

Shah Abdul Latif University Khairpur
Institute Of Business Administration

SELF-ASSESSMENT REPORT (SAR)

Programs Offered:

1. BBA (Four-Year)
2. BS (Accounting & Finance) Four Year Program
3. MBA (3.5 Year)
4. MBA (1.5 Year)
5. MS/M.Phil.
6. PhD

Submitted to:

Quality Enhancement Cell (QEC)
Shah Abdul Latif University, Khairpur

By

Program Team (PT) Members:

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2)

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Introduction

The Institute of Business Administration was established in Year 1992/93. The prime objective of the BBA & MBA Degree Programs is to create career building opportunities for the people of interior Sindh in particular and people of Pakistan in general in order to get higher education in the job-oriented and career course Degree program.

Currently, there are 305 students enrolled in all Programs in Morning in the Institute of Business Administration. It has been observed that Institute about 70% market acceptances of our MBA graduates who are serving in more than 350 reputable industrial organizations. The curriculum of BBA & MBA Programs is revised every three years as per HEC & market requirements and it is at par with the MBA programs offered in the country and Universities of the world. The aim is to bring at par our University with other universities/ institutions of Pakistan and foreign universities curriculum. In addition, the Institute have thirteen permanent faculty members. Among them 08 are Professors, 01 are Associate Professors, and 04 are Assistant Professors. Out from total thirteen faculty members, 10 (77%) of the Thirteen faculty members has completed PhD, while two of them are in process of completing their Ph.D degree from Pakistan.

With the latest development in the field of Business Administration, the Institute regularly updates its curriculum. The Institute provides a variety of study trips to nearest industrial points and once in year it arranges All Pakistan Industrial trips for final class students plus Internships in various reputable organizations with a primary motive of getting them acquainted with business and industry and to foster students' professional skills and research skills. Now, briefly, this Self-Assessment Report (SAR) is based on eight criteria. The first criterion outlines the program mission and objectives. The second criterion provides information about the curriculum development. The third criterion enlists the laboratories and other relevant information. The fourth criterion is pertinent to the information about students' support and advising. The last fifth criteria provide information about process control, faculty characteristics and institutional facilities and support provided by the university.

CRITERION-1 PROGRAM MISSION, OBJECTIVE AND OUTCOMES

The self-assessment is based on a number of criteria. To meet each criterion several standards must be satisfied. This section describes how the standards of the Criterion 1 are met.

Standard 1-1: The program must have documented measurable objectives that support institution mission statements.

Vision Statement

Our vision is to be the one of the top most Business Schools of Higher Education of Pakistan.

Mission Statement

Our Mission is to promote the merit, quality and excellence in education on an affordable cost in the field of Finance, Marketing, Banking and Human Resource Management, through quality and advance teaching methods. Our mission is to invigorate the faculty and the students with the entrepreneurial spirit. Continuous innovation and change is our motto.

Program Objectives:

- To provide quality education on affordable cost in professional field of Business Administration.
- To produce strategists /leaders with good character who are committed to excellence in their personal and professional endeavours, having the vision and ability to fit in the local and foreign business organizations.
- To guide students for independent and self-motivated in the field of research.

VALUES:

- Credibility as a source of reliable, research-based information and education.
- Responsiveness to the needs of those we serve.
- Effective communication within the Institute, the university.
- Effective teamwork and coordination within our Institute and with colleagues.
- Accountability for the wise use of human, fiscal and physical resources entrusted to us.
- Ability to learn from past experience and to develop innovative solutions to problems.
- Recognition of diversity in all its forms and a commitment to create an environment of mutual understanding and respect.

Table1. Shows how Objectives are measured and Improvements have been identified.

Assessment Criterion of Program Objectives			
Objectives	How Measured	When Measured	Improvement Identified
<ul style="list-style-type: none"> • To provide quality education on affordable cost in professional field of Business Administration. 	By comparing fee structure with other institutes' fee structures, who are offering same degrees.	At the end of every academic year.	Scholarships for students on poverty cum merit basis.
<ul style="list-style-type: none"> • To develop strategists /leaders with good 	Most of the students are employed in educational, research and other well-	<ul style="list-style-type: none"> • At the end of every academic year. 	<ul style="list-style-type: none"> • At least two master class

<p>character who are committed to excellence in their personal and professional endeavours, having the vision and ability to fit in the competitive and turbulent environment.</p>	<p>known business organizations.</p>	<ul style="list-style-type: none"> After each selection board conducted by various provincial, national & private sectors. 	<p>rooms needed to be equipped with multi-media & computer facility.</p> <ul style="list-style-type: none"> Restructuring of the class rooms and instalment of the Air Conditioners due to abnormal hot weather during summer.
<ul style="list-style-type: none"> To guide students for independent and self-motivated in the field of research. 	<p>Through assessing students during research oriented entry tests, interviews, and preparation of synopsis.</p>	<p>At the start of each academic year for admission in Masters.</p>	<p>Need to train the students and lab technicians to operate computers and guide students during using computer labs.</p>

Note: Improvement Made: This will be informed after AT visits.

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.

