

Scientific Council of Western Caspian University

_____dated, _____ N-li

approved by the order of the rector according to the protocol

WESTERN CASPIAN UNIVERSITY

About the Department for Out-of-Audit Affairs

REGULATION

1. General provisions

1. The status, activities and management of the Department of Extracurricular Activities of the Western Caspian University (hereinafter referred to as the Department) are determined by the educational legislation of the Republic of Azerbaijan, the Model Charter of the higher education institution, the Charter of the University and these Regulations.
2. During its activities, the department is guided by the Constitution and laws of the Republic of Azerbaijan, including the "Law of the Republic of Azerbaijan on Education", legislative acts related to education, relevant orders, decrees and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the Scientific Council of the Western Caspian University, orders and instructions of the University administration, as well as the requirements of labor legislation related to education.
3. The activities of the department are carried out under the leadership of the Vice-Rector for General Affairs of the Western Caspian University.
4. The department is managed by the head of the department, appointed by the rector upon the recommendation of the Vice-Rector for General Affairs of the Western Caspian University.
5. The duties of the department are carried out by its head and other employees of the department.
6. The recruitment of department employees is carried out by order of the rector.

7. The department operates in conjunction with all faculties, departments, divisions, and other structural units of the University.

2.The purpose of the establishment of the department, its activities and functions

1. The main goal of the establishment of the department is to expand the social activities of students, develop their interests, inclinations and skills, intellectual levels, creative abilities, and ensure their healthy physical and spiritual growth, implement projects in the aforementioned areas, and conduct various statistical reports and analyzes for the University and the Republic.
2. The department carries out the functions defined in the following areas of activity:
 1. Organizes and ensures extracurricular activities for students;
 2. Organizes students' participation in various projects;
 3. Organizes and ensures the participation of students in the work of student scientific societies and other conferences;
 4. It guides students' scientific creativity and publication in relevant journals;
 5. Organizes intellectual and scientific games among students in various fields of interest, creates student performances, sports teams, choirs and dance groups, technology enthusiasts, tourism, travel and nature lovers groups (clubs), and directs their activities;
 6. Activates and organizes the activities of various clubs operating at the university;
 7. Performs various analyses and statistics;
 8. Prepares various proposal packages based on statistical analyses and presents them to management;
 9. Organizes the celebration of traditional holidays, historical days, and significant days related to material and cultural life at the university;
 10. Organizes and ensures relations between the University and cultural and artistic bodies, departments and institutions;
 11. Creates a Student Community consisting of university students and organizes its activities;

12. Creates a Student Community consisting of college students and organizes its activities;
13. Makes proposals aimed at improving the activities and structure of the department and carries out tasks assigned by the University administration in this direction.

3. Rights and duties of the department

1. The Department has the following rights to perform its functions:

1. To address inquiries to the faculties, departments (chairs), departments and other structural units of the university within their powers in connection with the fulfillment of the duties determined by this Regulation and to receive relevant information (documents) from them;
2. Provide opinions, conduct analyses and generalizations, and prepare analytical and statistical materials in accordance with the directions of activity;
3. Organizing meetings, seminars, preparing and publishing advisory materials on areas of activity;
4. To cooperate with international and local organizations in areas of activity, to exchange experience and personnel training, and to participate in the implementation of relevant projects;
5. To study the advanced experience of other countries in line with the Department's areas of activity in the context of integration with European education standards and to carry out activities in the field of its application and to make proposals to the university administration in this direction;
6. To exercise other rights provided for by law in accordance with the directions of activity.

2. The department has the following responsibilities to fulfill its functions:

1. To be responsible for achieving the objectives and properly performing its functions as stipulated in Article 2 of these Regulations.;
2. To develop the department's future action plan and submit it to the University administration for approval;
3. Organizing and ensuring the involvement of department employees in seminars and trainings;

4. Prepare and publish materials on areas of activity;
5. To study the advanced experience of other countries in line with the Department's areas of activity in the context of integration with European education standards;
6. To perform other duties assigned to the Center by the university administration.

4.Organization and management of the department's activities

1. The department has a structure consisting of the "Projects and Statistical Analyses" Sector and specialists working in various areas..
2. In order to achieve the goals set for the department and carry out its duties and functions, the following staff is established and operates:
 1. Department head;
 2. Sector manager;
 3. specialist in working with clubs and associations;
 4. project specialist;
 5. statistical analysis specialist;
 6. coordinator;
 7. specialist in work with secondary education institutions.
3. The organization and management of the department's activities is carried out by the department head.
4. The Department Head has the following rights and duties related to the organization and management of the Department's activities:
 1. Organizes the activities of the department;
 2. Within the scope of his/her authority, he/she issues mandatory instructions to the employees of the Department and monitors their implementation;
 3. He/She divides work among subordinates and coordinates their activities.;
 4. Monitors compliance with labor and executive discipline by department employees;
 5. Makes presentations to the University administration for the purpose of taking incentive and disciplinary measures against the employees of the department;

6. To fulfill the duties of the department, it receives the necessary information and documents from the structural divisions and other institutions of the University within its powers;
7. Organizes the review of letters, applications, complaints and suggestions received by the department;
8. Ensures the performance of clerical work and confidentiality in the department;
9. Provides regular reports and information to the University administration on the activities of the department;
10. Ensures that its employees adhere to ethical conduct rules;
11. Studies and analyzes the organization of work related to the department's activities, prepares proposals for improving this work and presents them to the University administration;
12. Responsible for the scientificity, relevance, and quality of all documents prepared by the department, as well as ensuring the labor and executive discipline of employees.

5. Department responsibility

1. The head of the department is personally responsible to the University administration for the results of the department's activities in accordance with the procedure established by the University's regulatory documents.
2. The department submits an interim report on the results of its activities to the University administration at the end of each semester, and a final report at the end of the academic year.