



## ACADEMIC SERVICES OFFICE



Dear Formanites,

It is with immense pleasure that we would like to take this opportunity to connect with our fellow Formanites and show our dedication towards providing quality education that inclines with the standards set by the HEC. We are here to withhold the structure of the educational policies and embed them within our system to ensure that our University is up to the mark.

William James had once said, "It is our attitude at the beginning of a difficult task which, more than anything else, will affect its successful outcome." These are indeed difficult times and we have seen our students be no less than courageous than ever. It is our positive attitude that will get us through life, so take your time and work hard but be optimistic about the outcome.

Editor: Amna Amir

### The World of Academic Services

The Academic Services Office is the very same platform where the journey of a Formanite begins after enrollment and ends at their graduation. In coordination with various departments, we ensure that the student is fully equipped to meet their degree requirements and graduate. The students go through our FEAT Accuplacer for their entry tests, which are conducted every year twice, for facilitating Spring and Fall intakes. Followed by courses being assigned to the freshmen by our Registration team, that can be changed as per the likes of the students during add/drop weeks and further degree requirements are discussed with students during their degree audits till the very end.

Despite the unforeseen circumstances, the pandemic didn't hold us back from delivering our best effort in facilitating our students.

# MEET THE TEAMS

## The Degree Audit Team

### Taking the lead of Commencement 2020

Yes, the struggle was real as far as graduation is concerned. With the Covid-19 cases on the rise and full lockdown, there was uncertainty whether graduation could take place and the dates kept delaying.

However, our batch of 2020 did graduate on the 27th of February 2021, making us all equally proud of their relentless effort.

Collectively, out of the 976 received applications, 874 students graduated; 747 were our scholars from Baccalaureate and 127 of Postgraduate .



Mr. Sharoon Javed and Ms.Mehak Khan had spent weekdays, weekends and countless extra hours -auditing degrees, responding to queries, having one on one appointment, and processing urgent degrees simultaneously. Double the effort was put in compiling data, printing sets of official certificates, and rewarding degrees to our graduates on time. All was in accordance with the University policies, so no compromises were made regarding the quality of work over the quantity of work. To facilitate in fulfilling the admissions criteria for Masters, the audit team guided students about the process of attaining documents and processed requests to meet the deadlines of the admissions abroad hence the students faced no difficulty. Degree audit Help button had been introduced on EMPOWER (web module) and the requests were constantly updated for the ease of students.

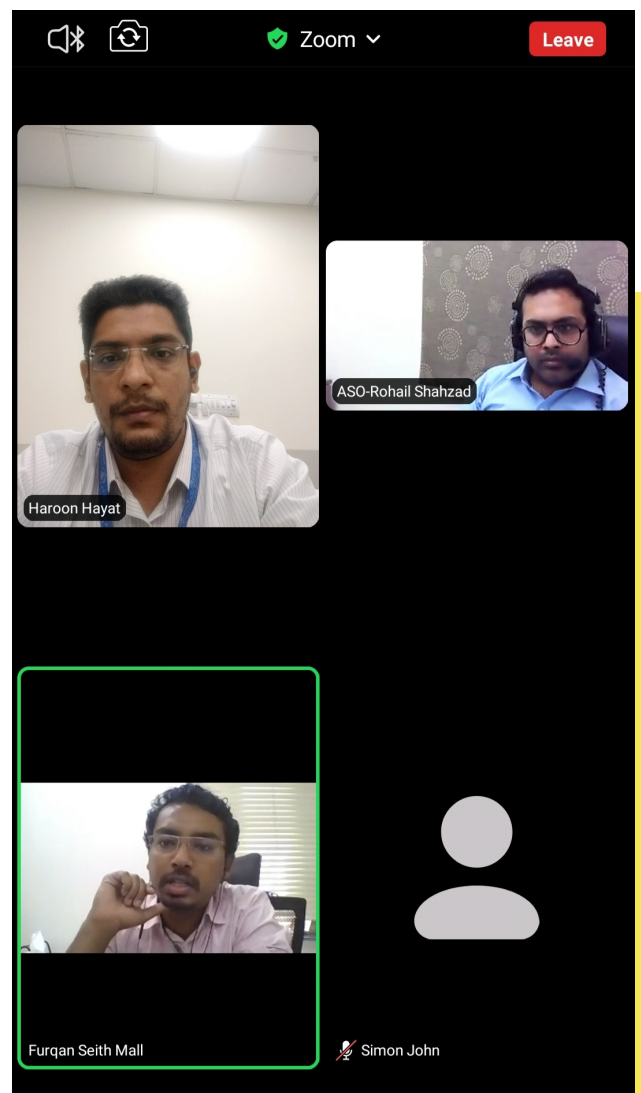
# The Registration Team



Mr. Haroon Hayat and Mr. Rohail Shahzad represented the ASO during Academic Council meetings. Baccalaureate and Postgraduate 2020-21 Catalog was finalized by incorporating Academic Council changes, Co-ordinating with Department chairpersons and Communications Office regarding uploading/ publishing the catalog.

