

MES'S PILLAI COLLEGE OF EDUCATION AND RESEARCH, CHEMBUR

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2022-2023				
November, 2022				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	University Exams	Sem II	7 th – 10 th Nov, 2022	RF/JC
Assembly	Special assembly – (DP) <ul style="list-style-type: none"> Children's Day Constitution Day International Day for the Elimination of violence against Women 	26 th Nov, 2022	1 st Dec, 2022	DP
Alumni(Enrichment)	Personality Development towards Campus Placement	Nov, 2022	1 st Dec, 2022	JC
CCA	13 th Nov – World Kindness Day (AB) 14 th Nov – Children's Day (AS) 21 st Nov – World Television Day (SC) 26 th Nov – Constitution Day (RD)	Nov, 2022	1 st Dec, 2022	AB/DP (reports to be documented)
NAAC	Preparing AQAR 2021-2022	Nov – Dec, 2022	20 th Dec, 2022	Criterion wise teacher incharge
Publication	September and October Horizon 2022 Nov – DP (5 th Dec, 2022) Dec – AB (5 th Jan, 2023)	10 th Nov, 2022	10 th Nov, 2022	SC
Student Council	<ul style="list-style-type: none"> Special Assembly (DP) 	26 th Nov, 2022	1 st Dec, 2022	DP
Community Work and Extension	<ul style="list-style-type: none"> Community Work – NASEOH and others during PT (RD) 	26 th Nov, 2022	1 st Dec, 2022	RD
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie (any one) Orientation to Women Rights	26 th Nov, 2022	1 st Dec, 2022	JC
Practice Teaching	Sem III PT schedule to be informed to Principal and staff	10 th Nov, 2022		DP/AB
Research	International Seminar 29 th and 30 th Nov, 2022 (JC and SC)	26 th Nov, 2022	1 st Dec, 2022	Report will be submitted to RF

Reni

Dr. Reni Francis
Principal
Mahatma Education Society's
Pillai College of Education & Research
Chembur, Mumbai - 400 071.

MES'S PILLAI COLLEGE OF EDUCATION AND RESEARCH, CHEMBUR

PORTFOLIO AND TASK ALLOCATION ACADEMIC YEAR 2022-2023				
December,2022				
Portfolio	Task to be done	To be conducted on	Report Submission Date	Submission Teacher Incharge
Exam	Essay	Sem III	3 rd Dec,2022 10 th Dec, 2022 17 th Dec,2022	RF/JC
Assembly	Special assembly – (JC and AS) <ul style="list-style-type: none"> World AIDS Day – 1st Dec, 2022 Human Rights Day – 10th Dec,2022 (Sat) Christmas and New Year Celebration (20th Dec,2022) 	1 st Dec, 2022	22 nd Dec,2022	JC
Alumni(Enrichment)	SWOC and Facing an Interview (Alumni Session)	1 st Dec, 2022	22 nd Dec,2022	JC
CCA	2 nd Dec – National Pollution control (DP) 14 th Dec – World Energy Conservation Day (AB) 22 nd Dec – National Mathematics Day (RD)	1 st Dec, 2022	22 nd Dec,2022	AB/DP (Reports to be documented)
NAAC	Preparing AQAR 2021-2022	Nov – Dec, 2022	20 th Dec, 2022	Criterion wise teacher incharge
Publication	Nov – DP (5 th Dec,2022) Dec – AB (5 th Jan, 2023)	1 st Dec, 2022	22 nd Dec,2022	SC(only upload incharge)
Student Council	<ul style="list-style-type: none"> Special Assembly (JC and AS) 	1 st Dec, 2022	22 nd Dec,2022	DP (Report to be documented)
Community Work and Extension	<ul style="list-style-type: none"> Community Work – NASEOH and others during PT (RD) 	1 st Dec, 2022	22 nd Dec,2022	RD
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie (any one) Orientation to Women Rights (Stree Mukti Sanghata)	1 st Dec, 2022	22 nd Dec,2022	JC
Practice Teaching	Sem III PT schedule to be informed to Principal and staff	1 st Dec, 2022	22 nd Dec,2022	DP/AB
Research	Publication Research article on Human Rights or AIDS Awareness	1 st Dec, 2022	22 nd Dec,2022	Report will be submitted to RF

Reni

Dr. Reni Francis
Principal
Mahatma Education Society's
Pillai College of Education & Research
Chembur, Mumbai - 400 071.

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Portfolio:

- Examination and Internal Assessment: RF / JC/ MV
- Practice Teaching: AB/DP/ SJ
- Student Council/ Assembly/ CCA: DP/ SC/ SM/ SS
- Community : RD/ GS
- WDC: JC
- NAAC: RF/JC
- Alumni: JC/ SJ/ SS
- Publication: SC
- Research: RF/MV

Internal Audit will be done on 14th Nov, 2022 (June – Oct, 2022)

Internal Audit will be done on 5th Dec, 2022 (Nov, 2022)

Internal Audit will be done on 9th Jan, 2023 (Dec, 2022)



Dr. Renu Francis
Principal
Mahatma Education Society's
Pillai College of Education & Research
Chembur, Mumbai - 400 071,