

## Job Roles of Prof. Sonai Johri, Dean Academics

### Scope:

Both the campuses

### Roles:

1. Daily Students' Attendance Analysis
2. Regular Students' Feedback Coordinator
3. Monitoring of the functioning of academic excellence committees

### 1. Daily Students' Attendance Analysis

Objective: Identify classes with attendance below 50% and promptly notify relevant Deans.

- **Process:**

- Data Collection: Gather attendance data from the university's daily attendance system.
- Screening: Analyze the data to identify classes where attendance falls below 50%.
- Flagging: Prepare a report listing flagged classes with attendance issues.
- Notification: Share this report on the Deans' group every day based on attendance submitted on the last day.

**Outcome:** Ensure Deans are aware of attendance trends and can take corrective action/s as necessary.

### 2. Regular Students' Feedback Coordination

Objective: Collect and analyze student feedback to assess teaching effectiveness and identify areas for improvement.

- **Process:**

- Selection of Classes: Choose at least five classes from different schools each day. (Format at Annexure-1)
- Feedback Collection: Conduct feedback sessions with students, with attendance of 75% or above, ensuring responses are genuine and constructive.
- Analysis: Summarize feedback findings, focusing on teaching quality, areas of improvement, and overall student satisfaction.
- Reporting: Compile a daily report with analysis and present it to the Vice Chancellor.

**Outcome:** Provide timely insights to the Vice Chancellor, facilitating immediate attention to teaching quality and student satisfaction.

### 3. Monitoring the Functioning of:

1. Academic Excellence Assurance Committee (AEAC)
2. Academic Excellence Monitoring Official (AEMO)

Compliance and Monitoring: Prof. Sonia Johri will maintain a log of daily activities and reports for record-keeping and periodic review by university administration. The above roles will be further updated in the coming days.

### 4. Continuous Progression Report (Monthly)

Objective: Collecting a monthly report on the teaching performance and activity engagement of faculty members, ensuring alignment with academic and NAAC standards form Deans of various schools.

**Process:**

Data Collection: Gather information on each teacher’s performance from the 21st of the previous month to the 20th of the current month.

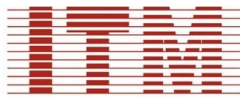
**Metrics to Include:**

- Name of the Teacher
- Total Classes Allocated: Total classes (including labs) scheduled for the teacher.
- Total Classes Taken: Count of actual classes and labs conducted.
- Average Feedback: Using the NAAC questionnaire to evaluate teaching effectiveness.
- LWP in the Month: Record any Leave Without Pay instances.
- % of Syllabus Covered: Percentage of the syllabus completed during the month.
- ABCA Activities and PBLs: List of ABCA (Activity-Based Continuous Assessment) activities and Project-Based Learning (PBL) conducted by the teacher.

**Reporting:** Compile and submit the report monthly.

**Outcome:** Facilitate ongoing monitoring of faculty performance, enabling targeted improvements in teaching and engagement activities.

Name of the Teacher	Total Classes Allocated in the Month (From 21st of last month to 20th of current month)	Total Classes (Labs as well) Taken in the Month	Average Feedback (Use the NAAC questionnaire)	LWP in the Month	% of Syllabus Covered in the Month	List of ABCA Activities and PBLs Conducted During the Month



## Annexure-1

### Student Feedback on Teaching Faculty

Please provide your feedback on the faculty members who taught your courses this semester. You have a total of 100 marks to allocate among all the teachers based on their effectiveness, teaching quality, and contribution to your learning. The total of all your allocations must equal 100 marks.

Name of Programme		Semester
Faculty Member's Name	Course Taught	Marks Allocated (out of 100)
<b>Total</b>		<b>100</b>
<b>Specific Suggestions/ comments:</b>		

(Students' names won't be collected)