

NEWSLETTER 2023

Academic Services Office



Dear Forman Community,

We are delighted to have such an opportunity to engage with our fellow Formanites and express our commitment to provide high-quality education in compliance with the HEC's requirements. We've come to uphold the educational policies structure and incorporate them into our system to ensure that our university educational system is up to the mark.

The Academic Services Office is the place where a Formanite begins his journey towards the path of a successful career from the time of enrollment till the time of graduation. We carefully assist the students to take baby steps with us by ensuring that the student is now adequately prepared to achieve their academic requirements so they can complete their educational requirements as well as performance. In order to facilitate our students, the Academic Services Office works in collaboration with a bunch of different departments.

Editor:

AREEJ NADEEM

Newsletter Highlights

A Message from the Head of Department

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5 Wings of Academic Services Office

The Year 2022 in Review

Experience of the most Senior Employee

Experience of the New Employee

MESSAGE FROM THE HEAD



Rohail Shahzad
(Head of Academics)

Academic Services Office is the place that keeps on renewing your experiences as this is the core operation office and bridge between the stakeholders and the procedures. We are upgrading and updating the processes and systems according to the dynamics of the country and technology.

The ASO team is working hard to overcome all challenges and are also exploring innovative ways to do our work; we are developing smarter ways rather than harder ones. We are making possible for our students to graduate in time, get their courses registered, guide them about the degree requirements, provide them with the Official Documents and to make sure they have the latest information regarding the policies and procedures.

At the end I want to thank my whole staff for being always up to the challenges and growing in the areas of their expertise and work. The demanding nature of the job might have taken a lot from us, but we always have succeeded by the FCCU moto "By Love Serve One Another" and with a view "our institute, our home".

MEET THE TEAM



WINGS OF ACADEMIC SERVICES OFFICE:

STUDENT DEALING DESK

REGISTRATION TEAM

DEGREE AUDIT TEAM

ASSESSMENT UNIT

STUDENT RECORD AND GRADING CELL

Core Operations of ASO:

Forman Entrance Admission tests are administered twice a year to accommodate the intakes of Spring and Fall with the help of the Accuplacer system.

After that, our Registration team facilitates the students during pre-registration, post-registration and Add/Drop phase depending upon the preferences of each student as we serve the liberal arts community.

During the semester, our Student Dealing Team provides assistance with their day to day struggles in terms of any academic difficulties including their academic, personal, and professional development. After the semester's completion, in coordination with faculty members we try to conduct the relative grading according to the student's best ability.

In the end, our Degree Audits are being run so that we could award the students with the rewards of their endless efforts, "The Degree".

STUDENT DEALING DESK 2022 IN REVIEW



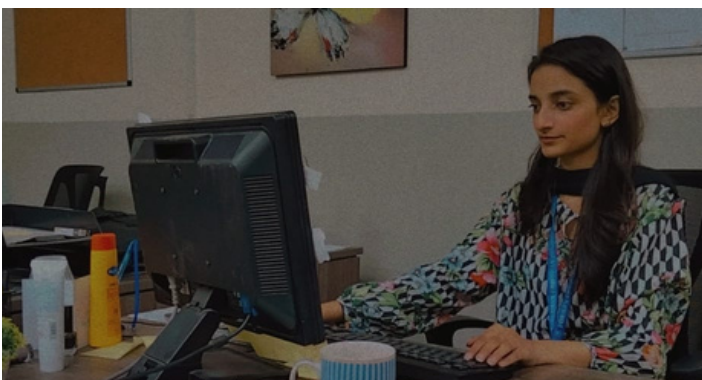
Ms.Areej and Mr.Irfan facilitating at Student Dealing Desk

Student dealing desk directly interacts with the student body almost throughout the year in terms of proactively responding to their queries via emails and in-person.

Student dealing desk is handled by Mr.Irfan Lal and Ms.Areej Nadeem. They have been facilitating students with official certificates, transcripts, accommodating students during registration and Add/Drop phase, time clash (based on the approvals from respective departments), prerequisite waivers, seat exceptions, processing program change requests, processing overload requests.

