

Best Practice

Examination for Self- Assessment and Evaluation

The Objective:

The mechanism of holding internal examination in a transparent and robust form can be considered one of the best practices on the institution. The examination is conducted in three shifts. Commerce Faculty conducts its internal tests in Morning shift, Science and Arts faculty in the day shift. The sanctity of the examination is upheld by observing the same methods adopted during the University Examinations. The entire process requires a lot of planning and hard work, looking into the strength of the students. The University Academic Schedule/ Calendar is strictly adhered to.

The Context:

Exams have an important role in the process of learning and in the whole educational institution. These are a great way to assess what the students have learned about subjects. It is also a way for students to find out more about themselves. Exam provides with the opportunity to obtain feedback on students learning, teaching methods and the quality of the exam itself. Asking students to demonstrate their understanding of the subject matter is critical to the learning process, it is essential to evaluate whether the educational goal is being met. Assessment is an integral part of learning and instruction.

The Practice:

➤ According to the Academic calendar notified by Office of Higher Education, Government of Chhattisgarh there are provisions for six internal tests to be conducted from August to December, with a pre-final exam in January. It is mandatory for student to appear in five out of the seven internal tests. But this was often neglected by the students. **However, from the academic session 2017-2018 onwards, University has allotted a weightage of 10% marks (aggregate for all papers) for internal evaluation in each subject of under graduation.**

From 2016-2017 onwards, the affiliated university has adopted semester system for Post-graduate Program. There shall be Internal Assessment of 20% marks in each theory paper and at the End of Semester, End Examination will be conducted which will be of 80% marks.

Further it is provided that – Internal continuous assessment of 20% marks shall be based on:

1. Two internal test examinations of 10 marks
2. One seminar / field work / other academic activities in concerned subject of 10 marks, as conducted by the concerned department and teacher.

Under internal assessment for Post-Graduate Examination two test examinations of 10 marks, each will be organized by the concerned department during 1st week of September and 3rd week of October for odd semester and 2nd week of February and 4th week of March for even semester. Average marks of both tests (out of 10) and marks obtained (out of 10) in seminar / field work / other academic activities during that semester is entered online in the university portal. The candidate shall have to qualify in the internal assessment examination to appear in End Semester Examination.

➤ The staff members finalize the test portion for each test and prepare the internal test question paper submitted to the HOD. The responsibility for conducting test is on the Staff member handling respective subject, test coordinator, Head of the Department.

➤ The scrutiny of the Internal Test is carried out by the Department. After the approval of Internal Test question paper from the HOD, the test paper is given for printing.

➤ The next step is to prepare the internal test timetable, Seating arrangement and Staff invigilation duty schedule. The schedule of internal test is displayed on the College Notice Board FIVE DAYS before the commencement of the internal test. Each candidate is allotted a unique class code with a serial no, with the serial no printed on their desk.

➤ The schedule is so planned so that there is minimum loss in the no of teaching hours.

➤ **Review Process of Answer Scripts:**

A) The Verifiers check the totaling of each and every answer script for all the courses during the End Semester Exams.

B) The reviewers for each course will randomly check and authenticate the evaluation by picking one percent of the total answer scripts packed in each bundle/bag.

C) Additionally, the marks list prepared by the exam department is checked by selected members of staff.

➤ The Exam Department allows for a tatkal system of giving chance for the improvement of CIA marks (10 marks only) to deserving students. The student list for the same is recommended by the HOD.

➤ Certificates of Excellence will be awarded to the toppers of each program in each semester.

➤ **Best Answer Scripts Display**

The best answer scripts of the Examinations are sent to the library for a display and reference by the students. This is one of the best practices of the Department of Examinations.

➤ **Question Bank**

For all subjects previous year question papers are available in the College Network. The Students also have access to the bound copies of the Question Papers of the previous years' kept in the library.

➤ Internal assessment, or curriculum-embedded assessment, evaluates what students do when they are in the classroom. Internal assessment is a crucial part of the instruction process in art and aids teachers, students, and parents in evaluating student progress. Internal assessment illustrates aspects of student progress that are not typically evaluated in external assessment. Internal assessment also serves as a basis for professional development. Teachers who analyze the work of their students will see trends in student performance that may be related to instruction. For example, a teacher who sees that the products of his/her art students lack depth may wish to take advanced art courses to elicit more depth in student products.

