7.2 BEST PRACTICE

7.2.1 : Title of the Practice: "MICRO-TEACHING ANALYSIS"

DRVRKWCET has adopted "Micro Teaching Analysis" as one of the best practices from the academic year 2018-2019 to raise the calibre of instruction. The committee was created to put these criteria into practice. The procedure followed for implementation is given below:

- ➤ Micro-teaching is a valuable practice used in teacher training programs to improve teaching skills in a controlled setting.
- ➤ Micro-teaching is a valuable practice used in teacher training programs to improve teaching skills in a controlled setting.
- There should be a minimum of 10-minute recording of the lecture given by a faculty member.
- ➤ The expert committee will watch, analyze and scrutinize the video footage.
- Expert committee pay attention to various aspects such as clarity of explanation, engagement with students, use of teaching aids, and classroom management and take note on areas for improvement.
- ➤ After the microteaching session, expert faculties provide constructive feedback to the faculty member based on their observations. They highlight what went well and offer suggestions for improvement.
- ➤ All of the pre-examined faculty will be contacted again for the same process after the predetermined period of one or two weeks. The pre-assessment video and post assessment

- video recordings will be compared by the expert team and the improvement will be analysed.
- For improving the teaching quality of the faculty, the same procedure will be used again. Micro-teaching is an essential component of teacher training programs. The teaching behaviour and body language of the faculty members while teaching the class is being watched by experts. Two days before the video recording, each faculty member is instructed to prepare and explain their own topic. The six steps generallyinvolved in micro-teaching cycle are (i) Plan (ii) Teach (iii) Feedback (iv) Replan (v) Reteachand (vi) Re-feedback. The teaching environment is made free from disturbances. The teacher is instructed to prepare the content exactly for 10 to 15 minutes for evaluation. This feedback focuses on various aspects of teaching, such as clarity of instructions, engagement of students, use of teaching aids, and classroom management. One of the key benefits of micro-teaching is its ability to allow teachers to experiment with different teaching strategies and methods in a supportive environment. It offers a safe space for educators to make mistakes, receive feedback, and make improvements without the pressure of a real classroom. Micro-teaching also promotes reflective practice among teachers. Furthermore, micro-teaching helps build confidence among teachers.



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Date: 19/11/2022

SUMMARY REPORT OF MICROTEACHING ANALYSIS

S.NO	ACADEMIC YEAR	DEPT	NO.OF FACULTIES TRAINED	TOTAL FACULTY
		CSE	<u>2</u>	
		ECE	<u>2</u>	
1.		AIDS	<u>1</u>	09
	2022-2023	EEE	<u>2</u>	
		H&S	<u>2</u>	
		CSE	<u>2</u>	
	2021-2022	ECE	<u>2</u>	
2.		EEE	2	08
		H&S	<u>2</u>	
		CSE	<u>2</u>	
3.	2020-2021	ECE	1	
		EEE	<u>2</u>	06
		H&S	· <u>1</u>	7
	A ROLL	D // CSE	2	
4.	2019-2020	ECE	W let les les les le Light	06
	A CENTRAL	HEEDINEEE AND	TECHNOZOCV	
	UT ENUI	CSE	I I WIIII W Z WWI	
5.	2018-2019	ECE	<u>2</u>	
		EEE	2	07
		H&S	1 1	

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Date: 19/11/2022

SUMMARY REPORT OF SCORES OBTAINED IN MICROTEACHING ANALYSIS FOR ACADEMIC YEAR 2022-2023

S.NO	NAME OF THE FACULTY	DEPARTMENTT	SCORE BEFORE MTA	SCORE AFTER MTA
4	Mrs. MUBEENA ANJUM	CSE	3.1	4.1
1.	Mr. DVGS PRASAD	CSL	3.25	4.15
2.	SYED RIYAZ AHMED	EEE	3.05	4.1
	MS HAFSA NASEER	TZ	3.05	3.6
3.	Mrs. E. SHIREESHA	ECE	3.2	4.05
	SHAHEENA KAMRANI		3.3	3.6
4.	Mrs. PRIYANKA	AI&DS	3.05	3.6
5.	Mrs. HALEEM UNNISA	FN' H&S	3.2	3.7
	Mr.G.RAVI KUMAR	AND TECHN	3.25 11 OGY	4.15

