



Study on Teacher's Perception towards Subject File compiling and Quality Teaching

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Abstract

Education – is the soul of all the happenings in the current corporate world, intellectual world – in professional world. Education in its real sense is the one that is Man making education; that enables individuals to earn their livelihood. The process of education initiates with the birth of an individual and sustains till death. While speaking about formal education, the facilitators of which are the teachers – the teachers, the educators, the knowledge providers. They shoulder great responsibility. Educators design the fortune of young minds. – requires to be made with conscious efforts.

The study was conducted to evaluate the view and perception of the university professors towards the compilation of subject files prior to the commencement of the academic term and its impact on the quality of teaching and on students' learning. From the study, the findings and suggestions that emerged are presented in this paper.

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I. Introduction

'Education is not preparation for life, Education is life itself

John Dewey

The heart of pedagogic practices of any academic organization is effective teaching and learning practices. To ensure quality in teaching-learning practices the factor of teacher preparedness is very vital. It calls for teacher's involvement in professional development activities, and participation in workshops, seminars, and conferences. Teacher's sincere effort in making self-updated and up to the mark to deliver the best. As a part of this concept of teacher preparedness, the teacher's subject file plays an important role.

Subject File

A vital tool for ensuring quality in academic practice is the compilation of subject files by teachers, may the teacher be at any level of academic practice all the way from basic school education, to higher education. A subject file is a collection of materials that a teacher creates and maintains related to a specific subject area they teach. It includes lesson plans, teaching materials, notes, assessments, and other resources that the teacher uses to prepare and teach their lessons.

Challenges in compiling subject files by teachers in higher education:

Teachers in higher education face several challenges in compiling subject files. Some of these challenges are:

- Time constraints: Teachers in higher education often have a heavy workload, which makes it challenging to find the time to create and maintain a subject file. With numerous classes to teach and other responsibilities like research, administrative duties, and community service, they may struggle to find enough time to compile comprehensive subject files.
- Limited resources: Teachers in higher education may not have access to adequate resources and materials needed to create a comprehensive subject file. This lack of resources can hinder their ability to provide quality education and develop relevant and up-to-date subject files.
- Complexity of the subject matter: Teachers in higher education often teach complex and specialized subjects that require a lot of research, knowledge, and expertise. This complexity makes it challenging to create subject files that are both comprehensive and understandable to students.

- Multiple course delivery modes: Teachers in higher education often deliver their courses in different modes, such as in-person, online, or hybrid. This makes it challenging to create subject files that can cater to different modes and deliver the same level of quality.
- Rapidly changing technologies and teaching methods: The use of technology and teaching methods in higher education is continuously evolving, and teachers need to keep up with these changes to provide quality education. Keeping up with these changes can be a challenge for teachers and can make it difficult to create and maintain relevant and up-to-date subject files. Teachers in higher education face several challenges in compiling subject files, such as time constraints, limited resources, the complexity of the subject matter, multiple course delivery modes, and rapidly changing technologies and teaching methods. Despite these challenges, teachers must prioritize creating and maintaining comprehensive and relevant subject files to provide quality education to their students.

Quality teaching:

"Quality" is a multifaceted and complex word. Its definition depends on the meaning one attaches to its various dimensions. In any educational setting, Quality teaching includes the effective engagement of students through high-quality instructional strategies that ensure the achievement of student learning outcomes. The definition of quality teaching, depends solely on the meaning one wishes to give to the concept of quality (Roy 2016).

The concept of quality teaching can be defined differently because it has relative dimensions-its definition varies with the parameters considered in the ecosystem and with each setting in which it is measured.

As Biggs (2001) points out, "quality" can alternatively define an outcome, a property, or a process. Therefore, it is not surprising that the term "quality teaching" has several definitions.