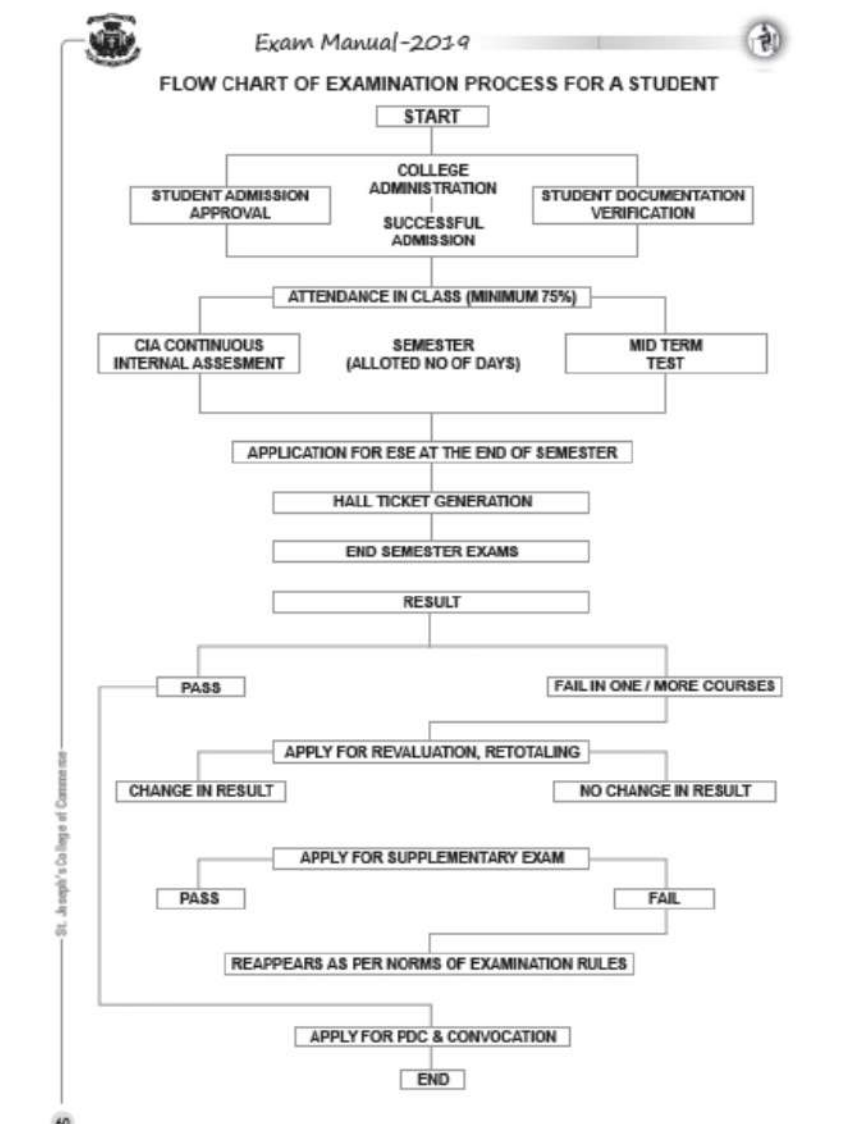
➤ An ongoing practice of internal assessment enables teachers to monitor learning as part of their teaching process. Teachers can make data-based decisions to adjust instructional strategies so that they accommodate the different needs and learning styles of students. Data also aid students in self-assessment by providing them with critical feedback. Though teachers sometimes design specific tasks to address concepts or skills, any student product and learning process can be viewed as an assessment tool and can provide teachers with valuable information on current levels of student performance. Particularly useful examples of internal

assessment are checklists, student journals, in-class work, peer reviews, conferencing, and portfolios.

➤ Additionally, teachers should make sure students understand assessment criteria and provide constructive feedback to students. Good, clear assessment preparation will keep re-teaching to a minimum.

Evidence of Success:

- The enclosures of the best practice is proof of success.