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

SUMMARY REPORT OF MICROTEACHING ANALYSIS

S.NO	ACADEMIC YEAR	NO. OF FACULTIES TRAINED
1	AY 2018-2019	01
2	AY 2019-2020	01
3	AY 2020-2021	01
4	AY 2021-2022	01
5	AY 2022-2023	N'S COLLEGE

OF ENGINEERING AND TECHNOLOGY

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HEAD OF THE DEPARTMENT
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DR. VRK WOMEN'S COLLEGE OF
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Date: 03-11-2022

CIRCULAR

The Micro-teaching Analysis for the academic year 2022-2023 will be carried out from 09-11-2022 to 20-11-2022. All the HODs are informed to record the Video Lectures, evaluate and analyse the same with the help of the 3 experts of your department. The procedure is as follows:

- 1. A clearly recorded Video Lecture of each Faculty for 10 minutes on any preferred subject called as "Pre-Evaluation Video Lecture" is to be maintained.
- 2. An Evaluation report as per the format attached to be filled by analysing the "Pre-Evaluation Video Lecture" by the department 3 Expert members or Senior staffs of the department called "Pre-Evaluation Report"
- 3. Submit the consolidated copy of the report containing suggestions and recommendation for improvement of the respective faculty.
- 4. Again, a clearly recorded video Lecture of the Faculty for 10 minutes on any preferred subject has to be prepared called "Post-Evaluation Video Lecture". This video lecture is to verify that the faculty has improved in teaching based on the pitfalls mentioned in the "Pre-Evaluation Report".
- 5. An Evaluation report as per the format attached to be filled by analysing the "Post-Evaluation Video Lecture" by the department Expert members called "Post-Evaluation Report"

This evaluation should be completed and final report should be submitted on or **before**25th November 2022. At least a gap of one week should be there between the pre and post video recordings.

IQAC COORDINATOR

Copy To: HODs (CSE, AIDS, ECE, EEE)

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DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

LIST OF FACULTY MEMBERS FOR MICRO-TEACHING FOR 2022-2023

S.NO	NAME OF THE FACULTY	DESIGNATION
1.	Mrs. MUBEENA ANJUM	ASSISTANT PROFESSOR
2.	Mr. DVGS PRASAD	ASSISTANT PROFESSOR

COORDINATOR

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COMPUTER SCIENCE & ENGINEERING DR. VRK WOMEN'S COLLEGE OF ENGINEERING & TECHNOLOGY PRINCIPAL PRINCIPAL

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SCORE SHEET - MICRO TEACHING ANALYSIS AY 2022-2023

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

S.NO	NAME OF THE FACULTY	SCORE BEFORE MLTA (Out of 5)	SCORE AFTER MLTA (Out of 5)
1	Mrs. MUBEENA ANJUM	3.1	4.1
2	Mr.DVGS PRASAD	3.25	4.15

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MICRO TEACHING ANALYSIS FORM (BY EXPERT $-\frac{\sqrt{2}}{3}$)

NAME OF THE FACULTY	MYS. MUBEENA ANJUM
DEPARTMENT	CSE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	CD
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. G. Kalaimina

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	3	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	2	(3)	4	5
5	Subject Knowledge	1	2	(3)	4	5
6	Gestures and Expressions	1	2	3	4	5
7	Use of Professional Language in the Class	1	2	(3)	4	5
8	Time Management	1	(2)	3	4	5
9	Accuracy in Content Delivery	1	2	3	4	5
10	Conclusion of the topic	1	2	3	4	5

AVERA	GE RATING OBTAINED IS 3.1	OUT OF 5. (Sum of Rating /10)	
	ADDITIONAL COMMENTS BY THE	EXPERT MEMBER FOR CORRECTIVE ACTIONS	
S.NO	COMMENTS/SU	GGESTIONS BY THE EXPERT 1 / 2/3	
	Need to manaage main points.	the time, nightight	

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NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1 / 2 / 3)