Table: 2. The following Table shows how program outcomes support the Program Outcomes.

Program Objectives	Program Outcomes		
	1.	2.	3.
<ul style="list-style-type: none"> To provide quality education on affordable cost in professional field of Business Administration. 	<p>Qualified strategist /leaders are to be produced at affordable cost.</p>	<p>The outgoing postgraduates are being largely absorbed particularly in teaching, and research and business organizations.</p>	<p>Students develop ability to apply knowledge of various aspects of the subject.</p>
<ul style="list-style-type: none"> To develop strategists /leaders with good character who are committed to excellence in their personal and professional endeavours, having the vision and ability to fit in the competitive and turbulent environment. 	<p>To instruct the graduates with good character and full commitment for excellence for their personal and professional lives.</p>	<p>Students build up confidence and communicate effectively in writing and oral demonstration.</p>	<p>Graduates develop ability to demonstrate progress in various business-related situations.</p>
<ul style="list-style-type: none"> To guide students for independent and self- 	<p>The graduated students play significant role after</p>	<p>To make them self-reliant and self-</p>	<p>The students after graduation are employed in public and private-</p>

motivated in the field of research.	joining respectable positions public and private organizations locally and abroad.	motivated in pursuing cutting edge research.	sector business, research and development organizations, as researchers, as managers.
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Table - 3: Shows Program Objectives & Program Outcomes.

Program Objectives		Program Outcomes		
		1	2	3
To provide quality education on affordable cost in professional field of Business Administration.		****	****	****
To produce strategists /leaders with good character who are committed to excellence in their personal and professional endeavours, having the vision and ability to fit in the local and foreign business organizations.		***	***	***
To guide students for independent and self-motivated in the field of research.		****	***	****
*	Relevant & satisfactory to some extent			
**	Relevant & satisfactory			
***	Very relevant & satisfactory			
****	Highly relevant & highly satisfactory			

Standard 1-3. The result of program's assessment and the extent to which they are used to improve the program must be documented.

Major Future Improvement Plans:

- To impart quality education in the Institute using audio visual aids and modern tools along with provision of latest literature, journals, books, reviews and access to internet.
- To upgrade Graduate & Post Graduate Laboratories with the modern & sophisticated equipment
- To emphasize case study oriented research work on specific areas related to business, economic and management issues of organization.
- Overall enhancement of knowledge and skills of faculty members in relation to the latest global advancements in various discipline through exchange programs, short trainings and collaborative research projects within and outside country.

Table: 4. Shows Program Strengths & Weakness.

Program Strengths and weaknesses.				
Program	Strengths	Weaknesses	Things to be developed	Activities taken for improvements
Ph.D.	Well qualified and experienced faculty with a sense of working in a team.	Inappropriate computer labs, library and building of the Institute.	<ul style="list-style-type: none"> • Relevant books & Journals • Multimedia facility • Well-stocked Computer Laboratory • IT training 	

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

Table: 6. Weaknesses & Strengths of the program.

Weaknesses	Strengths	General Comments
1. Problem formulation & solving skills including computer skills. (E)	<ol style="list-style-type: none"> 1. Ability to work in teams, Motivations (A) 2. Discipline (B) 	1. The students may be given lab knowledge, computer skills, collecting data, analysis, report preparation and finally presentation.

Criterion 2: The curriculum must be designed and organized to achieve the program’s objectives and outcomes. Also course objectives must be in line with the program outcomes.

Programs

1. BBA (Four-Year)
2. BS (Accounting & Finance) Four Year Program
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5. MS/M.Phil.
6. PhD

COURSE SCHEME OF BBA (FOUR-YEAR) PROGRAM

BBA Part-I

Semester-I

Course No#	Course Title	Credit Hours
CEN-101	Functional English	3
ACC-101	Fundamentals of Accounting	3
BUS-101	Introduction to Business	3
COM-112	Computer Applications for Business	3
CIS-101	Islamic Studies / Ethics	3
MGT-101	Personal Management	3
	Total	18

Semester-II

Course No#	Course Title	Credit Hours
ACC-112	Advanced Accounting	3
ECO-101	Micro Economics	3
CBC-101	Business Communication & Presentation skills	3
GSC-101	Sociology	3
CPS-102	Pakistan Studies	3
BMT-101	Business Mathematics	3
	Total	18

BBA Part-II

Semester-III

Course No#	Course Title	Credit Hours
MGT-212	Principles of Management	3
CBC-212	Technical Writing	3
ECO-212	Macro Economics	3

CBM-201	Money & Banking	3
GLC-201	Logic & Critical Thinking	3
MKT-201	Principles of Marketing	3
	Total	18

Semester-IV

Course No#	Course Title	Credit Hours
FIN-201	Introduction to Business Finance	3
LAW-201	Business Law	3
ECO-213	Economy of Pakistan	3
ACC-213	Cost Accounting	3
GHB-201	Human Behavior	3
BUS-212	Business Ethics	3
	Total	18

BBA Part-III

Semester-V

Course No#	Course Title	Credit Hours
BMT-312	Business Statistics	3
FIN-312	Financial Management	3
MGT-313	Organizational Behavior	3
MGT-314	Human Resources Management	3
COM-314	E-Business Management	3
MKT-312	Marketing Management	3
	Total	18

