

College Chief Proctor Office

Annual Newsletter 2021-22, Vol: 02

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Annual Photograph with the College Vice Rector and College Coordinator

Introduction

The College Chief Proctor Office is concerned mainly with maintaining on campus discipline. This is ensured by keeping a close working partnership with the College Vice Rector Office, College Coordinator Office, Security Office, Student Affairs Office and members of the Faculty and Staff at Forman.

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Message from the College Chief Proctor



With this edition of the newsletter our hearts ooze with a sense of accomplishment. The highlight of this session was certainly the return to normalcy as the entire student body returned to campus to once experience the joys of campus life as it once used to be before Covid-19. The Office of the Chief Proctor along with the team of proctors inspired and motivated the students to follow rules, regulations and policies. The hard work of the proctors has paid off remarkably, the overall discipline has significantly improved.

CPO has been committed to increasing the professional capacity of proctors as well; the entire session was lit with training sessions, monthly meetings, small group sessions, one-on-one feedback and orientation.

The newsletter gives us an opportunity to share our joy and accomplishments and at the same time set off on a journey of self reflection as an office and team so that the new session starts with a refreshed zeal to pursue excellence and high professional standards.

I close with a heartfelt gratitude to the Honorable Vice Rector (College) for his consistent support, guidance and encouragement that has really enabled us as a team to spread our wings, we are also humbled by the professionalism and dedication modeled by the team of proctors, we couldn't have done it without you and we are grateful for all that you have done with a hope and faith that you will continue to bench press against the standards we have set for ourselves.



Arooj Justin

Message from the College Deputy Chief Proctor



At FCC, we are committed to provide our students a safe and secure environment that fosters academic success and intellectual growth. At the very core of all our efforts towards this goal is discipline. Teaching, promoting, and ensuring discipline is becoming a bigger responsibility of ours at FCC as our students face the renewed and nerve-wracking challenges of the 21st century. Our office is committed to rise up to these tasks and uphold the 158 years old legacy of FCC creating an environment of fairness and accountability as we celebrate our diversity and values of respect for all.

I wish for our students to understand and embrace the virtue of discipline as it is only through it that academic growth, accomplishments, and progress are possible.

“A disciplined mind leads to happiness, and an undisciplined mind leads to suffering.”

— Dalai Lama XIV

I cannot extend enough gratitude for the guidance and cooperation extended to our office by the College Vice Rector Office and College Coordinator Office. And last but not the least my crispiest salute to the Proctor Team who have through their sincerity and dedication inspired me to march on. I wish all the best accomplishments and successes to our students and all of us who together are Forman Christian College.

Muhammad Umer Chaudhry



Proctorial Board 2021-22



The Team

The backbone of the Office is the Proctors Team whose members are committed to serve and guide students towards better standards of discipline at FCC. The Team performs duties on weekly duty rosters, on admission desks, during dispensing of important documents to students and at all student events.

The members of the Proctorial Team 2021-22 hail from Biology, Chemistry, Commerce, English, Health & Physical Education, History, Geography, Mathematics, Physics, Psychology, Statistics and Urdu departments.

College Admissions Campaign 2021

The Office of the Chief Proctor spearheaded the Annual Admission Campaign for College (Intermediate) section in collaboration with the Admission Office FCCU. The entire campaign included training, interactions with the prospective students and their parents and gathering biometric details for the issuance of student IDs to the newly admitted students.



College Orientation Video

CPO wrote the script and directed the orientation video for session 2021-22.

Welcoming 1st Year Students

In collaboration with the student societies, the CPO extended a warm welcome to the 1st year students on their first day to college. Information stalls were set up and ushers from 2nd year sections were appointed to welcome and guide the new students.



Contributing towards Book Bank

CPO presented books to the College Book Bank. Mr. Johnson Rehmat received the books on behalf of the Book Bank.



"This is Saba Williams. I take pride for being part of FCC Proctorial Board (College) since 2019 and indeed got trimmed and empowered simultaneously in such a short period of time. I really feel great to have this amazing opportunity to serve and learn with such a wonderful team lead and culture that kept me motivated and inspired with a cordial environment.