NAME OF THE FACULTY	Mrs. Mubiena Anjum
DEPARTMENT	cse
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	CD
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. L. C Manikandan

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 - AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	3	4	5
2	Utilization of the Blackboard	1	2	(3)	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	2	3	4	5
5	Subject Knowledge	1	(2)	3	4	5
6	Gestures and Expressions	1	2	3	4	5
7	Use of Professional Language in the Class	1	2	(3)	4	5
8	Time Management	1	2	(3)	4	5
9	Accuracy in Content Delivery	1	2	3	4	5
10	Conclusion of the topic	1	2	3	4	5

,10	Conclusion of the topic	1	2	(3)	4		5
AVERAGE RATING OBTAINED IS OUT OF 5. (Sum of Rating /10) ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS							
S.NO	COMMENTS/SUGGESTIC	ONS BY THE	EXPERT 1	/ 2/ 3			
	1. Aleed to Emprove high and Subject.	ilightir	ig m	ain j	point	ろ	
/							

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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	CONSOLIDATED REPORT OF MICRO-TEACHING AN	ALYSIS EVALUATION			
	PRE-ASSESSMENT COMMENTS	DATE: 09-11-2022			
The Pr	e-Evaluation Video Lecture of Mys m	ubeena Anjum , From			
	SE Department is evaluated and analysed by	V			
and the s	suggestions are given below:				
S. No	Expert Member	Recommendation for Improvement			
1.	Dr. Gr. Kalaimani - prot	Need to manage the teme, highlight main points			
	Du. G. Kalaimani - prof CSE - HOD	the teme, highlight			
	C SE TOP	main points			
		/			
2.	Dit. L.c Manikandon - prof	Mand to umprove			
	Dol. L.c Manikandon - prof CSE	Meed to improve lighting main points and subject			
		mg ragnary,			
		main points			
		and Subject			
Exmant 1	Poting 3.1 Francis 2 Poting 3	• 1			
Expert 1 Rating 3.1 Expert 2 Rating 3.1					
Average Rating Obtained is (Average Rating of 2 Experts)					
The Faculty is informed to improve in the area of above mentioned comments & suggestions.					
After a w	reek, again video recording and analysis will be done.	The faculty is advised to prepare			
for the same.					

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1 / 2 / 3)

NAME OF THE FACULTY	Mrs. mubeena Anjum
DEPARTMENT	CSE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	CD
DATE	19-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. G. Kalaimani

S.NO	PARAMETERS		E IN 1 TO 5 ERAGE, 3 - EX		4 - BEST,	The state of the s
1	Highlighting Main Points	1	2	3	(4)	5
2	Utilization of the Blackboard	1	2	(3)	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	2	3	4	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	3	4	(5)
7	Use of Professional Language in the Class	1	2	3	4	(5)
8	Time Management	1	2	3	(4)	5
9	Accuracy in Content Delivery	1	2	3	(4)	5
10	Conclusion of the topic	1	2	3	4	3

10	Conclusion of the topic	1	2	3	4	(5)
AVERA	AGE RATING OBTAINED IS	OUT OF 5. (2			
S.NO					AND ALL OF THE ADDRESS OF THE ADDRES	
*	Improved in time highlight main	man o	ng Mei	nt e	and	
	/ land					

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NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT -1/2/3)

NAME OF THE FACULTY	Mrs. mubeena Anjum
DEPARTMENT	CSE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	CD
DATE	19-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. G. Kalo L. C manikandan

S.NO	PARAMETERS		1 – POOR 4 – BEST, ')			
1	Highlighting Main Points	1	2	3	(4)	5
2	Utilization of the Blackboard	1	2	(3)	4	5
3	Position of the Teacher and Body Language	1	2	3	4	5
4	Eye Contact with all the Students	1	2	3	4	(5)
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	3	4	(5)
7	Use of Professional Language in the Class	1	2	3	4	5
8	Time Management	1	2	3	(4)	5
9	Accuracy in Content Delivery	1	2	3	4	(5)
10	Conclusion of the topic	1	2	3	4	5

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DATE:- 19 - 11 - 2022

CONSOLIDATED REPORT OF MICRO-TEACHING ANALYSIS EVALUATION POST ASSESSMENT COMMENTS

The suggestions recommended by Expert members with respect to the Pre-assessment report has been informed to Mys muleuma Anjum for improvement. Later, lecture was recorded and expert members have analysed the presentation given by the faculty (Post Evaluation Video Lecture) after a week of time.