BBA Part-III

Semester-VI

Course No#	Course Title	Credit Hours
COM-301	Business Research Methods	3
BA-MST-315	Project Management	3
BMT-313	Sales & Retail Management	3
BS-313	Statistical Inferences	3
GAU-301	Auditing	3
	Elective-I	3
	Total	18

BBA Part-IV

Semester-VII

Course No#	Course Title	Credit Hours
FBR-412	Quantitative Techniques Analysis (QTA)	3

BUS-402	International Business	3
MGT-416	Operations Management	3
	Elective-II	3
	Elective-III	3
	Total	15

Semester-VIII

Course No#	Course Title	Credit Hours
MGT-417	Business Strategy & Policy	3
MGT-418	Entrepreneurship	3
BCS-413	Business Internship Report Writing	3
	Elective-IV	3
	Elective-V	3
	Total	15

COURSE SCHEME OF BS ACCOUNTING & FINANCE (FOUR YEAR) PROGRAM

BS Part-I (Semester-I)

Course No.	Course Title	Credit Hours
CEN-101	Functional English	3
ACC-101	Fundamentals of Accounting	3
BUS-101	Introduction to Business	3
COM-112	Computer Applications for Business	3
CIS-101	Islamic Studies / Ethics	3
MGT-101	Personal Management	3
	Total	18

BS Part-I (Semester-II)

Course No.	Course Title	Credit Hours
ACC-112	Advanced Accounting	3
ECO-101	Micro Economics	3
CBC-101	Business Communication & Presentation skills	3
GSC-101	Sociology	3
CPS-102	Pakistan Studies	3
BMT-101	Business Mathematics	3
	Total	18

BS Part-II (Semester-III)

Course No.	Course Title	Credit Hours
MGT-212	Principles of Management	3
CBC-212	Technical Writing	3
ECO-212	Macro Economics	3

CBM-201	Money & Banking	3
GLC-201	Logic & Critical Thinking	3
MKT-201	Principles of Marketing	3
	Total	18

BS Part-II (Semester-IV)

Course No.	Course Title	Credit Hours
FIN-201	Introduction to Business Finance	3
LAW-201	Business Law	3
ECO-213	Pakistan Economic Policy	3
ACC-213	Cost Accounting	3
GHB-201	Human Behavior	3
BUS-212	Business Ethics	3
	Total	18

BS Part-III (Semester-V)

Course No.	Course Title	Credit Hours
BMT-312	Business Statistics	3
FIN-312	Financial Management	3
MGT-313	Organizational Behavior	3
MGT-314	Human Resources Management	3
COM-314	E-Business Management	3
MKT-312	Marketing Management	3
	Total	18

BS Part-III (Semester-VI)

Course No.	Course Title	Credit Hours
FBR-301	Business Research Methods	3
FIN-313	Financial Institutions and Markets	3
FIN-314	Analysis of Financial Statements	3
BS-313	Statistical Inferences	3
GAU-301	Auditing	3
FIN-315	Venture Capital and Finance of Innovation	3
	Total	18

BS Part-IV (Semester-VII)

Course No.	Course Title	Credit Hours
FIN-416	Islamic Banking and Finance	3
LAW-412	Mercantile/Corporate Law	3

ACC-414	Accounting and Financial Information System	3
FIN-417	Financial Risk Management	3
FIN-418	Investment Analysis and Portfolio Management	3
	Total	15

BS Part-IV (Semester-VIII)

Course No.	Course Title	Credit Hours
MGT-414	Business Strategy & Policy	3
MGT-415	Entrepreneurship	3
BCS-413	Business Internship Report Writing	3
ACC-414	Seminars in Accounting	3
FIN-419	Behavioral Finance	3
	Total	15

COURSE SCHEME OF MBA (3.5 YEAR & 1.5 YEAR) PROGRAM

MBA (3.5 Years) Part-I

Semester-I

Course No#	Course Title	Credit Hours
ACC-501	Financial Accounting-I	3
ECO-501	Micro Economics	3
CEN-501	Functional English	3
MGT-501	Personal Management	3
COM-501	Computer Applications for Business	3
	Total	15

Semester-II

Course No#	Course Title	Credit Hours
ACC-512	Financial Accounting-II	3
BMT-501	Business Mathematics	3
CBC-501	Business Communication	3
MGT-502	Management	3
ECO-512	Macro Economics	3
	Total	15

MBA (3.5 Years) Part-II

Semester-III

Course No#	Course Title	Credit Hours
FIN-601	Business Finance	3
MKT-601	Marketing	3
MGT-613	Organizational Behavior	3
BMT-612	Statistical Inferences	3
MGT-614	Human Resource Management	3

FBR-601	Business Research Methods	3
	Total	18

Semester-IV

Course No#	Course Title	Credit Hours
ACC-613	Managerial Accounting	3
MKT-612	Marketing Management	3
FAD-601	Auditing	3
FBR-612	Quantitative Techniques for Analysis (QTA)	3
MGT-615	Operations Management	3
FIN-612	Financial Management	3
	Total	18

