Peer Observation Policy for newly joined faculty



VIMAL JYOTHI ENGINEERING COLLEGE CHEMPERI DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Peer Observation Report 2022-2023

- Details of the Peer observation for the AY 2022-2023 Odd Semester:-
- 1.1 Details of Teaching / Learning Session to be observed based on Newly joined faculty

CLASS	SUBJECT	NAME OF FACULTY	NAME OF PEER OBSERVER
S5 CSE A	CST303 COMPUTER NETWORKS	Ms. NAJIRA SALAM	Ms. DIVYA K
S3 CSE B	CST205 OBJECT ORIENTED PROGRAMMING USING JAVA	Ms UJWALA VIJAYAN	Ms. NAMITHA P
S3 ADS	ADT305 FOUNDATION OF DATA SCIENCE	Ms. SUHADA C	Mr. RIJIN I K
S5 CSE B	CST305 SYSTEM SOFTWARE	Ms. RAJITHA K V	Ms. DIVYA B
S7 CSE B	CST463 WEB PROGRAMMING	Ms. RAHNA C. M.	Ms. VIDHYA S S
S5 CSE B	CST309 MANAGEMENT OF SOFTWARE SYSTEMS	Ms. SISNA P	Ms. SREERAJI NARAYANAN
S5 CSE C	CST303 COMPUTER NETWORKS	Ms. JYOTHSNA S. MOHAN	Ms. NEENA V V



Peer observation Policy

Policy No: VJEC/HR/P05/11-

Policy Version:1.0

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: Ms DIVYA K, A P, Dept. of CSE

2. Name & Department: Ms. NASIRA SALAN, A.P., Dept. of CLE

Details of Teaching / Learning Session to be observed:

Observed: NAJIRA SALAM

Observer: DIVYA K

Group / Location: SB CSE-A

Day/Date/Time: 15/10/2022, Saturday, 03:10PM

Type of Session / Duration: 40 minutes

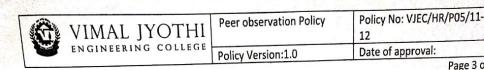
No of Students: 61

Topic / Title of Session: DATA LINK LAYER

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

To make the Shounts understand about different layers in ISO/OSI Model.

Signature of policy approving Date of approval CHAIRMAN



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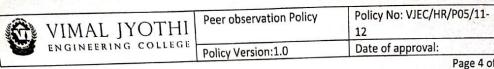
What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

Interaction with Students, Voice clarity Subject knowledge.

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

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Signature of policy approving	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: interacted with students very see!
 - -> good explanation of the topic
 - good voice clarity
 - -> Reffective interaction with students
- Things that could have be improved in future:
 - -> Font size is pp? should be chereased
 - > instruct the student to write lecture nectes during class.
 - -> Instead of explaining the topic seperatedly, suggested to make the students respond to the suggested to make the students respond to the
 - Any other Comments / suggestions:

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authority	CHAIRMAN	Da



Peer observation Policy

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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: 15/10/2022 Sahurday 03:10 PM

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:

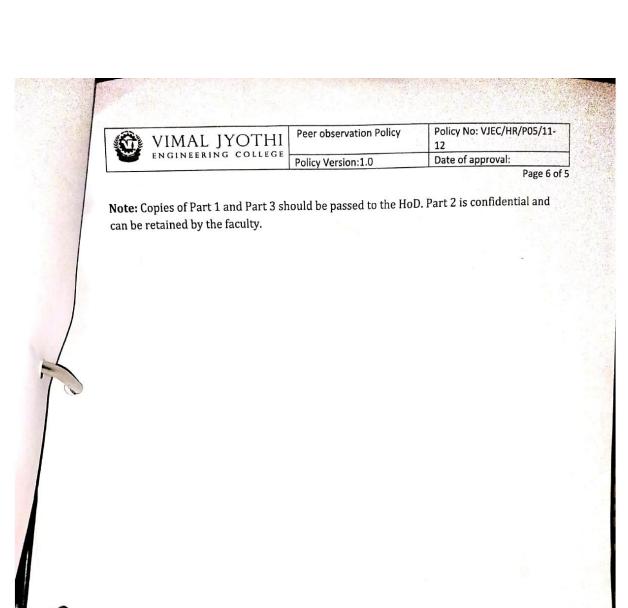
Moted NIATIRA SALAM

Signature - Observed

Signature of policy approving authority

CHAIRMAN

Date of approval:



Signature of policy approving	CHAIRMAN	Date of approval:
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ms. Sinai michel.



Policy No: VJEC/HR/P05/11-12 Peer observation Policy Date of approval: Policy Version: 1.0

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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, deliver and effectiveness. • By the end of the first month of every semester, the first round of observation		
must be over and the report shall be submitted to the principal through I			
	same process shall be repeated in the last month of the semester to assess impact.		
	 The forms relating to this process is attached as annexure. 		
	k .		
:	Related information		
	4 Annexure		
T	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		

Signature of policy approving		
authority	CHAIRMAN	Date of approval:

Peer observation Policy Policy Version:1.0

Policy No: VJEC/HR/P05/11 Date of approval:

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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.