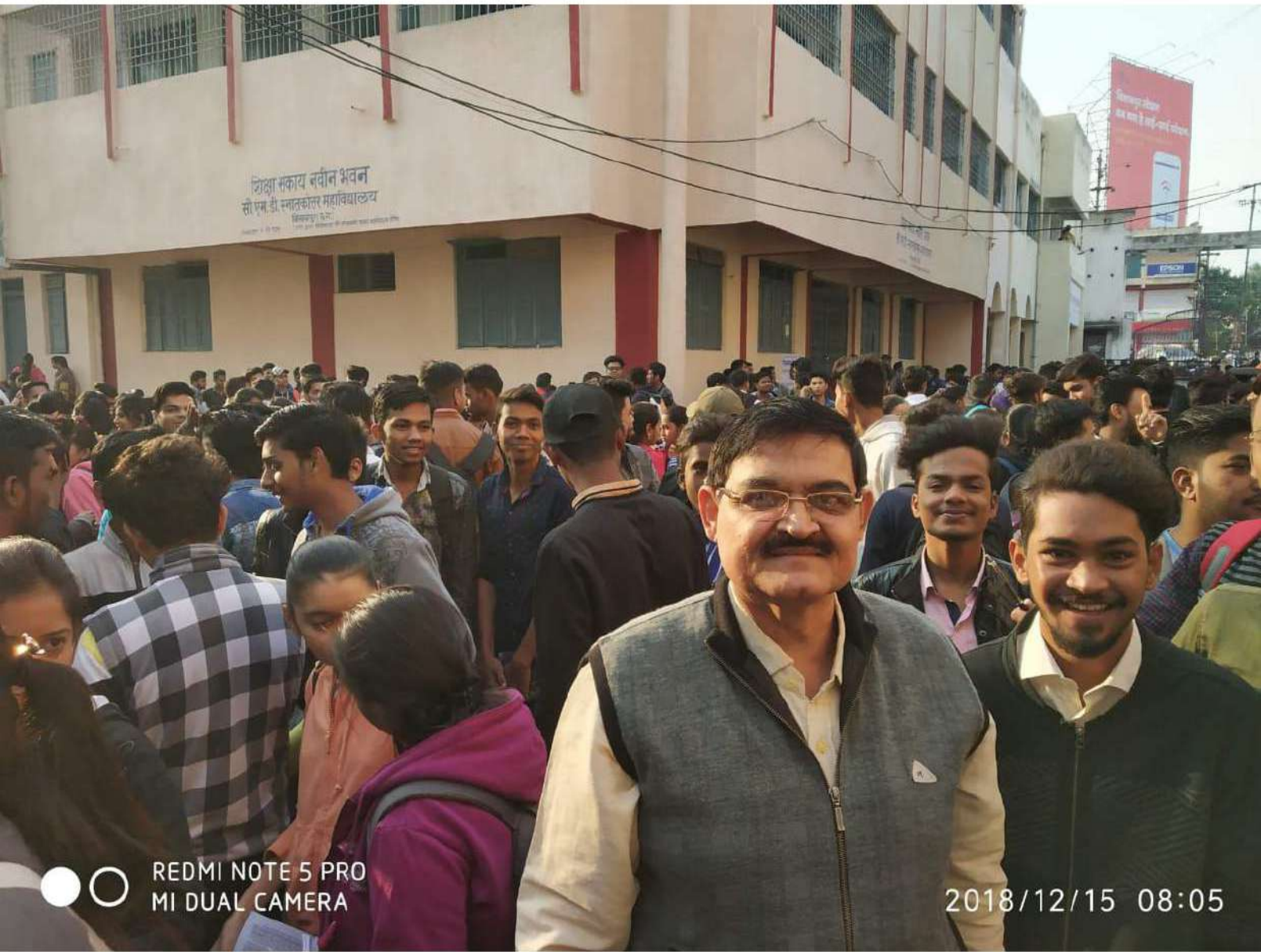


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Best Practice 2

The Three C's- Collaboration, Cooperation, Community

The Second Best Practice that we proudly claim integral to the vision and mission of our institution is the focus on three C's i.e. Collaboration, Cooperation and Community. The purpose of the practice is self-actualization. Collaboration with a holistic perspective is concerned with the development of every persons intellectual, emotional, physical, artistic, creative, spiritual, and social potential. Organizations working together to accomplish goals by Coordinating, Cooperating and Collaborating work together, can accomplish goals they could not reach working in isolation. Group of people can work together to accomplish amazing tasks. They can figure out ways to garner the necessary skills, and time to solve community problems and improve Human Services. Coordination is important because it gives people a better chance to get the services they need. The results can significantly improve people's lives. As Arthur Himmelman says, 'Collaboration is a relationship in which each organization wants to help its partners become the best as they can be'. To achieve this institution believes in three C's together and creating a conducive environment. The students, the administration, organizations, and the citizens work hand in hand to fulfil this responsibility. When there is a talk of collaboration, it means bringing the various units of the society together with the students to function in a manner to create a better society and a better nation. Complex and intertwined problems as these require cooperation throughout the community to make positive changes.

The Practice:

The institution engages in following programs, schemes and campaigns promoted by the government departments:

- **Swatcchh Bharat Mission**, the mission aimed to achieve an 'open defecation free' India by 2nd Oct 2019, the 150th anniversary of Gandhiji. Successful installation of toilets in

the houses of 49 families. Awareness campaign was launched with rally and poster presentation to promote indoor plumbing and community approaches to sanitation. Village Nevasa received the aim of 'Clean Bharat Mission' in 2017.

- ***Beti Bachao Beti Padhao*** , (Save the Girl Child)- Educate the Girl Child, aims to generate awareness and improve the efficiency of welfare services extended to girls in India. Many programs were implemented for sustained social mobilization and Communication Campaign to create equal value for the girl child and her education and empowerment.
