021	30 <sup>th</sup> Dec, 2021	Report will be submitted to MV

**BEST OF LUCK AND GOD BLESS YOU**



**Dr. Reni Francis**

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