



Standard Operating Procedure (SOP)

for

Classroom Observation

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a **structured, objective, and confidential mechanism** for conducting classroom observations of **permanent and visiting faculty members** at Sohail University. The classroom observation process is designed to capture an authentic snapshot of instructional practices through fair, unbiased, and professional evaluation.

This SOP supports the University's **Continuous Quality Improvement (CQI)** framework by ensuring systematic documentation, reporting, feedback, and follow-up. The outcomes of classroom observations serve as evidence for academic enhancement, faculty development initiatives, and annual performance evaluation.

2. Scope

This SOP applies to all permanent and visiting faculty members across academic departments at Sohail University.

3. Classroom Observation Procedure and Guidelines

1. Classroom observation shall be conducted **at least once per semester** for each permanent and visiting faculty member.
2. Classroom observations shall be **unannounced (surprise visits)**. The faculty member shall not be informed in advance to ensure an authentic evaluation of teaching practices.
3. The observation team shall normally consist of **two members**, including:
 - One observer from a department other than that of the faculty member being observed, and
 - One senior faculty member from the same department as the faculty member being observed.
4. The duration of the classroom observation shall be a **minimum of 30 minutes and a maximum of 60 minutes**.
5. Observations shall be conducted **confidentially, accurately, and impartially**, and all findings shall be recorded objectively on the prescribed classroom observation forms.

6. The official classroom observation form shall be made available on the **Sohail University website under the QEC section.**
7. All feedback and observations recorded by the observers shall be compiled by the **senior-most observer**, who shall be responsible for submitting the completed forms to the **Quality Enhancement Cell (QEC)** in a **sealed envelope** at the earliest possible time.
8. The **Director/Manager QEC** may conduct **random classroom visits** at any time for assessment and evaluation purposes.
9. QEC shall generate a **Classroom Observation Report** and share it with the **Vice Chancellor, Dean/Principal/Chairman, and Manager HR** for review and any necessary action.
10. Feedback and action reports from the **Dean/Principal/Chairman** shall be submitted to QEC to ensure closure of the **CQI loop** and maintain proper documentation and traceability.
11. Classroom observation data may be utilized for **annual faculty performance evaluation** by the Dean/Chairman and Human Resource Department, where applicable.

4. Guidelines for Observers

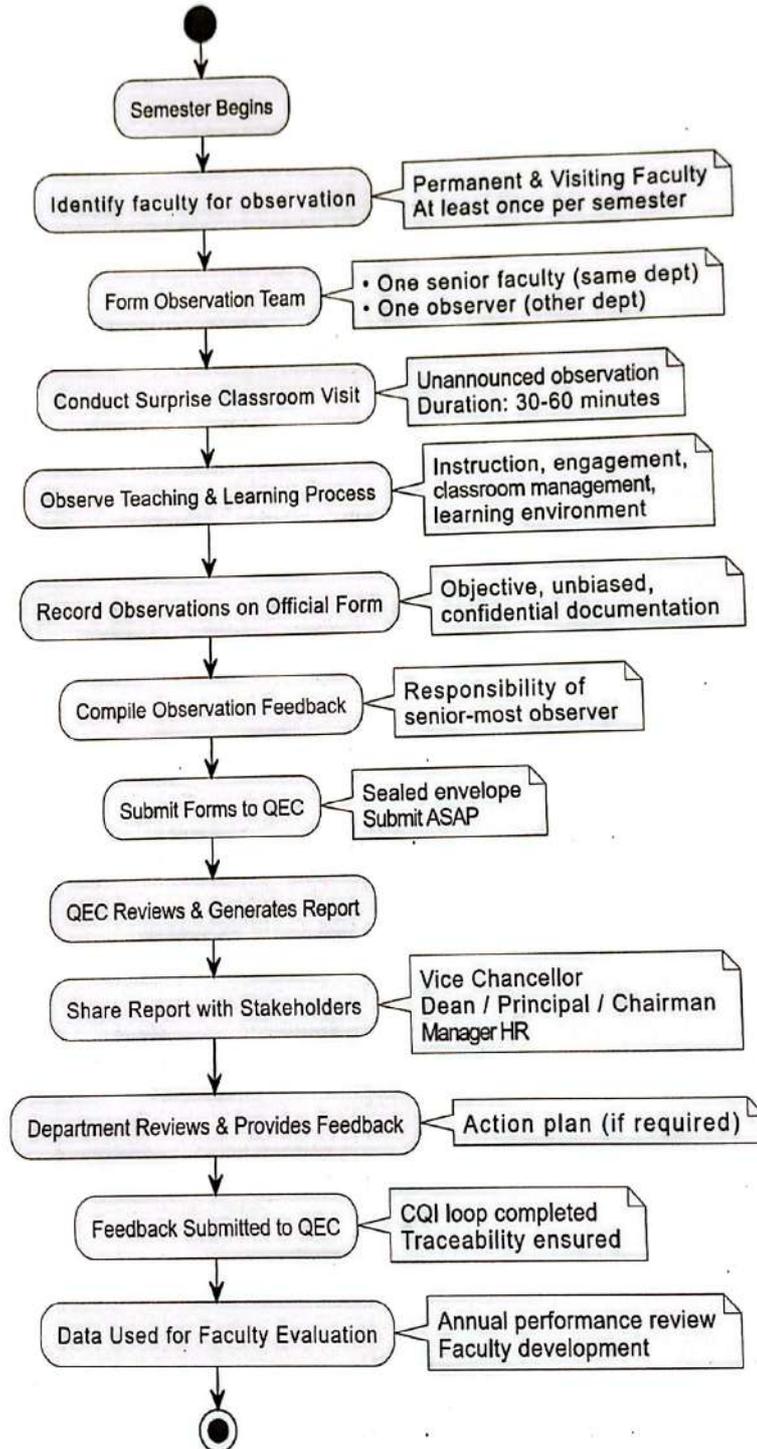
1. Classroom observation is a **planned, scheduled, and formally authorized activity** conducted under the University's quality assurance framework.
2. The observation represents a **snapshot of teaching and learning practices** during a single classroom session.
3. The primary objective is to **understand, support, and enhance teaching effectiveness**, thereby improving student learning outcomes.
4. Observers shall be **trained and competent**, focusing on instructional delivery, classroom management, student engagement, and learning environment.
5. Observers shall remain as **unobtrusive and inconspicuous as possible** to minimize disruption and maintain the natural classroom setting.
6. Observers shall ensure that all observations and feedback are **objective, unbiased, evidence-based, and professionally documented.**

