

## HAGGAI INSTITUTE PARTICIPANTS' FEEDBACK ON FACULTY (FACULTY EVALUATION)

### PROCEDURE

1. Set the tone for feedback on faculty at the start of the seminar during the orientation. Let the participants know that their feedback is very crucial to evaluate the learning taken place in the seminar, faculty, seminar quality and to help develop the faculty.
2. The meaning of every question and the rating scale should be clearly explained to the participants.
3. Faculty's full name, subject, seminar place and date should be clearly written on the forms.
4. If a faculty is teaching in more than one topic in a seminar, feedback shall be taken for each subject separately.
5. Participants should be encouraged to write comments in the space given at the bottom of the form.
6. It is Resident Coordinator's / Anchor Person's responsibility to see that Participants Feedback Forms (Faculty evaluation) are properly filled by the participants. There should be no blank spaces on the right side in rating column.
7. Participants' Feedback Form (Faculty Evaluation) should reach Hyderabad along with the seminar report within 7 days from the end of a seminar.
8. There should be no discrepancies in the total number of Participants' Feedback Forms (Faculty evaluation) sent to Hyderabad in respect of a faculty with the total number of participants reported in the seminar report.
9. The Participants' Feedback Form (Faculty evaluation) along with suggestions and critical input will be sent back to the faculty after the rating & comments are recorded, examined and processed at Hyderabad.

### **10. Timing of evaluation (Suggestions):**

#### **(i) For National Seminar(s)/Special Leadership Seminar(s)/State Seminar(s)**

Set aside 30 minutes each day at the end of the day to take feedback. This should be incorporated in the Timetable.

#### **(ii) Area/ Weekend Seminar(s)**

At the end of the last sessions of a faculty. e.g.; if Mr. AB is teaching 3 sessions on Leadership, the evaluation will be done immediately after the end of the 3<sup>rd</sup> session. Request the faculty to finish the last session 15 minutes early. Which means s/he will have only 1 hour for the last period.