

MES's Pillai College of Education and Research, Chembur				
PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2023-2024				
FEBRUARY, 2024				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
<b>Exam</b>	Class Test - F.Y.B.Ed University Exams – S.Y.B.Ed	21,22,23 - Feb 6, 7, 8 - Feb	29 <sup>th</sup> Feb, 2024	<b>RF/JC</b> Internal assessment should be completed by 12 <sup>th</sup> Feb, 2024 for SY sts
<b>Assembly/CCA</b>	Events/ Celebration: <b>World Cancer Day</b> – – 4 <sup>th</sup> Feb, 2024 (LN) <b>World Wetlands Day</b> – 2 <sup>nd</sup> Feb, 2024 (DP) <b>World Pulses Day</b> – 10 <sup>th</sup> Feb (AB) <b>International Day of Women and Girls in Science and National Science Day</b> – 11 <sup>th</sup> Feb and 28 <sup>th</sup> Feb, 2024 (RD) <b>International Mother Language Day</b> – 21 <sup>st</sup> Feb, 2024 (SC) <b>World NGO Day</b> – 28 <sup>th</sup> Feb, 2024 (VS)	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024	29 <sup>th</sup> Feb, 2024	<b>RD/ VS</b> (since RD is incharge of Assembly Portfolio all reports to be submitted to RD and website need to be updated by RD as soon as the event is done.
<b>Alumni(Enrichment)</b>	Alumni Expert Session – Dr. Vasundhara Kaul	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024		<b>JC</b>
<b>Capacity building sessions</b>	Events/ Celebration <b>International Day of Women and Girls in Science and National Science Day</b> – 11 <sup>th</sup> Feb and 28 <sup>th</sup> Feb, 2024 (RD)	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024	29 <sup>th</sup> Feb, 2024	<b>RD/ VS</b> (since RD/VS are a part of the assembly, capacity building session will be done by the incharge teacher and the report will be given to Assembly incharge for reporting and website update)
<b>NAAC</b>	<b>AQAR 2023-2024 – AB and DP</b>	Work to be done till March, 2024	Upload process to start in June, 2024	Upload on website
<b>Publication</b>	Horizon - Jan, 2024	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024	10 <sup>th</sup> Feb, 2024	<b>DP</b> Horizon for this academic year till May, 2024 will be by DP.

<b>Community Work and Extension</b>	<b>World NGO Day – 28<sup>th</sup> Feb, 2024 (VS)</b> <b>UDAAN – (VS)</b>	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024		<b>VS</b> All the events mentioned in this category need to be reported as Community and Extension
<b>WDC/Anti-Sexual Harassment Cell</b>	<b>World Cancer Day – – 4<sup>th</sup> Feb, 2024 (LN)</b> <b>International Day of Women and Girls in Science and National Science Day – 11<sup>th</sup> Feb and 28<sup>th</sup> Feb, 2024 (RD)</b>	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024		<b>AB</b> All the events mentioned in this category need to be reported as WDC/ Anti-sexual Harassment Cell and Gender Audit
<b>Practice Teaching</b>	Sem IV – Practice teaching			<b>VS</b>
<b>Research</b>	Preparing for Online Conference – SC Paper Reading Session - RF	1 <sup>st</sup> Feb, 2024 – 29 <sup>th</sup> Feb 2024		<b>SC</b> <b>JC</b>
<b>BEST OF LUCK AND GOD BLESS YOU</b>				

MES's Pillai College of Education and Research, Chembur				
PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2023-2024				
MARCH, 2024				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	University Exams – F.Y.B.Ed	12, 13, 14 March - 2024	30 <sup>th</sup> March, 2024	<b>RF/JC</b> Internal assessment should be completed by 5 <sup>th</sup> March, 2024 for FY sts
Assembly/ CCA	Events/ Celebration: <b>International Women Day</b> – – 8 <sup>th</sup> Mar, 2024 (DP & AB) <b>Pi Day</b> – 14 <sup>th</sup> Mar, 2024 (JC) <b>World Consumer Rights Day</b> – 15 <sup>th</sup> Mar (SC) <b>World Water Day</b> – 22 <sup>nd</sup> Mar, 2024 (RD)	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	30 <sup>th</sup> March, 2024	<b>RD/ VS</b> (since RD is incharge of Assembly Portfolio all reports to be submitted to RD and website need to be updated by RD as soon as the event is done.
Alumni(Enrichment)	Alumni Expert Session – Mr. Gyanendra	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	30 <sup>th</sup> March, 2024	<b>JC</b>
Capacity building sessions	Events/ Celebration <b>World Consumer Rights Day</b> – 15 <sup>th</sup> Mar (SC) <b>World Water Day</b> – 22 <sup>nd</sup> Mar, 2024 (RD)	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	30 <sup>th</sup> March, 2024	<b>RD/ VS</b> (since RD/VS are a part of the assembly, capacity building session will be done by the incharge teacher and the report will be given to Assembly incharge for reporting and website update)
NAAC	<b>AQAR 2023-2024 – AB and DP</b>	Work to be done till March, 2024	Upload process to start in June, 2024	Upload on website
Publication	Horizon - Feb, 2024	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	5 <sup>th</sup> April, 2024	<b>DP</b> Horizon for this academic year till May, 2024 will be by DP.

<b>Community Work and Extension</b>	<b>World Water Day – Beach cleaning drive (VS)</b>	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	30 <sup>th</sup> March, 2024	<b>VS</b> All the events mentioned in this category need to be reported as Community and Extension
<b>WDC/Anti-Sexual Harassment Cell</b>	<b>International Women Day – – 8<sup>th</sup> Mar, 2024 (DP &amp; AB)</b>	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	30 <sup>th</sup> March, 2024	<b>AB</b> All the events mentioned in this category need to be reported as WDC/ Anti-sexual Harassment Cell and Gender Audit
<b>Practice Teaching</b>	Sem IV – Practice teaching			<b>VS</b>
<b>Research</b>	Presentation of Research Minor Projects (All teachers need to present 5 slides on self financed research projects, one of them will be funded to a maximum of Rs 5000/-)	1 <sup>st</sup> Mar, 2024 – 30 <sup>th</sup> Mar 2024	Presentation on 16 <sup>th</sup> Mar	<b>RF/ JC</b>
<b>BEST OF LUCK AND GOD BLESS YOU</b>				