MBA (3.5 Years) Part-III Semester-V) &

MBA (1.5 Years) Semester-I)

Course No#	Course Title	Credit Hours
MRT-713	Strategic Marketing	3
FIN-713	Financial Reporting & Analysis	3
MGT-716	Strategic Management	3
	Elective-I	3
	Elective-II	3
	Total	15

MBA (3.5 Years) Part-III Semester-VI) &

MBA (1.5 Years) Semester-II)

Course No#	Course Title	Credit Hours
FIN-714	Strategic Finance	3
CBC-713	Academic Writing	3
MGT-718	Entrepreneurship	3
	Elective-I	3
	Elective- II	3
	Total	15

MBA (3.5 Years) Part-III Semester-VII) &

MBA (1.5 Years) Semester-III)

Course No#	Course Title	Credit Hours
	Thesis	6
	Total	6

MBA & BBA Program Elective Courses:

Management: Specialization	Human Resource Management:
Cases in Small Business and Entrepreneurship	Career Management & Planning
Corporate Governance	Human Resource Development
Supply Chain Management	Human Resource Information System
Seminar on Compensation Management	HRM in Public and Private Sector
Management of NGOs	Advances of Organization Planning and Accountability
Current Issues in Management	Organization Development
Topic in Quality Management	Industrial Relations and Labor Law in Pakistan
Advances in Organizational Behavior	HRM in Public and Private Sector
Project Management	Recruitment & Selection
Entrepreneurship / SME Management	Compensation & Benefit Management
Contemporary Issues in Management	Employee Wellbeing and Performance
Seminar on Research Project	Talent Management
Behavioral Management	Workforce Diversity Management
	Change Management
	Behavioral HR

Marketing:	Finance:
Customer Relationship Management	Islamic Principles of Finance
Seminars in Consumer Behavior	Banking Management
Behavioral Factors in Marketing	Insurance Management
Product Management	Behavioral Finance
Marketing Strategies	Case Studies in Corporate Finance
Seminars in Brand Management	Financial Management of MNCs
Issues in Advertising Management	Issues in Financial Reporting
Issues in Marketing	International Finance
Seminar in Entrepreneurial Marketing	Venture Capital
Services Marketing	Corporate Finance
Brand Management	Finance & International Business
Marketing Research	Investment Security & Stock Analysis
Sales Management	Project Evaluation
Supply Chain Management	Financial Behavior
Logistic Management	International Financial Management
Advertising Management	Portfolio Management Fixed Income Securities
Consumer Behavior	Risk Management
Service Marketing	

NOTE 1: The course schemes of BBA, BS Accounting & Finance & MBA Programs are based as per HEC guidelines.

NOTE 2: All the students of BBA & BS Accounting & Finance four year, final semester have to go for six weeks Internship in Public / Private Organization and shall have to submit Internship Certificate and Internship Report in the Institute. After the submission of Internship report the Viva Voce will be conducted by the Institute Examiner Committee.

NOTE 3: The Institute of Business Administration, Shah Abdul Latif University, Khairpur reserves the right of making changes in the courses offered and course contents. The above specialization shall be offered according to the availability of the faculty.

The Scholar shall complete 24 credit hours out of which 18 credit hours will be reserved for course work and 06 credit hours for Dissertation / Research Project, which may lead to the award of Ph.D. Degree.

MS/MPhil (2 Years, 4 Semesters)

1st Semester

Course No.	Title of Course	Th.CH	Cr.CH	Marks
1.	Advanced Research Methodology	03	03	100
2.	Strategic Management and Innovation	03	03	100
3.	Econometrics	03	03	100
4.	Elective-I	03	03	100
Total		12		

2nd Semester

Course No.	Title of Course	Th.CH	Cr.CH	Marks
1.	Qualitative Techniques for Research	03	03	100
2.	Quantitative Techniques for Analysis	03	03	100
3.	Elective-II	03	03	100
4.	Elective-III	03	03	100
Total		12		

Total credit hours of two semesters: 24

Thesis write-up equals to minimum two semesters (3rd and 4th semesters)

List of elective courses for MS/MPhil Program

Course No.	Title of Course	Th.CH	Pr.CH	Cr.CH	Marks
Finance					
1.	Islamic Principles of Finance	03	-	03	100
2.	Banking Management	03	-	03	100
3.	Insurance Management	03	-	03	100
4.	Behavioral Finance	03	-	03	100
5.	Case Studies in Corporate Finance	03	-	03	100
6.	Financial Management of MNCs	03	-	03	100

7.	Issues in Financial Reporting	03	-	03	100
8.	International Finance	03	-	03	100
9.	Venture Capital	03	-	03	100
10.	Corporate Finance	03	-	03	100
11.	Finance & International Business	03	-	03	100
12.	Islamic Banking System	03	-	03	100