The Average Score obtained is _______(Average of 2 Expert scores)

It is observed that there is a Significant/Insignificant improvement in the lecture.

Note: The average score greater than or equal to **3.5** indicates good improvement. If the average score is below 3.5 the faculty needs to reappear next time.

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SIGNATURE OF EXPERT MEMBERS

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1/2/3)

NAME OF THE FACULTY	Mr. DVGS Passad
DEPARTMENT	CSE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	DIE
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. G. Kalaimani

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	3	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	(2)	3	4	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	(3)	4	5
7	Use of Professional Language in the Class	1	2	(3)	4	5
8	Time Management	1	2	3	(4)	5
9	Accuracy in Content Delivery	1	2	(3)	4	5
10	Conclusion of the topic	1	2	(3)	4	5

AVERA	GE RATING OBTAINED IS OUT OF 5. (Sum of Rating /10)
	ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS
S.NO	COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3
۲.	Need to improve highlighting main points & maintain eye contact withall students.
/	

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT -1/2/3)

NAME OF THE FACULTY	Mgr. DVGS Pgrasad
DEPARTMENT	CSE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	DE
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dan. L.C. Manikandan

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	(2)	3	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	3	(4)	5
4	Eye Contact with all the Students	1	2	(3)	4	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	3	(4)	5
7	Use of Professional Language in the Class	1	2	(3)	4	5
8	Time Management	1	(2)	3	4	5
9	Accuracy in Content Delivery	1	2	(3)	4	5
10	Conclusion of the topic	1	2	3	4	5

10	Conclusion of the topic	-	2	3	(+)	5		
AVERAGE RATING OBTAINED IS OUT OF 5. (Sum of Rating /10) ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS								
S.NO				O' and the state of				
l _x	Need to manage to points.	he time,	, high	light	- ma	em		
,					-			

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

COMPUTER SCIENCE & ENGINEERING
DR. VRK WOMEN'S COLLEGE OF



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	CONSOLIDAT	ED REPORT OF MI	ICRO-TEACHING AN	ALYSIS EVALUATION
		PRE-ASSESSMENT	COMMENTS	DATE: 09-11-22
The P	Pre-Evaluation	Video Lecture	of Mr. DVG	From From
	CSE I	Department is evalu	ated and analysed by	y the following Expert members
and the	suggestions are	given below:		
S. No		Expert Memb	er	Recommendation for Improvement
1.	Da. G.	Kalaiman CSE	ri - Porof E - HOD.	Need to improve highlighting main points & maintain eyecontact with students.
2.	Dn.L.C.	Manikan Porof -	dan:- CSE	Need to manage time, highlight main points.
5				,
	1 Rating 2		ert 2 Rating3.	
Average	e Rating Obtaine	d is 3,25	(Average Rating of	2 Experts)
The Fac	culty is informed	to improve in the	area of above mention	oned comments & suggestions.
After a v	week, again vide	o recording and an	alysis will be done. T	The faculty is advised to prepare
for the s	ame.			
CO-ORI	DINATOR			
SIGNAT	TURE OF EXP	RT MEMBERS	H	EAD OF THE DEPARTMENT EAD OF THE DEPARTMENT OMPUTER SCIENCE & ENGINEERING OMPUTER SCIENCE & ENGINEERING
M	5/.		Di	OMPUTER SCIENCE & COLLEGE OF R. VRK WOMEN'S COLLEGE OF TECHNOLOGY

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1 / 2 / 3)

NAME OF THE FACULTY	Mar. DVGS Parasad
DEPARTMENT	CSE
ACADEMIC YEAR	2022-23
SUBJECT & TOPIC/URL	D.E
DATE	19-11-22
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Da, G. Kalaimani

