



**FORMAN
CHRISTIAN
COLLEGE**
(A CHARTERED UNIVERSITY)
ESTD. 1864

College Chief Proctor Office Annual Newsletter 2022-23

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Annual Photograph with the College Vice Rector
and the College Coordinator

Introduction of the Office

The main goal of the College Chief Proctor Office is to maintain discipline on campus by working closely with different departments and individuals, such as the College Vice Rector Office, College Coordinator Office, Security Office, Student Affairs Office, Admissions Office, etc., as well as faculty and staff members at Forman. This collaborative effort is essential in ensuring that rules and regulations are respected and enforced, thereby creating a secure and organized campus environment.

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Message from the College Chief Proctor



"As I look back at the academic session 2022-23, the year stands out as one that is marked with accomplishments. The merit of these accomplishments can be traced back to the unwavering and consistent support of the Worthy Vice Rector, Dr. I. Suneel Samuel. Also, I would like to take this opportunity to express my heartfelt gratitude to the amazing team of proctors comprising members of faculty and staff who have sincerely taken the ownership of the vision and ran the race with remarkable professionalism and dedication. Moving forward, CPO would be gearing towards further strengthening the interaction and bond with the student body so that a strong and sustainable foundation of correction, guidance and mentorship is laid. I am hopeful of witnessing a fruitful year ahead, one that will see the realization of dreams envisioned by the students. "



Arooj Justin

Message from the College Deputy Chief Proctor



At FCC, our utmost dedication lies in providing our students with a secure and nurturing environment that cultivates academic achievements and intellectual development. Discipline stands as the cornerstone of all our endeavors in pursuit of this objective. As our students confront the renewed and challenging demands of the 21st century, teaching, promoting, and ensuring discipline has become an increasingly significant responsibility for us at FCC. Our office is firmly committed to embracing these responsibilities and upholding the 158-year-old legacy of FCC by fostering an atmosphere of fairness, accountability, celebration of diversity, and respect for all.

It is very crucial that our students comprehend and embrace the value of discipline, for it is only through this virtue that academic growth, accomplishments, and progress become attainable.

“For a man to conquer himself is the first and noblest of all victories.” – Plato

I express profound gratitude for the invaluable guidance and cooperation extended to our office by the College Vice Rector Office and College Coordinator Office. Lastly, I would like to extend my sincerest appreciation to the Proctor Team, whose unwavering sincerity and dedication have served as a constant source of inspiration for me. I extend my best wishes for success and achievements to our students and to all of us who, together, comprise Forman Christian College.

Muhammad Umer Chaudhry



Team Proctors

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, History, Mathematics, Physics, Social Sciences, Statistics and Urdu departments.

"FC College places a strong emphasis on discipline and integrity as essential components of a well-rounded education. By instilling these values in its students, the institution aims to produce graduates who are not only academically successful but also have the character and ethical foundation to make positive contributions to society. As a team member, I acknowledge the efforts of CPO and my fellow team members to serve this purpose with great dedication."



Asif Silas, Lecturer, Department of Urdu

"This is Ambreen Imran. I have been a part of Proctorial Team since 2019. I really feel privileged and proud to be a part of this team. During my work I have seen students motivated and more disciplined. I have learnt to serve and guide the students. It has given me an opportunity to explore my latent potential of instructing and coaching the students. I work with some of the brightest, friendliest, and hardworking people. It has been an exceptionally great journey. Being surrounded by affable and edifying individuals has not only helped me improve myself but also to make a positive change in students. I hope to continue to strive for excellence in my duties towards positively impacting FC student community."