Facilitating in Benevolent and in any other scholarship forms, catering withdrawal requests, updating personal details on empower. Providing the sealed documents to students as per their requirements listed by the respective universities in Pakistan and Overseas.

Due to the direct interaction with students, this desk has seen students in their happiest to the most worried state of mind, which is why it is likely to extend the guidance and to help the students by going one extra mile in order for facilitation whenever a need is felt.



Ms. Areej had assisted Assessment unit in invigilating Feat Sessions and conducting VET for the staff and faculty.

REGISTRATION TEAM 2022 IN REVIEW



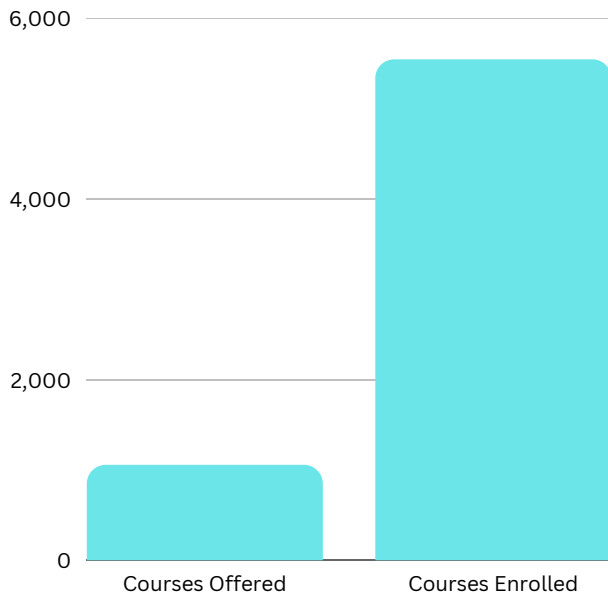
MR.HAROON AND MS.NOOR FACILITATING STUDENTS REGARDING REGISTRATIONS

Registration team prepared course-offering projections keeping in view historical analysis of student intake. Also, managed university resources and infrastructure for best utilization of resources. Freshmen registration were carried out for multiple admission cycles in Fall 2022 and Spring 2023. Successfully special registration related to semester overload, seat exceptions and Independent Study course requests. Facilitated department chairpersons, faculty, staff and inter-linked departments with student data reports.

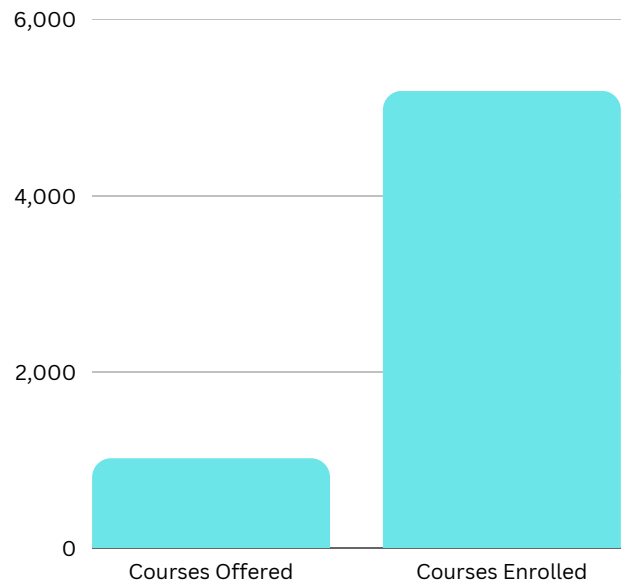
Provided data to different committees members for NECHE data forms. Managed resource allocation for student activities and university events. Prepared university undergraduate and postgraduate catalog 2022-23. Prepared Academic and student deadline calendar for academic year 2022-23.

The registrations team facilitates the student body with the course registration procedures which includes pre-registration phase, real-time registrations, post-registrations, Add/Drop, and course offering projections in coordination with faculty members. Successfully executed on-time real registration process.

