

DEPARTMENT OF PUBLIC ADMINISTRATION
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT
BS Public Administration (BPA)

Submitted to

**Quality Enhancement Cell,
Lahore College for Women University, Lahore**

Dated: 17/01/2017

Program Team Members:

1. Ms Sobia Hassan
2. Ms Rahat Ul Aain
3. Ms Mahnoor Farooq

Head of the Department:

INTRODUCTION

Overview of the Department:

The Department of Public Administration was founded in 2012 with the aim of developing excellence in professional public management through ingenious teaching and research. The BPA program offered by the department is serving as a practical guide to a better career in public administration.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Public Administration

Our mission is to provide professional and relevant education to women who aim to craft responsibilities in public sector, management and service organizations through effective leadership and management of organizations.

Department of Public Administration offers BS (4-years) degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs
BPA	4 years	8 semesters (Internship + Research)	133

1.1.2 a. Mission of BS Program

This 4 years degree program of Bachelors of Public Administration (BPA) offers a wide variety of courses designed to meet the needs of students intending to adopt career in Public organizations in the field of Marketing, Finance, Human Resource Management and related professions. A degree in Public Administration opens a pathway to work in Federal, Provincial, and Local governments. However, its scope is not restricted to the public sector only, as the degree holders can also pursue their careers in non-governmental and corporate sector as well.

1.1.2. b. BS Program Objectives

1. To understand a broad base of knowledge about Public agencies at federal, provincial and local levels as well as their operations, history, structure and policy making process.
2. To have a more practical and action oriented perspective of learning, having know-how of actual experiences of administration and skills necessary to make the practices of public sector more efficient and effective.
3. To developed insight and abilities that will help them become more effective and responsible performer in technical expertise, interpersonal skills and other managerial skills that are important in initiating change in public organizations.
4. To inculcate the knowledge and capability to compete in the Competitive Examinations including Central Superior Services of Pakistan (CSS), Provincial Management Services (PMS) and other province based selection tests for getting hired in public sector organizations of Pakistan.
5. To identify and understand major governance problems in Pakistan and also to become active female managers in the executive division of local, Provincial, Federal, National government and in NGOs.

1.1.3. Aligning program objectives of BPA

1. The curriculum design is structured in a way to accomplish desired objectives.
2. Internship program is mandatory to help students gain practical exposure.
3. Final projects providedetailed insight on the practical knowledge about organizations.
4. Class discussion and participation among students is promoted by involving them in case studies, academic activities and knowledge based competitions.
5. Class presentations are assigned to students under their relevant subjects.
6. Students are encouraged to participate in workshops and seminars, educational field trips, business ideas competitions, Social action program etcto develop hands on skills related to public management.

1.1.4 Assessment of Educational objectives:

OBJECTIVES	HOW MEASURED	WHEN MEASURED (FREQUENCY)	IMPROVEMENT IDENTIFIED	IMPROVEMENT MADE (CORRECTIVE & PREVENTIVE ACTION)
(1)	(2)	(3)	(4)	(5)
As given in Para 1.1.2	1) Regular assessment of student knowledge and ability:		1) Regularity of attendees required	1) Attendance rules applied more strictly
	i) Class tests	1 pre mid-term, one Final term.	2) Research based teaching	2) Teachers training and development
	ii) Class exercises relating to the topics covered.	As per course requirement	3) Improving Interpersonal and managerial skills	3) Students are encouraged to take part in management activities.
	iii) Presentation of relevant topic (individual/Group)	As per course requirement	4) Course / curriculum revision to enhance outcomes	4) Course / curriculum revised
	iv) Assignments	1 pre mid-term, Final term.	5) Enhancing communication skills	BPA through Board of Studies
	2) Written examination	Twice during each semester(Mid Term and Final Term)	6) Guidance to students	
	3) Practical assignment for specialization courses	As per course requirement		

	4) Internship report final semester pertaining to practical problem	Once during program		
	5) Teaching/Learning Process Survey (teachers' evaluation by the student)	Once in a semester	Shortcomings as per survey identified	Teachers are intimated the survey report who make effort to improve which is monitored by next survey
	6) Faculty Survey Form	Once in a semester	<ol style="list-style-type: none"> 1) More time to be spent on the following during teaching: <ol style="list-style-type: none"> a) Bridging the gap between theory and practical b) Case studies c) Presentation by students 2) Revision of program <ol style="list-style-type: none"> a) Personal development topic like ethics, moral & code of conduct b) Public management based projects 3) Improvement in quality 	All the improvements identified have been implemented

