

Weekly Online Teaching Progress Proforma

Center for Management and Commerce (CMC)

University of Swat

Section 1: Basic Information

1. **Faculty Name** (Short Answer)
2. **Designation** (Dropdown)
 - Professor
 - Associate Professor
 - Assistant Professor
 - Lecturer
 - Visiting Faculty
3. **Department / Program** (Dropdown)
 - BBA
 - MBA
 - MS
 - PhD
 - Others
4. **Week Number / Reporting Week** (Date or Week selection)
5. **Reporting Period**
 - From Date
 - To Date

Section 2: Subjects Taught This Semester

6. **Subject 1 Name** (Short Answer)
7. **Subject 2 Name** (Optional)
8. **Subject 3 Name**
9. **Subject 4 Name**
10. **Subject 5 Name**
11. **Subject 6 Name**
12. **Subject 7 Name**

Section 3: Classes Conducted During the Week

For **each subject** you may add repeated fields or use a table.

For each subject ask:

Subject Name

13. Number of Classes Scheduled This Week
14. Number of Classes Conducted
15. Total Teaching Hours Delivered
16. Class Timings
 - Start Time
 - End Time
17. **Mode of Class**
 - Live Online
 - Recorded Lecture
 - Hybrid

Section 4: Student Attendance

18. Total Students Enrolled
19. Average Students Present

- 20. Average Students Absent
- 21. Attendance Percentage (optional auto calculation)

Section 5: Academic Activities Conducted

22. Assignments Given This Week

- Yes / No
- If yes → **Number of Assignments**

23. Quizzes Conducted

- Yes / No
- If yes → **Number of Quizzes**

24. Presentations Conducted

- Yes / No
- If yes → **Number of Presentations**

25. Class Discussion / Case Study Conducted

- Yes / No

Section 6: CMS (Course Management System) Compliance

Based on the CMS tabs shown in the screenshot.

26. Course Outline Uploaded on CMS

- Yes / No

27. Lecture Materials Uploaded

- Yes / No

28. Assignments Uploaded

- Yes / No

29. Quizzes Uploaded

- Yes / No

30. Attendance Uploaded

- Yes / No

31. Announcements Posted

- Yes / No

32. Assessment Updated on CMS

- Yes / No

33. Student Queries Responded Through CMS

- Yes / No

Section 7: Student Engagement

34. Number of Student Queries Received

35. Number of Queries Responded

36. Online Office Hours Conducted

- Yes / No

Section 8: Weekly Academic Progress

37. Topics Covered This Week (Paragraph)

38. Progress Compared to Course Plan

- On Schedule
- Slightly Behind
- Ahead of Schedule

Section 9: Issues Faced During the Week

39. Technical Issues

- Internet

- CMS
 - Student connectivity
 - Software issues
 - None
40. **Administrative Issues** (Paragraph)
41. **Student-related Issues** (Paragraph)

Section 10: Plan for Next Week

42. **Topics Planned for Next Week** (Paragraph)
43. **Upcoming Assessments**
- Assignment
 - Quiz
 - Presentation
 - Midterm Preparation

Section 11: Declaration

44. **I certify that the above information is correct.**
- Yes
45. **Faculty Signature (Name)**
46. **Submission Date**

Recommended Google Form Settings

- Make **Faculty Name mandatory**
- Allow **file upload option** for:
 - lecture slides
 - attendance screenshots
 - recorded lectures
- Use **separate sections for each subject** if you want detailed monitoring.

Additional Monitoring Fields (Highly Recommended)

You may also include:

- Recorded lecture link
- Zoom/Meet session link
- Evidence screenshot upload
- Student feedback rating
- Course completion percentage