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)					
1	Highlighting Main Points	1	2	3	4	5	
2	Utilization of the Blackboard	1	2	3	4	- 5	
3	Position of the Teacher and Body Language	1	2	3	(4)	5	
4	Eye Contact with all the Students	1	2	3	4	(5)	
5	Subject Knowledge	1	2	3	4	5	
6	Gestures and Expressions	1	2	3	4	(3)	
7	Use of Professional Language in the Class	1	2	3	(4)	5	
8	Time Management	1	2	3	(4)	5	
9	Accuracy in Content Delivery	1	2	3	(4)	5	
10	Conclusion of the topic	1	2	3	4	5	

AVERA	GE RATING OBTAINED IS Ut. 2 OUT OF 5. (Sum of Rating /10)
	ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS
S.NO	COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3
	Significant improvement in highlighting main points and good eye contact with students.

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1 / 2 / 3)

NAME OF THE FACULTY	Mar- DVGS Parasad
DEPARTMENT	CSE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	D.E
DATE	19-11-22
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Da. L.C. Manikandan

S.NO	PARAMETERS		RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)					
1	Highlighting Main Points	1	2	3	4	5		
2	Utilization of the Blackboard	1	2 .	3	(4)	5		
3	Position of the Teacher and Body Language	1	2	3	(4)	5		
4	Eye Contact with all the Students	1	2	3	4	5		
5	Subject Knowledge	1	2	3)4	(5)		
6	Gestures and Expressions	1	2	3	(4)	5		
7	Use of Professional Language in the Class	1	2	(3))4	5		
8	Time Management	1	2	3	(4)	5		
9	Accuracy in Content Delivery	1	2	3	4	(3)		
10	Conclusion of the topic	1	2	3	4	5		

AVERAGE RATING OBTAINED IS 4.1 OUT OF 5. (Sum of Rating /10) ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1/2/3 Amp groved Significantly in managing time & highlighting main points.							
S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3	AVERA						
		ADDITIONAL COMMENTS BY THE EXPERT ME	MBER FC	OR CORR	ECTIVE A	CTIONS	
Empowed significantly in managing time & highlighting main points.	S.NO	COMMENTS/SUGGESTIONS	BY THE I	EXPERT 1	1/2/3		
		Empowed significant time & highlighting	fly me	în am	neno poin	gine ti.]

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NAME & SIGNATURE OF THE EXPERT MEMBER

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DATE:- 19-11-22

CONSOLIDATED REPORT OF MICRO-TEACHING ANALYSIS EVALUATION POST ASSESSMENT COMMENTS

The suggestions recommended by Expert members with respect to the Pre-assessment report
has been informed to Mor. DVGS Prasad for improvement. Later, lecture
was recorded and expert members have analysed the presentation given by the faculty (Post
Evaluation Video Lecture) after a week of time.
The Average Score obtained is(Average of 2 Expert scores)
It is observed that there is a Significant/Insignificant improvement in the lecture.
Note: The average score greater than or equal to 3.5 indicates good improvement. If the average

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score is below 3.5 the faculty needs to reappear next time.

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

SUMMARY REPORT OF MICROTEACHING ANALYSIS

S.NO	ACADEMIC YEAR	NO. OF FACULTIES TRAINED
1	AY 2018-2019	01
2	AY 2019-2020	01
3	AY 2020-2021	01
4	AY 2021-2022	01
5	AY 2022-2023	N'S COLLEGE

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING LIST OF FACULTY MEMBERS FOR MICRO-TEACHING FOR 2022-2023

S.NO	NAME OF THE FACULTY	DESIGNATION
1.	MS.HAFSA NASEER	ASSISTANT PROFESSOR
2.	Mr.SYED RIYAZ AHMED	ASSISTANT PROFESSOR

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SCORE SHEET - MICRO TEACHING ANALYSIS AY 2022-2023

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

S.NO	NAME OF THE FACULTY	SCORE BEFORE MLTA (Out of 5)	SCORE AFTER MLTA (Out of 5)
1	MS.HAFSA NASEER	3.05	3.6
2	Mr.SYED RIYAZ AHMED	3.05	4.1

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MICRO TEACHING ANALYSIS FORM (BY EXPERT $-\frac{1}{2}/3$)

