


# Peer Observation Policy for faculty feedback below benchmark

**VIMAL JYOTHI ENGINEERING COLLEGE**  
**DEPARTMENT OF ELECTRONICS & INSTRUMENTATION**  
**PEER OBSERVATION DETAILS- 2021-22**

Academic Year	Date	Observed	Observer
2021-22	10.01.2022	[REDACTED]	Ms. Shamy A



 <b>VIMAL JYOTHI</b> ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-12
	Policy Version:1.0	Date of approval:

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<b>1</b>	<b>Introduction</b>
	The purpose of this policy is to encourage teaching faculty to engage the students in an adaptive mode to promote student centered and activity based teaching learning process. This policy is applicable to teaching staff of VJEC.
<b>2</b>	<b>The policy</b>
	<p>Policy of the college is to promote a peer observation system among the teaching fraternity to enable peer support and course correction in class room teaching.</p> <ul style="list-style-type: none"> <li>• All the teaching shall identify and report to the HoD, name of a colleague who will observe and comment on his/her class room teaching in terms of content, delivery and effectiveness.</li> <li>• By the end of the first month of every semester, the first round of observations must be over and the report shall be submitted to the principal through HoD. The same process shall be repeated in the last month of the semester to assess the impact.</li> <li>• The forms relating to this process is attached as annexure.</li> </ul>
<b>3</b>	<b>Related information</b>
<b>4</b>	<b>Annexure</b>
	<p>Annexure 1 – Peer support for learning &amp; teaching through observation Part A          Annexure 2 – Peer support for learning &amp; teaching through observation Part B          Annexure 3 – Peer support for learning &amp; teaching through observation Part C</p>

Signature of policy approving authority	CHAIRMAN	Date of approval:
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**FORM P05/01**

**ANNEXURE 1**

**PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

**PART 1: PRE-OBSERVATION MEETING**

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

**Peer Observation Group:**

- Name & Department ..... Shamya A, AP AIE
- Name & Department ..... [Redacted], AP EIE

**Details of Teaching / Learning Session to be observed:**

Observed: ..... [Redacted] ..... Observer: ..... Shamya A .....

Day/ Date / Time: 10/1/2022, Monday ..... 11:10am ..... Group / Location: ..... S5AEI .....

Type of Session / Duration: ..... 1hr ..... No of Students: ..... 17 .....

Topic / Title of Session: ..... Mechanical Anemometer .....

**What are the objectives for the session (both for you and for the students)?**

→ Working principle of anemometer & its types

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What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

- Content delivery using power point.
- Interaction with students - good.
- Explanation of the atom with examples -  
not detailed delivery not done.

Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)

- Average performance of the students in the class
- Students not interactive with subject's handling faculty.

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 <b>VIMAL JYOTHI</b> ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-12
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ANNEXURE 2

FORM P05/02

**PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

**PART 2: OBSERVER'S COMMENTS**

The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:

\* Content delivery ~~was~~ using ppt good.  
 \* Voice clarity good

- Things that could have be improved in future:

→ ~~little~~ Add <sup>relevant</sup> real time topics for the topic explanation.

- Any other Comments / suggestions: —

Signature of policy approving authority	CHAIRMAN	Date of approval:
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**ANNEXURE 3**

**FORM P05/03**

**PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

**PART 3: POST OBSERVATION MEETING - REFLECTION & DISCUSSION**

This form should be completed and signed by both the observed and the observer following discussion of Part 2.

Date / Time / Location of meeting: ..... 10/1/2022, 12:00 pm, staff room.

The following have been discussed:

- The comments noted in Part 2 (Observer's comments).
- Feedback or good practice that could be shared with others.
- Possible ways that things could be developed & improved.
- The peer observation process.
- Proposals for future staff development.

Agreed points (if any) to be forwarded to HoD:

Signature - Observer: ..... *[Signature]* .....

Signature - Observed ..... *[Signature]* .....

**Note:** Copies of Part 1 and Part 3 should be passed to the HoD. Part 2 is confidential and can be retained by the faculty.