THE STATISTICS OF THE ENROLLMENT 2022 ARE AS FOLLOWS:

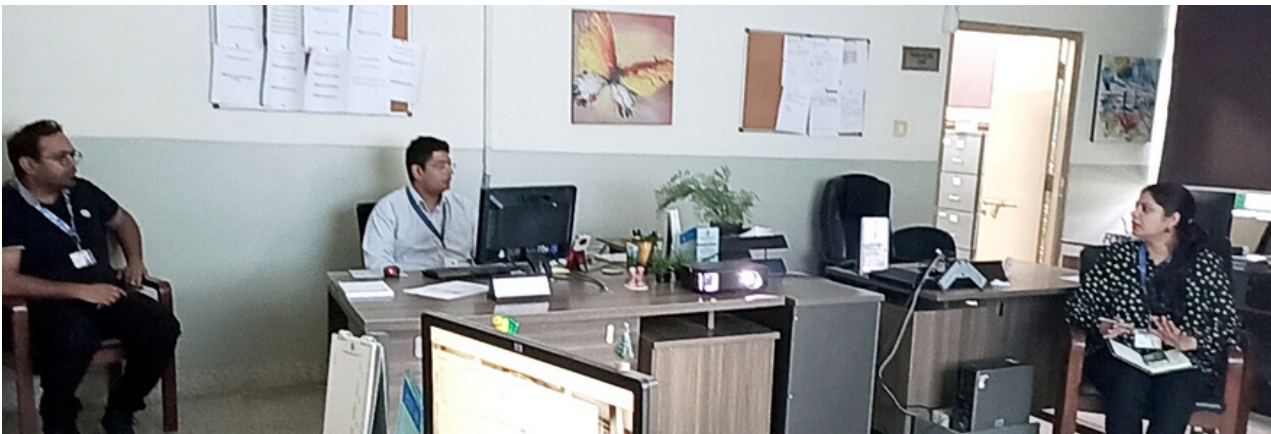


- Total courses offered in Fall 2022
- Total number of students enrolled in Fall 2022



- Total courses offered in Spring 2023
- Total number of students enrolled in Spring 2023

RESOURCE MANAGEMENT PLANNING



Mr. Haroon Hayat briefed resource database management mechanism adopted by Academic Services Office to Associate Vice Rector (Dr. Gloria). Details were discussed related to processes involved in allocation of university resources and how resource allocation is planned for new/on-going programs offered at FCCU on yearly basis.

RESOURCE ASSESSMENT ANALYSIS



Mr. Haroon Hayat and Ms. Noor Mohsin explained the details related to university resource management and utilization to Chief Internal Auditor Mr. Jamshaid Akhtar and Internal audit team for resource assessment analysis and provided necessary data required for analysis.



Syeda Mariam Zahra is with Haroon Sarfraz Hayat

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Greetings,

Sir Haroon Sarfraz Hayat is an Alumni and working in the Forman Christian College (A Chartered University) as a Registration Coordinator with a total professional experience of 10 years.

We will get the insight of the Registrations and will talk about the hardships he faced during covid and post covid times.

We will be going Live on Facebook on Wednesday sharp at 1 PM. Don't forget to catch us up.

Will be looking forward to see you all. Thank You.

#experience #COVID19 #FCCollege

Mr. Haroon Hayat shared his expertise and experience related to service provider industry with FCCU (School of Management) students regarding planning, execution and reconciliation for organizations to keep into consideration during unforeseen circumstances like COVID-19.

DEGREE AUDIT TEAM 2022 IN REVIEW



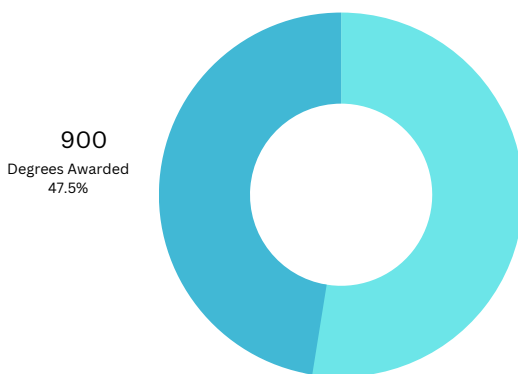
Mr.Sharoon and Ms.Mehak discussing degree audit details with the student

The degree audit team manages the whole process of commencement, starting from the degree audit help (update & guidance). Opened degree audit help for Juniors also, which was previously available for Seniors only.

