

# College Information Office

**Newsletter**  
First Edition  
2020-2021

## INSIDE THIS ISSUE

1. Introduction
2. Department Head's Message
3. Asst. Information Officer's Message
4. Meet the team:
5. Accomplishments of College Information Office
6. Meet & Greet with BISE Chairperson
7. How to Contact?

**"Work Hard  
Have Fun  
Make a difference"**

## Introduction:

The College Information Office is responsible for providing information to parents about their son, which include attendance reports, academic records, and financial details. The details are provided through calls, SMS, emails, and letters via courier. College Information Office also supervises the BISE admission process. Along with that fee recovery is also an additional task that is done by the College Information Office. The responsibilities of the College Information Office are not just limited to providing information it also provides students with all official documents, BISE certificates and other official college letters. The office provides these documents in soft via email and in hard via hand depending upon the requirement of the student.

## Department Head's Message

I take it to be my absolute honor to announce that College Information Office has launched the first edition of its newsletter.

This newsletter will encompass the accomplishments of the department during the past year. It will be published semiannually.

Launching it this year seems like a huge achievement since it has been a tough and challenging year but through this newsletter, I would like to send out this message that even through these tumultuous times, College Information Office continues to go from strength to strength.

My team has worked very hard to bring it from our doorstep to yours.

I hope you enjoy it as much as we enjoyed putting it together for you.

**Rehan Sohail**





## Asst. Information Officer's Message

I am overwhelmed by the sentiments of joy, excitement, and gratitude as we present our very first newsletter. The chronicled information is not just a bird's eye view of what we have accomplished as an office but more than that it speaks of dedication, servitude and stewardship that goes into offering the best amenity to our students, staff and faculty.

For me it has been an absolute honor as I highly regard this opportunity to give something back to the community.

Exciting times ahead, and heartfelt gratitude for all those who stood by our side as we battled prevailing challenges. Thank you and God bless.

Merab Arooj

## Accomplishments of College information office

### Fee Recovery

The overall default in January 2021 was PKR 300 million, and the office worked tirelessly to mitigate it. The CIO made multiple phone calls to the parents of these defaulter students, in addition to the phone calls four letters were sent out detailing the overdue amounts and the deadline for payment of college dues. We only processed BISE admissions for students who had paid off their dues. As a result of this effort, the default has now been reduced to less than PKR 20 million.



## Meet the team



## Financial Aid

To handle the admissions of students who were on financial aid or whose financial aid applications were currently on hold, the College Information Office collaborated with the Financial Aid Office. The CIO requested the Financial Aid department to hasten the process so that BISE admissions could be finalized.

## Document Handling

As of today, the College Information Office has catered over 6700 requests from our students related to various documents and certifications. Hope certificates, character certificates, bonafide certificates, BISE certificates, and other documents fall within this category. Three departments must provide their approval for each document (accounts, library, and proctor office). The process of clearance was also shifted online. The documents were released once the CIO obtained clearance from these offices.

## Email & Moodle Accounts Activation

For the first time College Information Office in collaboration with the ITS department activated the e-mail and Moodle accounts of all First & Second year college students.

## BISE Admission Supervision

The BISE admissions process was rigorously monitored by the College Information Office to ensure that there was no room for mistake. To reduce the margin of error, the office proofread all BISE forms before they were processed.

## Wi-Fi Routers

The College Information Office requested the ITS Department to install additional WiFi routers in all college blocks which include A, B, C, D & P to improve the quality of internet connectivity for online classes. The ITS department was kind enough to cater to our request and within a month they installed additional WiFi routers in all these buildings. Along with that ITS also installed another WiFi router on the first floor of Sinclair Hall for better internet connectivity for the administrative offices.

## **Course packs**

The College Information Office got the tasks, course material and assignment from the subject instructors for every class. These course packs were sent to the students having poor or no internet access. The office also additionally received the completed assignments from every one of these students and gave direction where required. The instructors were readily available to guide the students online. Assignments were returned to the students with the instructor's feedback.

## **Meetings with Parents**

Our CIO (College Information Office) staff has been extremely busy meeting with parents. These meetings focus on the academic progress of their child. Another agenda that was part of these meetings was BISE admission process and the staff thoroughly delivered information on this matter to the parents.

## **Social Media Handles**

The CIO in collaboration with the Office of Communications and Publications has decided to make separate social media handles for the College section. This would be done in phases and in the first phase the communications office has provided us with a Facebook page. Once we reach a reasonable number of audiences, we will move to other social media platforms.

## **Address Verification**

For better communication and correspondence with parents a college must keep a proper record of its enrolled students. For this reason, our college contacted the parents of our students and verified their addresses and phone numbers to ensure smooth communication and secure data and information exchange.

## **Leave Application on Empower**

Current Covid situation and global conversion of hard copy into more and more soft copies and paperwork being replaced by online computer work. It is high time for any college to opt for an online system in every aspect to bring ease and swiftness in the process. Considering that, College Information Office has collaborated with our IT department to provide "online leave application form" on the respective Empower accounts of students. We are hopeful that this feature would be activated before the start of next academic year.

## **Meet & Greet with BISE Chairperson**

Forman Christian College had a meet and greet with Dr. Mirza Habib Ali, Chairman Lahore Board of Intermediate and Secondary Education on March 9, 2021, at his office. Dr. Lubna Amer, College Coordinator, and Mr. Rehan Sohail, College Information Officer were received warmly by the Chairman and had a good meeting regarding matters related to College. Dr. Mirza Habib Ali is a Formanite and stayed at Newton Hall during his time



## **Editorial Board**

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## **How to contact?**

Any student or parent is heartily welcomed to reach us at the following email for any query.

[Collegeinformationoffice@fccollege.edu.pk](mailto:Collegeinformationoffice@fccollege.edu.pk)