			<ul style="list-style-type: none"> a) Projects b) Administrative support c) Library Content 	
	7) Suggestion received from students through Batch advisors	As and when received	<ul style="list-style-type: none"> 1) Administrative and personal problems of students 2) Lab Establishment and requisition of lab facilities 	Steps are taken as and when required

Standard 1.2: The program must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

1.2 Program Outcomes:

- 1 Students will have command over the core concepts of Public administration, public policy, working of public organizations at federal, provincial and local levels.
- 2 Students will be able to gain employment opportunities in various fields particularly in public sector and nonprofit organizations.
- 3 Students will have effective communication and strong interpersonal skills that will be helpful in establishing professionalism in them.
- 4 Students would be able to apply their learned knowledge to identify various governance problems and to devise appropriate solutions to them.

Table 2: BS Program Outcomes

Program Objectives	Program Outcomes			
	1	2	3	4
1	✓	✓	✓	✓
2		✓	✓	✓
3		✓	✓	
4	✓	✓		✓
5		✓		✓

Standard 1.3: The results of program's assessment and the extent to which they are used to improve the program must be documented.

1.3.1 Actions taken on the basis of assessment:

- Syllabi revision
- Teachers training
- Faculty development

1.3.2 Strengths of Department

1. Only few universities are offering BS (Public Administration) and Lahore College for Women University is the only Women university offering BPA (Bachelor in Public Administration) degree.
2. Department of Public Administration is well structured with teamwork culture and healthy competitive environment.
2. Our students are hardworking and proficient in terms of learning and extracurricular activities.
3. Maximum numbers of Faculty member are enrolled in Ph.D.

1.3.3 Weaknesses of Department

1. There are only four faculty members in the department and one of the faculty members is on study leave. There must be hiring of lecturer, Assistant professors and Professor for the department.
2. This department is currently working under the combined resources of department of Management sciences. Separate resources in terms of space, furniture, equipment and computer lab must be owed to the Department of Public Administration.
3. The combined library (BBA, B.com, BPA) of the department is deficient in latest public administration books, journal, reviews and magazines.
4. The department is lacking research activities due to no separate work stations for the faculty.
5. There is lack of facilities like photocopier, multimedia, scanner and printer.

Future Plans

To Start MPA(Master in Public administration) or MS (Publicmanagement/administration) in near future.

Standard 1.4:The department must assess its overall performance periodically using quantifiable measures.

1.4.1 Performance Measures:

Department of Public Administration assesses the overall performance using quantifiable measures through:

On Part of students:

1. Examinationsystem
2. Project/Presentations
3. Assignment completion
4. Quizzes/Tests
5. Course evaluation surveys
6. Faculty appraisal surveys

On Part of faculty:

1-Research Areas (The Faculty is involved in research in the following areas: Human resource management, Public administration, management and others.)

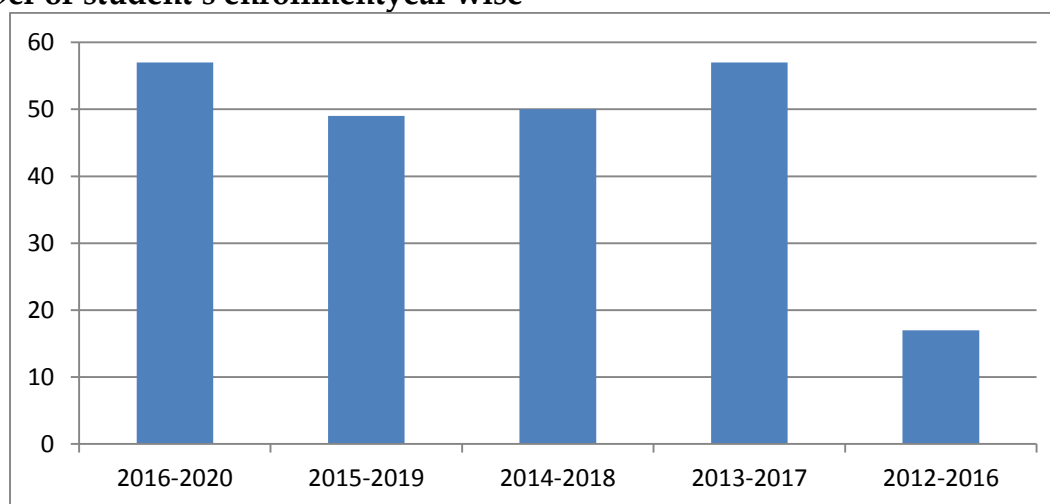
2-Publications/Conferences

3-Trainings and Seminars

4- Collaborations (Under Process)

i) **Table 3: No. of Students Enrolled**

Program	Session	No. of Students
BPA	2016-2020	57
	2015-2019	49
	2014-2018	50
	2013-2017	57
	2012-2016	17
	Total number of Students	230

