

AUNIATI UNIVERSITY

Kaliapani, Teok, Jorhat, Assam-785112

COURSE-WISE AND PAPER-WISE SYLLABUS PROGRESS REPORT

Academic Session : 2026–2027 | Semester : July–December 2026

Progress Reporting Cut-off : 30th September 2026 | Submission Deadline : 25th October 2026

Prepare a separate report for each course/paper. Record actual progress only up to and including 30th September 2026; record subsequent proposed classes separately. Use continuation sheets where more entries are required and mark unused entries as N/A.

1. PARTICULARS OF THE FACULTY MEMBER AND COURSE/PAPER

Sl. No.	Particulars	Details
1	Name of the faculty member	
2	Designation	
3	Department	
4	Campus	
5	Programme category	Certificate / Diploma / Undergraduate / Postgraduate
6	Name of the programme	
7	Semester	
8	Course title	
9	Course code	
10	Paper title	
11	Paper code	
12	Course/Paper credits	
13	Component assigned	Theory / Practical / Tutorial / Fieldwork / Other
14	Date of commencement of teaching	
15	Number of students enrolled	
16	Classes allotted per week	
17	Duration of each class in minutes	
18	Total prescribed teaching hours	
19	Units/topics assigned to the reporting faculty member	
20	Name(s) of other faculty sharing the course/paper, if applicable	

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Faculty : _____ Department : _____ Course/Paper Code : _____

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Sl. No.	Day	Starting Time	Ending Time	Duration in Minutes	Class Type	Room/Venue
1						
2						
3						
4						
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Sl. No.	Date	Starting Time	Ending Time	Actual Teaching Minutes	Class Type	Unit/Topic/Subtopic Taught	Students Present	Teaching Record Reference/Remarks
1								
2								
3								
4								
5								
6								
7								
8								
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10								

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Sl. No.	Scheduled Date	Scheduled Time	Unit/Topic Planned	Reason Class Was Not Conducted	Replacement Class Date, if Conducted by 30 September	Proposed Replacement Date, if Pending
1						
2						
3						
4						
5						
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Sl. No.	Unit No.	Prescribed Unit/Topic	Prescribed Hours, if Specified	Date Started	Date Completed, if Applicable	Classes Conducted	Actual Teaching Hours	Portion Completed	Status as on 30 September 2026
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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Sl. No.	Unit/Topic	Exact Portion Remaining	Status: Partly Completed / Not Commenced	Estimated Classes Required	Estimated Hours Required	Reason for Non-completion
1						
2						
3						
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7. PRACTICAL, TUTORIAL, FIELDWORK AND OTHER REQUIRED COMPONENTS

Sl. No.	Component/Activity	Prescribed Requirement	Dates Conducted up to 30 September	Classes/Sessions Conducted	Hours Completed	Requirement Remaining	Expected Completion Date
1							
2							
3							
4							
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Session : 2026–2027 | Semester : July–December 2026 | Progress up to : 30th September 2026**8. SUMMARY OF TEACHING PROGRESS AS ON 30 SEPTEMBER 2026**

Sl. No.	Particulars	Details
1	Total classes scheduled up to the reporting cut-off date	
2	Scheduled classes actually conducted	
3	Scheduled classes not conducted	
4	Additional/replacement classes conducted	
5	Total classes actually conducted	
6	Total actual teaching hours completed	
7	Number of units/topics fully completed	
8	Number of units/topics partly completed	
9	Number of units/topics not commenced	
10	Percentage of syllabus completed	
11	Percentage of syllabus remaining	
12	Basis used to calculate syllabus completion	
13	Overall course/paper status	Completed / Partly Completed / Not Commenced
14	Actual completion date, if fully completed	
15	Expected completion date, if incomplete	

Actual teaching hours = total actual teaching minutes ÷ 60. State and consistently apply the basis for syllabus completion, such as prescribed hours or clearly identified syllabus components. Do not calculate completion percentages solely from the number of classes conducted.

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Sl. No.	Pending Unit/Topic/Component	Proposed Class Date	Starting Time	Ending Time	Class Type	Planned Hours	Target Completion Date
1							
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3							
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Sl. No.	Difficulties Affecting Syllabus Completion	Assistance Required from the Department/University	Other Relevant Observations
1			
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Sl. No.	Document/Record	Reference or Period Covered
1	Prescribed syllabus	
2	Approved class routine	
3	Teaching diary/class record	
4	Attendance record	
5	Practical/tutorial/fieldwork record, where applicable	
6	Other supporting document 1	
7	Other supporting document 2	
8	Other supporting document 3	
9	Other supporting document 4	
10	Other supporting document 5	

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I certify that this report accurately records the teaching undertaken and syllabus progress achieved in the course/paper specified above up to and including 30th September 2026. All incomplete and uncommenced portions have been disclosed, and proposed future classes have been recorded separately.

Declaration checklist: enter Yes or N/A, as applicable.

Sl. No.	Declaration Item	Yes / N/A
1	Faculty and course/paper particulars are accurate.	
2	Routine particulars match the approved routine.	
3	Actual classes are recorded individually with dates and times.	
4	Teaching minutes and hours are accurately calculated.	
5	Scheduled classes not conducted have been disclosed.	
6	Every assigned prescribed unit/topic has been included.	
7	Partly completed and uncommenced portions are identified.	
8	Required practical/tutorial/fieldwork progress is reported.	
9	The completion percentage uses the stated, consistent basis.	
10	Future classes are recorded separately and supporting records are identified.	

Signature of the Faculty Member : _____ Name : _____ Date : _____

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The report has been verified against the prescribed syllabus, approved class routine and relevant teaching records. The completed and pending portions have been reviewed, and the proposed completion plan has been examined.

Sl. No.	Observations	Instructions / Follow-up Required
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Signature of the HoD/Departmental Coordinator : _____ Date : _____

Name and Designation : _____ Departmental Seal : _____

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Date of Receipt : _____ Receipt/Reference No., if allotted : _____

Sl. No.	Remarks	Action Required
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Signature of the Receiving Official : _____