- Campaign of Election Commission for **Awareness of Casting the Vote** was promoted in the institution with message was 'Like every vote count' to elect the right representative. Voting is a privilege and a fundamental right that every citizen should exercise. The institute believes that young learners have the power to make a significant change in shaping the country through elections. For this a well-organized and efficiently planned approach has been adopted in the institution to invoke civic consciousness.
- **The International Day against Drug Abuse and illicit trafficking or World Drug Day**, takes place on 26th June each year. Its primary goal is to raise awareness about drug addiction and drug prevention. Events take place in the slum areas of the city.
- **World Blood Donation Day** June 14th The idea is to focus on the contribution an individual giver can make to improve health. The Red Cross Society of the institution organizes regular blood donation camps in collaboration with Doctors and Government officials.
- **Legal awareness or Legal Literacy** To empower the public by familiarizing them with the common things related to law. It promotes legal culture and increases people's participation in the formulation of laws.

- **World Population Day** :July 11th Seeks to raise awareness of global population issues, such as importance of family planning, gender equality, poverty, maternal Health and Human rights.
- **Traffic Rules:** Campaigns to observe the rules are held regularly.
- **Diabetes Day** : Awareness programs with stress on effect of Yoga on mental and physical health.
- **Save Water**
Initiative to spread awareness for save water, save environment.
- **World Deworming Day**
February 10 and August 10 Campaigns organized with aim to eradicate intestinal worms.
- **International Yoga Day June 21**
A holistic approach to the health and wellbeing by changing our lifestyle and creating consciousness.
- **Digital India**
To transform India into a digitally empowered society and knowledge economy.

Challenges:

- Lack of vision for working with others.
- People want to fight their battles alone.
- Overcoming disbelief to form a successful working relationship.
- Lack of communication, listening and negotiation skills to become disciplined communicators.
- Groups are often mistrustful due to many forms of prejudice or lack of understanding.
- Need of strong leaders with vision, commitment, and ability to win others over to a forward moving program.
- People feel discouraged, hopeless, and powerless to move larger forces that affect their lives and their communities.
- Difficult to get people to act, take initiative and participate.

