# Classroom visit Schedule

The Institution aims to ensure sustainable high quality of education, as part of this endeavor, it conducts classroom visits on a regular basis. The control visits aim to provide feedback to the teachers on their delivery methods, their lecturing style and the comprehensibility of the content. The visits also aim to reflect a responsible and monitored teaching system towards the students. Overall, the regular scheduled classroom visits (physical or virtual they may be) provide meaningful, experience-based, precious opportunities for personal and institutional development.

The frequency and timing of the classroom visits are discussed at a teaching staff meeting prior to the commencement of the academic year. The frequency is increased in case of new member of staff, larger volume of staff, core subjects and in case student dissatisfaction or other issues have been reported that require or could be explored by the help of class visit. Lectures are video-recorded which also provides opportunity for classroom insight.

As an institutional standard practice, each course is visited once a month, accounting for minimum one-quarter of the total lessons and ensuring that each teacher and each class is visited at least once a month.

The class visit is normally conducted by the Head of Department, although it can be undertaken by any member of the teaching staff. Discussion following the class visit must involve the teacher, the visitor and the Head of Department, if different.

### 01. September 2015