NAME OF THE FACULTY	Ms. Halsa Naseey
DEPARTMENT	KEE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	BEE
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. Raj Selvan

s.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	(2)	3	4	5
2	Utilization of the Blackboard	1	2	(3)	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	2	3	4	5
5	Subject Knowledge	1	(2)	3	4	5
6	Gestures and Expressions	1	2	3	(4)	5
7	Use of Professional Language in the Class	1	2	3	4	5
8	Time Management	1	2	(3)	4	5
9	Accuracy in Content Delivery	1	2	3	(4)	5
10	Conclusion of the topic	1	2	(3)	4	5

AVERAGE RATING OBTAINED IS 3.1 OUT OF 5. (Sum of Rating /10)

ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS

S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3

Need to improus highlighting main point

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NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1 / 2 / 3)

NAME OF THE FACULTY	Ms. Hafsa Naseer
DEPARTMENT	EEE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	BEE
DATE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
ASSESSMENT TYPE	PRE-ASŠESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Da. Jaya Kuman

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	(3)	4	5
2	Utilization of the Blackboard	1	(2)	3	4	5
3	Position of the Teacher and Body Language	1	2	3	4	5
4	Eye Contact with all the Students	1	2	3	4	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	(3)	4	5
7	Use of Professional Language in the Class	1	2	3	4	5
8	Time Management	1	(2)	3	(4)x	5
9	Accuracy in Content Delivery	1	2	3	4	5
10	Conclusion of the topic	1	2	3	4	5

AVERA	GE RATING OBTAINED ISOUT OF 5. (Sum of Rating /10)
	ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS
S.NO	COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3
	Need to improve utilization of the blackscowd and Time management.

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NAME & SIGNATURE OF THE EXPERT MEMBER

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	CONSOLIDATED REPORT OF MICRO-TEACHING A	NALYSIS EVALUATION
	PRE-ASSESSMENT COMMENTS	DATE: 09-11-2022
The Pre	e-Evaluation Video Lecture of Mys. Ho	afsa Naseey , From
_ER		
and the s	uggestions are given below:	
S. No	Expert Member	Recommendation for Improvement
1.	- 1	Aleed to improve
5	Da. Raj Selvan.	Need to improve lightighting moun point and subject
		main point.
# # 1 T		and subject
2.	i.	1 to Composition
B-741	Da. Jaya & Keman	need to improve utilization of the blackboard &
	O	ulilization of s
		Time managment
		- Time Managment
		X X
Expert 1	Rating 3.1 Expert 2 Rating 2	3.0
Average l	Rating Obtained is 3.05 (Average Rating o	f 2 Experts)
The Facu	lty is informed to improve in the area of above men	ioned comments & suggestions.
After a we	eek, again video recording and analysis will be done.	The faculty is advised to prepare
for the sa	/	
CO-ORD	INA TOR	
JO OND		P

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1/2/3)

NAME OF THE FACULTY	Ms. Harsa Naseer
DEPARTMENT	REE
ACADEMIC YEAR	2022 - 2023
SUBJECT & TOPIC/URL	BEE
DATE	19-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr Raj Selvan.

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	(3)	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	3	4	5
4	Eye Contact with all the Students	1	2	3	4	(5)
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	3	4	5
7	Use of Professional Language in the Class	1	2	3	4	(S)
8	Time Management	1	2	3	4	5
9	Accuracy in Content Delivery	1	2	(3)	4	5
10	Conclusion of the topic	1	2	3	4	5

AVERAGE RATING OBTAINED IS	3.6	OUT OF 5. (Sum of Rating /10)

ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS

S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1/2/3

Improved highlighting main points and

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NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT -1/2/3)

NAME OF THE FACULTY	Ms. Maksa Marery
DEPARTMENT	EEE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	BEE
DATE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. Jaya Kiman.