Besides my (personal) experiences, I can see a switch in... behaviors and practices of students as a whole, ... towards a more responsible, disciplined and worthy one. I think holding our students accountable for their actions is a step towards teaching them the core values of FCC. I hope that the future efforts and strategies in this regard will continue to be effective and successful."

Saba
Williams
Chemistry
Department



Meetings and Trainings

The College Chief Proctor Office has always focused on training and capacity-building of the Team. In accordance with FCC Core value of Excellence, the Office and the Team believes that service to the students and the institutions can always be improved further through hard work, sincerity, understanding and training. The Chief Proctor Office meets regularly with the team especially before and after important assignments to plan and review performances, respectively. Thorough Admissions Campaign Training Sessions and Proctors Pre-Evaluation meetings are organized in every session.



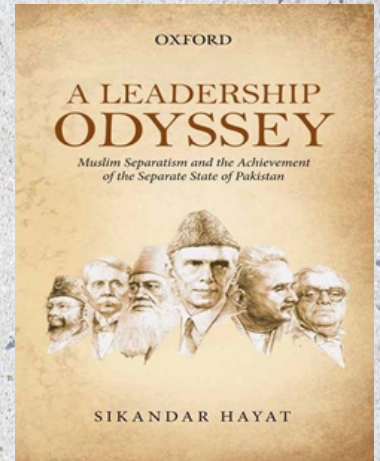
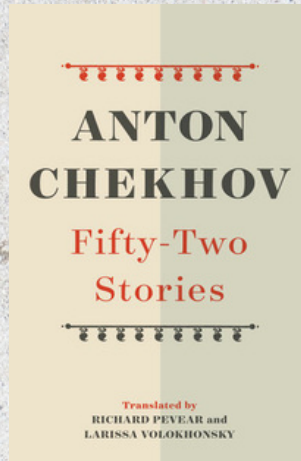
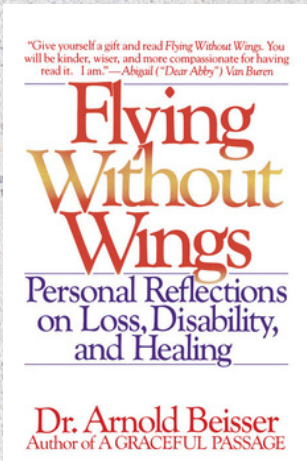
""For the last two years the Office of the Chief Proctor (College) has done a remarkable job when it comes to maintaining discipline. Under the guidelines and the vision of the worthy Vice Rector College and the College Coordinator, the entire Proctor Team has shown a great deal of professionalism and dedication ... As a team member, I appreciate and acknowledge the efforts that have been made throughout these sessions and wish CPO all the best."

Muhammad Usman Sial,
History &
Pakistan
Studies
Department



CPO Book Club

The Office of the Chief Proctor (College) launched a book club, the first of its kind, the club welcomes literal and intellectual review of the books by members of the staff and faculty. This review is shared with the entire college community. The inspiration is to cultivate a healthy intellectual reading culture among colleagues at the Forman.



Outgoing WSPs

"In 2018, I got a chance to work along with my studies at FCC. I joined College Chief Proctor's Office as a Student Assistant. The role of Chief Proctor Office has been instrumental in FCCU as it maintains discipline in college and likewise is responsible for resolving various issues of the students. My role in the office was to ensure that I am helpful towards maintaining discipline in the college and fulfill the objectives of the office. Working in CPO has enhanced my administrative skills and given me a rich learning and professional experience."



Basil Paul

BSc Hons (Economics)
Served CPO for 4 years with thorough professionalism and dedication

"It was a great experience and learning opportunity for me to be a part of College Chief Proctor Office. The professional and friendly environment of the office helped me how to work, behave and learn in the professional sphere.

I learned how to ensure that rules and policies are followed in an institution and then especially how to implement these rules and policies.

I really wish that every student could have such learning opportunities."



Rufus Samuel

BSc (Hons) Mathematics
Currently teaching at Cresnet Model High School, Lahore