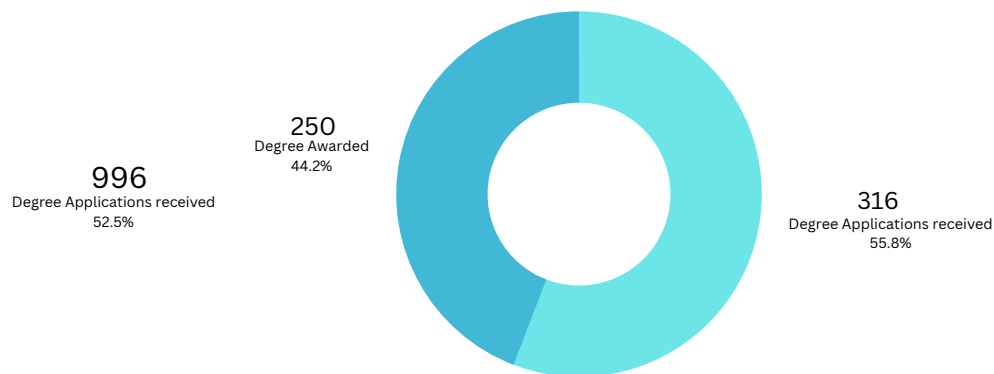
The Team also facilitated student requests for transferring credits, Course exemption & substitutions, verification of documents and provided several customized certificates (depending upon the requirement).

Meeting with Students and Faculty regarding degree requirements and answering their concerns and queries.

THE STATISTICS OF THE COMMENCEMENT 2022 ARE AS FOLLOWS:



996 Undergraduates Degree Applications were received and 900 degrees were awarded.



316 Postgraduates Degree Applications were received and 250 degrees were awarded.



Meeting with the Pharmacy department regarding the degree requirements

Mr.Sharoon Javed and Ms.Mehak Khan had spent weekdays, weekends and countless extra hours–auditing degrees, responding to queries, having one on one appointment, and processing urgent degrees simultaneously. Grades submission after deadline (Internship and research), exceptions for degree application.

This year the first Batch of pharmacy graduated so number of meetings were held with the Pharmacy department regarding the degree requirements and editing on transcript related to title credit so the transcript can be in accordance with the PHARMA council requirement.

The audit team supported students in meeting the admissions criteria for Masters by guiding them through the process of obtaining documents and processing requests in order to meet the deadlines for international admissions.

Commencement of 2022 was a success, from gathering data, printing official certificate sets, and awarding degrees to our graduates in a timely manner, all this was done in accordance with University standards, thus there were no compromises made between quality and quantity of work.



Ms.Noor and Ms.Areej arranging official documents for commencement 2022.