Marketing

Course No.	Title of Course	Th.CH	Pr.CH	Cr.CH	Marks
13	Customer Relationship Management	03	-	03	100
14	Seminars in Consumer Behavior	03	-	03	100
15	Behavioral Factors in Marketing	03	-	03	100
16	Product Management	03	-	03	100
17	Marketing Strategies	03	-	03	100
18	Seminar in Brand Management	03	-	03	100
19	Issues in Advertising Management	03	-	03	100
20	Issues in Marketing	03	-	03	100
21	Seminars in Entrepreneurial Marketing	03	-	03	100
22	Service Marketing	03	-	03	100
23	Brand Management	03	-	03	100
24	Practices in Marketing Research	03	-	03	100
25	Sales Management	03	-	03	100
26	Supply Chain Management	03	-	03	100
27	Logistic Management	03	-	03	100
28	Relationship Marketing	03	-	03	100
29	Experiential Marketing	03	-	03	100

Human Resource Management

Course No.	Title of Course	Th.CH	Pr.CH	Cr.CH	Marks
30	Advances in Human Resource Development and Management	03	-	03	100
31	Career Management and Planning	03	-	03	100
32	Comparative Human Resource Management	03	-	03	100
33	Human Resource Information System	03	-	03	100
34	HRM in Public and Private Sector	03	-	03	100

35	Advances of Organization Planning and Accountability	03	-	03	100
36	Organization Development	03	-	03	100
37	Industrial Relations and labor Laws in Pakistan	03	-	03	100
38	Work Force Diversity Management	03	-	03	100
39.	Advance Topics in Compensation Management	03	-	03	100
40.	Conflict and Negotiation Management	03	-	03	100
41.	Talent Management	03	-	03	100
42.	Art of Leadership and Motivation	03	-	03	100
43.	Decision Making and Job Satisfaction	03	-	03	100
44.	Advanced Topics in Change Management	03	-	03	100

PhD (3 Years 6 Semesters)

Course No.	Title of Course	Cr.CH
1.	Core Courses	09
2.	Elective Courses & Independent Research Studies	09
3.	Dissertation	30
Total		48

1stSemester

Course No.	Title of Course	Th.CH	Cr.CH	Marks
1.	Contemporary Management Issues	03	03	
2.	Multivariate Data Analysis-I	03	03	
3.	Elective – I	03	03	
Total Credit Hours			09	

2ndSemester

Course No.	Title of Course	Th.CH	Cr.CH	Marks
1.	Independent Study	03	03	
2.	Multivariate Data Analysis - II	03	03	
3.	Elective-II	03	03	
Total Credit Hours			09	
Total credit hours of two semesters			18	

Thesis write-up equals to minimum two years (four semesters)

Standard: 2.1: The curriculum must be consistent & support the program’s documented objectives.

Table – 8: Courses versus program outcomes

COURSES/GROUP OF COURSES	OBJECTIVES		
	1	2	3
Thesis based on Report Writing & Presentation in Seminar	The use information to develop small Exploration & Excavation projects	Completion of project is admirable outcome	
Field of Business	Scholars are motivated to work in Field (Exploration & Excavation)		

Strengths:

- The curriculum fulfills all basic requirements of program’s objective.
- The curriculum design, theoretical background within program’s core material and requirements.

Program Learning Outcomes	Program Objectives				
	Skills in critical thinking, Program solving & communication	Initiate and manage change	Understand Professional ethics and responsibility	Employ I. S. Technology	Enable organization to make optimal decision
Scholars can be able to work in the field of Business individually as well as in team	√	√	√		√
Research oriented Scholars can prepare complete field report	√		√		√
Self-determent, and reliance Scholar		√	√		
The Scholars produce to render their services in the field of Business	√	√	√		√
Capable to manage the renewable resources	√	√	√		√
Life Long Learning	√				
Professional ethics and responsibilities	√		√		√

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

Table – 9: Shows Theoretical background, problem analysis and solution of the courses.	
Elements	Courses
Theoretical background	Subject codes
Problems analysis	
Solution design	

Standard 2.3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body. Examples of such requirements are given in Table A.1, Appendix A.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body / councils. Examples of such requirements are given in Table A.1, Appendix A.

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. Examples of such requirements are given in Table A.1, Appendix A.

Minimum Requirements for Each Program
(Program Semester Credit Hours)

Program	Math & Basic Science	Engineering Topics	General Education	Others
Ph.D.	N/A	N/A	N/A	N/A

Standard 2-6: Information technology component of the curriculum must be integrated throughout the program.

Has the IT program been included in the course: Yes No. ✓

Standard 2-7: Oral and written communication skills of the student must be developed and applied in the program.

Is there any oral/written communication skills have been included in the program: Yes ✓ No.

Criterion 3: LABORATORIES AND COMPUTING FACILITIES

Standard: 3-1. Laboratories and computing facilities must be adequately available and accessible to faculty members and students to support teaching and research activities.

Computer Laboratory Facilities/Provision:

At present, there is only one computer laboratory established in the Institute. Laboratory in the Institute

Location	Institute of Business Administration
Courses being taught	To study various subjects where usage of computer is necessary
No of Computers	A total of 54 Core i6 computers enabled with Internet access.
Usage	<ul style="list-style-type: none">• Computer related subjects.• Free use for students of Institute for various assignments and practice.• Few computer reserved for faculty usage
Lab. Accessories	<ul style="list-style-type: none">• Scanner• Five Multimedia Projectors• Screen for output display• Air-Conditioners

Standard: 3/2 Computer laboratory manuals/ documentation instruction for usage must be available and readily accessible to faculty and students.

