Standard Operating Procedure (SOP)

for

Selection of Lead Student Representative (LSR)

1. Purpose of the SOP

The purpose of establishing the Lead Student Representative (LSR) system is to provide a **structured, formal, and ethical mechanism for student participation** in academic quality assurance processes. The LSR framework facilitates effective communication between students and the University's academic and administrative bodies, supports evidence-based feedback collection, and strengthens the **Continuous Quality Improvement (CQI)** process in line with HEC PSG-2023.

2. Scope

This SOP shall apply to **all academic departments** of Sohail University and shall cover **both undergraduate and graduate programs** offered by the University.

3. Structure

- There shall be **one to five Lead Student Representatives (LSR) per department depending on number of programs.**

- The LSR shall represent the collective academic and learning-related concerns of students enrolled in that department.

- The LSR shall function as a **liaison and feedback conduit** and shall not hold any executive or disciplinary authority.

4. Eligibility Criteria

A student nominated as LSR must:

- Be currently enrolled as a **regular student** of the department

- Demonstrate **good academic standing and conduct**

- Possess effective **communication and interpersonal skills**

- Show commitment to confidentiality, integrity, and impartiality

5. Selection Method

- The LSR shall be **nominated by the Dean / Principal / Chairman** of the respective department.

- The nomination be based on academic performance, communication competence, leadership and collaboration, conduct and discipline, student engagement, commitment and availability according to the table below.

Student Name	Student ID	Program	Semester	CGPA	Communication Skills	Presentation Skills	Leadership & Initiative	Teamwork & Coordination	Responsibility & Discipline	Student Engagement	Availability & Commitment	Overall Remarks
					Clarity, confidence, written & verbal skills	Ability to present ideas, data, and viewpoints effectively	Prior leadership roles, initiative, decision-making	Collaboration with peers, conflict handling	Punctuality, reliability, adherence to rules	Participation in societies, events, volunteering, Sports / Extra Curricular	Willingness to attend meetings, represent students	

- The nomination shall be formally communicated to the **Quality Enhancement Cell (QEC)** for record and coordination.

6. Tenure

- The tenure of an LSR shall be **six (6) months**.

- An LSR may be re-nominated for a subsequent term at the discretion of the Dean/Principal/Chairman.

- The University reserves the right to replace an LSR before completion of tenure if required.

7. Roles and Responsibilities

The Lead Student Representative shall:

- Act as a **formal liaison** between students and the University administration

- Collect and convey **student feedback** related to teaching, learning, facilities, and academic services

- Assist in the dissemination of information related to surveys, evaluations, and quality initiatives

- Support QEC and departmental leadership in quality-related data collection exercises

- Encourage constructive and responsible student participation in quality assurance activities

- Maintain **confidentiality and neutrality** while reporting feedback

8. Authority and Limitations

- The LSR role is strictly **feedback and liaison-based**.

- The LSR shall comply with and adhere to the Constitution of the Student Council for Academic Learning Enhancement (SCALE).

- The LSR shall **not**:

  o Exercise decision-making authority

  o Represent students in disciplinary matters

  o Engage in advocacy beyond academic and quality-related concerns

9. Participation in Quality Forums

- The LSR **may attend quality-related meetings**, workshops, or forums **in a non-voting capacity**, when invited.

- Participation shall be limited to:

  o Sharing student perspectives

  o Clarifying feedback

  o Supporting CQI discussions

- Final decisions shall remain the prerogative of statutory and academic authorities.

10. Reporting Line

The LSR shall report, as required, to:

- **Quality Enhancement Cell (QEC)**

- **Head of Department / Chairman**

- **Dean / Principal**

Reporting may be verbal or written, as defined by QEC or departmental requirements.

11. Code of Conduct

The LSR shall:

- Act with **professionalism, honesty, and respect**

- Avoid bias, personal agendas, or misrepresentation

- Ensure accuracy and fairness in all feedback shared

- Refrain from disclosing confidential information

Violation of the Code of Conduct may result in removal from the role.

12. Removal and Replacement

An LSR may be removed due to:

- Breach of conduct or confidentiality

- Unsatisfactory performance

- Loss of student status

- Recommendation by Dean/Principal/Chairman or QEC

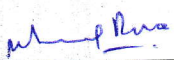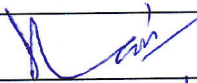A replacement shall be nominated following the same procedure.
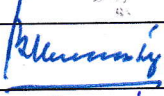
13. Linkage with Continuous Quality Improvement (CQI)

All feedback provided by LSRs shall be:

- Documented by QEC or the relevant authority

- Analyzed as part of CQI mechanisms

- Used to support academic enhancement and institutional improvement

- Maintained with proper traceability and evidence

14. Review and Amendment

This SOP shall be reviewed periodically by the **Quality Enhancement Cell** and may be amended with the approval of the competent academic authority to ensure continued relevance and alignment with HEC policies.

	Initiated by	Reviewed by	Reviewed by	Approved by
Signature				
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