ASSESSMENT & EVALUATION UNIT 2022 IN REVIEW

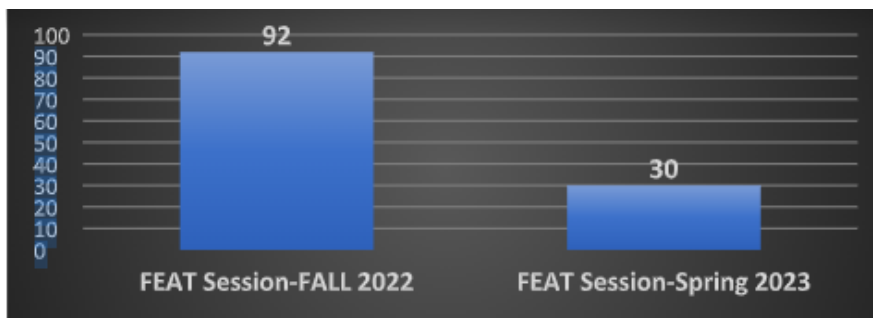


Assessment unit team conducting FEAT

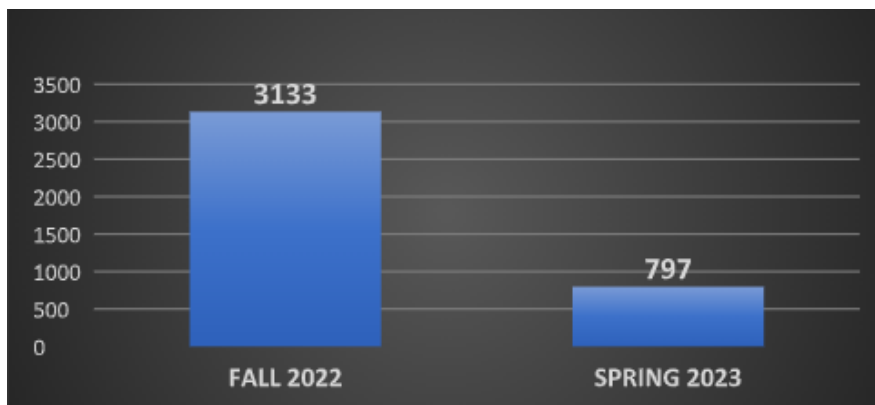
The assessments and evaluation unit in the academic office is responsible for all assessments and evaluations tasks related to students and faculty as well.

Academic Testing: FEAT (Regular Semester, IEAP FEAT, FEAT PLACEMENT TEST (Twice a year), Versant English Test

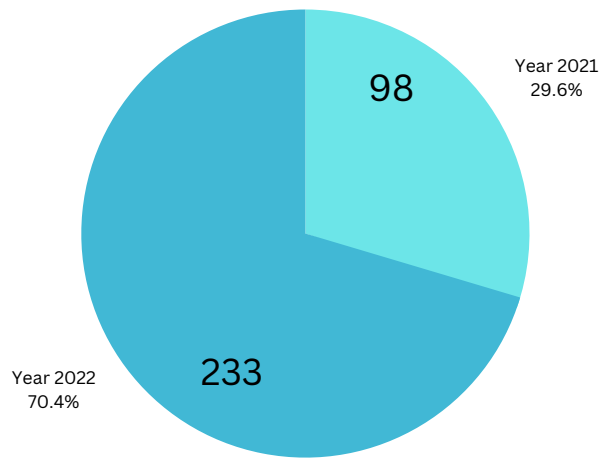
- Initiation, planning, and implementation/proctoring of successful Fall 2022 and Spring 2023 FEAT cycle



Fall 2022: 92 Sessions in total, catered 3133 prospects including 4 RETAKES
 Spring 2023: 30 Sessions in total, catered 797 prospects including 1 Retake



Planned, proctored, and report 233 VET (It is the highest number of VET conducted in 8 Months)



Statistics comparison of VET(year 2021 & 2022)



Ms.Areej assisted for VET sessions under the supervision of Ms.Maila.

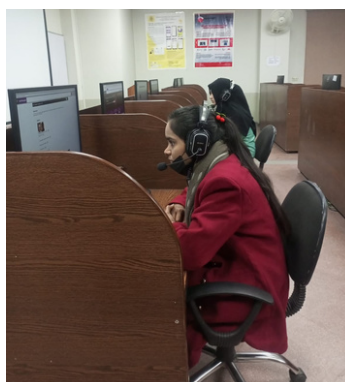
New Initiative as Compared to Previous Year:

- Part of the faculty evaluation's new enhancement.
- Enrollment Analysis, in which we determine the no. of students who registered the course but do not attend the classes and those who do not register the course but attended the class.

Analysis

- Faculty evaluations analysis for approximately 292 faculty members, prepared a list in which we provide faculty's rating for Fall 2022 and Spring 2022.
- Course-based competency analysis: Updated and maintained the records for approx 2771 students.
- Seat exception analysis for all departments that show us the demand for courses that are more in need so we can arrange sections accordingly.
- VET analysis for College and university side faculty depending on the requests from HR.
- VET attempts analysis in which we analyze the number of attempts for each faculty who are deficient in Versant English Test and provide their latest score to the relevant department.
- Active and Inactive faculty analysis which helps us to know the VET status of only those faculty members who are active in a term.
- Analysis for MATH placement, Assigned Math placement.

- Faculty Evaluations: Extracted Reports for almost more than 153 courses as per the request from the faculty.
 - Update competencies as per request from degree audit, so that student can meet their degree requirement.