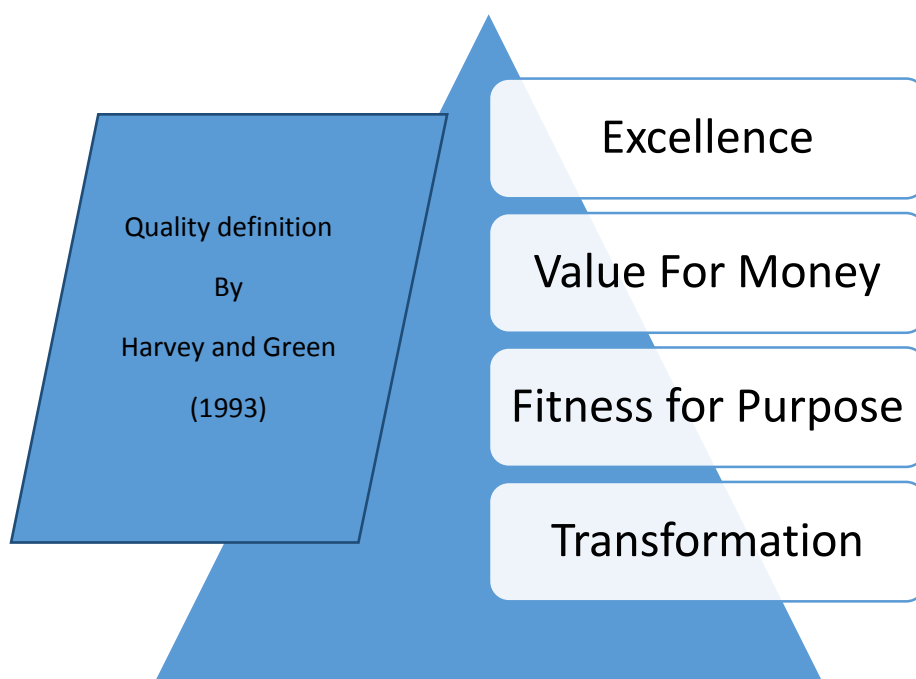


Figure 1: Pointers for quality

According to Harvey and Green (1993), Quality is defined using four keywords this enables conceptualizing the concept of quality in teaching more precisely. First, quality as 'excellence'- As this is a traditionally expected feature in the higher education context. Second, quality can be defined as 'value for money'- a quality institution is one that satisfies the demands of its stakeholders – Students, Parents, and the employer community in particular. Third, quality can be seen as 'fulfilment of purpose'- the purpose being that of the institution, for instance getting students to learn sciences efficiently. The last definition specified by Harvey & Green of quality is 'transforming'. According to this definition, Quality Teaching is one that transforms students' perceptions and the manner in which they apply their knowledge in practical situations.

Parameters of quality teaching



Figure 2: Parameters for Quality Teaching

Planning

Teaching, may it be at any level of academic practice, to ensure quality, educators are required to do systematic planning. Planning of content to be delivered, the way in which it will be delivered, integrating teaching aids, resources such as presentation, video, animation if any, model or chart to be used if any, website to be used while teaching if any, activity to be conducted if any and so on. The teacher needs to plan and organize all this in a systematic manner so that it becomes very easy to integrate all this support material in the best way during regular teaching hours. The teacher needs to plan in advance regarding the filler questions, and real-life examples that will be included during the lecture to enhance students' learning and interest in the subject.

Planning regarding each minute of the lecture needs to be done – so as to ensure interactive two-way effective lectures. Effective execution of the session can result only from proper planning of how diversity will be developed in the delivery of the session-

Assessment of the concept that will be taught needs to be done at the beginning of the session; prior to teaching it and not after having taught the concept. Which questions will be asked during the session to stimulate thinking, which question will be asked after the session, what type of assignment – project work related to the topic will be given – all this the teacher needs to plan and organize in advance to bring quality in teaching practices.

Planning has numerous benefits, both personally and professionally. Here are some of the key benefits of planning:

- **Achieving Goals:** Planning helps you to set specific goals and map out a path to achieving them. This ensures that you stay focused and motivated, and it gives you a clear sense of direction.
- **Increased Productivity:** With a solid plan in place, you can avoid wasting time and energy on tasks that aren't important or necessary. Planning enables you to prioritize tasks and focus on those that will have the most significant impact.
- **Better Time Management:** Planning helps you to make the most of your time by breaking down tasks into manageable chunks and scheduling them into your day or week. This helps you to avoid procrastination and ensures that you stay on track.
- **Improved Decision Making:** Planning allows you to think through various options and weigh the pros and cons before making decisions. This helps you to make better-informed decisions and avoid costly mistakes.
- **Reduced Stress:** When a plan is in place, it enables one to be in control and less overwhelmed. This can reduce stress levels and enables one to stay calm and focused, even in challenging situations.
- **Increased Confidence:** Planning gives you a sense of confidence and assurance that you are on the right track. This can help you to feel more self-assured and capable, both personally and professionally.