We realize the difficulty that our students face during registration week, so we have switched to on time real registration and extended the registration period. Even the pandemic couldn't hold back the Registration team from putting forth 28 departments of which "Fall-2020" had 1014 course offerings and Spring 2021 had a total of 976 course offerings. Summer 2021 semester has a total of 185 course offerings currently.

Students with registration queries were accommodated on the first come/first-serve policy. Mr. Haroon Hayat managed the on-the-spot course registration concerns of students varying from freshmen to seniors. Students transferring from other universities, had their credit hours entered into the system in a timely manner so the registration team could facilitate in registering them for higher level courses. Mr. Haroon Hayat had been responding to 150 emails on daily basis during the registration period.



Mr. Rohail Shahzad and Mr. Haroon Hayat conducted several meetings with the Accounts Office to smoothen the courses billing processes during registration.

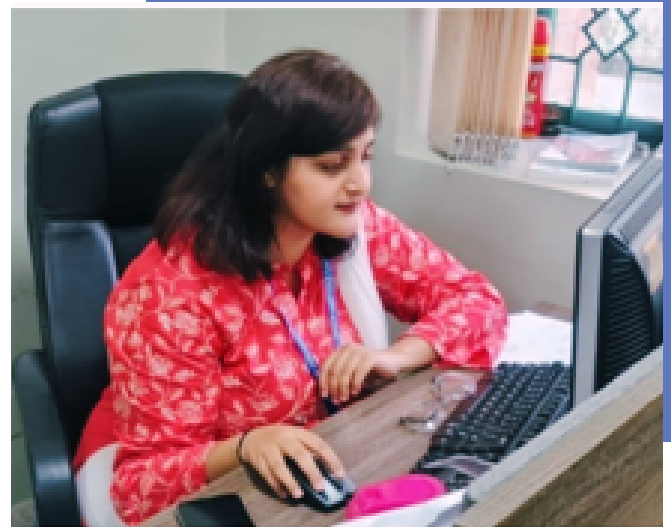


# Student Dealing Desk



*"We realize how tough these times are and how it's taking a toll on the students. We take our responsibility very seriously and hope to extend our full potential in helping out students so they can plan out their semesters accurately and feel at ease." - Team*

Student dealing desk is handled by Mr. Zamran Gill and Ms. Amna Amir that have been very enthusiastic. They are responsible for providing official certificates, transcripts and accommodating students during registration period as well, based on the approvals from respective departments for time clash, pre-req waivers, seat exceptions, processing program change and overload requests. Benevolent and scholarships forms are submitted here, and they get it signed by the HOD. Withdrawal requests are processed by them. It is their responsibility to facilitate the students with sealed documents as per the requirements listed by the respective universities in Pakistan and Overseas. They deal with utmost respect for the student, maintaining professionalism and making the students feel most welcome. As a team that has seen students in their happiest to the most worried state of mind, these two would like to extend their guidance and help to students whenever they feel the need to talk to someone related to academics.



Ms. Amna had invigilated FEAT sessions over year, and she had assisted Ms. Maila in compiling data for report analyzes and conducting VET for the Staff and Faculty.

# Assessments Unit



FEAT ACCUPLACER session of Spring 2021 was successfully conducted by our team, as they invigilated throughout January while the registration team assigned them courses for the first semester. 989 students had gone through FEAT for Spring 2021 and so far, 202 students have appeared for FEAT ACCUPLACER for the April cycle. Their results were successfully compiled and uploaded into the empower for further processing. Ms. Maila is responsible for competency analysis and competency update on EMPOWER(FCCU Portal) as per the request from the Degree audit team helping the student to fulfill their degree requirements. Ms. Maila assigns Math placements to students based on their Math FEAT score which helps them to choose the right Math courses. She has also assigned Math placements to 2588 students, alone for the 2020-2021 academic year along with providing Faculty Evaluation Analysis and Question-based rating analysis as well.