Administration
of placement
test.



Ms.Areej and Ms.Maila
facilitating students regrding
FEAT Accuplacer(Retake).

STUDENT RECORD & GRADING CELL 2022 IN REVIEW

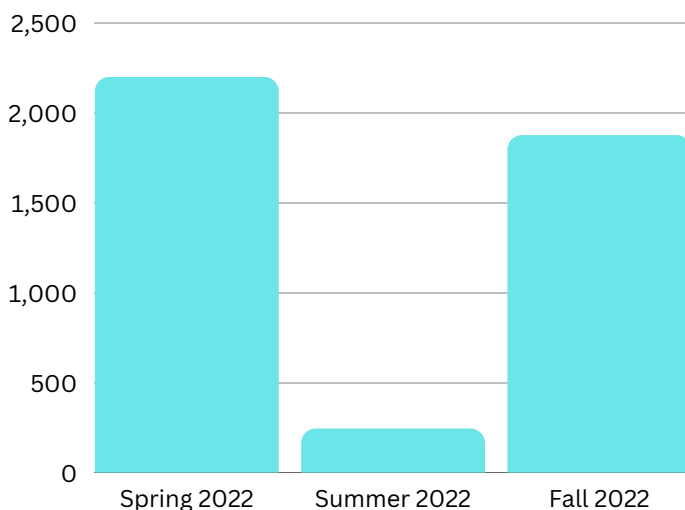


Mr.Irfan Lal handle Student Records and Grading cell in which all the student record information is kept to track the students performance. Grading was done effectively by meeting the assigned deadlines during processing of change grades and working in coordination with Faculty members, Controller of Examinations, Head of Departments and also ensuring the graduating students grades were updated timely.

Presented the Academic Services Office at the platform of Center for Learning and Teaching department in October 2021, April 2022 & October 2022 to provide them an insight regarding how the grading system works.



THE STATISTICAL FIGURES OF GRADING FOR THE ACADEMIC YEAR 2022 ARE AS FOLLOWS:



GRADING

- 2197 total grade changes were processed, during Spring 2022.
- 242 total grade changes were processed, during Summer 2022.
- 1873 total grade changes were processed, during Fall 2022.

EMPLOYEE EXPERIENCE



**Sharoon Javed
(Deputy Manager)**

My dream was to be a part of FCCU, and GOD gave me the opportunity in 2009. In my role as Senior member of the Academic services office I have found ASO to be one of the busiest offices at FCCU, daily ASO encountered a variety of challenges, deadlines for various office operations, and intense work demands. My best experience and knowledge that I have gained from my seniors and passed them on to new recruits/coworkers, including focusing on adopting new practices, working as a team, supporting and giving guidance to each other in terms of how to overcome any critical situations. Working with many different Academic departments chairperson and administrative officials, I enabled myself to understand the inner workings of the education sector. I believe that while FCCU is imparting excellent education to its students, the institution also promotes the recognition of its employees in the workplace. FCCU honored me with the Best Customer Service Award on its 150th anniversary in 2014 and I also earned a master's degree through a staff development program.

EMPLOYEE EXPERIENCE



**Noor Mohsin
(Assistant Registration)**

Starting a new job as an Academic Services Assistant- Registrations was both exciting and nerve-wracking. As an academic services assistant working in the registration wing, the process is typically fast paced and demands close attention to detail.

In the early days of my employment, I familiarized myself with the university's registration policies, procedures, and database systems. I became aware of the various types of students that the school serves, including part-time, full-time, day scholars, or hostelites.

As an academic services assistant, I was prepared to assist students with registration-related queries. The registration process can be overwhelming for first-time students or new students unfamiliar with the school's procedures. I am responsible for assisting students with their registration processes by providing information about course schedules, prerequisites, and policies. Therefore, we need to possess good communication skills, be patient, and be able to provide clear guidance to the students. With time, I was supervised and taught about updating student records, processing student requests for changes in their schedules, as well as managing emails and answering phone calls, process and maintain records, and assist with administrative tasks. With time and practice, I would become more confident in my role and be able to provide effective support to students during their registration process with ease.