



**FORMAN
CHRISTIAN
COLLEGE**
(A CHARTERED UNIVERSITY)

NEWSLETTER

College Academic Office



Message of the Chairperson

Welcome to the College Academic Office -Newsletter! This newsletter is created to give an inside look into our department and its services. For our students, the transition from Secondary to Higher Secondary education can be tricky because they need regular updates from Lahore Board regarding registration, examination, datasheets, admissions and results. Our office provides the services in all these areas not only to the students but to faculty, staff and parents as well.

We believe that excellence flourishes in an environment that embraces the dignity and value of every person; we strive to eliminate systemic barriers and biases by fostering a culture of equity and inclusion.

Introduction:

The College Academic Office is located at the heart of FC college i.e., Sinclair Hall, with six students/parents dealing windows facing academic blocks. This office is responsible for students' BISE admissions, course enrollment on Empower, academic records management, student transcripts, academic-related certificates, faculty and students result analysis, etc. Academic Office staff has devoted itself over the years to the principles of "Service First" with respect and dignity. The Academic Office staff sincerely hope to hold fast to its principles and strive to achieve everlasting improvements.



Routine Work



Window Dealing on Daily basis



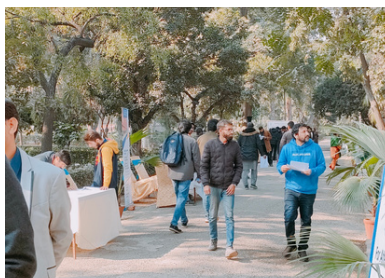
Academic Office cater students along with their parents on a daily basis on the respective window for various groups. Transparency and honesty is encouraged. All the documentation is dealt with care.

Departmental Meetings



College Coordinator assures smooth and effective working by discussing concerns in our departmental meetings. It also ensures liability among the staff members.

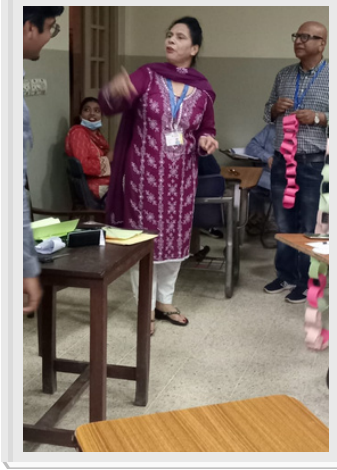
College Annual Parent-Teacher Meeting



Academic Office actively took part in parent teacher meeting.



Seminar



Before starting new session a Seminar on Team Building was Conducted by Dr.Lubna Amer. It was quite productive in its nature. Faculty and staff members participated actively. The workshop engaged the group to produce work with teamwork.

Orientation for BISE Admission Form filling

Our office conducted an orientation session for all the advisors to explain how to get BISE forms filled from students and this is an annual practice.



Achievements

Mr. Rashid Emmanuel has been promoted as a "Senior Academic Office Associate. Acknowledging his hardwork and deligence.



Mr. Kamran Perveiz has served the department with honesty and zeal. He has been promoted as an "Academic Associate".

Participation in Christmas Caroling



Academic Office participated with full enthusiasm by singing new carols in the carol singing program organized by the Rector Office.

Departmental Celebrations



The Academic Office is filled with festive cheer as they celebrate Christmas in high spirits. Everyone is to participate in singing joyful carols and indulge in a scrumptious Christmas lunch. Together, the staff members make it a truly memorable time of the year, spreading warmth and happiness throughout the office.



"Our team encourages staff members to set aside time for reciting the Holy Bible and engaging in prayer as we welcome the New Year and celebrate Christmas season."

Distribution of Roll No Slips



From February-March Academic Office conducts an annual admission process, Then comes the time to give roll no slips to the students.



In coordination with the proctor office we ensure that all students receive their roll no slips in an efficient and timely manner.

Departmental Trip

A trip to "Androon Lahore" was quite refreshing and entertaining for all the staff members after a hectic time of "College Annual Admission".





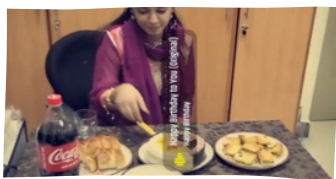
Andron Lahore is an amazing destination that is filled with historical landmarks, delicious food, and a vibrant culture.



After exploring the historical landmarks, be sure to indulge in the delicious food scene in Andron Lahore. From street food to fine dining, there is something for every taste bud.



Birthday Celebrations



"Birthday celebrations are observed for all the staff members to appreciate and acknowledge their contributions to the team."

Editorial
Dr.Lubna Amer
Mr.Kamran Pervez
Ms.Madiya Joseph Shaw