(1) None (2) Available for students (3) Available for Faculty (4) **Both**√

Standard: 3/3 There must be adequate support personnel for instruction and maintaining the program. √ YES

Standard: 3/4 The University computing infrastructure and facilities must be adequate to support program's objectives Computing Facilities.

(1) Highly Adequate (2) Adequate (3) Inadequate √ (4) Highly Inadequate

Weaknesses:

- Lack of computers labs. At least TWO well-equipped/furnished computer laboratories with internet facility may be established.
- Shortage of some of the basic equipment like multimedia projectors, screens, laptop computers, Air-Conditioners etc.
- Need well trained lab assistants and equipment operators.
- Some basic lab precautionary facilities like, fire extinguisher apparatus, Fire-Alarm in the building, and First Aid Facilities.
- Separate computer facility for faculty members.

Criterion 4: STUDENT SUPPORT AND ADVISING

Students must have adequate support to complete the program in a timely manner and must have ample opportunity to interact with their instructors and receive timely advice about program requirements and career alternatives.

Standard: 4:1. Courses must be offered with sufficient frequency and number for students to complete the program in timely manner

Table: 10. Shows classes/week of Major Courses offered in 2 –Year program.

Course offered/Year	Semester	Classes/week /CrHs
Ph.D.	1 st	09
Ph.D.	2 nd	09
Research work/ Thesis	3 rd & 4 th	06

❖ The above mentioned classes are strictly followed throughout the academic year. The core courses, optional can be easily completed under the favorable environment.

The compulsory disciplines and optional/elective subjects are managed by the related Institutes.

Subject:	Managed by:	Theory/Practical: CrHs/ Class.
Service Marketing Practices in Marketing Research Workplace Diversity Management Conflict & Negotiation Management Financial Economics Financial Risk Management		1 st Semester
		09
		2 nd Semester
		09
Behavioural Factors in Marketing Product Management Valuation & Capital Investment Financial Modelling Leadership & Motivation Organizational Development		1 st Semester
		03
		2 nd Semester
		03

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

(1) Well-structured✓

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 interacted 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 clearly documented.

Program/credit transfer: NA

Transfer of a student from outside the university: NA

Admission Criteria: The admission policy is formed the Institute itself. Institute regularly administrated a comprehensive entrance test every year on the eve of admission. It is indispensable for every applicant to qualify entrance test in order to compete for admission. However admission is being offered on this entrance test score and academic record. Institute does not follow schedule of admission announced by university but follows its own schedule.

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, cast & 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.

Fortunately faculty member are very strict in observing the time table of classes. However, **Weaknesses & Strengths** have been observed through the student feedback for the “Course Evaluation”. The Institute needs to improve in various aspects.

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.

The process for the degrees of Ph.D. has been well designed by the Advanced Studies & Research Board (ASRB) followed by the HEC directions. Details are as under.

DEGREE	GPA/CLASS/GRE	INTERVIEW	
Ph.D.	Pre-Admission Test (NTS) style	After qualifying test the Interview is taken by the panel of Examiners along with 01 expert from outside the University	

This process must be periodically evaluated to ensure that it is meeting its objectives. ✓ (Yes)

The Institute ensures that the Scholars actively participate in laboratory work, Punctual in the classes, maintaining attendance over 75%

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

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

Standard: 6.1: There must be enough full time faculties who are committed to the program to provide adequate coverage of the program areas / courses with continuity & stability. The interest of all faculty members must be sufficient to teach all courses, plan, modify & update courses. The majority must hold a Ph.D. degree in the discipline.

PROGRAM AREAS OF SPECIALIZATION	COURSES IN THE AREA	NUMBER OF FACULTY MEMBERS IN EACH AREA	NUMBER OF FACULTY WITH Ph.D. DEGREE
Marketing			04
Finance			04
Human Resource Management			05
Total:-			13

Faculty Resume

Note: Faculty resumes are well documented as per policy/criteria of HEC. Names of the faculty members and field of specialization are as under.

Name	Position	Qualification	Field of Specialization
Dr. Minhoon Khan Laghari	Professor	Ph.D	Human Resource Management
Dr. Iram Rani Laghari	Professor	Ph.D	Marketing
Dr. Mohammad Ismail Soomro	Professor	Ph.D	Marketing
Dr. Mohammad Masihullah Jatoi	Professor	Ph.D	Finance
Dr. Rahman Gull Gillal	Professor	Ph.D	Marketing
Dr. Mohammad Salih Memon	Professor	Ph.D	Finance
Dr. Irfan Ali Mirani	Professor	Ph.D	Finance
Dr. Raheem Bux Soomro	Professor	Ph.D	Marketing
Dr. Sumaiya Syed	Associate Professor	Ph.D	Human Resource Management
Mr. Muhammad Imran Abbasi	Assistant Professor	MPhil	Human Resource Management
Dr. Hira Rani	Assistant Professor	Ph.D	Human Resource Management
Mr. Shahbaz Hyder	Assistant Professor	MS	Human Resource Management
Mr. Jai Kishan	Assistant Professor	MBA	Finance

* Abroad for Higher study

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.

