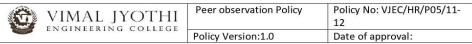
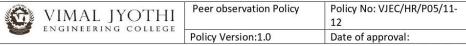
VJEC Peer Observation Policy



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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				
	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.				
	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				
	A CONTRACT OF THE CONTRACT OF				

Signature of policy approving		
authority	CHAIRMAN	Date of approval:

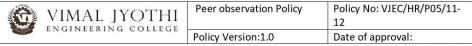


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Annexure 1	Form P05/01

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 1: PRE-OBSERVATION MEI	ETING		
The faculty being observed sh with their peer observation gro		•	
Peer Observation Group:			
1. Name & Department			
2. Name & Department			
Details of Teaching / Learnin	g Session to be obse	rved:	
Observed:		Observer:	
Day/ Date / Time:		Group / L	ocation:
Type of Session / Duration:		No of Stud	lents:
Topic / Title of Session:			
What are the objectives for t	the session (both for	you and j	for the students)?
Signature of policy approving authority	CHAIRMAN		Date of approval:

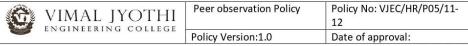


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What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

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:



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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 lectur	e:
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• Things that could have be improved in future:

• Any other Comments / suggestions:

Signature of policy approving		
authority	CHAIRMAN	Date of approval:

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

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ANNEXURE 3

Form P05/03

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION			
Part 3: Post Observation Med	eting - Reflection & Discussion	N	
This form should be completed discussion of Part 2.	l and signed by both the observ	ved and the observer following	
Date / Time / Location of meet	ing:		
The following have been discus	ssed:		
 Feedback or good pract 		thers.	
Agreed points (if any) to be forv	warded to HoD:		
Signature – Observer:			
Signature - Observed			
Note: Copies of Part 1 and Part can be retained by the faculty.	: 3 should be passed to the HoI	D. Part 2 is confidential and	
Signature of policy approving			

Signature of policy approving		
authority	CHAIRMAN	Date of approval: