

Peer Observation Policy for newly joined faculty

VIMAL JYOTHI ENGINEERING COLLEGE CHEMPERI

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Peer Observation Report 2022-2023

1. 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



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. NAJIRA SALAM , A.P., DEPT. of CSE

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 students understand about different layers in ISO/OSI Model.

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.)

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

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: interacted with students very well!
 - good explanation of the topic
 - good voice clarity
 - Effective interaction with students
- Things that could have be improved in future:
 - font size in ppt should be increased
 - instruct the student to write lecture notes during class.
 - Instead of explaining the topic repeatedly, suggested to make the students respond to the questions.
- 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
	Policy Version:1.0	Date of approval:

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, Saturday, 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:

Noted
NAJIRA SAUANI
Ajay Salay

Signature - Observer: Ajay Salay

Signature - Observed Ajay Salay

Signature of policy approving authority	CHAIRMAN	Date of approval:
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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:

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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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ms. Sinai Michel.

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

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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. <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

Signature of policy approving authority	CHAIRMAN	Date of approval:
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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 Margaret Abraham, CE
2. Name & Department

Details of Teaching / Learning Session to be observed:

Observed: Ms. Sinai Michel Observer: Ms. Margaret Abraham

Day/ Date / Time: 21/9/22 10:10 Group / Location: SJCEA

Type of Session / Duration: Lecture / 1 hour No of Students: 53

Topic / Title of Session: Strength of bolted connection

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

- To make students understand the procedure for determining the strength of different types of bolted connections.
- To have a better understanding on the same.

Signature of policy approving authority

CHAIRMAN

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 etc.)

- Interaction with students
- ~~fast~~ clear voice and feasibility on the use of visual aids

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.)

Design of steel structure syllabus has modified for 2019 scheme students. The new syllabus is quite vast and the current seventh semester students are the first batch under this scheme. Hence pattern of question paper by kids is not well known.

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

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:

1. Good student - teacher interaction
2. Providing detailed explanation / solution using figures and equations on the board.
3. Lecture notes are properly dictated.
4. Class notes of the students are checked regularly
5. Maximum attention to each and every student.


- Things that could have been improved in future:

1. Use of visual aid methods like PPT
2. Paa control could be improved.

- Any other Comments / suggestions:

- Nil -

Signature of policy approving authority	CHAIRMAN	Date of approval:
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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:

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, 12:00 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:

1. Using visual aids for better explanation.
2. Difficulty in focussing a topic in greater depth due to vast syllabus.

Signature - Observer: [Signature] 21/9/22

Signature - Observed: [Signature]

[Signature] 21/9/22

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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PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART I: 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 Dr. Sridharan P., Professor, Department of Mechanical,
2. Name & Department

*Details of Teaching / Learning Session to be observed:*Observed: Dilip DineshObserver: Dr. Sridharan P.Day/ Date / Time: Thursday / 7/7/2022 / 9.00amGroup / Location: 56 MEBType of Session / Duration: Lecture / 1 hour.No of Students: 31Topic / Title of Session: Design of Springs.*What are the objectives for the session (both for you and for the students)?*

- To ~~describe~~ describe the design procedure of helical springs.
- To get students familiar with the design databook 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 expected (Good enough for students)

Interaction. - Students response and interaction 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:

- * clearly demonstrated the concepts of helical springs
- * class is upto the mark
- * students are comfortable in class and asking questions
- * Problem solving methodology is good.

- Any other Comments / suggestions:

nil

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: 7/7/2022 1st hour SL.MEB

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:

→ ~~NSA~~ Problems solving methods are good and further improvement will

be done.

Signature - Observer:

[Signature]
HOD (Dr. P. Sridharan)

Signature - Observed

[Signature]
7/7/2022

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]
[Signature]



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	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.
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	<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.
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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 Tinku George, Jyothi Joseph, EEE
2. Name & Department Rijay G. N., EEE Department

Details of Teaching / Learning Session to be observed:

Observed: Rijay G. N. Observer: Tinku George, Jyothi Joseph

Day/ Date / Time: 15/2/23, 11:10 Group / Location: S4, EEE

Type of Session / Duration: Lecture, 1hr No of Students: 30

Topic / Title of Session: Fixed point and floating point representation

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

To familiarize type of number systems and students got basic idea of number systems in digital electronics.

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.)

- Interaction with the students
- Use of white board
- 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 etc.)

Nil

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

- Good subject knowledge
- Good class control.

- Things that could have be improved in future:

- Voice is not that much audible.

- Any other Comments / suggestions:

- Use of mic is suggested.

Signature of policy approving authority	CHAIRMAN	Date of approval:
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