

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2021-2022				
SEPTEMBER, 2021 – NOVEMBER, 2021				
SEPTEMBER, 2021				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Admission	CET update			RF/JC
Exam	Class Test (4 th week of September, 2021) Univ Marksheet update CC3 – 20 th Sept, 2021 EC 1 – 21 st Sept, 2021 IC2 - 22 nd Sept, 2021	1 st Sept – 25 th Sept, 2021	Schedule with Timing should be put up before 10 th Sept, 2021	RF/JC
Assembly	Events/ Celebration of days as per the Assembly Planner Report and documentation. Incharge for Sept - MV	1 st Sept – 30 th Sept, 2021	30 th Sept, 2021	SD/AB
Alumni(Enrichment)	‘Share your Expertise’ Alumni can share their video recorded lesson plan or PowerPoint presentation or lesson plan copy.	Subject wise and standard wise	Last day of every month	SD
CCA	Celebration on Special days or events: <ul style="list-style-type: none"> • 5th Sept – Teachers Day (MV) • 14th Sept – Hindi Diwas (JC) • 23rd Sept – International Day of Sign languages (AB) • 27th Sept – World Tourism Day (RF) • 29th Sept – World Heart Day (MV) • 30th Sept – International Translation Day (SD) 		30 th Sept, 2021	SD/AB

NAAC	Submission of AQAR 2020 – 21	On or before 25 th Sept, 2021	On or before 15 th October, 2021	SD/AB
Publication	Horizon August 2021			AB/RD
Community Work and Extension	<ul style="list-style-type: none"> 8th Sept – International Literacy Day (SD) 16th Sept – World Ozone Day (RD) Counselling Course once in 15 days on topics such as Health/ Counselling/ Wellness/ Diet. YouTube show (2 events each month) Sept - RD	1 st Sept – 30 th Sept, 2021	30 th Sept, 2021	MV
WDC/Anti-Sexual Harassment Cell	<ul style="list-style-type: none"> 8th Sept – International Literacy Day (SD) (with respect to Gender disparity) same programme but aligned to both aspect	To be done before 10 th Sept, 2021	30 th Sept, 2021	MV
Practice Teaching	File Checking	Dates to be decided		MV/RD
Research	Research on International Literacy Day - JC	Sept, 2021	30 th Sept, 2021	Report will be submitted to MV
OCTOBER, 2021				
Exam	MCQ's	CC2 – 29 th Sept, 2021 EC1 – 30 th Sept, 2021 IC 2- 1 st Oct, 2021	Schedule with Timing should be put up before 10 th Sept, 2021	RF/JC
Admission	CET update			RF/JC

NAAC	Submission of AQAR 2020 – 21	On or before 15 th Oct, 2021	On or before 25 th Oct, 2021	Criterion 1: SD Criterion 2: RD Criterion 3: MV Criterion 4: RF Criterion 5: AB Criterion 6: JC Criterion 7: RF To be finalized by SD/AB
PT	Nil	Nil		---
Assembly	Assembly Planner will be shared by the Incharge teachers. Preparing Report and documentation. Assembly Incharge for October - RD	Starts from 1 st October – 31 st October, 2021	31 st October, 2021	SD/AB
Community Work and Extension	Counselling Course once in 15 days on topics such as Health/ Counselling/ Wellness/ Diet. YouTube show (2 events each month) October - AB	Topic and dates to be finalized by 20 th September, 2021. Nai Talim Week to be done	Monthly report	MV
Alumni	World Students Day – Event planned by Alumni Quiz/ drama/ live show/ fund raiser	1 st Oct 2021- 31 st Oct, 2021	30 th Oct, 2021	SD
WDC/Anti-Sexual Harassment Cell	Can be linked with Counselling activity October – AB. Report to be submitted to MV	To be done before 30 th October, 2021	31 st October, 2021	MV

Publication	Newsletter – Horizon			AB/RD
Student Council / CCA	4 th October – World Animal Welfare Day 10 th October – world Mental Health Day 15 th October – World Students Day 16 th October – World Food Day	To be conducted during 1 st Oct- 25 th Oct, 2021	31 st Oct	AB/SD
Research	Research to be conducted on Nai Talim (AB) and to be published	To be conducted during 1 st Oct- 30 th Oct, 2021	5 th Nov, 2021	MV
NOVEMBER, 2021				
Exam	• As per University Guidelines			RF/JC
Admission	CET update			RF/JC
NAAC	AQAR 2021 - 22	As planned		Criterion 1: SD Criterion 2: RD Criterion 3: MV Criterion 4: RF Criterion 5: AB Criterion 6: JC Criterion 7: RF
PT	Nil	Nil		---
CCA	Celebration on Special days or events: • 7 th Nov – National Cancer Awareness Day (JC)	Details to be given to the Principal by 20 th Oct, 2021 and	30 th Nov, 2021	Respective incharge teachers will submit the

	<ul style="list-style-type: none"> • 14th Nov – Diabetes Day (AB) • 21st Nov – World Television Day (RD) 	approved for the same.		report to SD/AB
Assembly	Assembly Incharge for Nov, 2021 is - AB	1 st Nov – 30 th Nov, 2021	3 rd Dec, 2021	SD/AB
Community Work	Counselling Course once in 15 days on topics such as Health/ Counselling/ Wellness/ Diet. YouTube show (2 events each month) Nov – MV	Nov, 2021.	Monthly report	MV
Alumni	Diwali Fundraiser – Jumble Sale by Alumni	1 st Nov – 30 th Nov, 2021	3 rd Dec, 2021	SD
WDC/Anti-Sexual Harassment Cell	Can be linked with Counselling activity Nov – MV.	To be done before 30 th Nov, 2021	3 rd Dec, 2021	MV
Publication	Newsletter – Horizon			
Research	Research on Television Day (all are invited to conduct research)	1 st Nov – 30 th Nov, 2021	3 rd Dec, 2021	Report to be submitted to MV by 3 rd Dec, 2021

BEST OF LUCK AND GOD BLESS YOU



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