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ng Session to be ob	served:			
el	Observer: Ms. Margard Abrahan			
14.40	Group / Location: SICE A			
ype of Session / Duration: No.ofStudents:53				
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e session (both for	you and for the students)?			
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Chrenil elypes	al bothed connections			
ndwslanding	on the some.			
CHAIRMAN	Date of approval:			
	ng Session to be ob			



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Policy No: VJEC/HR/P05/11-12 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.)

- Interaction with woodends
- food clear voice and frasibility on the are al visual

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

Design ortsteel structuse syllabor has modified for 2019 Scheme solucionis. The new syllabas is quite vost and the country sevenith semester solucionis and the thirst books and will known.

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 preparationfor meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:
- 1. good solucion teacher inkrockion
- 2. Providing described explanation Isolation using esignes and equations on the boold.
- 3. Leasur note on properly dedated.
- A. Class note of the students on checked ugulonly
- S. Morumum attention to each and every soluctions
 - Things that could have be improved in future:
 - t. Use of visual aid methods like PPT
 - 2. Pau control could be improved.

		550
•	Any other Comments	/ suggestions:

Signature of policy approving Date of approval: CHAIRMAN authority



Peer observation Policy Policy Version: 1.0

Policy No: VJEC/HR/P05/11-12 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: 21/09/22 , 12 (0 Rm

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:

1. Osing visual aids dor bether explanation!

2. Difficulty in focussing adopte in greater doption du do la vart syllabai

Signature - Observer:

Signature - Observed

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

Signature of policy approving authority **CHAIRMAN** Date of approval: Peer Observation Group:

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.

١.	Name & Department Dr. Sridharran P. Professor Department of	(Vlechanic a)
2.	Name & Department	

Details of Teaching /Learning Session to be observed:

Day/ Date / Time: Thursday / 7/7/2022 / 9:00 am

Type of Session / Duration: Lectur / I hour.

No of Students: 31

Topic / Title of Session: Design of Springs

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

-> To set students familiar with the asism databask for solving questions from design of springs,

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.)

White board usage - 100%.

Voice - More than enjected (Good enough for Students)

Interaction. - Students response and interation is good

Clarity in explanation. - Excellent

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

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 can be improved in future:

• Any other Comments / suggestions:

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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: 777202 14 hour Sh mt B

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:

->. AVA Problems solving methods are good and ferther important

le done.

Signature - Observer:

Signature - Observed

Signature - Observed

Note: Copies of Part 1 and Part 3 Should be passed to the HoD. Part 2 is confidential and can be

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VIMAL JYOTHI ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-
	Dollar V - 1	Date of approval:

1	Introduction Page 1 of 9
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	Annexure 3 – Peer support for learning & teaching through observation Part C

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authority	CHAIRMAN	Date of approval:

VIMAL JYOTHI ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11- 12
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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		
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Observed: Rijay A. M. Observer: Tinky Google, Tyothe Joseph Day/Date/Time: 15/2/23.11-10 Group/Location: S.4. EET Type of Session/Duration: Lechtary I. No of Students: 3.0 Topic/Title of Session: Timed point and Jealing point representation What are the objectives for the session (both for you and for the students)? To familiarize type of number system and students and subject ones. Signature of policy approving CHAIRMAN		Peer Observation Group:
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Type of Session / Duration: Lechtrey. It No of Students: 3.0 Topic / Title of Session: Fixed point and for the students? What are the objectives for the session (both for you and for the students)? To familiarize type of number system and students got basic idea of number system in digital elutronics Signature of policy approving CHAIRMAN		Details of Teaching / Learning Session to be observed:
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Topic / Title of Session: Tixed paint and fooding point representation. What are the objectives for the session (both for you and for the students)? To familiarize type of number system and students got basic idea of number system in digital electronics. Signature of policy approving CHAIRMAN		Day/ Date / Time: 18 2 23 11-10 Group / Location: Summer EEC
What are the objectives for the session (both for you and for the students)? To familiarize type of number system and students got basic idea of number system in digital elutronics. Signature of policy approving CHAIRMAN		Type of Session / Duration: Lecturer In No of Students: 3.0
Signature of policy approving	1	Topic / Title of Session: Fixed point and feating point representation
Signature of policy approving		What are the objectives for the session (both for you and for the students)?
Signature of policy approving		To familiarize type of number system our
Signature of policy approving		students got basic idea of number systems in
Signature of policy approving		digital electronics
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VIMAL JYOTHI ENGINEERING COLLEGE	Peer observation Policy	Policy No: VJEC/HR/P05/11-
	D II	Date of approval:

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

- Interaction with the dudents

- Class control.

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

Nil

Signature of policy approving		
authority	CHAIRMAN	Data 6
		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:

- Good subject knowledge

Things that could have be improved in future:

Voice is not that much audible.

Any other Comments / suggestions:

- Use

Signature of policy approving CHAIRMAN authority Date of approval:

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