

Department of Public Administration  
Shah Abdul Latif University Khairpur

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**Self-Assessment Report (SAR)**

Submitted to Quality Enhancement Cell (QEC)  
Shah Abdul Latif University Khairpur

*Program: BS-IV*

*By Program Team (PT) Members:*

1. Prof. Dr. Syed Muneer Ahmed Shah
2. Prof. Dr. Nazar Hussain Phulpoto.
3. Prof. Dr. Sajid Hussain Mirani

## **INTRODUCTION:**

The Department of Public Administration was established in the year 2003. It offers BS (4 years) / MPA 2 year's morning program provides graduates Professional education for individual preparing to enter public services and for those mid / level personnel already serving in public or private organizations. Who have had sustainable experience but required professional training in administration and management. The degree program has been designed to provide students with an understanding of the theories of organization, with particular reference to complex systems and for seeking operational solutions to the problems; management technologies including the use of sophisticated information system for the maintenance of ongoing decision making system. Students also have an opportunity to acquire specialized knowledge in areas such as financial management, marketing management, human resource management and computer based management information system.

The Department of Public Administration (evening) degree program is of BS 4 years consists of 08 semesters and MPA 2 year's program is of 04 semesters. Under this program of study candidates will be awarded MPA degree when the following requirements have been met. Each course / requirement carries 03 / 100 credits / marks respectively.

### **Mission Statement of the University:**

**Slogan:** "Learn how to learn"

#### **Mission of the University:**

- ✓ To build national character and put focus on production of quality graduates to contribute in the economic, industrial and social development of the country.

#### **Vision of the University:**

- ✓ To develop human resources & capabilities to meet national development needs through quality teaching, learning & research. "Youth Empowerment" is one of the main objectives of the University.

### **VISION STATEMENT**

- ✓ The Department of Public Administration's vision is to be an agent of change to develop and enhance public leadership through education, scholarship, and service. The Department of Public Administration is uniquely placed to prepare current and emergent leaders in local, regional, national, and global communities.
- ✓ We recognize that solutions to contemporary problems require innovative approaches and alliances among governments, nonprofits and businesses, and encourage our faculty

and students to engage in multidisciplinary and collaborative approaches to advance the public interest.

- ✓ We aim to contribute to the integrity, effectiveness, and transparency of the next generation of trusted public leaders.

### **MISSION STATEMENT**

The Department of Public Administration at Shah Abdul Latif University is dedicated to preparing individuals for ethical, competent and effective public service in a range of roles in policy, management and leadership. We seek to improve practice by facilitating learning through community engagement, scholarship and encourage reflection as we develop and work with leaders representing diverse communities across all domains of public service.

Programs are given below:  
List of courses with credit hours

1. BS 4 years program

1<sup>st</sup>Semester

<u>Course No:</u>	<u>Name of Subject</u>	<u>Credit hours</u>
PA-301	Introduction to Public Administration	3
PA-302	English-I	3
PA-303	Fundamentals of Mathematics	3
PA-304	Introduction to Economics	3
PA-305	Introduction of Computer	2
PA-306	Pakistan Studies	

2<sup>nd</sup> Semester

PA-308	Introduction to Behavioral Studies	3
PA-309	English-II (Communication Skills)	2
PA-310	Islamic Studies	3
PA-311	Introduction to Statistics	3
PA-312	Principles of Management	3
PA-313	Logic & Critical Thinking	

3<sup>rd</sup>Semester

PA-401	Communication Skills / English III	3
PA-402	Financial Accounting	3
PA-403	Administrative Ethics	3
PA-404	Self/ Personal Management	3
PA-405	Political & Constitutional Development in Pakistan	3
PA-406	Organizational Development	3

4<sup>th</sup>Semester

PA-307	International Language (Any) English-IV	3
PA-308	Organizational Behavior	3
PA-319	Business Communication & Report Writing	3
PA-310	Principles of Marketing	3
PA-311	Introduction to Public Policy	3
PA-312	Human Resource Management	3