5. Conclusion

The Classroom Observation SOP provides a systematic, transparent, and objective framework to evaluate and enhance teaching and learning practices at Sohail University. By ensuring confidentiality, impartiality, and structured feedback, the process supports faculty development and strengthens academic standards. The integration of documented observations, stakeholder

review, and follow-up actions ensures effective closure of the **Continuous Quality Improvement (CQI)** cycle. Overall, this mechanism contributes to improved instructional quality, accountability, and alignment with HEC quality assurance requirements.

Classroom Observation Process - SOP Flow





Sohail University
Classroom Observation Form

Name of faculty member being observed: _____

Course Title: _____

Date of Observation: _____

Number of Students Present in Class: _____

1 = not effective 2 = needs more attention 3 = very effective 4 = accomplished very well

Areas of observation

Organization

- | | | | | |
|---|---|---|---|---|
| 1. Arrived on time | 1 | 2 | 3 | 4 |
| 2. Completed the class within time | 1 | 2 | 3 | 4 |
| 3. Provided recap of the last lecture | 1 | 2 | 3 | 4 |
| 4. Introduced the topic to be taught | 1 | 2 | 3 | 4 |
| 5. Presented topics in logical sequence and transitions | 1 | 2 | 3 | 4 |
| 6. Summarized major points of the topic | 1 | 2 | 3 | 4 |

Presentation

- | | | | | |
|--|---|---|---|---|
| 7. Spoke clearly and distinctly with no distracting mannerisms | 1 | 2 | 3 | 4 |
| 8. Explained the terms, concepts and content clearly | 1 | 2 | 3 | 4 |

9. Used audio visual aids to clarify concepts 1 2 3 4

10. Integrated materials (examples, scenarios) from the real world 1 2 3 4

11. Demonstrated active learning strategies to help students learn 1 2 3 4

12. Created opportunities for students to practice higher order skills such as problem solving,
critical thinking, creativity, etc. 1 2 3 4

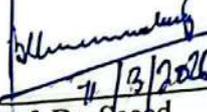
13. Uses the teaching time wisely. 1 2 3 4

Comments

1. What were the major strengths of the faculty member during the lecture?

2. What were the weaknesses of faculty member during the lecture that needs to be addressed?

Name & Signature of Observer:

	Initiated by	Reviewed by	Reviewed by	Approved by
Signature				
Name	Miss Kinza Tariq	Syed Najeeb Haider Jafri	Dr. Shahid Baqar	Prof. Dr. Saeed Quraishy
Designation	Assistant Manager QEC	Director QEC	Pro Vice Chancellor	Vice Chancellor