Number of student's enrollment year wiseii) **Table 4: Student-Faculty Ratio**

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2012	17	1	17
2013	74	1+3*=4	18
2014	124	3+3*=6	21
2015	173	4+3*=7	25
2016	213	3+4*=7	30
		*The courses have been taught on sharing basis with Management sciences Faculty	

iii) Table 5: No. of Students Passed Out

Program	Passing out Year	No. of Students
BS	2016	15

iv) Table 6: Percentage of Honor Students & Attrition Rate

Year	%age of Honor Students Criteria: CGPA 3.75 and above	Attrition Rate ($\frac{\text{Admitted} - \text{pass out}}{\text{Admitted}} \times 100$)
2016	None (Convocation yet to be held)	Admitted= 17 Pass out= 15 Attrition Rate= 11.7%

v) Table 7: Faculty Training, Seminars and workshops (Appendix A)

Name of Training	No. Of participants	Organization	Year	Duration
Ms. Sobia Hassan				
SSGATE:New concept to promote SMEs in Pakistan	1	Organized by Youth Forum	2015	14 th November
Active Citizens Training of facilitators	1	LCWU (In collaboration with British council)	2015	27 th -31 st July
Implementation of HEC Approved policy guidelines on semester and examination system	1	LCWU	2015	14 th -16 th April
Academic writing for Publication	1	LCWU	2015	4 th -6 th March
Social Research	1	LCWU	2014	October-December
Introduction to "R" language	1	LCWU	2014	8 th January

Ms. Rahat ul aain				
Human Resource Management in Public Sector Organizations of Pakistan.	1	PPMI, Islamabad	2016	1 st to 4 th February
Technological Pedagogical Content Knowledge	1	LCWU	2014	20 th -21 st November
Ms. Mahnoor Farooq				
Quality assurance and outcome based education	1	DFDI, LCWU	2016	31 st May, 21 st – 22 nd Sep, 2016

vi) Papers Published at National & International LevelTable 8: Number of Publications (Appendix B)

Paper Title	Name of Author/s	Year	Name of Journal	Reference of Database	Category of Journal	
					Foreign	Local
Ms. Sobia Hassan						
Employee Retention as a challenge in Leather Industry	Hassan, M., Hassan, S., Din Khan, K. U., & Naseem, M. A.	2011	Global Journal of Human Social Sciences	ISSN:0975-587X	✓	
How product quality and brand trust associates in recurrent purchase decision of beauty care products	Ulfat,S.,Sultana,S.,Rafiq,N., &Ali Sair,S.	2015	Science International multidisciplinary Journal	ISSN:1013-5316;CODEN:SINTE 8		✓
Human Resource Practices and Employees' Performance at various Job levels in the Banking sector.	Sultana,S.,& Sultana,N.	2015	Science International multidisciplinary Journal	ISSN:1013-5316;CODEN:SINTE 8		✓
Impact of Red Tape on Organizational Citizenship Behavior":	Sultana,S.,& Jabeen,S.	2016	Pakistan journal of contemporary sciences	ISSN # 2414-3391		✓

Evidence from Public Sector Universities of Lahore Pakistan.						
Ms. Rahat ul aain						
Public Service Motivation and the Big Five Personalty Traits: The Case of Provincial Services of Pakistan	Rahat-ul-Ain, Jadoon, N. Jadoon,Z.I, Paul, Z.	2015	Journal of Research (Humanities)	ISSN Vol. LI Jan. 2015		✓

Conferences

- Jabeen,S., Sultana,S., & Sultana,N. (2016,October).*Impact of Talent Management on Financial Performance: Evidence from Information Technology Firm of Lahore Pakistan.*Paper presented at the International Conference on Business and Management Perspectives in the Asian Context: Challenges and Prospects.(October 20-22) at the University of Lahore, Pakistan.

vii)Books in Library

The Department shares its library with the Department of Management sciences and consists of over 1570 books. The Library offers different categories of books including Management, Public Administration, Human Resource Management, Marketing, Finance, Economics, Accounting, E-Commerce, Organizational Behavior, Research and Communication Skills. Out of these, 120 books are related to Public Administration and 1450 books are related to the other subjects mentioned above. Apart from these book, library offers a wide range of projects, case studies, Internship reports and thesis to provide the students with the practical knowledge of relevant subjects.

CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION

The development of curriculums for each program of Public Administration is based on the detailed curriculum development guidelines issued by HEC.

BS (4-Year) Public Administration

Road Map for BPA (2016-2020) (133 Credit Hours)

Sem 1 (17)	Sem 2 (17)	Sem 3 (15)	Sem 4 (15)	Sem 5 (18)	Sem 6 (15)	Sem 7 (18)	Sem 8 (12)
CC/Eng-108(3)	CC/Eng-109 (3)	CC/Eng-204(3)	CC/Eng-205(3)	Maj/PA-301(3)	Maj/PA-306(3)	Maj/PA-401 (2+1)	Maj/PA-404(2+1)
Literary Reading and Grammar Syntax	Basic Study and Writing Skills	English Verse and Communication Skills-I	Communication Skills-II	Statistical Inference	Financial management	Supply Chain Management	Project Management
CC/Isl-101 CC/Phil-101(2)	CC/PS-101(2)	Maj/PA-201(3)	Maj/PA-204(3)	Maj/PA-302(2+1)	Maj/PA-307(3)	Maj/PA-402(3)	Min/Pol-402(3)
Islamic Education/Ethics	Pakistan studies	Fundamentals of Mathematics	Introduction to Statistics	Research Methods and Techniques	Money and banking	Strategic Management	International Relations & Current Affairs
Maj/PA-101(3)	Maj/PA-103(3)	Maj/PA-202(3)	Min/PA-202(3)	Maj/PA-303(3)	Maj/PA-308(3)	Min/CS-401(2+1)	EC/Fin-403 / EC/Mkt-403 EC/Hrm-403(2+1)
Principles of Accounting -I	Principles of Accounting -II	Principles of Marketing	Introduction to Development economics	Public Finance	Human Resource Management	Management Information System	Investment and portfolio management/ Consumer Behavior/ Strategic HRM

Maj/PA-102(3)	Maj/PA-105(3)	Maj/PA-203(3)	Maj/PA-205(3)	Maj/PA-304(3)	Min/CS-302(2+1)	Maj/PA-403(3)	EC/Fin-404 / EC/Mkt-404 EC/Hrm-404 (2+1)
Introduction to Management	Business communication and report writing	Introduction to Public Policy	Public Administration in Pakistan	Organizational Behavior	E-Commerce	Political & Constitutional Development in Pakistan	Taxation management/ Advertising Management/ Training and Development
Maj/PA-105(3)	Min/Eco-103(3)	Min/Eco-201(3)	Min/Psy-203(3)	Maj/PA-305(2+1)	Maj/PA-309(3)	EC/Fin-401 / EC/Mkt-401 EC/Hrm-401(2+1)	INT -450(6)
Introduction to Public Administration	Micro Economics	Macro Economics	Introductory Psychology	Entrepreneurship	Politics and administration	International Marketing/ Corporate Finance/Performance Management	Internship
Min/CS-101(2+1)	Min/PA-101 (3)			Min/PA-301(3)		EC/Fin-402 / EC/Mkt-402 EC/Hrm-402(2+1)	
Introduction to Computer Application	Pakistan Economy			Introduction to Sociology		Financial Reporting and Analysis/ Sales Management/ Organizational change and development	

STRUCTURE OF SCHEME OF STUDY

Nature of Courses	Numbers of Course	Credits Hours
Compulsory Courses	06	16
Major Courses	23	69
Minor Courses	10	30
Elective	04	12
Internship	01	06
Total	44	133

YEAR-1

SEMESTER-I

Course No	Course Title	Credits
CC/Eng-108	Literary Reading and Grammar Syntax	3(3+0)
CC/Isl-101/CC/Phil-101	Islamic Education Ethics (For Non Muslim)	2(2+0)
Maj/PA-101	Principles of Accounting-I	3(3+0)
Maj/PA-102	Introduction to Management	3(3+0)
Min/PA-102	Pakistan Economy	3(3+0)
Min/CS-101	Introduction to Computer Application	3(2+1)
	Total Credits	17

SEMESTER-II

Course No	Course Title	Credits
CC/Eng-109	Basic Study and Writing Skills	3(3+0)
CC/PS -101	Pakistan Studies	2(2+0)
Maj/PA-104	Principles of Accounting-II	3(3+0)
Maj/PA-105	Business Communication and Report Writing	3(3+0)