5<sup>th</sup> Semester

PA-501	World Civilization	3
PA-502	Principles of Public Finance	3
PA-503	Introduction to Development Economics	3
PA-504	Government and Business Society in Pakistan	3
PA-505	Practice & Laws of Banking	3
PA-506	Leadership & Team Management	3

### 6<sup>th</sup> Semester

PA-307	Research Methods & Techniques	3
PA-308	Comparative Public Administration	3
PA-309	Administrative Law & Accountability	3
PA-510	Decentralization & Governance	3
PA-511	Entrepreneurship (Social & Business)	3
PA-512	Managerial Economics	3

### 7<sup>th</sup> Semester

PA-601	Area of Specialization Course-I	3
PA-602	Area of Specialization Course-II	3
PA-603	Strategic Management	3
PA-604	Managing Public & Non- Profit Organizations	3
PA-605	Contemporary Issues of Public Admin in Pakistan	3
PA-606	Financial Management	3

### 8<sup>th</sup> Semester

PA-306	Area of Specialization Course-III	3
PA-307	Area of Specialization Course-IV	3
PA-608	Project Management	3
PA-609	Local government & Regional Administration	3
PA-610	Creativity & Innovation	3
PA-611	Bureaucracy & Development Administration in Pakistan.	3

Internship Report  
Research Project Report  
Comprehensive Viva-Voce

#### **Areas of Specialization**

1. Human Resource Management
2. Marketing
3. Finance
4. Education Administration
5. Public Health Administration
6. E- Governance
7. Public Policy
8. Hotel Management

**MPA Two-Year Program**  
**1<sup>st</sup>Semester**

Course code	Title	
PA-501	English-I (Communication skills)	3
PA-502	Introduction to Public Administration	3
PA-503	Introduction to Economics	3
PA-504	Principles of Management	3
PA-505	Fundamentals of Computer	3
PA-506	Human Resource Management	3

**2<sup>nd</sup> Semester**

PA-307	Public Administration in Pakistan	3
PA-308	Organizational Behavior & Design	3
PA-309	Basic Mathematics & Statistics	3
PA-310	Principles of Marketing	3
PA-311	Principles of Accounting	3
PA-312	Business Communication	3

**3<sup>rd</sup>Semester**

PA-601	Entrepreneurship ( Social & Business)	3
PA-602	Financial Management	3
PA-603	Local Government and Rural Development	3
PA-604	Research Method and Techniques	3
PA-605	Specialization-I: Training & Development/ Marketing Management	3
PA-606	Specialization-II: Labor Laws / Advertising & Sales promotion	3

**4<sup>th</sup>Semester**

PA-607	Project Management	3
PA-608	Financial Management	3
PA-609	Managing Public & Non- Profit Organization	3
PA-610	Public Policy	3
PA-611	Specialization-III:	3
PA-612	Specialization-IV:	3

Internship Report  
Research Project Report  
Oral Comprehensive Viva-Voce

**Areas of Specialization**

1. Human Resource Management
2. Marketing
3. Finance
4. Education Administration
5. Public Health Administration
6. E – Governance
7. Public Policy
8. Hotel Management.

## Detail of Admission Criteria

I No	Faculty of Social Sciences & Arts						Category									
	Department	Class	Qualification	Combination Subject	% Percent	Year of passing	Program	Pure merit sets	Self-Finance	Sports	FATA	Baluchistan	Employees	Teachers	Foreigners	Disables
					45 %	2019 to annual 2022										
Public Administration	BS (4 Years) Program	H.S.C - II	(Science / Arts / Commerce / Diploma in Commerce / DAE	Minimum marks		Supplement 2012 is not allowed										
Do	MPA (2 Years) Program	Bachelor pass degree of two years Science Arts / Commerce			2019 to annual 2022	Evening	60	10	1*	7**	10***	1	1	5	1	

**Standard: 4:2.** Courses in the major are must be structured to ensure effective interaction between students and faculty and teaching and teaching assistance?

