



College Information Office

Newsletter
Second Edition
2022-2023

INSIDE THIS ISSUE

1. Introduction
2. Department Head's Message
3. Team Building Workshop
4. Meet the team:
5. Accomplishments of College Information Office
6. Achievements
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

It is with great pride and joy that I announce the launch of the second edition of the College Information Office newsletter. This publication showcases the remarkable accomplishments and milestones achieved by our department throughout the past year. Despite the challenges we faced, it is a testament to our resilience and unwavering dedication. The newsletter will be published annually, allowing us to keep you informed about the latest happenings and developments within our college community. Our team has poured their hearts and souls into bringing this edition to fruition, and we hope it brings you as much delight as it did for us in putting it together. Thank you for your continued support.

Rehan Sohail



Team Building Workshop

The office staff attended an engaging training session led by Dr. Lubna Amer, the College Coordinator, focusing on team building. Dr. Amer emphasized the significance of effective communication. With a warm smile and an engaging presence, Dr. Amer embarked on a captivating journey, sharing insights and practical strategies to strengthen their collaborative efforts. The session delved into the importance of effective communication, trust-building exercises, and fostering a positive work environment. As the staff absorbed Dr. Amer's invaluable guidance, they felt a renewed sense of camaraderie and determination to implement these teachings in their daily interactions.



Meet the team



Accomplishments of College information office

Fee Recovery

The overall default in Feb 2023 was over 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.

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. We will also move to other social media platforms in future.

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 12000 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 Accounts Activation

College Information Office in collaboration with the ITS department activated the e-mail 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.

Virtual Campus Tour

The College Information Office and the Communications Office collaborated closely to produce an engaging virtual campus tour video. Combining their efforts, the teams meticulously crafted a visually captivating experience that showcased the college's facilities, campus life, and academic programs. The video tour aimed to provide prospective students with an immersive glimpse into the college's vibrant community. Through seamless coordination and effective communication, the office staff successfully captured the unique spirit of the campus, highlighting its key features and creating an enticing virtual introduction for potential students.

New Character and College Leaving Certificates

The College Information Office recently undertook a significant initiative to redesign character certificates and college leaving certificates. With a focus on enhancing their visual appeal and improving the overall user experience, the office staff worked diligently to create fresh and modern designs. The certificates now feature updated layouts, incorporating aesthetically pleasing elements while maintaining their official and professional nature. The redesigned certificates reflect the college's commitment to excellence and provide a sense of pride to the recipients. Through their dedication and attention to detail, the College Information Office successfully revitalized these important documents, ensuring they reflect the high standards of the institution.

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.

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

Recent 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.

Achievements

The Head of the Department was awarded the College Staff Excellence Award 2023, recognizing their outstanding contributions and leadership within the college community.

How to contact?

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

Collegeinformationoffice@fccollege.edu.pk