➤ **Enhanced Creativity:** Planning can help to unleash your creativity by giving you a framework to work within. This can help you to think more innovatively and come up with new and exciting ideas. Overall, planning is an essential tool for success, enabling you to achieve your goals, manage your time effectively, make better decisions, and reduce stress levels

Passion

Passion can be defined as an eager interest in, or admiration for, an idea, proposal, or cause; Passion is what gives boundless energy, intense single-minded focus, and the willpower to overcome even the most daunting obstacles to attain the purpose. Some of society's greatest celebrities and heroes – Martin Luther King, Steve Jobs, Shri Narendra Modi, and Sudha Murthy – are some of examples of personalities with great passion and purpose. Passion is what drove Shri Dhirubhai Ambani to establish the Reliance Empire. It works in building a career or business.

When it comes to teaching, Passion is something that enables the educator to go the extra mile for bringing excellence to academic practices. Teaching is a scientific process, it is a dynamic task of awakening intellect, developing awareness–

Passion can play a crucial role in enhancing the quality of teaching. When teachers are passionate about what they do, it shows in their teaching, and students are more likely to engage and connect with the material. Here are some ways that passion can improve the quality of teaching:

➤ **Increased Motivation:** Passionate teachers are often more motivated and enthusiastic about their work, which can be contagious. This can inspire students to become more motivated and engaged in their own learning.

➤ **Greater Engagement:** Passionate teachers are more likely to create engaging and dynamic lessons that capture students' interest and imagination. They are also more likely to use a variety of teaching methods to appeal to different learning styles.

➤ **Improved Student Performance:** Passionate teachers are often more effective at communicating their subject matter in a way that resonates with students. This can lead to improved student performance and academic outcomes.

➤ **Positive Classroom Environment:** Passionate teachers can create a positive classroom environment that is conducive to learning. This can include fostering a sense of community, encouraging open communication, and promoting a growth mind-set.

➤ **Lifelong Learning:** Passionate teachers are often lifelong learners themselves, constantly seeking out new knowledge and skills to improve their teaching. This can lead to ongoing professional development and an ever-evolving teaching approach.

Overall, passion can be a powerful driver of teaching quality, helping teachers to inspire and engage students, create a positive classroom environment, and improve academic outcomes. When teachers are passionate about what they do, it can have a significant impact on the lives of their students.

Preparations

Preparations can be defined as a proactive and developmental approach that focuses on personal and professional growth for all students, regardless of academic risk or performance, by developing life-long learning skills

Academic preparation is an essential aspect of a university professor's job, as it directly impacts the quality of education provided to students. It involves ensuring that the professor has the necessary knowledge, skills, and resources to effectively teach their courses and contribute to their field of study.

One crucial aspect of academic preparation is keeping up-to-date with the latest research, trends, and practices in one's field. This may involve reading scholarly articles and attending conferences, workshops, and other professional development opportunities. By staying informed, professors can incorporate new ideas and techniques into their teaching, and make their courses more engaging and relevant for students.

Another important aspect of academic preparation is curriculum development. Professors must design course syllabi and lesson plans that align with the university's goals and objectives, as well as meet the needs and interests of their students. This requires careful planning, research, and collaboration with other faculty members and academic departments.

Academic preparation also includes developing assessment tools to measure student learning outcomes and evaluating the effectiveness of teaching strategies. This enables professors to identify areas for improvement and adjust their teaching methods accordingly.

The benefits of academic preparation for university professors are numerous. It allows them to stay current with developments in their field, improve their teaching skills, and provide students with a high-quality education. It also enhances their reputation as experts in their field, leading to opportunities for research collaborations and professional advancement.

In summary, academic preparation is a vital aspect of a university professor's job. It involves staying up-to-date with the latest research and trends in their field, developing effective curricula and teaching strategies, and assessing student learning outcomes. The benefits of academic preparation include improved teaching skills, better student outcomes, and enhanced professional reputation.

Perseverance

Perseverance is the quality of persisting in a course of action despite facing obstacles, difficulties, or delays. It is the ability to keep going even when faced with challenges and setbacks. Perseverance involves a mind-set of determination, resilience, and grit, and is often associated with achieving long-term goals or success.

Perseverance is an important trait in many areas of life, including education, career, and personal relationships. In education, it is the ability to keep working hard and studying even when faced with difficult coursework or challenging exams. In the workplace, it is the ability to keep striving for success even in the face of setbacks or failures. In personal relationships, it is the ability to maintain a positive attitude and work through difficulties to reach a positive outcome.