- a. Participation in Seminars, Conferences at National/International levels.
- b. Research proposals for funding and linkage with other Institutions.

- c. Taking classes, involved in research and reading new books in the relevant field.
- d. Publications in HEC recognized journals or journals having impact factors.
- e. Organize workshops, Seminars and Conferences.
- f. The Institute arranges lectures from eminent scholars on various topics of the subject for its Scholars and faculty at National level.
- g. Prepare their resume in line with HEC guidelines.

Faculty Development Program:

Standard 6:3. All faculty members should be motivated and have job satisfaction to excel in their profession.

The following criteria are under practice in order to satisfy the faculty members in their profession.

- a. Fair, timely selection, appointment / promotion as per HEC policy.
- b. Providing Tenure Track salary package
- c. Excellent working environment.

1. General Comments:

- a. Teachers have expressed their views that seminars, symposiums and conferences, in general, have motivated to impart the new techniques and methods of teaching.

Suggest programs / factors that could improve your motivation and job satisfaction?

- b. More faculty members may be appointed on the regular basis or contract to cover the workload as per HEC policy.

Criterion: 7. Institutional Facilities.

Institutional facilities, including library, clean rooms and offices must be adequate to support the objectives of the program. To satisfy this criterion, the following standards must be met.

Standard 7:1. The Institution must have the infrastructure to support new trends in learning such as E-learning.

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.

Standard 7:3. Class rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibility.

Details of facilities available in the department:

Item	Position	Remarks
Seminar Library & Books/Journals	√ Yes. Worthy number of books available.	Needs more books including research journals
Computing Laboratory	One with 30 Core i6	At least 1 extra Computing lab needed for research scholars and students.
Class Rooms	Insufficient	Need more classes to be equipped with Multimedia, internet facility
Girls Common Room	√ Yes	Not spacious, needed one big with complete facility of washroom/dressing room.
Boys Common Room	X	Needed
Faculty offices	√ Yes	Insufficient
Internet & Digital Library Facility	X	1 room needed with complete facility of internet.
Internet	Only for faculty members	The same facility needed for the research scholars & Postgraduate students.

Teacher Evaluation Form

(To be filled by the student)

Institute of Business Administration

Year-2018-19

A: Strongly Agree

B: Agree

C: Uncertain

D: Disagree

E: Strongly Disagree

S. No.	Teacher:	A	B	C	D	E
1.	The teacher is prepared for each class	88%	12%	0%	0%	0%
2.	The teacher demonstrates knowledge of the subject properly	75%	20%	2%	3%	0%
3.	The teacher has completed the whole course	70%	20%	8%	2%	0%
4.	The teacher provides additional material apart from the textbook	65%	30%	2%	3%	0%
5.	The teacher gives citations regarding current situations with reference to Pakistani context.	60%	30%	8%	2%	0%
6.	The teacher communicates the subject matter effectively	85%	15%	0%	0%	0%
7.	The teacher shows respect towards students and encourages class participation	75%	20%	2%	3%	0%
8.	The teacher maintains an environment that is conducive to learning	70%	20%	8%	2%	0%
9.	The teacher is punctual & regular.	65%	30%	2%	3%	0%
10.	The teacher is fair in examination	60%	30%	8%	2%	0%
11.	The teacher returns the checked scripts etc. with his suggestions to the students.	60%	35%	4%	1%	0%
12.	The teacher was available for consultations after class hours.	70%	20%	7%	3%	0%
Course:						
13.	The matter presented in the course has increased the knowledge of the subject	80%	10%	7%	3%	0%
14.	The syllabus clearly states course objectives requirements, procedures and grading criteria	75%	20%	2%	1%	2%
15.	The subject integrates theoretical course concepts with real world.	70%	20%	4%	4%	2%
16.	The assignments and exams taken by the teacher were according to course and syllabi.	80%	10%	7%	3%	0%

Survey of Graduating Students

(To be filled out by graduating students in last semester / year before the award of degree)

Institute of Business Administration

Year-2018-19

A: Very satisfied

B: Satisfied

C: Uncertain

D: Dissatisfied

E: Very dissatisfied

S. No.	Question	Percentage/Status				
		A	B	C	D	E
1.	The work in the program is too heavy and induces a lot of pressure.	80%	15%	05%	0%	0%
2.	The program is effective in enhancing team-working abilities.	75%	20%	2%	3%	0%
3.	The program is effective in developing analytical and problem solving skills.	70%	20%	8%	2%	0%
4.	The program is effective in developing written communication skills.	65%	30%	2%	3%	0%
5.	The program is effective in developing planning abilities.	60%	30%	8%	2%	0%
6.	The objectives of the program have been fully achieved	70%	28%	2%	0%	0%
7.	Faculty was able to meet the program objectives	65%	33%	2%	0%	0%
8.	Environment was conducive for learning	70%	20%	5%	5%	0%
9.	Whether the Infrastructure of the Institute was good.	85%	10%	5%	0%	0%
10.	Whether the program was comprised of Co-curricular and extra-curricular activities	60%	35%	5%	0%	0%
11.	Whether scholarships/ grants were available to students in case of hardship	60%	35%	4%	1%	0%

Answer question, if applicable.