Maj/PA-103	Introduction to Public Administration	3(3+0)
Min/Eco-103	Micro Economics	3(3+0)
	Total Credits	17

YEAR-2**SEMESTER-III**

Course No	Course Title	Credits
CC/Eng-204	English Verse and Communication Skills-I	3(3+0)
Maj/PA-201	Fundamentals of Mathematics	3(3+0)
Maj/PA-202	Principles of Marketing	3(3+0)
Maj/PA-203	Introduction to Public Policy	3(3+0)
Min/Eco-201	Macro Economics	3(3+0)
	Total Credits	15

SEMESTER-IV

Course No	Course Title	Credits
CC/Eng-205	Communications Skills-II	3(3+0)
Maj/PA-204	Introduction to Statistics	3(3+0)
Maj/PA-205	Public Administration in Pakistan	3(3+0)
Min/PA-202	Introduction to Development economics	3(3+0)
Min/Psy-203	Introductory Psychology	3(3+0)
		15

YEAR-3**SEMESTER-V**

Course No	Course Title	Credits
Maj/PA-301	Statistical Inference	3(3+0)
Maj/PA-302	Research Methods and techniques	3(2+1)
Maj/PA-303	Public Finance	3(3+0)
Maj/PA-304	Organizational Behavior	3(3+0)
Maj/PA-305	Entrepreneurship	3(2+1)
Min/PA-301	Introduction to Sociology	3(3+0)
		18

SEMESTER-VI

Course No	Course Title	Credits
Maj/PA-306	Financial Management	3(3+0)
Maj/PA-307	Money and banking	3(3+0)
Maj/PA-308	Human Resource Management	3(3+0)
Maj/PA-309	Politics and Administration	3(3+0)
Min/CS-302	E-commerce	3(2+1)
		15

YEAR-4**SEMESTER-VII**

Course No	Course Title	Credits
Maj/PA-401	Supply Chain Management	3(2+1)
Maj/PA-402	Strategic Management	3(3+0)
Maj/PA-403	Political & Constitutional Development in Pakistan	3(3+0)
Min/CS-401	Management Information System	3(2+1)
EC/Fin-401	Corporate Finance	3(2+1)
EC/Mkt-401	International Marketing	
EC/Hrm-401	Performance management	

	(Choose Any One Specialization)	
EC/Fin-402	Financial reporting and Analysis	3(2+1)
EC/Mkt-402	Sales management	
EC/Hrm-402	Organization Change and Development	
	(Choose Any One Specialization)	
		18

SEMESTER-VIII

Course No	Course Title	Credits
Maj/PA-404	Project Management	3(2+1)
Min/Pol-402	International Relations and Current Affairs	3(3+0)
EC/Fin-403	Investment & Portfolio Management	3(2+1)
EC/Mkt-403	Consumer Behavior	
EC/Hrm-403	Strategic Human Resource Management	
EC/Fin-404	Taxation Management	3(2+1)
EC/Mkt-404	Advertising Management	
EC/Hrm-404	Training and Development	
INT – 450	Internship	6
	Total Credits	12+6

Note: Internship will be offered after 6th semester and viva will be conducted in 8th semester

Total Hours: 17+17+15+15+18+15+18+12=**127** + 06 Internship = **133CR**

Curriculum Break up

Table 10: Curriculum Break up

Curriculum Breakup	Credit Hours
<p>COMPULSORY COURSES</p> <ul style="list-style-type: none"> • Literary Reading and Grammar Syntax • Islamic Education/Ethics (For Non Muslim) • Basic Study and Writing Skills • Pakistan Studies • English Verse and Communication Skills-I • Communications Skills-II 	16
<p>ELECTIVE COURSES</p> <ul style="list-style-type: none"> • Corporate Finance/International Marketing/Performance management • Financial reporting and Analysis/Sales management/Organization Change and Development • Investment & Portfolio Management/Consumer Behavior/Strategic Human Resource Management • Taxation Management/Advertising Management/Training and Development 	12
<p>MINOR COURSES</p> <ul style="list-style-type: none"> • Pakistan Economy • Introduction to Computer Application • Micro Economics • Macro Economics • Introduction to Development economics • Introductory Psychology • Introduction to Sociology • E-commerce • Management Information System • International Relations and Current Affairs 	30

MAJOR COURSES <ul style="list-style-type: none"> • Principles of Accounting-I • Introduction to Management • Principles of Accounting-II • Business Communication and Report Writing • Introduction to Public Administration • Fundamentals of Mathematics • Principles of Marketing • Introduction to Public Policy • Introduction to Statistics • Public Administration in Pakistan • Statistical Inference • Research Methods and techniques • Public Finance • Organizational Behavior • Entrepreneurship • Financial Management • Money and banking • Human Resource Management • Politics and Administration • Supply Chain Management • Strategic Management • Political & Constitutional Development in Pakistan • Project Management 	69
<ul style="list-style-type: none"> • Internship report 	06
Total Credit Hours	133

Note: Definition of credit hours = 1 credit hour is equivalent to 16 teaching hours

Standard 2.1: The curriculum must be consistent and supports the program's documented objectives.

