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1st Meeting of Student Council for Academic Learning & Enhancement (SCALE) Forum

Minutes of the Meeting Held on December 10, 2025

- The 1st meeting of the Student Council for Academic Learning & Enhancement (SCALE) was held on Wednesday, December 10, 2025, at 12:30 p.m. in the Conference Room, F-Block (2nd Floor).
- The following attended:
 - Mr. Fida Hussain Director QEC
 - Dr. Noshir Wan Khan Convener SCALE
 - Mr. Danish Hafeez Manager QEC
 - Ms. Nida Asif LSR, Psy Department
 - Ms. Quratulain Fatima LSR, Eng Department
 - Mr. Tayyab Imran LSR, Phar Department
 - Ms. Fatima Shehzadi LSR, BI Department
 - Mr. Fasih-Ur-Rehman Tariq LSR, SE Department
 - Mr. Abdullah Kiyani LSR, CS Department
 - Ms. Yusra Tanweer LSR, Math Department
 - Mr. Aitzaz Arshad LSR, ECE Department
 - Mr. Hassan Ali LSR, CE Department
 - Mr. Bilal Ahmed LSR, ME Department
 - Ms. Lubna Zamir LSR, Law Department
- Convener SCALE, Dr. Noshir Wan Khan, chaired the meeting. All Lead Student Representatives (LSRs) were present, except Ms. Tehreem Ashraf (MS Department) and Mr. Subhan Nasir (A&F Department).
- Meeting started with the recitation of the Holy Quran. Convener SCALE welcomed all the members to the first meeting of the Student Council for Academic Learning & Enhancement (SCALE) forum. He briefed LSRs on the aim and objectives of the forum

and explained in detail the rationale for its constitution. The role of LSRs in the process of External and Internal Quality Assurance (EQA & IQA) was elaborated in view of the PSG-2023 QA Framework.

- Subsequently, the following agenda items were presented for discussion.

Item # 1 Role and Responsibilities of LSRs

- (a) The LSRs were briefed on their role as the central liaison between the students, the SCALE forum, and the QEC. The importance of maintaining effective communication channels and timely reporting was discussed.
 - (b) The responsibilities of LSRs in the Board of Studies (BoS), Board of Faculty (BoF), and Curriculum Review Committee (CRC) were discussed. LSRs were informed that their participation is essential for providing constructive student input, supporting academic quality, and communicating updates on course revisions.
 - (c) LSRs were informed about their expected participation in on-site visits during internal and external review panel engagements. This role aims to incorporate student perspectives in quality assurance processes.
 - (d) LSRs were encouraged to facilitate meaningful dialogue, collect feedback, and contribute towards academic and personal development initiatives.
 - (e) After a detailed discussion, the LSRs acknowledged the outlined roles and responsibilities and agreed to perform their duties accordingly.
- The meeting was then adjourned with a vote of thanks extended to all members present.

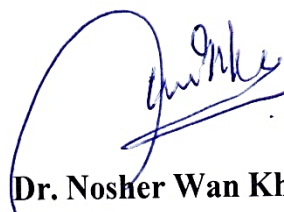
Prepared By:



Mr. Danish Hafeez

Manager QEC

Approved By:



Dr. Noshir Wan Khan

Convener SCALE