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)					
1	Highlighting Main Points	1	2	3	4	(5)	
2	Utilization of the Blackboard	1	2	3	4	5	
3	Position of the Teacher and Body Language	1	2	3	4	- 5	
4	Eye Contact with all the Students	1	2	3	4	5	
5	Subject Knowledge	1	2	3	4	5	
6	Gestures and Expressions	1	2	3	4	5	
7	Use of Professional Language in the Class	1	2	3	4	5	
8	Time Management	1	2	(3)	4	5	
9	Accuracy in Content Delivery	1	2	(3)	4	5	
10	Conclusion of the topic	1	2	3	4	(5)	

AVERAGE RATING OBTAINED IS ___________OUT OF 5. (Sum of Rating /10)

ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS

S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1/2/3

Improved utilization of the blackboard and time management

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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DATE: 19-11-2022

CONSOLIDATED REPORT OF MICRO-TEACHING ANALYSIS EVALUATION POST ASSESSMENT COMMENTS

The suggestions recommended by Expert members with respect to the Pre-assessment report
has been informed to Ms. Hays a Maseer for improvement. Later, lecture
was recorded and expert members have analysed the presentation given by the faculty (Post
Evaluation Video Lecture) after a week of time.
The Average Score obtained is(Average of 2 Expert scores)
It is observed that there is a Significant/Insignificant improvement in the lecture.
Note: The average score greater than or equal to 3.5 indicates good improvement. If the average
score is below 3.5 the faculty needs to reappear next time.
A. i

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1/2/3)

NAME OF THE FACULTY	Mon. Syed Riyaz Ahmed
DEPARTMENT	EEE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	EMF
DATE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Da-Raj Selvan

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5- EXCELLENT)				
1	Highlighting Main Points	1	2	(3)	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	3	4	5
4	Eye Contact with all the Students	1	2	3	4	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	(2)	3	4	5
7	Use of Professional Language in the Class	1	2	3	4	5
8	Time Management	1	2	3	4	5
9	Accuracy in Content Delivery	1	2	3	4	5
10	Conclusion of the topic	1	2	3	4	5

10	Conclusion of the topic		1	2	(3)	4	5
AVERA	AGE RATING OBTAINED IS	2.9	OUT OF 5. (S	um of R	ating /10)	
	ADDITIONAL COMMI	NTS BY THE EXPERT	MEMBER FO	R CORR	ECTIVE A	CTIONS	
S.NO	СО	MMENTS/SUGGESTI	ONS BY THE E	XPERT 1	. / 2/ 3		
	Need to managing	improve time	usag	e of	- boo	rord	and

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT -1/2/3)

NAME OF THE FACULTY	Mr. Syed Riyaz Ahmed
DEPARTMENT	EEE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	EMF
DATE	09-11-2022
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Jaya Kiman.

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5-EXCELLENT)				
1	Highlighting Main Points	1	(2)	3	4	5
2	Utilization of the Blackboard	1	(2)	3	4	5
3	Position of the Teacher and Body Language	1	2	(3).	4	5
4	Eye Contact with all the Students	1	2	3	(4)	5
5	Subject Knowledge	1	2	3	4)	5
6	Gestures and Expressions	1	2	(3)	4	5
7	Use of Professional Language in the Class	1	2	(3)	4	
8	Time Management	1	2	×	4	5
9	Accuracy in Content Delivery	1	2	3)	4	5
10	Conclusion of the topic	1	2	3	(4)	5
	conclusion of the topic	1	2	3	(4)	

AVERAGE RATING OBTAINED IS ___ 3.2 OUT OF 5. (Sum of Rating /10)

ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS

COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3

CO-ORDINATOR

S.NO

NAME & SIGNATURE OF THE EXPERT MEMBER

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CONSOLIDATED REPORT OF MICRO-TEACHING A	NALYSIS EVALUATION
PRE-ASSESSMENT COMMENTS	DATE: 9/11/23
The Pre-Evaluation Video Lecture of Mr. Riy	az Ahmed ,Froi
Department is evaluated and analysed by	y the following Francis
and the suggestions are given below:	by the following Expert member
and the suggestions are given below:	
S. No Expert Member	Recommendation for Improvement
1.	Need to improve
Dr. Pajselvan.	weed to bright
1 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	usage of board and managing
	and managery
	time
2.	
	Need to improve usage of board and highlighting main points.
Dr. Jaya Kimor	we are brand
U	usage of the lating
	and highlighting
	main points.
	1
Expert 1 Rating 2.9 Expert 2 Rating 3	, 2
Average Rating Obtained is 3.05 (Average Rating of	2 Experts)
The Faculty is informed to improve in the area of above	
The Faculty is informed to improve in the area of above mention	oned comments & suggestions.
of the same.	he faculty is advised to prepare
of the same.	
O-ORDINATOR	