BS program contents/courses meet the program outcomes as shown in the table below.

Table 11: Courses versus Program Outcomes

Courses	1	2	3	4
CC/Eng-108	✓		✓	
CC/Isl-101/CC/Phil-101			✓	
Maj/PA-101	✓	✓		
Maj/PA-102	✓		✓	
Min/PA-102	✓			
Min/CS-101		✓		
CC/Eng-109		✓		
CC/PS -101				✓
Maj/PA-104	✓		✓	
Maj/PA-105		✓		
Maj/PA-103	✓			
Min/Eco-103				✓
CC/Eng-204			✓	
Maj/PA-201			✓	
Maj/PA-202			✓	
Maj/PA-203	✓			✓
Min/Eco-201	✓			
CC/Eng-205			✓	
Maj/PA-204		✓		
Maj/PA-205	✓	✓		✓

Min/PA-202				✓
Min/Psy-203			✓	
Maj/PA-301		✓		
Maj/PA-302		✓		
Maj/PA-303	✓			✓
Maj/PA-304	✓	✓		
Maj/PA-305			✓	✓
Min/PA-301			✓	
Maj/PA-306		✓		
Maj/PA-307	✓		✓	
Maj/PA-308	✓			
Maj/PA-309	✓			✓
Min/CS-302		✓		
Maj/PA-401		✓		
Maj/PA-402		✓		
Maj/PA-403				✓
Min/CS-401		✓		
EC/Fin-401		✓		
EC/Mkt-401		✓		
EC/Hrm-401	✓	✓		
EC/Fin-402		✓	✓	
EC/Mkt-402			✓	
EC/Hrm-402		✓	✓	
Maj/PA-404		✓		
Min/Pol-402	✓		✓	
EC/Fin-403		✓		
EC/Mkt-403			✓	
EC/Hrm-403	✓		✓	

EC/Fin-404		✓		
EC/Mkt-404			✓	
EC/Hrm-404	✓		✓	
INT - 450		✓	✓	✓

Table 12: Program versus Objectives

Standard 2.2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.

Program: BS

Table 13: Elements of Courses

Elements	Courses	No of Courses
Theoretical background	Literary Reading and Grammar Syntax(CC/Eng-108)	33
	Islamic Education (CC/Isl-101)	
	Pakistan Economy (Min/PA-102)	
	Introduction to Management (Maj/PA-102)	
	Introduction to Computer Application (Min/CS-101)	
	Basic Study and Writing Skills (CC/Eng-109)	
	Pakistan Studies (CC/PS -101)	
	Business communication and report writing (Maj/PA-105)	
	Introduction to Public Administration (Maj/PA-103)	
	Micro Economics (Min/Eco-103)	
	English Verse and Communication Skills-I (CC/Eng-204)	
	Principles of Marketing (Maj/PA-202)	
	Introduction to Public Policy (Maj/PA-203)	
	Macro Economics (Min/Eco-201)	
	Communications Skills-II (CC/Eng-205)	
Introduction to Development economics (Min/PA-202)		
Introductory Psychology (Min/Psy-203)		

Courses	Program Objectives				
	1	2	3	4	5
CC/Eng-108		✓	✓		
CC/IsI-101/ CC/Phil-101				✓	
Maj/PA-101		✓		✓	
Maj/PA-102		✓	✓		
Min/PA-102	✓			✓	
Min/CS-101			✓		
CC/Eng-109			✓		
CC/PS -101				✓	
Maj/PA-104		✓	✓		
Maj/PA-105		✓	✓		
Maj/PA-103	✓			✓	
Min/Eco-103			✓		
CC/Eng-204		✓	✓		
Maj/PA-201			✓		
Maj/PA-202		✓	✓		
Maj/PA-203	✓			✓	✓
Min/Eco-201			✓		
CC/Eng-205			✓		
Maj/PA-204			✓		✓
Maj/PA-205	✓			✓	✓
Min/PA-202			✓		
Min/Psy-203			✓		
Maj/PA-301			✓		
Maj/PA-302			✓		
Maj/PA-303			✓		✓
Maj/PA-304		✓	✓		
Maj/PA-305			✓		

