



College Chief Proctor Office

Annual Newsletter 2023-24, Vol# 04



The College Proctor Office

The primary responsibility of the College Chief Proctor Office is to uphold discipline across the campus through close collaboration with various departments and individuals. This entails working in tandem with the College Vice Rector Office, College Coordinator Office, Security Office, Student Affairs Office, Admissions Office, and other relevant stakeholders, including faculty and staff members at Forman. This collective endeavor is vital in upholding the adherence to rules and regulations, fostering a safe and orderly campus atmosphere.

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Message from the College Chief Proctor



"Dear Readers, Greetings! I pen this message with a sense of accomplishment. The efforts of the Chief Proctor Office have contributed to the well-being and welfare of the student body at Forman Christian College, making the campus a safe, secure, and conducive ecosystem for learning and holistic upbringing. As the sparkle of mega events brightened the tone of vibes on the campus, the service of the proctors positively contributed to the success of these events and gatherings. In the end, I want to appreciate the hard work and professional ethos of the team of proctors who performed with great diligence and resolve, sometimes even beyond the hours of duty, with a smile always on their faces. The unwavering support of the worthy Vice Rector, Professor Dr. Ivan Suneel has always been a guiding light of the Office of the Chief Proctor. May the Lord continue to guide our steps as we come together to serve the cause of education in Pakistan".

Arooj Justin

Message from the College Deputy Chief Proctor



"At FCC, our foremost commitment is to create a secure and nurturing environment that fosters academic success and intellectual growth. Discipline is crucial in achieving this objective, serving as the foundation of our efforts. We are dedicated towards instilling discipline in our students, ensuring they understand its value in realizing their academic potential and progress.

I am deeply thankful for the invaluable support and collaboration provided to our office by the College Vice Rector Office and College Coordinator Office. I also want to express my heartfelt appreciation to the Proctor Team, whose unwavering dedication has been truly inspiring. I extend my best wishes for success to our students and to everyone within the Forman Community".

Muhammad Umer Chaudhry

Team Proctors

The backbone of the Office is the Proctors Team, committed to fostering discipline at FCC by guiding and assisting students. This team carries out various duties including weekly rotations, admissions support, document distribution, and participation in student events. Members of the 2021-22 Proctorial Team represent a range of departments including Biology, Chemistry, Commerce, Computer Science, English, History, Mathematics, Physics, Social Sciences, Statistics, and Urdu.

"I have been serving CPO since 2017. It's a great honor and pleasure to be a part of this team, because the aim of CPO is to develop such good traits in the students that can be helpful in the future for their professional growth. Discipline, regularity, punctuality, leadership, ethics etc., are the visionary attributes, for which CPO is helping students to develop. I really appreciate the teamwork of CPO for the betterment of students and college".

Muhammad Umer Farooq, Assistant Professor,
Chemistry Department



"Hello! I am Naureen Akhtar. I take absolute delight and honor in being part of the Proctorial Team since August 2023. This one-year experience has been a wonderful opportunity to serve and learn with such a devoted and supportive team for maintaining discipline on campus. My primary responsibility remains to ensure that institutional discipline rules and regulations are well respected and implemented for a safe and conducive learning environment within the college premises. As a proctor, I closely witnessed students' behaviors and discipline practices out of the classroom. My strength in maintaining student discipline, addressing their behavioral infractions, and guiding students towards responsible conduct, promoting good behavior, self-discipline and

respect. I testify that approaching disciplinary situations with empathy and understanding, offering guidance and resources to help students learn from their mistakes and make positive changes. I believe that endorsing and instigating students' accountability in or out of the classroom for their actions is mandatory towards educating values and transforming them as responsible citizens. I trust that as a team our future collaborative efforts and strategies will continue to strive for higher standards of discipline, fostering a culture of accountability, and promoting a safe and nurturing environment for all members of our college community. I would also like to extend my profound gratitude to the Chief Proctor and Deputy Chief Proctor for their immense support and guidance throughout the session".

Naureen Akhtar, Lecturer of Ethics in the Social Sciences Department

College Admissions Campaign , 2023

Admission Campaign Trainings

To guarantee a memorable experience for prospective students and their parents during campus visits, staff and faculty underwent comprehensive training at the start of the 2022 admission campaign organized by the College Chief Proctor Office. The training encompassed information management, adept public interaction and communication, and FCC marketing. Following the thorough training sessions, small group discussions were held to revisit the goals, strategies, and potential hurdles of the admission campaign.



College Admissions Campaign, 2023

The College Chief Proctor Office, in conjunction with the College Administration and the Admissions Office, spearheaded the supervision of the 2023 Admission Campaign.



Serving throughout the session

Official Processes, Student Events, Visits



CPO and its team of volunteers facilitated the new students to register for their college ID cards post admissions. The dispensation of these cards to respective Section Advisors was also done by CPO.



CPO remained a regular contributor to the college students' Book Bank, this session as well.