SIGNATURE OF EXPERT MEMBERS

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MICRO TEACHING ANALYSIS FORM (BY EXPERT – 1/2/3)

NAME OF THE FACULTY	Mg. Syed Riyaz Ahmed
DEPARTMENT	Mar. Syed Riyaz Ahmed EEE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	EMF
DATE	109/11/22
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. Raj Selvan.
	7

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5-EXCELLENT)			· ·	
1	Highlighting Main Points	1	2	3	4	5
2	Utilization of the Blackboard	1	2	3	(4)	5
3	Position of the Teacher and Body Language	1	2	3	(4)	5
4	Eye Contact with all the Students	1	2	3	(4)	5
5	Subject Knowledge	1	2	3	4	5
6	Gestures and Expressions	1	2	3	4	(5)
7	Use of Professional Language in the Class	1	2	(3)	4	5
8	Time Management	1	2	3	(4)	5
9	Accuracy in Content Delivery	1	2	3	4	(5)
10	Conclusion of the topic	1	2	3	4	5

AVERA	GE RATING OBTAINED IS OUT OF 5. (Sum of Rating /10)
	ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS
S.NO	COMMENTS/SUGGESTIONS BY THE EXPERT 1 / 2/3
	Improved Significantly in usage of board and time management.

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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MICRO TEACHING ANALYSIS FORM (BY EXPERT -1/2/3)

NAME OF THE FACULTY	Mr. 1 Syed Riyaz Ahmed
DEPARTMENT	EEE
ACADEMIC YEAR	2022-2023
SUBJECT & TOPIC/URL	EMF
DATE	019-11-22
ASSESSMENT TYPE	PRE-ASSESSMENT / POST ASSESSMENT (TICK APPROPRIATE)
NAME OF THE EXPERT	Dr. Jaya Kumar,

S.NO	PARAMETERS	RATE IN 1 TO 5 SCALE (1 – POOR, 2 – AVERAGE, 3 – GOOD, 4 – BEST, 5-EXCELLENT)				, Tal.,
1	Highlighting Main Points	1	2	3	4	5
2	Utilization of the Blackboard	1	2	3	4	5
3	Position of the Teacher and Body Language	1	2	(3)	4	5
4	Eye Contact with all the Students	1	2	3	4),	5
5	Subject Knowledge	1	2	3	(4)	5
6	Gestures and Expressions	1	2	3	4	(5)
7	Use of Professional Language in the Class	1	2	3	(4).	5
8	Time Management	1	2	3	4	(5)
9	Accuracy in Content Delivery	1	2	3	(4)	5
10	Conclusion of the topic	1	2	3	4	5

AVERAGE RATING OBTAINED IS 4. OUT OF 5. (Sum of Rating /10)

ADDITIONAL COMMENTS BY THE EXPERT MEMBER FOR CORRECTIVE ACTIONS

S.NO COMMENTS/SUGGESTIONS BY THE EXPERT 1/2/3

Proproved in usage of board & & highlighting main points.

CO-ORDINATOR

NAME & SIGNATURE OF THE EXPERT MEMBER

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DATE: 19/11/22

CONSOLIDATED REPORT OF MICRO-TEACHING ANALYSIS EVALUATION POST ASSESSMENT COMMENTS

The suggestions recommended by Expert members with respect to the Pre-assessment report
has been informed to Mr. Riyaz Ahmed for improvement. Later, lecture
was recorded and expert members have analysed the presentation given by the faculty (Post
Evaluation Video Lecture) after a week of time.
The Average Score obtained is(Average of 2 Expert scores)
It is observed that there is a Significant/Insignificant improvement in the lecture.
Note: The average score greater than or equal to 3.5 indicates good improvement. If the average
score is below 3.5 the faculty needs to reappear next time.
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CO-ORDINATOR

SIGNATURE OF EXPERT MEMBERS

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