



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,  
MARDAN**

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Office of the Registrar

Ref. No.: 18688/13 / 24<sup>th</sup> Synd/2026/UETM-R

Dated: 07/07/2026

**NOTIFICATION**

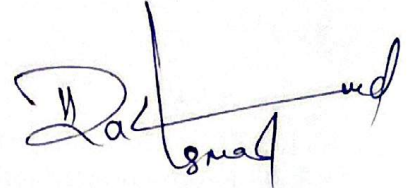
On the recommendations of the 22<sup>nd</sup> meeting of the Academic Council held on 30<sup>th</sup> June, 2026, the Syndicate, University of Engineering & Technology, Mardan, in its 24<sup>th</sup> meeting held on July 04, 2026, approved the Student Council for Academic Learning and Enhancement (SCALE) Policy (**Annexed**).

-sdr-

**Deputy Registrar (Estt:)**

**Copy to:**

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director QEC, UET Mardan.
4. Director Academics, UET Mardan.
5. Deputy Registrar (Academics), UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. PA to Registrar, UET Mardan.
8. Master File.



**Deputy Registrar (Estt:)**  
University of Engineering &  
Technology, Mardan

Item No. 05(30) of the Minutes of 24<sup>th</sup> Meeting of the Syndicate

# **Student Council for Academic Learning and Enhancement (SCALE)**

*(Aligned with HEC Pakistan PSG-2023 Quality Assurance Framework)*

## **1. Purpose**

In line with the Higher Education Commission (HEC) Pakistan Precepts Standards Guidelines (PSG-2023) for Quality Assurance, the Student Council for Academic Learning and Enhancement (SCALE) is established as a formal institutional mechanism to ensure systematic, structured, and meaningful student engagement in academic quality assurance processes.

SCALE shall serve as a representative platform to:

- Institutionalize student participation in academic quality assurance and enhancement processes.
- Facilitate inclusion of student perspectives in curriculum design, review, and program evaluation.
- Promote a culture of continuous improvement through evidence-based student feedback.
- Strengthen collaborative engagement between students, faculty, and academic leadership.
- Support development of responsible student participation aligned with national QA standards and international best practices.

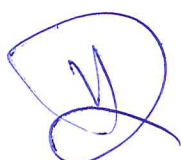
## **2. Scope of Participation**

SCALE shall function within the framework of Internal Quality Assurance (IQA) and External Quality Assurance (EQA) processes and shall contribute through participation in:

- Boards of Studies (BoS)
- Boards of Faculty (BoF)
- Curriculum Review Committees (CRC)
- Program Review processes (including Self-Assessment and accreditation reviews such as PREE/RIPE, where applicable)
- Other academic quality assurance forums coordinated through the Quality Enhancement Cell (QEC)
- Accreditation and Governance Forums

## **3. Eligibility Criteria**

A student shall be eligible for SCALE consideration if he/she:



1. Has a minimum CGPA of 3.00/4.00.
2. Is enrolled in at least the 5th semester of an undergraduate program (or equivalent standing for other programs).
3. Has no disciplinary action or misconduct case on record.
4. Demonstrates satisfactory academic and conduct standing.
5. Provides endorsement from the Head of Department (HoD).
6. Demonstrates leadership potential, communication skills, and commitment to academic quality enhancement.

#### **4. Composition of SCALE**

- One students will be selected for Each forum and committee.
- The overall composition should aim for fair representation across departments and, where possible, gender and disciplinary diversity.

#### **5. Reporting and Institutional Linkages**

- i. SCALE shall operate under the administrative oversight of the Dean of the Faculty, with functional coordination with the Quality Enhancement Cell (QEC).
- ii. SCALE shall contribute to academic governance through structured input in:
  - Boards of Studies (BoS)
  - Boards of Faculty (BoF)
  - Curriculum Review Committees (CRC)
  - Program self-assessment and review processes
  - Accreditation and Governance Forums
- iii. SCALE inputs shall be documented, evidence-based, and aligned with QA requirements, and may be incorporated into institutional reports, including Self-Assessment Reports (SARs) and review documentation.