CPO and the Proctors Team facilitated the process of dispensation of Roll number Slips for First year and Second year students for Board Examinations, 2024



As per the instructions of the Honorable Vice Rector College, the CPO made sure that the College Section is appropriately represented at an Open House organized by the Admissions Office in Students Service Center

Serving throughout the session

Official Processes, Student Events, Visits

The CPO worked with the College Administration in organizing the Second Annual Science Fair. While the primary responsibilities of the Proctor Office were maintaining discipline and order, several Proctors were involved in various committees.



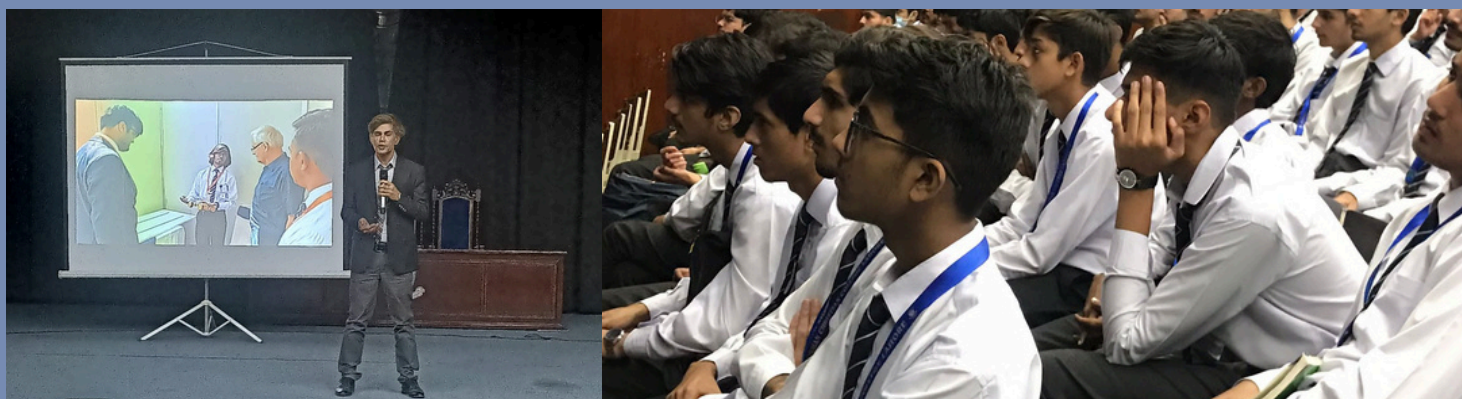
CPO, Proctors' Team and volunteers facilitated the smooth organization of a formal Welcome Dinner for 1st year students and a formal Farewell Dinner for the outgoing class of 2024. The discipline and order maintained on these dinners was much appreciated.



Serving throughout the session

Official Processes, Student Events, Visits

CPO helped the College Administration in organizing Orientations Session for students at the start of the academic year. These included addresses of the honorable College Vice Rector and the College Coordinator, and presentations by the representatives of various student facilitations offices about the services they provided and about college policies and procedures.



CPO and the Proctors Team provided its services in maintain student discipline and order during official visits from Lahore BISE and HED teams, and also assisted the college administration in extending a warm welcome to the 'Friends of Forman'.

Meetings and Sessions

Flawless execution hinges on meticulous planning, as well as a comprehensive grasp of policies for their effective implementation. Meeting the expectations set by the college administration necessitated capacity building, teamwork, and cohesion among all involved. In pursuit of these objectives, the Proctors team met regularly, especially before special assignments, to ensure alignment and progress.



At the start of the session, some special assignments were given to a team of Proctors in accordance with the vision of the honorable College Coordinator, with regards to discipline within academic buildings.



In October of this term, Mr. Bezil Paul concluded his tenure at the College Chief Proctor's Office as an Intern, having served in various capacities for nearly six years, and transitioned to a new role at FCC. Throughout his time here, Mr. Paul consistently demonstrated remarkable dedication, hard work, and unwavering loyalty to the office.

“Greetings everyone, I'm Suleman Gilbert, an intern at the Office of the Chief Proctor (College) since November 2023. I wanted to share my experiences and learnings during this time. My role involves interacting with students, maintaining records, digitizing office documents, and managing appointments. Since joining, I've noticed steady professional growth, fostering principles of integrity, excellence, punctuality, and diligence. Despite facing differing opinions in public interactions, I find warmth in the opportunity. I'm impressed by the CPO's dedication to campus discipline, attention to detail in investigations, and clarity in policy communication. The Chief and Deputy Chief Proctors' positive attitude and commitment to collaboration are inspiring. As an intern, I've embraced new challenges enthusiastically, proving myself a valuable asset. I'm grateful for the chance to contribute to our team's impact on the college community”.



***Suleman Gilbert, Intern, College Chief Proctor Office
BSc (Hons) in Economics and Mass Communication***