Min/PA-301			✓		
Maj/PA-306			✓		
Maj/PA-307			✓		
Maj/PA-308				✓	
Maj/PA-309				✓	✓
Min/CS-302			✓		
Maj/PA-401			✓		
Maj/PA-402		✓	✓		
Maj/PA-403				✓	✓
Min/CS-401			✓		
EC/Fin-401			✓		
EC/Mkt-401			✓		
EC/Hrm-401		✓	✓		
EC/Fin-402			✓		
EC/Mkt-402		✓			
EC/Hrm-402			✓		
Maj/PA-404		✓			
Min/Pol-402				✓	✓
EC/Fin-403			✓		
EC/Mkt-403			✓		
EC/Hrm-403		✓			
EC/Fin-404			✓		
EC/Mkt-404			✓		
EC/Hrm-404		✓	✓		
INT – 450	✓	✓	✓		✓
	Research Methods and techniques (Maj/PA-302)				

	Public Finance (Maj/PA-303) Organizational Behavior (Maj/PA-304) Introduction to Sociology (Min/PA-301) Money and banking (Maj/PA-307) Human Resource Management (Maj/PA-308) Politics and Administration (Maj/PA-309) E-commerce (Min/CS-302) Supply Chain Management (Maj/PA-401) Strategic Management (Maj/PA-402) Political & Constitutional Development in Pakistan (Maj/PA-403) International Marketing (EC/Mkt-401) Sales management (EC/Mkt-402) Organization Change and Development (EC/Hrm-402) International Relations and Current Affairs (Min/Pol-402) Strategic Human Resource Management (EC/Hrm-403)	
Problem solving	Principles of Accounting-I (Maj/PA-101) Principles of Accounting-II (Maj/PA-104) Fundamentals of Mathematics (Maj/PA-201) Introduction to Statistics (Maj/PA-204) Statistical Inference (Maj/PA-301) Management Information System (Min/CS-401) Consumer Behavior (EC/Mkt-403) Taxation Management (EC/Fin-404)	9
Solution design	Corporate Finance (EC/Fin-401) Financial reporting and Analysis (EC/Fin-402) Investment & Portfolio Management (EC/Fin-403)	3
Application of Theoretical Knowledge	Public Administration in Pakistan (Maj/PA-205) Entrepreneurship (Maj/PA-305) Performance management (EC/Hrm-401) Project Management (Maj/PA-404) Advertising Management (EC/Mkt-404)	6

	Training and Development (EC/Hrm-404)	
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Standard 2.3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body.

The curriculum satisfies both the core requirements of credit hours and criteria of admission laid down by Lahore College for Women University and HEC.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by the respective accreditation body.

The curriculum satisfies major requirements of the programs per approval of board of studies.

Standard 2.5: The curriculum must satisfy general education, arts, and professional and other discipline requirements for the program, as specified by the respective accreditation body/council.

The curriculum satisfies general education disciplines requirements. The programs and curriculum has the approval of Board of Studies and Lahore College for Women University.

Standard 2.6: Information technology component of the curriculum must be integrated throughout the program.

The information technology components are present in most of the courses.

Standard 2.7: Oral and written communication skills of the student must be developed and applied in the program.

Oral and written communication skills of the student are developed by seminar, question answers, debates, class participation of the students.

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES

Standard 3.1: Manuals/documentation/instructions for experiments must be available and readily accessible to faculty and students.

computer lab and related facilities are available to students and faculty

Standard 3.2: There must be adequate support personnel for instruction and maintaining the laboratories:

The department is lacking the support personnel for maintenance of computer labs. The steps have yet to be taken for indulging of technical and support staff.

Standard 3.3: The university computing infrastructure and facilities must be adequate to support program's objectives:

Computing infrastructure being provided by the university to fulfill departmental needs is inadequate. One computer lab has been established in the year 2012 which is insufficient for the department to carry out the needs of its vast range of students.

CRITERION 4: STUDENT SUPPORT AND ADVISING

Standard 4.1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner:

The strategy for course offering per semester is approved by Board of Studies for timely completion of the program.