Signature of policy approving authority	CHAIRMAN	Date of approval:
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FEEDBACK

VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI  
DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

EVEN SEMESTER (AY 2022-'23) – STUDENT FEEDBACK STATISTICS

Sl No.	Feedback Number	% of students who participated	Corrective actions taken for teaching effectiveness																			
1	1	64.5	<p>Peer observation was recommended for faculty who scored less than 3.5 as per the following.</p> <table border="1"> <thead> <tr> <th>Observer</th> <th>Observee</th> <th>Subject to be Observed</th> </tr> </thead> <tbody> <tr> <td>Mr. Rijin I K</td> <td>Ms. Anitha R.A</td> <td>C Programming</td> </tr> <tr> <td>Dr. Jeethu V Devasia</td> <td>Ms. Lijitha T</td> <td>C Programming</td> </tr> <tr> <td>Ms. Nayana Suresh</td> <td>Ms. Lijitha T</td> <td>Operating Systems</td> </tr> <tr> <td>Mr. Abdul Latheef</td> <td>Mr. Abhishek P</td> <td>Computer Organization &amp; Architecture</td> </tr> </tbody> </table>	Observer	Observee	Subject to be Observed	Mr. Rijin I K	Ms. Anitha R.A	C Programming	Dr. Jeethu V Devasia	Ms. Lijitha T	C Programming	Ms. Nayana Suresh	Ms. Lijitha T	Operating Systems	Mr. Abdul Latheef	Mr. Abhishek P	Computer Organization & Architecture				
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2	2	59.1	<p>Written explanations are taken from faculty who scored less than 3.5 in both feedbacks as per the following.</p> <table border="1"> <thead> <tr> <th>Name of the faculty</th> <th>Semester</th> <th>Branch</th> <th>Subject Code</th> <th>Subject Name</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Mrs. Lijitha T K</td> <td>S4</td> <td>CSE</td> <td>CST206</td> <td>Operating Systems</td> </tr> <tr> <td>S4</td> <td>CSE</td> <td>CSL204</td> <td>Operating Systems Lab</td> </tr> <tr> <td>Mrs. Lijitha T</td> <td>S2</td> <td>EEE</td> <td>EST 102</td> <td>Programming in C</td> </tr> </tbody> </table>	Name of the faculty	Semester	Branch	Subject Code	Subject Name	Mrs. Lijitha T K	S4	CSE	CST206	Operating Systems	S4	CSE	CSL204	Operating Systems Lab	Mrs. Lijitha T	S2	EEE	EST 102	Programming in C
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	S4	CSE	CSL204	Operating Systems Lab																		
Mrs. Lijitha T	S2	EEE	EST 102	Programming in C																		

*[Signature]*  
HEAD OF THE DEPARTMENT  
Dept. of Computer science & Engg.  
Vimal Jyothi Engineering College

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<b>1</b>	<b>Introduction</b>
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Signature of policy approving authority	CHAIRMAN	Date of approval:
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ANNEXURE 1

FORM P05/01

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 1: PRE-OBSERVATION MEETING

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

Peer Observation Group:

1. Name & Department ..... [REDACTED] ..... COMPUTER SCIENCE & ENGINEERING
2. Name & Department ..... NAYANA SURESH ..... COMPUTER SCIENCE & ENGINEERING

Details of Teaching / Learning Session to be observed:

Observed: ..... [REDACTED] ..... Observer: ..... NAYANA SURESH

Day/ Date / Time: 11/4/23, 1.05-2.00 pm Group / Location: S4 CSEC

Type of Session / Duration: 1 hour ..... No of Students: 62

Topic / Title of Session: Banker's algorithm

What are the objectives for the session (both for you and for the students)?

Understand the difficulties the students face, understand the drawbacks in the teaching method.

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**What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)**

Understand the difficulties of students, identify whether the students are able to understand the topics discussed.

**Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)**

Signature of policy approving authority

CHAIRMAN

Date of approval:



ANNEXURE 2

FORM P05/02

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 2: OBSERVER'S COMMENTS

The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:

Contents in PPT are clearly stated.