**Standard: 4:3.** Guidance on how to complete the program must be available to all students and access to academic advising must be available to make course decisions and career choices.

**Are students informed about program requirements?**

- (1) No      (2) To some extent      (3) Fully ✓

**Does there student advising system exist and how effective it is?**

- (1) No      (2) To some extent ✓      (3) completely

**Have students access to professional counseling?**

- (1) No      (2) To some extent ✓      (3) Full ✓

**Do the students have interaction with practitioners and to have membership in technical & professional societies?**

- (1) No      (2) To some extent ✓      (3) Full

**Criterion 5:** The processes by which major functions are delivered must be in place, controlled, periodically reviewed, evaluated and continuously improved. To meet this criterion a set of standards must be satisfied.

**Standard 5:1.** The process by which students are admitted to the program must be based on quantitative and qualitative criteria and Cleary documented.

Program/credit transfer: Yes

Transfer of a student from outside the university: Yes

**Admission Criteria:** The admission policy is constituted by the “Admission Committee” consists of the Deans and senior faculty members of the University. The departments have no any role. The departments follow policy made by them which is also mentioned in “**Prospectus of the university**”. However, the admission criteria are evaluated but not regularly.

**Standard 5:2.** The process by which students are registered in the program and monitoring of students’ progress to ensure timely completion of the program must be documented this process must be periodically evaluated to ensure that it is meeting its objectives:

How frequently admission criteria are evaluated?

- (1) None (2) Not regularly (3) Every Year ✓

**Are the evaluated results used to improve the results?**

- (1) No (2) To some extent (3) Yes ✓

**Is there any policy regarding program /credit transfer?**

- (1) No (2) To some extent (3) ✓Well defined

**Is there any mechanism of student’s registration in the program?**

- (1) No (2) To some extent (3) Well defined ✓

**How frequently process of registration is monitored?**

- (1) None (2) within 1 year (3) After 1 year (4) When needed ✓

**Are the evaluation results used to improve the results?**

- (1) No (2) To some extent (3) Yes ✓

**Standard 5:3.** The process of recruiting and retaining highly qualified faculty members must be in place and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.

☞ Shah Abdul Latif University strictly follows the policy of “Equal Opportunity” regardless religion, race, faith, caste & creed, gender regarding recruiting faculty including admissions, educational programs and employment.

☞ The University applies standard operating methodology for evaluation, such as Annual Confidential Report (ACR), required research papers, teaching experience and all other conditions as directed by the HEC.

☞ This process ensures the objectives of the program mission.

**Standard 5:4:** The process and procedures used to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.

**Standard 5:5:** The process that ensures that graduates have completed the requirements of the program must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.

Degree	GPA/Class/GRE	Interview
MA. 2-Year	Pre-Admission Test (NTS) style	X

**Criterion: 6. Faculty.** Faculty members must be current and active in their discipline and have the necessary technical depth and breadth to support the program. There must be enough faculty



members to provide continuity and stability, to cover the curriculum adequately and effectively. To meet this criterion the following standards must be satisfied.

**Standard: 6: 1.** There must be enough full time faculty members who are committed to the program to provide adequate coverage of the program areas / courses with continuity and stability. The interest of all faculty members must be sufficient to teach all courses, plan, modify and update courses. The majority must hold a Ph.D. degree in the discipline.