Evidence of success:

In both urban and rural settings, groups are overcoming their isolation and their cultural and political differences to solve problems and improve conditions for people. People are learning how to cooperate, pool resources, time, and create relationships that can help them do better. There is power in numbers – that can improve the lives of community. We are creating a new culture by teaming with others. It is a culture in which we are learning how to include many people, and many groups. We are making democracy work in a new way. As we get better at working together, we will develop a clearer and a greater vision of what we can accomplish. If we figure out how to work together cooperatively, there are really no limits to what can be done. It is a social architecture built on three things: helping each other and others, fulfil living and emotional sustainability, and making a difference in the world by setting an example. Our approach to addressing this is in creating a social model that provides specific benefits most people want while addressing the most pressing problems humanity is currently struggling with.

The benefits of collaboration and cooperation is that it improves the performance. These methods much more valuable than individualistic ways of building student performance. Group works help students who have difficulty with social skills. Provides a safe and structured space to interact with others. Cooperative collaboration communicates to people that their work is meaningful and part of a larger group effort. In this sense each collaborator turns into an equal stakeholder and gains a sense that they are contributing to something larger than themselves. Collaboration skills enables to successfully work towards a common goal with others. They include communicating clearly, actively listening to others, taking responsibility for mistakes, and respecting the diversity of colleagues. Encouraging everyone to be a part of the process is essential. It is also important to get people to contribute their thinking and voice their opinions to help people overcome that sense of powerlessness.

सीएमडी कालेज
में छात्र
छात्राओं ने किया
रक्तदान

मनुष्य के उत्तम कार्यों में से श्रेष्ठ रक्तदान

हरिभूमि न्यूज ► बिलासपुर

सीएमडी पीजी कॉलेज परिसर में रेडक्रास सोसायटी और कॉलेज के राष्ट्रीय सेवा योजना इकाई के तत्वावधान में 3 अक्टूबर को रक्तदान एवं रक्त परीक्षण शिविर आयोजित किया गया। शिविर में कॉलेज के छात्र-छात्राओं ने बड़ चढ़ के हिस्सा लिया। कार्यक्रम के मुख्य अतिथि एडीशनल कलेक्टर कंडी कुंजाम रहे। कार्यक्रम की अध्यक्षता कॉलेज शासी निकाय अध्यक्ष संजय दुबे ने की। महाविद्यालय की राष्ट्रीय सेवा योजना इकाई के स्वयं सेवक विद्यार्थियों के साथ कार्यक्रम अधिकारी डा. पीएल चंद्राकर और डा. कमलेश शुक्ला के मार्गदर्शन में रक्तदान किया।

इस अवसर पर मुख्य अतिथि श्री कुंजाम ने कहा कि मनुष्य के उत्तम कार्यों में श्रेष्ठ कार्य रक्तदान है। अनेक रोग के लिए रक्त की जरूरत होती है जो हमारे शरीर में प्राकृतिक रूप से निर्मित होती है। इसका दानकर हम किसी की जान बचा सकते हैं। इसलिए रक्तदान अत्यंत महत्वपूर्ण दान है। अध्यक्ष संजय दुबे ने कहा कि हर साल राष्ट्रीय सेवा



रक्तदान कार्यक्रम में उपस्थित अतिथि ।

योजना इकाई और रेडक्रास सोसायटी कॉलेज में रक्तदान शिविर का आयोजन करती है। सैकड़ों यूनिट रक्त ब्लड बैंकों के लिए एकत्र किए जाते हैं।

डॉ पीएल चंद्राकर, डॉ कमलेश शुक्ला व परमानंद पटेल के अध्यक्ष परिश्रम और मार्गदर्शन में यह अभियान सम्पन्न हुआ। इस अवसर पर डॉ पीसी गुप्ता, डॉ. एसजी घाटगे और डॉ. एसके गिडवानी ने रक्तदान के चिकित्सकीय पहलुओं पर व्याख्यान दिया और इस विषय पर छात्र-छात्राओं की जिज्ञासा व शंकाओं का समाधान किया। सभी

वक्ताओं ने कहा कि रक्तदान हमारा सामाजिक और नैतिक कर्तव्य है। कार्यक्रम में प्राचार्य डीके तिवारी, डॉ रीना शॉडिल्य, मेडिकल ऑफिसर, डॉ पीसी गुप्ता, डॉ. गिडवानी और डॉ. एसजी घाटगे विशिष्ट अतिथि रहे। कार्यक्रम का संचालन वरिष्ठ प्राध्यापक डॉ. व्ही के गुप्ता ने किया। इस दौरान एमएल चंद्राकर, कमलेश जैन, डा. संजय सिंह, परमानंद पटेल, एनएसएस अध्यक्ष रोहित लहरे, गीतांजली, मोनाक्षी पटेल, अमनदीप, गगन, पोयूष, कामता, सोनाली सहित कॉलेज के छात्र-छात्राओं मौजूद रहे।