#### **6. Selection Process**

Membership of SCALE shall be determined through a transparent and merit-based process:

1. A formal call for applications shall be issued by the concerned office/Dean through departments.
2. Applicants shall submit:
  - Academic transcript
  - Statement of interest highlighting contribution to academic quality
  - Recommendation from HoD
  - Any supporting evidence of academic or co-curricular engagement
3. Applications shall be screened against eligibility criteria.
4. Shortlisted candidates shall be evaluated by a Selection Committee comprising:



- Dean (Chair)
  - Director Academics
  - Concerned HoDs
  - Representative from QEC
  - Advisor Student Affairs
5. Selection shall be based on:
- Academic merit
  - Understanding of academic and quality assurance processes
  - Communication and analytical skills
  - Leadership potential and commitment to institutional improvement
6. Final approval shall be accorded by the Dean.
7. Following approval, the Dean's Office shall communicate forum allocation to each selected member taking into account stated preferences, institutional need, academic background, and overall selection score.

#### 7. Assessment and Selection Criteria

Shortlisted applicants shall be evaluated by the Selection Committee on a total score of 100 marks as follows:

Sr. No.	Criterion	Marks
1	Academic Performance (CGPA)	30
2	Statement of Interest	20
3	Leadership & Co-curricular Engagement	15
4	Communication & Analytical Skills (Interview)	20
5	Understanding of Academic Quality Assurance and Governance Processes (Interview)	10
6	HoD Recommendation	5
<b>Total</b>		<b>100</b>

#### Academic Performance (30 Marks)

CGPA	Marks
3.80 – 4.00	30
3.60 – 3.79	27



3.40– 3.59	24
3.20– 3.39	21
3.00– 3.19	18

### **Selection Threshold**

- Candidates securing 60% or above shall be considered eligible for selection.
- Selection shall be made on merit based.
- In case of a tie, preference shall be given to the candidate with the higher CGPA.
- The Selection Committee may recommend a waiting list for future vacancies.

### **8. Tenure**

1. Members of SCALE shall serve for one academic year (renewable subject to continued eligibility and performance).
2. Membership shall cease upon:
  - Graduation or discontinuation of studies
  - Loss of academic eligibility
  - Disciplinary action
  - Resignation
  - Removal based on non-performance or violation of code of conduct

### **9. Roles and Responsibilities**

SCALE members shall:

- Participate actively in BoS, BoF, CRC, and program review processes.
- Provide structured, evidence-based feedback on curriculum, teaching-learning processes, and student support services.
- Contribute to Self-Assessment Reports (SARs) and quality assurance documentation where required.
- Facilitate communication of student perspectives in academic forums.
- Uphold confidentiality and professional conduct in all proceedings.
- Promote awareness among students regarding quality assurance processes.

### **10. Code of Conduct**

All SCALE members shall:

- Adhere to principles of integrity, professionalism, and responsibility.
- Act in the collective academic interest of students and the institution.





<input type="checkbox"/>	QEC Coordinated Forums	
<input type="checkbox"/>	Accreditation and Governance Forums	

**Note: Preference will be considered but final allocation rests with the Selection Committee and Dean based on institutional requirements.**

**5. Relevant Experience (if any)**

(Leadership roles, academic contributions, committees, student engagement activities)

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**6. Skills and Competencies**

Tick as applicable:

- Communication Skills
- Leadership
- Analytical Thinking
- Teamwork
- Understanding of Academic/QA Processes

**7. Declaration by Applicant**

I hereby declare that the information provided is correct and I agree to abide by the rules and code of conduct of SCALE.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**8. Recommendation by Head of Department (HoD)**

Name of HoD: \_\_\_\_\_

Recommendation:

- Recommended
- Not Recommended

Remarks (if any):

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Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**9. For Office Use Only**

Eligibility Check:  Yes  No

Shortlisted:  Yes  No




Interview Score: \_\_\_\_\_

Final Decision:  Selected  Not Selected

Remarks: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

A handwritten signature in blue ink, consisting of a large, stylized loop with a vertical line through the center and a smaller loop at the bottom.