

MES's Pillai College of Education and Research, Chembur				
PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2023-2024				
JANUARY, 2024				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	Open Book Assignment	8 th Jan, 2024 – 20 th Jan, 2024	31 st Jan, 2024	RF/JC Internal assessment should be completed by 10 th Jan, 2024 for SY sts
Assembly/ CCA	Events/ Celebration: National Youth Day – – 12 th Jan, 2024 (DP) Lohri/ Makar Sankranti/ Pongal – 13 th Jan, 2024 (SC) National Girl Child Day – 24 th Jan, 2024 (AB) International Day of Education – 24 th Jan, 2024 (LN) National Tourism Day – 25 th Jan, 2024 (JC) Republic Day – 26 th Jan, 2024 (RD/VS)	2 nd Jan, 2024 – 31 st Jan 2024		RD/ VS (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 – Batch 2017-19 or 2018-20	2 nd Jan, 2024 – 31 st Jan 2024		JC
Capacity building sessions	Events/ Celebration National Youth Day – – 12 th Jan, 2024 (DP) National Girl Child Day – 24 th Jan, 2024 (AB) International Day of Education – 24 th Jan, 2024 (LN) National Tourism Day – 25 th Jan, 2024 (JC)	2 nd Jan, 2024 – 31 st Jan 2024	4 th Jan, 2024	RD/ VS (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	AQAR 2023-2024 – AB and DP	Work to be done till March, 2024	Upload process to start in June, 2024	Upload on website
Publication	Horizon - Dec, 2023	2 nd Jan, 2024 – 31 st Jan 2024	10 th Jan, 2024	DP Horizon for this academic year till May, 2024 will be by DP.

Community Work and Extension	National Youth Day – – 12th Jan, 2024 (DP) National Girl Child Day – 24th Jan, 2024 (AB) International Day of Education – 24th Jan, 2024 (LN)	2 nd Jan, 2024 – 31 st Jan 2024		VS All the events mentioned in this category need to be reported as Community and Extension
WDC/Anti-Sexual Harassment Cell	National Youth Day – – 12th Jan, 2024 (DP) National Girl Child Day – 24th Jan, 2024 (AB) International Day of Education – 24th Jan, 2024 (LN)	2 nd Jan, 2024 – 31 st Jan 2024		AB All the events mentioned in this category need to be reported as WDC/ Anti-sexual Harassment Cell and Gender Audit
Practice Teaching	File submission for checking			VS
Research	Preparing for Online Conference – SC Symposium on NEP 2020 with reference to Teacher Education (collaboration with RR college) - JC	2 nd Jan, 2024 – 31 st Jan 2024	Tentative dates 22/1/2024 – 31/1/2024	SC JC
BEST OF LUCK AND GOD BLESS YOU				