



VJEC Peer Observation Policy

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

Page 1 of 5

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| 1 | Introduction |
| | 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. |
| 2 | The policy |
| | <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">• 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.• 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.• The forms relating to this process is attached as annexure. |
| 3 | Related information |
| | |
| 4 | Annexure |
| | Annexure 1 – Peer support for learning & teaching through observation Part A Annexure 2 – Peer support for learning & teaching through observation Part B Annexure 3 – Peer support for learning & teaching through observation Part C |

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| Signature of policy approving authority | CHAIRMAN | Date of approval: |
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Page 2 of 5

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
2. Name & Department

Details of Teaching / Learning Session to be observed:

Observed: Observer:


Day/ Date / Time: Group / Location:

Type of Session / Duration: No of Students:

Topic / Title of Session:

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

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Page 3 of 5

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.)

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.)

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| | Policy Version:1.0 | Date of approval: |

Page 4 of 5

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:

- Things that could have be improved in future:

- Any other Comments / suggestions:

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Page 5 of 5

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:

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.

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