

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

Department of Computer Applications

PROCEDURES FOR SYLLABUS COMPLETION

Guidelines for Syllabus Completion

- At the beginning of every semester the lesson plan is prepared by all the faculties.
- Course file for each subject is prepared by each faculty.
- Lesson Plan, teaching diary, internal question papers, and assignments questions are prepared.
- Every faculty member uses innovative teaching techniques in their subject.
- Monthly reports are generated by each faculty regarding their subjects and number of modules they have completed.
- Towards the end of every semester a syllabus completion form with a pre-determined format is circulated among the faculty members.
- Faculty members are required to mention the percentage of syllabus Covered and number of classes that they would be requiring for completing the rest of the syllabus.
- Once all the faculty members of the department have filled the syllabus completion form, this consolidated report is filed in the syllabus completion file.
- Attendance is monitored and recorded by every faculty with their respective classes and overall percentage of attendance is extracted.
- Attendance, assignments are monitored and given equal importance at the time of internal marks.

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