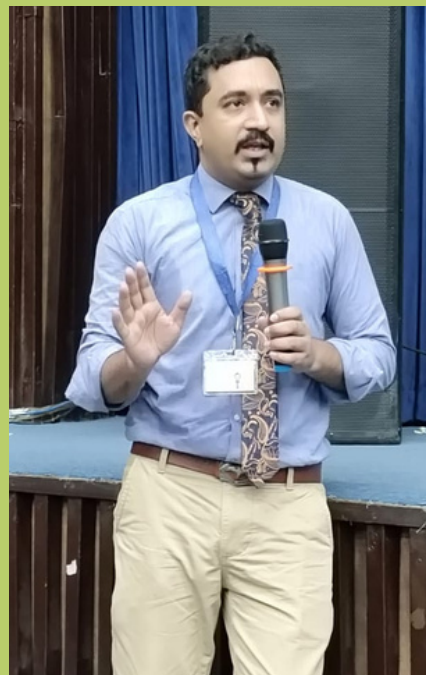
Ambreen Imran, Assistant Professor, Department of Physics

College Admissions Campaign , 2022

Admission Campaign Trainings

In order to ensure that prospective students and their parents have a worth remembering experience as they visit campus, the members of staff and faculty were given thorough training at the onset of admission campaign 2022. Information handling and psychology of marketing and sales were among the themes covered during the training sessions.

In depth training sessions were followed by small group discussions which recalled the aims, strategy and possible challenges around the admission campaign.



College Admissions Campaign, 2022



Outstanding Staff Award, 2022

The College Chief Proctor, Mr. Arooj Justin was awarded the Outstanding Staff Award, 2022 for his exceptional services and contributions.



College Admissions Campaign, 2022

Small Group Sessions



College Admissions Campaign , 2022

Volunteers' Training



Admissions Campaign, 2022

The Admission Campaign 2022 was supervised by the Office of the Chief Proctor (College) in collaboration with the Admissions Office.



Admissions Campaign, 2022



Official Visits

The Office of the Chief Proctor provided a warm welcome during the visits by the Friends of Forman and BISE Chairman.



Student Events

On major events such as the Welcome Party (for 1st year students), Christmas Gala, Annual English and Urdu plays, Annual Poster competition and Science Fair (Sci Con 1.0), the Office of Chief Proctor provided assistance and service.

The Proctors also rendered their services for various events organized by Student Clubs throughout the year



The honorable College Vice Rector and Ma'am Coordinator addressing students at Students' Orientation 2023



Student Clubs were involved by CPO in welcoming first year students



Some clicks from Scio Con 1.0 and Character Building Poster Competition



ALC Spring Fiesta where students from both first year and second year classes participated in cultural attire

Documents Distribution

The distribution of roll number slips and result cards was also supervised by the CPO.



"I have been a part of the College Chief Proctor's Office since 2018. Here I have gained four years of valuable experience through a work-study program before transitioning to an intern role in 2022. Within this office, my primary responsibility is to address and resolve student and parent concerns related to disciplinary matters. This involves coordinating with various departments, supervising work-study students, maintaining detailed records, and handling email correspondence.



It has been a privilege to contribute to the development and growth of the students by enforcing rules and regulations that fostered a sense of responsibility and respect among the student body. My time in this office has presented numerous challenges, allowing me to grow both personally and professionally. The experience has significantly bolstered my confidence and equipped me with the necessary skills to tackle any obstacle that comes my way. I am immensely grateful for the opportunities this role has provided me and look forward to continuing to make a positive change in my life."

Bezil Paul, Intern, College Chief Proctor Office

Discipline at FCC - An information session with new faculty members



Outgoing WSP

"I want to express my deepest gratitude for the incredible experience I have gained while working at College CPO. It has been an enriching journey that has allowed me to grow. I am truly grateful for the opportunities I have been given. I want to convey my appreciation for the supportive and nurturing environment that CPO has supported. From the moment I joined the CPO, I felt welcomed and valued. The guidance and mentorship provided by Chief Proctor, Deputy Chief Proctor and colleagues have been valuable in shaping my skills and knowledge. I am thankful for the tasks that were entrusted to me during my time here. Each task pushed me to explore new ideas, think creatively, and develop innovative solutions. The hands-on experience I gained has been instrumental in enhancing my abilities and boosting my confidence. "



M Kashan Iqbal
BSc Hons
(Economics)