



Capital University of Science and Technology

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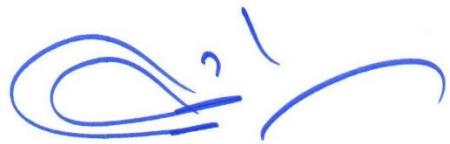
Date: November 25, 2025

NOTIFICATION

In accordance with the resolution adopted by the Institutional Quality Circle (IQC) Committee during its third meeting on October 28, 2025, concerning the establishment of the SCALE forum, the competent authority at the CUST is pleased to announce the Departmental Lead Student Representatives (LSRs) for the Student Council for Academic Learning and Enhancement (SCALE): -

S.#	Department	Faculty	LSR Name	Reg No.	Contact No.	Email.
1.	Mang. Sciences	FMSS	Tehreem Ashraf	BBA231018	03310158469	bba231018@cust.pk
2.	Psychology		Nida Asif	BSP223064	03319149802	bsp223064@cust.pk
3.	English		Quratulain Fatima	MEN253007	03355563280	men253007@cust.pk
4.	A & F		Subhan Nasir	BAF223042	03008022001	baf223042@cust.pk
5.	Pharmacy	Pharm.	Tayyab Imran	BPH213082	03240737255	bph213082@cust.pk
6.	BIO	FHLS	Fatima Shehzadi	BBT223007	03445034633	bbt223007@cust.pk
7.	Software Engineering	FoC	Fasih-Ur-Rehman Tariq	BSE223049	03165165344	bse223049@cust.pk
8.	Computer Sci.		Abdullah Kiyani	BCS223084	0348 4116193	bcs223084@cust.pk
9.	Mathematics		Yusra Tanweer	MMT253004	03005226638	mmt253004@cust.pk
10.	ECE	FoE	Mr. Aitzaz Arshad	BEE223010	0315 5855471	bee223010@cust.pk
11.	Civil		Hassan Ali	BCE223053	0325 5471121	bce223053@cust.pk
12.	ME		Bilal Ahmed	BME223008	0318-1536870	bme223008@cust.pk
13.	Law	Law	Lubna Zamir	LLB253003	03475284108	llb253003@cust.pk

2. The Terms of Reference (ToRs) for the SCALE forum, developed in accordance with the guidance and framework established under HEC PSG-2.23, are enclosed at Annexure-A.



Dr. Tahir Hameed Ullah Khan
Registrar

Distribution: -

- PS to the Vice Chancellor, CUST
- All Deans, CUST
- Director, Quality Enhancement Cell, CUST
- Dr. Nosher Wan Khan, AP A&F Dept.



Student Council for Academic Learning & Enhancement (SCALE) Council

Terms of Reference (TORs)

By

Quality Enhancement Cell

1. Purpose and Scope

The SCALE Office will serve as the fundamental entity for student engagement on academic matters. Its mandate will include:

- a) Centralized and formal platform to provide support and facilitate departmental LSRs' participation and contribution in both External and Internal Quality Assurance (EQA & IQA) processes (including RIPE and PREE), BoS, BoF, and CRC for academic enhancement, and feedback surveys by collaborating with QEC and Quality Coordinators to develop and implement strategies for continuous academic enhancement. It advocates for the efficient incorporation of student feedback and data into academic planning and review.
- b) Strengthen student participation in curriculum review by gathering and conveying student perspectives on course content and learning outcomes, thereby contributing to the continuous enhancement of academic quality and the overall learning experience.
- c) Encourage independent participation, ensure inclusivity and transparency, and nurture a culture of collaboration between students, faculty, and the administration.

2. Objectives of the SCALE Office

The primary objectives of the SCALE Office include:

- a) Facilitate and ensure meaningful student participation in BoS, BoF, and CRC for academic enhancement.
- b) Foster collaborative student support and engagement to enrich and advance the learning environment through innovative practices.
- c) Collaborate with the Quality Enhancement Cell (QEC) and Quality Coordinator to synchronize and prepare student-related documentation for External and Internal Quality Assurance (EQA & IQA) reviews (i.e., RIPE & PREE), feedback surveys, and contribute to the compliance follow-up against recommendations.
- d) Act as the bridge between the student and university leadership through the Lead Student Representatives (LSRs).
- e) Train and support LSRs to develop their capacity in leadership, governance, and EQA and IQA activities.

3. Quality Enhancement Cell (QEC)

- a) SCALE will support the QEC in implementing active student engagement in Internal and External Quality Assurance (IQA and EQA) activities, in alignment with the QEC's strategic objectives and PSG-2023.

- b) This office will facilitate QEC for planning, preparing, and submitting student-led inputs for EQA and IQA academic quality reviews.

4. Lead Student Representative (LSR)

- a) The Lead Student Representatives (LSRs) will be nominated from each academic department and serve as the liaison between students, the SCALE office, and QEC.
- b) LSRs will engage in the Board of Studies (BoS), Board of Faculty (BoF), and Curriculum Review Committee (CRC) to provide productive student observation, contribute to the enhancement of the student academic experience, and report on implemented course revisions.
- c) LSRs will participate in on-site visits of review panels.
- d) LSRs will regularly engage with the student body to facilitate meaningful dialogue and contribute to academic and personal development initiatives.
- e) LSRs will facilitate collaboration among students, faculty, and management to establish the most effective engagement framework in alignment with PSG-2023

5. Meeting Schedule

Four SCALE Forum meetings are required each semester: two before the midterm and two after.