

MES's Pillai College of Education and Research, Chembur				
PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2023-2024				
DECEMBER, 2023				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	Open Book Assignment	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	RF/JC
Assembly/ CCA	Events/ Celebration: <b>Aids Awareness Day</b> – 1 <sup>st</sup> Dec, 2023 (VS) <b>National Pollution Control Day And World Computer Literacy Day</b> – 2 <sup>nd</sup> Dec, 2023 (AB) <b>Human Rights Day</b> – 10 <sup>th</sup> Dec, 2023 (VS) <b>National Energy Conservation Day</b> – 14 <sup>th</sup> Dec, 2023 (JC) <b>National Mathematics Day</b> – 22 <sup>nd</sup> Dec, 2023 (RD) <b>Christmas and New Year Celebration</b> – 22 <sup>nd</sup> Dec <b>Annual Day</b> – 23 <sup>rd</sup> Dec (SC/ AS)	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023		SC/AS
Alumni(Enrichment)	Alumni Expert Session – Batch 2017-19 or 2018-20	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	JC
Capacity building sessions	Events/ Celebration <b>Aids Awareness Day</b> – 1 <sup>st</sup> Dec, 2023 (VS) <b>National Pollution Control Day And World Computer Literacy Day</b> – 2 <sup>nd</sup> Dec, 2023 (AB) <b>Human Rights Day</b> – 10 <sup>th</sup> Dec, 2023 (VS) <b>National Energy Conservation Day</b> – 14 <sup>th</sup> Dec, 2023 (JC) <b>National Mathematics Day</b> – 22 <sup>nd</sup> Dec, 2023 (RD)	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	SC/ AS
NAAC	AQAR 2022-2023 – AB and SC	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	20 <sup>th</sup> Dec, 2023	Upload on website
Publication	Horizon - Dec, 2023	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	SC/AS
Community Work and Extension	Aids Awareness Day and Human Rights Day (Skit / Session / Quiz / Essay / Elocution )	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	VS
WDC/Anti-Sexual Harassment Cell	Aids Awareness Day and Human Rights Day (Skit / Session / Quiz / Essay / Elocution )	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	SC
Practice Teaching	File submission for checking			VS
Research	Paper reading session on Sustainable Practices – Online or Hybrid 14 <sup>th</sup> December, 2023	1 <sup>st</sup> Dec, 2023 – 20 <sup>th</sup> Dec, 2023	4 <sup>th</sup> Jan, 2024	RD
BEST OF LUCK AND GOD BLESS YOU				