## ***Teaching Staff***

Dr. Syed Muneer Ahmed Shah  
**Ph.D. (Pak)**  
**Professor**

Dr. Nazar Hussain Phulpoto  
**PhD (China)**  
**Professor**

Dr. Sajid Hussain Mirani  
**Ph.D (Pak)**  
**Professor**

**Dr. Farhan Ali Soomro**  
Ph.D (Pak)  
Assistant Professor

**Mr. Shoukat Ali Mahar**  
M.Phil (Pak),  
Assistant Professor

**Mr. Ali Raza Lashari**  
M.Phil (Pak),  
Assistant Professor

**Mis Humaira Dogar**  
M.Phil (Pak)  
Lecturer

**Mr. Irfan Ali Lashari**  
M.Phil (Pak)  
Lecturer

**Mr. Abdullah Shah**  
Teaching Assistant  
M.Phil (Pak)

**Mr. Abdul Razaque Bhayo.**  
Teaching Assistant  
M.Phil (Pak)

**Mr. Junaid Ali Sohu**  
Teaching Assistant  
M.Phil (Pak)

# Teacher Evaluation Form

(To be filled by the student)

DEPARTMENT: Public Administration

Year of Study: 2023

A: Strongly Agree

B: Agree

C: Uncertain

D: Disagree

E: Strongly Disagree

Teacher:		A	B	C	D	E
1.	The teacher is prepared for each class	51%	36%	7%	2%	4%
2.	The teacher demonstrates knowledge of the subject properly	42%	47%	6%	1%	4%
3.	The teacher has completed the whole course	45%	43%	5%	6%	1%
4.	The teacher provides additional material apart from the textbook	32%	40%	18%	7%	3%
5.	The teacher gives citations regarding current situations with reference to Pakistani context.	26%	51%	17%	1%	2%
6.	The teacher communicates the subject matter effectively	37%	52%	7%	2%	2%
7.	The teacher shows respect towards students and encourages class participation	36%	48%	10%	1%	5%
8.	The teacher maintains an environment that is conducive to learning	38%	51%	7%	2%	2%
9.	The teacher is punctual & regular.	45%	35%	7%	5%	8%
10.	The teacher is fair in examination	42%	37%	10%	7%	4%
11.	The teacher returns the checked scripts etc. with his suggestions to the students.	19%	45%	25%	7%	4%
12.	The teacher was available for consultations after class hours.	32%	48%	10%	5%	5%
Course:						
13.	The matter presented in the course has increased the knowledge of the subject	35%	49%	10%	5%	1%
14.	The syllabus clearly states course objectives requirements, procedures and grading criteria	19%	61%	15%	3%	2%
15.	The subject integrates theoretical course concepts with real world.	32%	55%	11%	0%	2%
16.	The assignments and exams taken by the teacher were according to course and syllabi.	45%	39%	7%	4%	5%

## Survey of Graduating Students

DEPARTMENT: Public Administration

Year of Study: 2023

A: Very satisfied      B: Satisfied      C: Uncertain      D: Dissatisfied      E: Very dissatisfied

S #	Question	Percentage/Status				
		A	B	C	D	E
1.	The work in the program is too heavy and induces a lot of pressure.	19%	44%	0%	30%	7%
2.	The program is effective in enhancing team-working abilities.	22%	59%	7%	10%	0%
3.	The program is effective in developing analytical and problem solving skills.	30%	44%	7%	18%	0%
4.	The program is effective in developing written communication skills.	15%	48%	22%	15%	0%
5.	The program is effective in developing planning abilities.	19%	52%	22%	7%	0%
6.	The objectives of the program have been fully achieved	11%	44%	30%	15%	0%
7.	Faculty was able to meet the program objectives	11%	56%	15%	15%	3%
8.	Environment was conducive for learning	37%	33%	16%	7%	7%
9.	Whether the Infrastructure of the department was good.	26%	41%	19%	4%	10%
10.	Whether the program was comprised of Co-curricular and extra-curricular activities	7%	41%	37%	8%	7%
11.	Whether scholarships/ grants were available to students in case of hardship	3%	26%	22%	19%	30%

**Answer question, if applicable.**

The internship experience is effective in enhancing

S #	Question	Percentage/Status				
		A	B	C	D	E
A.	Ability to work in teams.	26%	70%	4%	0%	0%
B.	Independent thinking.	19%	48%	26%	7%	0%
C.	Appreciation of ethical Values.	15%	78%	7%	0%	0%
D.	Professional development.	19%	59%	19%	3%	0%
E.	Time management skills.	22%	59%	15%	4%	2%
F.	Judgment.	7%	59%	22%	11%	1%
G.	Discipline.	30%	48%	19%	3%	0%
H.	The link between theory and practice.	22%	48%	11%	11%	6%

