

WESTERN CASPIAN UNIVERSITY

I APPROVE

Executive Vice-Rector of Western Caspian University

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«29» November 2024

INTEGRATED MANAGEMENT

SYSTEMS

« Instruction on observing the lesson process »

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		10.01.2024	Authorized		10.01.2024	
		10.01.2024	representative		10.01.2024	



INSTRUCTIONS ON OBSERVING THE LEARNING PROCESS

Document	QKU/İEİS/TL/12
No.	
Publish No.	01
Publication	10.01.2024
date:	
Pages	2/12

CHANGES REGISTRATION SHEET

Serial No	Section	Description	Revision Date	Prepared By	Checked By	Approved



1. General provisions

1.1. The Rules for observing the lesson process are an internal normative document of the quality management system (QMS) of the Western Caspian University (WCU) and determine the procedures for documenting and implementing work related to observing the lesson process.

1.2. This document determines the requirements of paragraphs 2.1.3 and 2.1.23 of the "Internal Rules of Order and Discipline" of the WCU

1.3. Observation of the lesson process is carried out by the "Monitoring of the Educational Process" sector in accordance with these Rules

2. Purpose of observation.

2.1. The purpose of observations is to record possible delays and violations during the organization of the educational process and to take timely measures by intervening

2.2. Observation allows you to assess the level of discipline in the classroom and take measures to maintain or improve discipline. Conditions for assessing the level of discipline:

- 2.2.1. Ensuring student attendance;
- 2.2.2. Academic staff not to postpone classes or be late for classes without an excuse;
- 2.2.3. Not to hold conversations in the auditorium on topics that are far from the topic of the lesson
- 2.2.4. Not to conduct propaganda on topics that contradict the values of the university
- 2.3. Analysis of observations helps the administration to identify strengths and weaknesses in the educational process, as well as the needs of students and teachers, and to take measures to address them.
 - **2.4.** It is carried out to assess the effectiveness of the transfer of knowledge to students and their assimilation of this knowledge. **At this time:**



- 2.4.1. The assessment of the application of the academic staff is carried out; teaching method technologies
- 2.4.2. Ensuring student activity in the educational process is taken into account
- 2.5. Observation allows you to learn how teachers and students interact, what strategies they use to solve problems, etc. At this time, the following factors are taken into account:
- 2.5.1. Preventing biased behavior of teachers towards students
- 2.5.2. Ensuring that students treat each other and the academic staff with respect
- 2.5.3. Protecting the internal values of the university and demonstrating appropriate behavior

3. Rules for organizing observation.

- 3.1. Observations are conducted through visual monitoring (in special cases, audio listening).
- 3.2. Defects detected during observation are described in writing (on a special form, Appendix 2).
- 3.3. The recorded defects are reported to the deans of the faculties, heads of departments and teachers in order to take corrective measures in behavior.
- 3.4. The results of daily observation are summarized within 1 week, and a statistical analysis is performed based on the points.
- 3.5. The results of the analysis are submitted to the Human Resources and Legal Department for the application of disciplinary sanctions against academic staff who have committed persistent violations.

4. Special circumstances requiring audio listening:

- 4.1. Based on student complaints
- 4.2. When abnormal activity is observed in class
- 4.3. When disciplinary violations are found by a teacher



- 4.4. For the purpose of full observation of the lessons of newly hired teachers during their probationary period.
- 5. If necessary, a subject expert is invited to the audio listening.
- 6. The presence of a disciplinary measure affects the overall score of an academic staff member during the rating assessment. Əlavə 1

Aspects to consider during visual observation

1	Teachers being late for class
2	Teachers postponing class without taking any replacement measures
3	Failure to maintain discipline in class (improper classroom management)
4	Failure to provide motivation for class, failure to create interest in the subject, or deviations from the subject of the class
5	Failure to activate electronic journals on time
6	Failure to record absences for students who do not attend class
7	Failure to place materials in personal cabinets to ensure accessibility of class materials for students
8	Lessons not conducted in accordance with the language of instruction of the group