शुक्रवार

15/11/18 पत्रिका

डॉक्टरों और प्रशिक्षु डॉक्टरों ने किया योगाभ्यास

पत्रिका न्यूज नेटवर्क,
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आयोजन... मधुमेह दिवस पर आयोजित कार्यक्रम में उपस्थित अतिथि।



सीएमडी में आयोजन : मधुमेह दिवस पर सीएमडी कालेज के चेयरमैन संजय दुबे विशेष रूप से उपस्थित रहे।

बिलासपुर. विश्व मधुमेह दिवस पर सिम्स ऑडिटोरियम में मधुमेह रोग से उत्पन्न होने वाली समस्याओं को लेकर परिचर्चा आयोजित की गई। यह आयोजन सिम्स के मेडिकल टीचर्स एसोसिएशन और मेडीसिन विभाग के संयुक्त तत्वाधान में किया गया। कार्यक्रम में सिम्स के छात्र, कर्मचारी, नर्स, मरीज व उनके परिजन सहित लायनेस क्लब के सदस्य मौजूद रहे। अस्पताल अधीक्षक डॉक्टर बीपी सिंह ने उपस्थित लोगों को बताया कि देश में एडल्ट डायबिटीज की संख्या लगातार बढ़ रही है। खान-पान में नियंत्रण न होना इसका प्रमुख कारण बन रहा है। उन्होंने डायबिटीज के क्या है, कैसे होता है, नियंत्रण के उपाय और उनके प्रकार बताए। उन्होंने आग्रह करते हुए कहा कि लोग ब्लड शुगर को नियंत्रण में

रखें। आदर्श आचार-विचार, खान-पान, दैनिक दिनचर्या और अपनी आदतों को बदलें। डायबिटीज आंख और हृदय पर भी गंभीर बार करती हैं। इस मौके पर डॉक्टर लखन सिंह ने किडनी, नेत्र पर डायबिटीज के प्रभाव को विस्तार पूर्वक बताया।

इसके अलावा डॉक्टर अमित ठाकुर ने विचार रखे। उधर बिलासपुर डायबिटीज सोसाइटी की ओर से सीएमडी कालेज मैदान में हुए आयोजन में कालेज के चेयरमैन संजय दुबे विशेष रूप से उपस्थित रहे।

हरि-शुभि २१/०९/१४ बुधवार

मतदान अवश्य करें, रहें जागरूक

कलेक्टर ने हरी झंडी दिखाकर रवाना की मतदाता जागरूकता रैली

सिटी लाइव

बिलासपुर। बुधवार को कलेक्टर पी. दयानंद एवं शासी निहाय के अध्यक्ष पं. संजय दुबे ने सीएमडी कॉलेज से मतदाता जागरूकता रैली को हरी झंडी दिखाते हुए ग्राम मेक्स के लिए रवाना किया। कॉलेज की राष्ट्रीय सेवा योजना इकाई के स्वयं सेवकों के नेतृत्व में महाविद्यालय के छात्र/छात्राओं द्वारा निकाली गई इस रैली का प्रमुख उद्देश्य शहरी एवं ग्रामीण मतदाताओं को मतदान हेतु प्रेरित करना तथा मतदान के महत्व को समझाना था। इस अवसर पर सीईओ जिला पंचायत सुश्री फरीहा आलम सिद्दिकी तथा ब्रॉड एम्बेसेडर अश्विनेश पाण्डेय उपस्थित रहे। श्री दयानंद ने इस अवसर पर कहा कि शुभकामनाएं देते हुए कहा कि जिन उद्देश्यों एवं सिद्धांतों को लेकर इस रैली का आयोजन किया गया है वह पूर्ण रूप से सफल हो। पं. दुबे ने मतदाता जागरूकता अभियान की आवश्यक और महत्व के प्रति विद्यार्थियों को संबोधित किया तथा रैली में सम्मिलित स्वयं सेवकों एवं विद्यार्थियों का उत्साहवर्धन करते हुए उन्हें रैली की सफलता के लिए शुभकामनाएं दी।



