

STEPS/ PHASES WHILE MAKING AN EXHAUSTIVE LECTURE PLAN

Sr. No.	Steps/Phases	Output/Milestones achieved	Hours Dedicated
1	Going through the syllabus	Gave a whole estimate of the Syllabus	01 hour
2	Laying out 75 sessions on the excel Sheet	-	02 hours
3	Assigning the session to particular unit/Practicals as per the length of the unit and hours allotted.	Gave a goal or sets a time period that we can utilize to complete a unit.	
4	Incorporating tutorials, Assessments and key dates as key dates among the 75 session.	Helped in better planning of the assessment	01 hour
5	Mapping lecture notes and video links	Made all the lecture links available at a glance	2 hours
6	Inserting appropriate references	Makes us and students aware of the material to be covered or studied during the whole semester	3 hours (Since the course was already taught once. If the course is new to the teacher can take even up to 5 hours)
7	Calculating the percentage of time dedicated to lectures, practicals, assessments	Gave an overall idea about, how much weightage in terms of hours is dedicated to lectures or practicals or assessments. Enables Reshuffling at the start itself.	1 hour
8	Separating the Lecture plan to make 1) Schedule of Lectures 2) Schedule of Practical 3) Schedule of Key dates/Assessments	Simplified the exhaustive lecture plan	1 hour
Total			11 hours

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