

**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**PROCEDURES FOR SYLLABUS COMPLETION**  
**MCA Department**

Syllabus completion details are recorded for every subject taught by faculty members in every semester in two types of documents. The first type of document is the Monthly report in which each faculty is required to fill in the number of classes that they have handled for their respective subjects and the number of modules that they have completed in every month. This monthly report will be filled by all the teaching faculty members of DSCASC working in their respective departments which would then be consolidated and mailed to department heads and top management of the institute.

The second type of document meant for tracking the percentage of syllabus completed by the faculty members is the syllabus completion report. Towards the end of every semester a syllabus completion form with a pre-determined format is circulated among the faculty members and they are required to mention the percentage of syllabus that they have completed 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.



**HOD-MCA(BU)**

HOD - Department of MCA,  
Dayananda Sagar College of Arts, Science & Commerce  
Kumaraswamy Layout, Bangalore - 78.



**PRINCIPAL**

Principal,  
Dayananda Sagar College of Arts,  
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K.S. Layout, Bangalore - 560 078.