FEAT- ACCUPLACER unit analysis also aids in predicting the number of applicants. FEAT planning is a time-consuming task that depends on lab availabilities, predicted number of students that will be accommodated based on seating plan analysis and FEAT slots analysis. After this slots are assigned to Admission Office for their further processing. We conduct FEAT sessions throughout the year. Ms. Maila also extracts individual reports of Survey Statistics and sends it to Instructors- Approximately 96 Faculty members, for their evaluations for term Spring 2020 (each faculty average 4 courses).

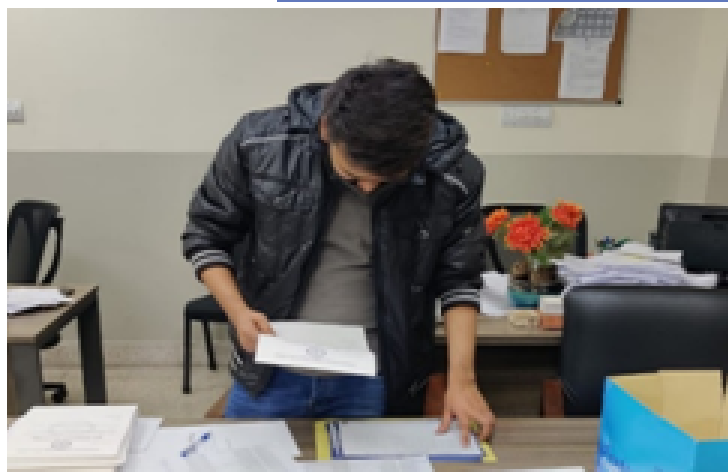


Ms. Maila has successfully conducted Versant English Test Analysis for a total number of 409 Instructors (Including College Side-Permanent and visiting faculty) that portrays their Versant status. Students opt for Course Withdrawal requests and their reasons for withdrawing from courses tend to differ. Ms. Maila compile reports that assess the difficulties students face which leads to course withdrawal and proper brainstorming take place to formulate an effective way of learning and teaching. Ms. Maila works on SE reports that show us the demand for courses that are more in need so we can arrange sections accordingly. Our policies are rigorously based on the data that we achieve through analysis.

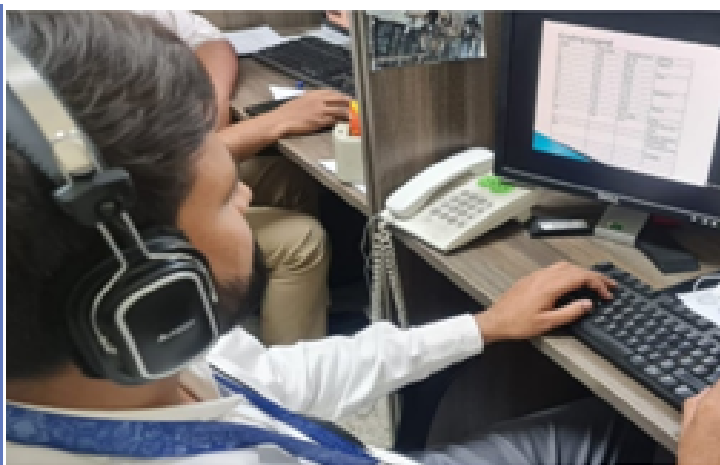


# Student Record and Grading

Mr. Irfan Lal primarily deals with grading and student records. Keeping in view the pandemic situation, grading and grade change procedure was shifted online. So, he organized a special grading session for faculty members assisting them regarding how to operate their faculty portal for grading. Furthermore, teachers were informed about grading legend, grading timeline and criteria for class attendance. In Spring Semester 2020, there were around 1200 students with 'Incomplete' (I) grades in their courses. There were about 992 students with missing grades in Fall Semester 2020. Several missing and incomplete grades reports each semester were extracted to coordinate with the faculty and HODs for the timely submission of grades. Total grade changes were 2575 in Spring Semester 2020. In Fall Semester 2020, there was 2829 number of students for grade changes. In summer 2020, there were 470 grade changes.



Coordination was carried out effectively with Controller of Examination Office by Mr. Irfan for grading Research and thesis. He is the custodian of all student records inclusive of applications, official requests for certificates, transfer students' transcripts, Program change forms, University and semester withdrawal forms. All calls related to Academic Office are answered by him. Additional responsibility of conducting FEAT as an invigilator had been taken over by him for the past two years.