- Things that could have be improved in future:

- Improve the sound clarity
- There is a need for more control in the classroom.
- Should be present 5 minutes before starting the period.

- Teacher-student interaction should be improved
- Not allow students to sleep in the class.
- Suggested to use blackboard for demonstrating examples.

- Any other Comments / suggestions:

- Late by 5 minutes
- Sound was not clear while lecturing. No control over class.

Signature of policy approving authority	CHAIRMAN	Date of approval:
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Signature of policy approving  
authority

  
CHAIRMAN

Date of approval: 12/04/23



What v  
voice,  
etc.)

**ANNEXURE 1**

**PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

**PART 1: PRE-OBSERVATION MEETING**

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

**Peer Observation Group:**

1. Name & Department ..... Adarsh.K.S ECE .....
2. Name & Department ..... [Redacted] .....

**Details of Teaching / Learning Session to be observed:**


Observed: ..... [Redacted] ..... Observer: ..... Adarsh.K.S .....


Day/ Date / Time: ..... Tuesday April 11, ..... Group / Location: ..... S6 ECE .....

Type of Session / Duration: ..... Centrality ..... No of Students: ..... 53 .....

Topic / Title of Session: ..... Formy's Method .....

**What are the objectives for the session (both for you and for the students)?**

Signature of policy approving authority	 CHAIRMAN	Date of approval: <u>12/04/23</u>
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 <b>VIMAL JYOTHI</b> ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-12
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What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

*use of new techniques .*

Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)

*Students attitude is not fair*

Signature of policy approving authority	 CHAIRMAN	Date of approval: 22/01/23
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The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:


*- Sound clarity*  
*- Interaction with students*

- Things that could have be improved in future:

*- class coordination is need to improve.*

- Any other Comments / suggestions:

Signature of policy approving authority	 CHAIRMAN	Date of approval: 12/04/23
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 <b>VIMAL JYOTHI</b> ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-12
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**ANNEXURE 3**

**FORM P05/03**

**PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

**PART 3: POST OBSERVATION MEETING - REFLECTION & DISCUSSION**

This form should be completed and signed by both the observed and the observer following discussion of Part 2.

Date / Time / Location of meeting: ..... 11/04/2023, ECE Staff room .....

The following have been discussed:


- The comments noted in Part 2 (Observer's comments).
- Feedback or good practice that could be shared with others.
- Possible ways that things could be developed & improved.
- The peer observation process.
- Proposals for future staff development.

*Agreed points (if any) to be forwarded to HoD:*

Signature - Observer: .....  .....

Signature - Observed .....  .....


**Note:** Copies of Part 1 and Part 3 should be passed to the HoD. Part 2 is confidential and can be retained by the faculty.

Signature of policy approving authority	 CHAIRMAN	Date of approval: <u>12/04/23</u>
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FORM P05/01

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 1: PRE-OBSERVATION MEETING

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

*Peer Observation Group:*

1. Name & Department ... Ms. Tintu Gargi .....
2. Name & Department ... Dr. Senthil Kumar .....

*Details of Teaching / Learning Session to be observed:*

Observed: [Redacted] Observer: Ms. Tintu Dr. Senthil Kumar

Day/ Date / Time: 13/11/2022 Group / Location: 2019-23 Batch, S-7


Type of Session / Duration: Lectur No of Students: 34

Topic / Title of Session: Analysis of 3 $\phi$ s Induction motor drive

*What are the objectives for the session (both for you and for the students)?*

- Explanation of m and asd drive strategy , mathematical analysis of drive topology .

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What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

- Use of visual aid
- Interaction with students
- Use of examples
- 

Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)

Nil

Signature of policy approving authority	CHAIRMAN	Date of approval:
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ANNEXURE 2

FORM P05/02

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 2: OBSERVER'S COMMENTS

The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:

- Well prepared teaching material
- Audible sound
- 

- Things that could have be improved in future:

- Speed of delivery is comparatively high

- Any other Comments / suggestions:

Signature of policy approving authority	CHAIRMAN	Date of approval:
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