Perseverance is a crucial factor in enhancing the quality of teaching. As a teacher, perseverance involves the ability to persist in the face of challenges and setbacks, and to keep striving for improvement in both personal and professional areas. Here are some ways in which perseverance can enhance the quality of teaching:

- **Improving subject knowledge:** Perseverance enables teachers to continuously learn and expand their knowledge of their subject. By staying committed to learning and growing, teachers can deepen their understanding of the subject matter and find new ways to convey complex concepts to their students.
- **Developing innovative teaching methods:** Perseverance helps teachers to experiment with new and innovative teaching methods. By being open to new ideas and approaches, teachers can create a learning environment that engages students and promotes critical thinking.
- **Maintaining a positive attitude:** Perseverance allows teachers to maintain a positive attitude, even in the face of challenges. A positive attitude is essential for creating a supportive and encouraging learning environment, where students feel motivated and empowered to achieve their goals.
- **Building strong relationships with students:** Perseverance helps teachers to build strong relationships with their students, which is critical for promoting student engagement and academic success. By being patient, empathetic, and understanding, teachers can create a safe and nurturing learning environment that fosters student growth and development.
- **Encouraging self-reflection and growth:** Perseverance enables teachers to reflect on their teaching practices and identify areas for improvement. By constantly seeking feedback and evaluating their performance, teachers can become more effective in their role and enhance the quality of their teaching.

Over and above, perseverance plays a critical role in enhancing the quality of teaching. By promoting continuous learning, innovative teaching methods, a positive attitude, strong relationships with students, and self-reflection and growth, teachers can create a dynamic and engaging learning environment that fosters student success.

Research Study Method

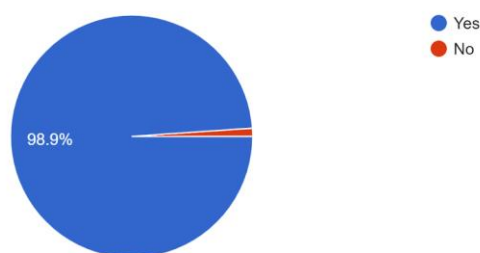
To study the views and perceptions of the university professors a survey research was conducted. A Survey questionnaire was administered to the university professors of a private university. The questionnaire collected information on the kind of subject file, documents compiled in the subject file, data, verification of subject file, mode of a compilation of subject, the impact of compiling on the quality of teaching, and the impact of compiling subject file in accessing the content mastery and performance of a university professor. 92 teachers out of the sample of 100 teachers responded to the survey.

Details of the study and analysis developed from the study are as follows:

The research study details are as follows: The population of the study was 900 Private University Teachers. The sample of the study was 100 teachers, Simple random sampling technique was used for identifying the sample for the study.

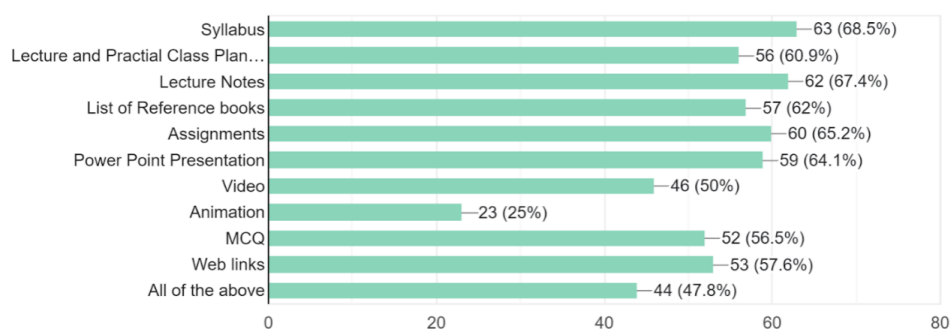
Data Presentation and Data Analysis:

4. Is Compiling Subject file - mandatory in your organization ?
92 responses



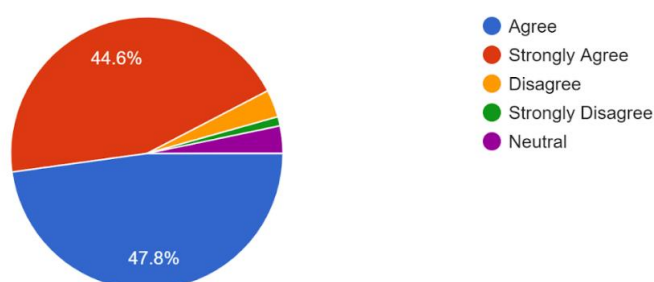
For 98% of teachers compiling subject files is mandatory in their institute – among 2% who responded ‘No’, were the teachers who were new to the organization or were casual in work procedures. This depicts the importance of compiling subject files in the career of an academician – a Teacher or a University Professor.

