



**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.