इनका रहा सहयोग

रैली के आयोजन में महाविद्यालय के प्राचार्य डॉ. संजय सिंह, उपा. प्राचार्य डॉ. पीपल संदाकर, डॉ. कैके जैन, डॉ. कमलेश शुक्ल, विकास नरवाना, अमरराज सनुई, उषासभा सिंह, परमवीर पाटेल, रोहित लहरे, जय परिहार, सुभाषी मिश्रा, सोहन घोष, सेबाली शर्मा का अहम योगदान रहा।

उपरोक्त रैली में महाविद्यालय के 500 से अधिक छात्र/छात्राओं ने रैली में भाग लेकर कर्मा कुच, रावत बाघा, छोटा भीम, दोरेमान, श्री हनुमान जी, स्वामी विवेकानंद, सपापति जी, मारुत्तमाता, केतकी सुभाषचंद्रजी बौरा आदि की झांकी बनाकर गुब्बारी, वेवर, पोस्टर, बर्रे आदि के माध्यम से मतदाता

जागरूक, झांकियों से संदेश

जागरूकता का प्रसार-पसार किया। इस रैली में सी.एम. दुबे स्नातकोत्तर महाविद्यालय बिलासपुर से निकलकर वेटरन चैक, सक्की, बखिचरी, लोहरा, छोटा बोझरीघाट एवं नौद बाग केठला, पीपल, कायां जाकर वहां के विद्यार्थियों के साथ जुड़ाव जागरूक रैली एवं झांकी के माध्यम से लोगों को जागरूक किया।

लोगों को मतदान का महत्व समझाने सीएमडी कॉलेज से निकली रैली

मतदान रैली स्थल बनाने कलेक्टर ने विप विद्या विद्या

बिलासपुर, 10/01/2018 को मतदान रैली स्थल बनाने कलेक्टर ने विप विद्या विद्या... (text continues)



सीएमडी कॉलेज की छात्राओं ने मतदान रैली में भाग लिया।

मतदान रैली में भाग लेने वाले लोगों को मतदान का महत्व समझाने के लिए... (text continues)

पल... (text continues)



अंडर 19 रेलवे फुटबॉल का ट्रायल

अंडर 19 रेलवे फुटबॉल का ट्रायल... (text continues)



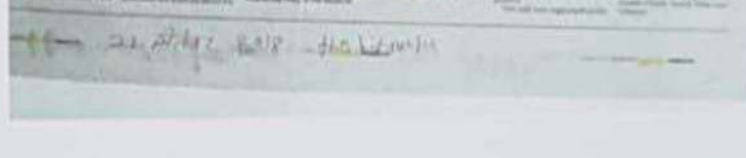
अंडर 19 रेलवे फुटबॉल का ट्रायल... (text continues)

अंडर 19 रेलवे फुटबॉल का ट्रायल... (text continues)

अंडर 19 रेलवे फुटबॉल का ट्रायल... (text continues)

Voter awareness rally of students taken out to motivate people

The students of the... (text continues)



Voter awareness rally of students taken out to motivate people... (text continues)

सपुर

500 छात्रों ने कर्मा नृत्य, रात नाचा, छोटा भीम की झांकी सजाकर दिया मतदान करने का संदेश

500 छात्रों ने कर्मा नृत्य, रात नाचा, छोटा भीम की झांकी सजाकर दिया मतदान करने का संदेश... (text continues)



मतदान अवश्य करें, रहें जागरूक

कलेक्टर ने हरी झंडी दिखाकर रवाना की मतदाता जागरूकता रैली

रिटी लाइव

बिलासपुर, चुनाव की अवसर पर मतदान अवश्य करें, रहें जागरूक... (text continues)



मतदान अवश्य करें, रहें जागरूक... (text continues)

Voter awareness rally of students taken out to motivate people

The students of the... (text continues)



Collector P Deyanand along with other officers, flagged off the Voter Awareness Rally of the students.