5. Which documents do you compile in your Subject file? Kindly select documents from the below mentioned list.
92 responses



About 47.8% of teachers shared that all document compilation is mandatory in their institute. The compilation of some documents is domain-specific and therefore other teachers have shared their preferences accordingly.

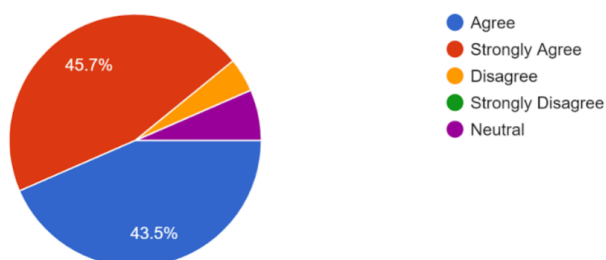
5. Does Compiling subject file have an impact on the quality of your teaching ?
92 responses



Most of the professors agree strongly on the impact of compiling subject files on the quality of teaching; as compiling subject files enables the professor to review the entire syllabus and prepare the content well before the actual delivery of the content. This enables the professors to be confident and clear about the concepts to be discussed and performs effectively in enhancing the quality of teaching and learning.

6. To what extent you agree with the following statement ? Compiling the Subject Files, brings clarity in course of delivery of content

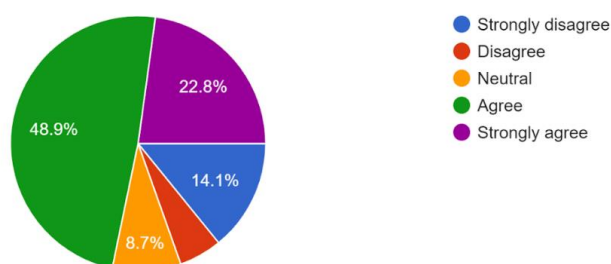
92 responses



Compiling the subject file involves a close study of documents such as the academic calendar, syllabus, timetable, and evaluation schedule. It also involves compiling relevant teaching aids such as presentations, videos, animation, evaluation tools, and so on. Compiling all these documents enables the teacher to decide the pace of delivering the content. It creates an insight into the delivery of content – which areas to be stressed upon, which resource to be blended when, and how to ensure an in-depth understanding of the concepts for the students.

7. Compiling the Subject Files, Develops confidence in teaching

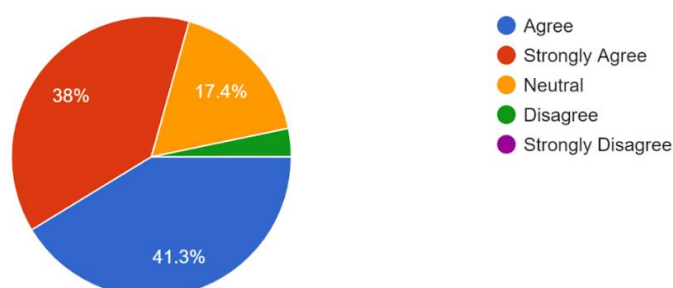
92 responses



Compiling a subject file involves thorough planning of content, reference books, videos, animation, evaluation tools, filler questions, and all relevant details of the subject. Compiling all required material with in-depth study of each performs very strongly in boosting the confidence level of the professor while delivering the content. Enables the professor to have command over the subject and present oneself with confidence to the students.

8. Compiling the Subject Files, Enables planning lectures

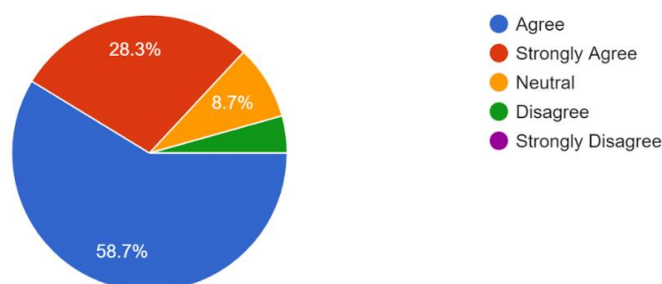
92 responses



Planning of lectures requires the integration of teaching aids – such as web links, animation, videos, filler questions, and evaluation tools. Compiling subject files makes this process more effective and easy.