Standard 4.2: Courses in the major area of study must be structured to ensure effective interaction between students, faculty and teaching assistants:

The effective student/faculty interaction in programs taught by more than one faculty members is streamlined by coordination of these faculty members and the commonality is maintained through any curriculum which is adopted for the particular module. The programs are structured to ensure effective interaction between students, faculty and the Head of Department. The students requiring extra help are facilitated. Questions are encouraged by the faculty from the students. Seminars are arranged where the students are free to discuss the topics relating to the program. The students are free to interact with the Head of Department in case of any shortcoming.

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:

Students are provided guidance regarding the completion of the programs

Students are encouraged to bring forward their suggestions and complaints by having face to face interaction with the Head of Department.

The counseling of the students is provided by the university counseling cell regarding different academic affairs.

CRITERION 5: PROCESS CONTROL

Standard 5.1: The process by which students are admitted to the program must be based on quantitative and qualitative criteria and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives:

BPA [4 Year Degree Program]

BPA program is divided in eight semesters with two semesters each year covering a total of 133 credit hours..

Eligibility

F.Sc. Pre-Engg., F.Sc. Pre-Medical, I.C.S., I.Com, Gen. Science, group students or F.A. with Math, Statistics, Economics are eligible to apply for BPA.

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:

Advertisements are made in leading newspapers and on Lahore College for Women University website. The student academic progress is monitored regularly by the test, assignments, projects, and regular written examination system.

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 its objectives:

The standards are clearly indicated in the University charter which are followed. Qualifications which are required for each module are kept in mind. The criteria for recruiting are qualification, experience which is judged through analysis of resumes and personal interviews. In case of permanent faculty members, the recruiting is done by a board constituted by Lahore College for Women University whereas; visiting faculty members are recruited by a board constituted by the Institute. The input of the students for maintaining the quality of the teachers is done by evaluating the teachers regularly once in a semester by the students. An Annual Confidential Report (ACR) is initiated by the Head of Department

annually for each member of staff and their retention, increment and promotion are based on ACRs.

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:

The evaluation process to ensure that the teaching and delivery of the program material to the students emphasizes active learning is carried out through projects and assignments that are based on practicality of the knowledge given to the students.

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.

In order to ensure that graduates / outgoing students have completed the requirement of the programs, the processes are based on standards prescribed by university under semester rules. QEC and the Head of Department ensure the compliance of the standards.

CRITERION 6: FACULTY

Standard 6.1: There must be enough full time faculty who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph.D. in the discipline:

Currently department lacks adequate faculty as there are currently four faculty members out of which one is on study leave. The expertise of all faculty members are pre-judged and monitored for each module forming a part of the program. The level of competency of the faculty members are evaluated at time of induction and monitored during teaching.

Program areas	Number of faculty members with MS	Number of faculty with Ph.D. degree
Management	4	Nil

Table 3: Faculty Distribution by Program Areas

Standard 6.2: All faculty members must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also, effective programs for faculty development must be in place:

Effective program for faculty development is in place. They are provided centralized training by university through faculty development program of HEC and DFDI

Standard 6.3: All faculty members should be motivated and have job satisfaction to excel in their profession:

Faculty members are tried to kept motivated through different activities and trainings

CRITERION 7: INSTITUTIONAL FACILITIES

Standard 7.1: The institution must have the infrastructure to support new trends in learning such as e-learning

In this regard computer lab is present but there is a need to make a new research based lab.

Standard 7.2: The library must possess an up-to-date technical collection relevant to the program and must be adequately staffed with professional personnel:

Public Administration books are not readily available in the market yet faculty tries to provide the relevant books on its behalf. There is a need for adequate budget for purchasing of books. Library provides facility of books borrowing and adequate reading space. The library is lacking computers, the respective computerized database of all books.

Standard 7.3: Class-rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities:

Department is using resources on shared basis with Management Sciences and there is a need for proper cabins for faculty and multimedia in every classroom.

CRITERION8: INSTITUTIONAL SUPPORT

Standard 8.1: There must be sufficient support and financial resources to attract and retain high quality faculty and provide the means for them to maintain competence as teachers and scholars:

Teachers are recruited on the basis of criterion established by the HEC. Existing faculty is sent to different courses of teaching organized to update the knowledge. Workshops are organized by DFDI for faculty development.

Standard 8.2: There must be an adequate number of high quality graduate students, research assistants and Ph.D. students:

The admission criteria ensures the intake of high quality students.

Standard 8.3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities:

Department of Public Administration is using library and other resources on shared basis. Although there are many facilities available for the needs to be met still there is a need for adequate finances to meet the needs of different resources