# Student Course Evaluation Questionnaire

(To be filled by each student at the time of Course Completion)

DEPARTMENT: Public Administration

Year of Study: 2023

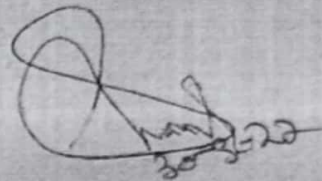
## CORE QUESTIONS

S #	Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	The course objectives were clear.	63%	19%	4%	4%	10%
2.	The Course workload was manageable.	48%	30%	4%	15%	4%
3.	The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	30%	48%	11%	7%	4%
<b>Student Contribution</b>						
4.	Approximate level of your own attendance during the whole Course.	30%	41%	26%	3%	0%
5.	I participated actively in the Course.	11%	59%	22%	7%	1%
6.	I think I have made progress in this Course.	11%	56%	30%	3%	0%
<b>Learning Environment and Teaching Methods</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
7.	I think the Course was well structured to achieve the learning outcomes.	26%	48%	15%	8%	3%
8.	The learning and teaching methods encouraged participation.	26%	48%	15%	7%	4%
9.	The overall environment in the class was academic & friendly.	37%	37%	11%	5%	10%
10.	Classrooms environment were satisfactory.	37%	48%	4%	0%	11%
<b>Learning Resources</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
11.	Learn materials provided by teacher were relevant and useful.	41%	52%	0%	3%	4%
12.	Recommended reading Books etc. were relevant and appropriate	26%	67%	0%	4%	3%
13.	The provision of learning resources in the library was adequate and appropriate.	26%	48%	11%	11%	4%
14.	The provision of learning resources on the Web was adequate and appropriate ( if relevant)	26%	52%	4%	7%	11%
<b>Quality of Delivery</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
15.	The Course stimulated my interest and thought on the subject area Teaching techniques of the teacher were interesting and conducive.	33%	41%	7%	11%	8%
16.	The pace of the Course was appropriate	19%	56%	19%	4%	4%
17.	Ideas and concepts were presented by the teacher were clear.	32%	44%	7%	10%	7%
<b>Assessment</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
18.	The methods of assessment were reasonable.	38%	52%	4%	4%	2%
19.	Feedback on assessment was timely.	22%	56%	7%	7%	7%
20.	Feedback on assessment was helpful.	37%	41%	7%	7%	7%
<b>Additional Core Questions</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
<b>Instructor / Teaching Assistant Evaluation</b>		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
21.	I understood the lectures.	44%	30%	4%	11%	11%

22	The material was well organized and presented.	26%	52%	7%	11%	4%
23	The teacher was responsive to student needs and problems.	37%	37%	11%	11%	4%
24	Had the teacher been regular throughout the course?	32%	44%	7%	12%	5%
<b>Practical</b>		<b>Strongly Agree</b>	<b>Agree</b>	<b>Uncertain</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
25	The material in the practicals was useful.	30%	41%	4%	15%	10%
26	The demonstrators dealt effectively with my problems.	30%	44%	4%	7%	15%

PT Members

1. Prof. Dr. Syed Muneer Ahmed Shah



Signature

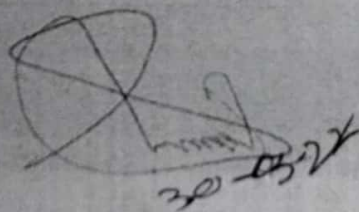
2. Prof. Dr. Nazar Hussain Phulpoto.

Signature

3. Prof. Dr. Sajid Hussain Mirani

Signature

Chairman's Comments:



Name and Signature

Prof. Dr. Syed Muneer Ahmed Shah