9. Compiling the Subject Files, Enables effective assessment ?

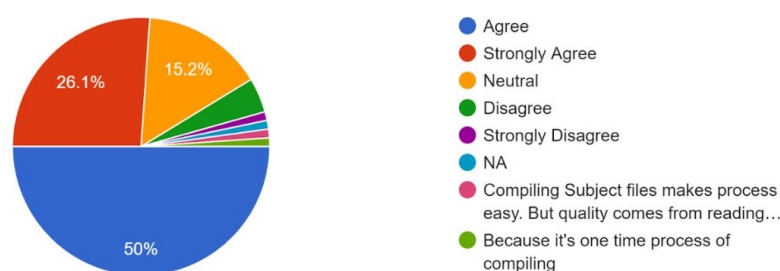
92 responses



About 58% of teachers agree that the assessment process becomes very systematic and meaningful on systematically compiling the subject files which involves deciding in advance the type of assessment, type of assessment tool, the duration and frequency of assessment.

10. Does compiling the Subject Files, Strengthens Quality of teaching

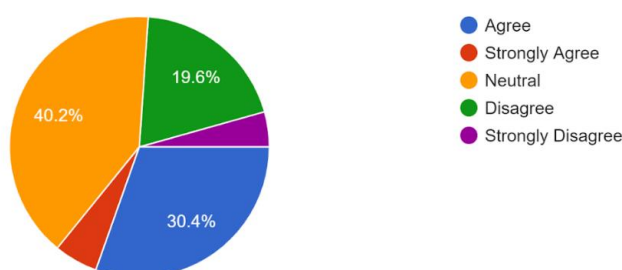
92 responses



Most of the teachers agree that quality in teaching-learning practices can be attained by regular practice of compiling the subject file – as this enables the teacher to be mentally prepared to deliver the course content, enables the teacher to plan the strategy to attain the course objective and attain the course outcome. All this will result in bringing quality in teaching-learning practices.

13. Subject files should be compiled manually as hard copies

92 responses



Teachers were of shared opinion on the mode of submission of subject files online or offline. It is imperial to compile the subject file to ensure quality in pedagogic practices, may it be in either mode.

II. Findings and Suggestions:

The study finding showed that the majority of the university professors have a positive opinion about compiling the subject files for their courses. However, many of them face challenges in regularly practicing it due to a lack of skills in prioritizing work and overlooking the importance of basic virtues of effective

academicians, such as preparation, planning, and perseverance. Some professors also tend to ignore their passion for teaching, which can contribute to further difficulties in maintaining teaching practices.

The study reveals that compiling the subject file is significant in ensuring the quality of teaching in higher education organizations as it results in the development of the following among the teachers: Organization skills, consistency, ensures periodic Professional Development, encourages collaboration, and development accountability. These advantages can be discussed as follows: Organization: A subject file helps teachers to stay organized and keep track of their lesson plans, teaching materials, and other resources. This organization ensures that teachers can efficiently retrieve the materials they need when preparing for class or delivering a lesson. Consistency: A subject file helps to ensure that teachers deliver consistent and high-quality instruction across different classes and students. By keeping records of previous lessons, teachers can use successful methods and techniques that have proven to be effective, and avoid repeating ineffective ones. Professional development: By creating and maintaining a subject file, teachers can identify areas where they need to improve and seek professional development opportunities to enhance their skills and knowledge. Collaboration: A subject file can also facilitate collaboration with other teachers, as it allows for easy sharing of resources and materials. This collaboration can help to improve the quality of teaching and foster a culture of continuous learning and growth. Accountability: A subject file also ensures accountability, as it provides evidence of the teacher's planning, preparation, and delivery of instruction. This information can be used in evaluations and to demonstrate compliance with educational standards.

III. Conclusion:

The study reveals that most of university teachers strongly believe in compiling good subject files for enhancing the quality of teaching. The study also depicts that lack of apt resources, overburdening teachers with administrative work, a compilation of student-related data – clerical work, and personal commitments deprive teachers of prioritizing compilation of good subject files and focusing on ensuring quality teaching. Focusing on the prime area for which they are in the university. The researcher therefore suggests that higher education organizations should make it mandatory for teachers to develop good quality subject files for the subjects they teach and for the same the administration should facilitate them in doing so. Special staff should be nominated for managing the personal records of students and teachers must be motivated to focus on self-development, content mastery, and being updated with the latest pedagogical advancements. It should be made mandatory for the organizations to insist the teaching staff spend quality time enriching themselves, equipping themselves both with content and with pedagogy to ensure the effectiveness of the teaching-learning process – which can contribute to generating quality citizens and attaining the sole outcome of the degree programs.

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