

### EVALUATION POLICY

#### **Objective:**

The aim of this policy is to continuously monitor and evaluate the performance of tutors via student and peers' feedback. This also includes feedback from students on general amenities.

#### **Procedure:**

- Three weeks post commencement of the course, the first written evaluation of the tutor will be carried out. This will be conducted by the Quality Assurance Department Head along-with the Vice Principal or a designation holder - no less than the VP, using the 1<sup>st</sup> Student Feedback Questionnaire (Appendix C1).  
The points covered in the form and its objective should be explained to the students, to ensure effective feedback is collected. The QA head will discuss the summary of the feedback with the tutor and share a hardcopy too. A copy of the summary (signed by the tutor to acknowledge feedback) is to be sent to the Principal.
- During the 8<sup>th</sup> – 10<sup>th</sup> week of the semester, an evaluation will be carried out by another lecturer. This lecturer will have to be senior than the tutor being evaluated; alternatively either the Principal of the same or another campus can conduct the evaluation, using the Peer Evaluation Form (Appendix C2). The feedback of this evaluation will be discussed with the tutor, by the Principal. The summary of this evaluation will help the Principal determine the level of support, if any, required by the faculty in the areas highlighted for improvement.
- Two weeks before the end of the course, a second evaluation of the tutor will be carried out by the QA Department Head along-with the VP or a person no less than the VP. The purpose is to compare the former with latter evaluation, to monitor improvements by the tutor based on feedback by students. This will be carried out by using the 2<sup>nd</sup> Student Feedback Questionnaire (Appendix C3). A summarised copy will be provided to the tutor and the Principal.
- In the new evaluation forms, the summary highlights the weightage of each assessment criteria. Relevant personnel are advised to consider the feedback of a criterion as good, if its value is  $\geq 80\%$  in terms of student and peer assessment. The feedback becomes 'satisfactory' if the performance is between 60 - 80%. Areas of concerns should be discussed with the relevant tutor. Feedback below 60% requires immediate actions.
- During the same time, an evaluation will be carried out regarding the general facilities provided at SKANS, using the General Evaluation Form (Appendix C4).
- Once the results are out, a Post- Result discussion will be carried out with the tutor based on the facts of students who have attempted the paper, pass rates, drop-out rates etc.
- Throughout the evaluation process, the QA department will maintain a file on each tutor that will hold all the relevant documents.
- A calendar detailing all the deadlines of the above mentioned evaluations will also be set up by the QA Department with only the relevant people having access to it.
- The evaluation is carried out according to the following scale:  
Bad – 0, Below Average – 1, Average – 2, Above Average – 3, Good – 4, Excellent – 5