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# Words of Wisdom by **Mr. Rohail Shahzad** Head of Department

Mr. Rohail Shahzad joined FCCU in November 2016 and diligently served in the Academic Services Office. He supervised registration and grading before taking over the role of the Head of Department in January 2021.



*“My first few months as Head of Academics Services Office at Forman Christian College have coincided with pandemic events in our country and around the world that changed the whole scenario and platform of education. The contingency plans were made to give the best of the best-blended mode of education to the students, though the road was not easy at Academic Services Office, we are trained to stand to affirm with these challenges and delivered. As I reflect upon the pressing societal challenges and our responsibility to educate in these desperate times I believe we not as an institute but as a nation has risen above it and I am proud today that we did ‘Served One another with Love’.”*

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## Best Customer Service Award



(L-R: Dr. Sufyan Aslam, Mr. Zamran Gill, Dr. Gloria Calib)

The most awaited moment for the staff members is the Commencement. Staff Members are also nominated and generously awarded for their efforts. This year, it was Mr. Zamran Gill that earned the accolade for his competence, compassion, dedication, and excellence towards his duties and responsibilities. His relentless work ethics and selfless efforts for the students won the hearts of the fellow Formanites. By the end of the day, as a family, Academic Services Office is evolving into its best version.

*"I am truly blessed. Being nominated in this category is a big deal but winning the award itself is so overwhelming. I would like to thank everyone for the support and I truly cherish this award,"* stated Mr. Zamran Gill.

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# Students Experience

FCCU has been known for maintaining its legacy in all its glory for over the past 157 years and it wouldn't have reached this prestigious status if it hadn't been for the relentless efforts of the students, their success stories, and utmost dedication in being a positive part of our society. As the older generations have maintained the essence of our traditions, the younger generation has helped us evolve over the years. It's the courage of our students that is beyond remarkable, given their ability to adapt to the current pandemic and remain focused on their goals. It has indeed been a year of sorrow and sickness amidst a pandemic that has been consuming our lives, but the students have pushed through their limits to prove their passion for educational learning. They have actively attended classes, submitted assignments, attempted exams, and performed gracefully despite their struggles. We would like to acknowledge their zealously and tell them that we are filled with immense pride for giving their best to the world of Academia.

**"What you get by achieving your goals is not as important as what you become by achieving your goals,"**  
**-Zig Zagler.**



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*"I would like to express my gratitude to the exceptional staff of Academic Office. I appreciate their hard work when they have worked tirelessly for the smooth execution of registration. They have always supported the students with flexibility and diligence. I extend my best wishes to the staff for their future endeavors."*



**Rabbi Eugien 20-10394**

# Students Experience



Areej Nadeem 21-10639

*Being a student of FCCU, I appreciate the efficiency with which our academic office assists its students. Throughout my degree, I've made several trips to the academic office with queries about course registration, degree requirements, holds on my empower and needing help with getting seat exception in a core course, and every single query was dealt with so efficiently, the staff is very helpful and usually available to guide you about the issue. Throughout my degree, I've made a habit of visiting the academic office regarding any information regarding my degree or courses that I've registered and need to register for instead of finding and seeking guidance from a senior, I prefer going to the academic office. Even during this pandemic and online classes, I was impressed by how active the academic department was in responding to all my queries. Sometimes even the instructors from whom I was taking the course wouldn't respond to my emails but any issue that I brought up via email to the academic department was resolved within a day or two. I'm grateful for their helpful staff and their timely assistance.*

## *In memory*

With a heavy heart and utmost sadness, we would like to extend our condolences for the passing away of Hamza Tahir. He was one of the best speakers of FDS and Former Vice President of the Forman Debating Society that had earned his Roll of Honor in 2019. There isn't a single soul that had not known Hamza for his kindness and generosity. He had been the source of happiness and optimism for his friends. He was an intellectual being that never failed to surprise his teachers during his classroom discussions. We have watched him grow and blossom into one of the brightest students. He took empathy to a whole new level as he exercised his gift by helping the ones around him. He was loved and we would always remember him for always trying to be the bigger and better person. He was indeed the epitome of positivity. We have lost him as a dear friend, an aspiring student, and loving family member. We pray for his soul and extend our condolences to his friends and family members. Our hearts are saddened by this loss and our thoughts and prayers are with everyone.



Hamza Tahir 19-10202