

Dayananda Sagar College of Arts Science and Commerce

Syllabus Completion Procedure

BCOM/BBA Department

Syllabus completion is based on the following documents.

Bangalore University Syllabus: This manual provides each course's fundamental structure. It outlines the subject- and semester-specific course matrix and includes important information about subjects to be covered, learning outcomes, and course objectives. The Bangalore University Syllabus makes it easier for instructors and students to plan ahead, manage their time, and ensure that their coursework is in line with expectations and goals. It also allows instructors to organize their lesson plans and internal assessments according to the time allocated for each unit.

Lesson Plan: A teacher's most valuable tool is their lesson plan, which acts as a daily instructional blueprint outlining the goals, techniques, and methods of evaluation for each class period. Its main goal is to increase the efficacy of instruction in the classroom by providing teachers with a well-organized framework to handle the challenges of knowledge transfer. Subject faculty carefully prepares these plans at the beginning of each semester to act as road signs, helping students achieve course goals by following a structured curriculum and covering all the material.

Time Slots: All subjects have allotted time slots, including time allotted for each chapter. This careful planning guarantees that the course material is given in the allotted time, allowing for a methodical flow through the syllabus.

Syllabus Completion Report: The Syllabus Completion Report serves as a pivotal tool for monitoring the progress of syllabus coverage by faculty members throughout the semester. At the conclusion of each month, faculty members receive this report in a predetermined format, allowing them to track the percentage of syllabus completed and anticipate the number of classes required to cover the remaining content. This systematic approach ensures accountability and transparency in syllabus delivery, facilitating effective planning and allocation of instructional resources to achieve


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