The internship experience is effective in enhancing.

S. No.	Question	Percentage/Status				
		A	B	C	D	E
A.	Ability to work in teams.	70%	25%	3%	2%	0%
B.	Independent thinking.	75%	20%	2%	1%	2%
C.	Appreciation of ethical Values.	70%	20%	4%	4%	2%
D.	Professional development.	80%	10%	7%	3%	0%
E.	Time management skills.	70%	25%	3%	2%	0%
F.	Judgment.	75%	20%	2%	1%	2%
G.	Discipline.	70%	20%	4%	4%	2%
H.	The link between theory and practice.	80%	10%	7%	3%	0%

Student Course Evaluation Questionnaire

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

Institute of Business Administration

Year-2018-19

CORE QUESTIONS

Course Content and Organization		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	The course objectives were clear.	70%	20%	10%	0%	0%
2.	The Course workload was manageable.	70%	20%	10%	0%	0%
3.	The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	80%	15%	5%	0%	0%
Student Contribution		>81%	80%	60%	40%	<20%
4.	Approximate level of your own attendance during the whole Course.	90%	10%	0%	0%	0%
5.	I participated actively in the Course.	80%	10%	10%	0%	0%
6.	I think I have made progress in this Course.	90%	10%	0%	0%	0%
Learning Environment and Teaching Methods		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
7.	I think the Course was well structured to achieve the learning outcomes.	80%	20%	0%	0%	0%
8.	The learning and teaching methods encouraged participation.	85%	15%	0%	0%	0%
9.	The overall environment in the class was academic & friendly.	90%	10%	0%	0%	0%
10.	Classrooms environment were satisfactory.	95%	5%	0%	0%	0%
Learning Resources		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
11.	Learn materials provided by teacher were relevant and useful.	80%	20%	0%	0%	0%
12.	Recommended reading Books etc. were relevant and appropriate	90%	10%	0%	0%	0%
13.	The provision of learning resources in the library was adequate and appropriate.	80%	10%	10%	0%	0%
14.	The provision of learning resources on the Web was adequate and appropriate (if relevant)	85%	10%	5%	0%	0%
Quality of Delivery		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.	80%	20%	0%	0%	0%
16.	The pace of the Course was appropriate	80%	10%	10%	0%	0%
17.	Ideas and concepts were presented by the teacher were clear.	80%	15%	5%	0%	0%
Assessment		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree

18.	The method of assessment was reasonable.	80%	20%	0%	0%	0%
19.	Feedback on assessment was timely.	80%	20%	0%	0%	0%
20.	Feedback on assessment was helpful.	80%	10%	10%	0%	0%
Additional Core Questions		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
Teaching Assistant Evaluation						
21.	I understood the lectures.	80%	10%	10%	0%	0%
22.	The material was well organized and presented.	85%	10%	5%	0%	0%
23.	The teacher was responsive to student needs and problems.	80%	20%	0%	0%	0%
24.	Had the teacher been regular throughout the course?	80%	15%	5%	0%	0%
Practical		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
25.	The material in the practicals was useful.					
26.	The demonstrators dealt effectively with my problems.	80%	15%	0%	5%	0%

Criterion: 8. Institutional Support: The institution's support and the financial resources for the program must be sufficient to provide an environment in which the program can achieve its objectives and retain its strength.

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 teacher and scholars.

The Institute has 1 complete computer laboratory for students; however two more labs with greater capacity are required, one for students and other for faculty members. Institute needs badly three multimedia projectors and air-conditioners separately for faculty members and class rooms of student There are qualified faculty members who provide facility for all faculty and students to maintain competence. The outlays for regular purchase of books on various subjects, business magazines, student activities to be enhanced. The major financial source is the University which allocates budget for the Institute and the University is HEC.

Standard 8:2. There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

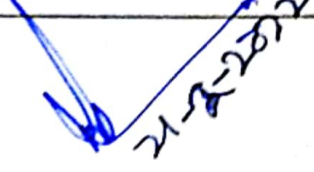
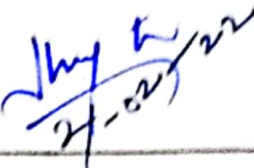
Table: 12. The number of students in each program:			
Program	Year 2015-16	Year 2016-17	Year 2017-18
Ph.D.	05	08	15

Standard 8-3: Financial resources must be provided to acquire and maintain library holding, laboratories and computing facilities.

- The University provides resources to maintain library & Computer laboratories.

Does the Institute provide opportunities to the faculty members to attend international / national conferences?

- (1) No (2) To some extent (3) Full√

 21-2-2022	 21-2-22
PT Member 1 – Name: Prof. Dr. Muhammad Salih Memon	PT Member 2 - Name: Mr. Shahbaz Hyder