

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2021-2022				
JANUARY, 2022				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Admission	CET update	4 th Jan, 2022		RF/JC
Exam	Class Test CC 4 – 27 th Jan, 2022 EC 2 - 28 th Jan, 2022 IC 3 - 29 th Jan, 2022	Jan, 2022	Timetable and exam details to be shared by 10 th Jan, 2022	RF/JC
Assembly	Events/ Celebration of days as per the Assembly Planner Report and documentation. Incharge for Jan - DP	1 st Jan- 31 st Jan, 2022	2 nd Feb, 2022	AB/ DP
Alumni(Enrichment)	Alumni Get together (Jan 3 rd week)	Felicitation	Jan, 2022	JC/ MV
CCA	Celebration on Special days or events: <ul style="list-style-type: none"> National Youth Day – 12th Jan, 2022 – RD Makar Sankranti/ Pongal/ Baisaki – DP National Girl Child Day and National Tourism Day – MV/JC Republic Day - AB 	1 st Jan, 2022 – 31 st Jan, 2022	2 nd Feb, 2022	AB/ DP
NAAC	Submission of AQAR 2020-21	5 th Jan, 2022	On or before 15 th Jan, 2022	MV/JC
Publication	Horizon December 2021			AB/ DP
Community Work and Extension	<ul style="list-style-type: none"> National Youth Day – Skill course launch (RD) 	1 st Jan, 2022 – 31 st Jan, 2022	2 nd Feb, 2022	MV
WDC/Anti-Sexual Harassment Cell	<ul style="list-style-type: none"> National Girl Child Day(MV) 	1 st Jan, 2022 – 31 st Jan, 2022	2 nd Feb, 2022	RD

Practice Teaching	PT Lessons – Internship M.Ed Internship (UoM)	1 st Jan,2022 – 31 st Jan, 2022		MV/RD
Research	Paper publication each one publishes one article	1 st Dec – 22 nd Dec,2021	2 nd Feb, 2022	Report will be submitted to MV

BEST OF LUCK AND GOD BLESS YOU



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