



Quality Assurance Center Activity Plan 2021/2022"

| № | Name of the activity | Execution period | Executor |
|---|---|------------------------------------|---------------------------------|
| 1 | Organizing training sessions for the academic staff to improve quality assurance (Olgun Çiçek, consultant of TKTA) | September October | A. Jabrayilzade A. Aliyeva |
| 2 | Organization of training sessions by TKTA for QKU staff to ensure quality in education. | September November | A. Jabrayilzade A. Aliyeva |
| 3 | Conducting monitoring activities in departments to ensure quality in education, analyzing the results, and preparing recommendations. | Regular | A. Jabrayilzade Z. Mammadova |
| 4 | Organization of monitoring of programs and syllabi prepared according to the standard for subjects. | At the beginning of each semester. | L. Jabbarova |
| 5 | Monitoring of the class hours taught by teachers and preparation of the report. | At the end of each month | Z. Mammadova |

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| 6 | Organizing the monitoring of open lessons according to the schedule, followed by analysis and evaluation. | According to the schedule | Z. Mammadova |
| 7 | Conducting daily lesson checks according to the schedule. | Regular | Laboratory technician (or assistant) of the Monitoring Sector. |
| 8 | Monitoring the performance of newly hired teachers, analyzing the outcomes, and preparing evaluation reports. | Regular | Z.Mammadova U.Serkerov |
| 9 | Conducting a survey among students studying at Azerbaijani universities regarding the factors students consider when choosing a university and a major. | September | U. Serkerov A. Aliyeva |
| 10 | “Preparation of statistics related to Bachelor’s, Associate’s, Master’s, Foreign students, Second higher education, Doctoral, and Dissertation students admitted to the university.” | September | U. Serkerov A. Aliyeva |
| 11 | “Preparation of information about the majors admitted to the university for the admission strategy, including details about the major, its future prospects, and the knowledge gained within the major.” | September | U. Serkerov A. Aliyeva |

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| 12 | Conducting statistical analyses on the distribution of students studying at the university by regions. | October | U. Serkerov A. Aliyeva |
| 13 | “Conducting statistical analysis of high-scoring students admitted to the university (300, 400, 500 points).” | October | U. Serkerov A. Aliyeva |
| 14 | Working with the IT department to correct some typos on the university’s official website and to make additions to the site. | October-December | U. Serkerov A. Aliyeva |
| 15 | Preparation of surveys on the material and technical base, student life, and teacher evaluations to be conducted among students. | November-December | U. Serkerov A. Aliyeva |
| 16 | Organizing a teacher evaluation survey among students. | December-March | U. Serkerov A. Aliyeva |
| 17 | Organizing a survey among students regarding the university’s material and technical base and student life. | December-February | U.Sərkərov A. Əliyeva |
| 18 | Development of mechanisms for preparing Quality, Problem Forms, and Weekly Quality Reports for the Quality Assurance Center. | Regular | U. Serkerov A. Aliyeva |
| 19 | “Organizing individual group surveys among majors for the selection of | Regular | U. Serkerov A. Aliyeva |

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| | students who will participate in Erasmus. | | |
| 20 | Within the framework of the Quality Assurance Center, conveying various information to students, regularly meeting with students facing difficulties, and taking steps to resolve their problems. | Regular | U. Serkerov A. Aliyeva |
| 21 | Conducting statistical analysis of students' data for the creation of a pilot group. | May | U. Serkerov A. Aliyeva |
| 22 | Preparation of the annual report. | July | A. Jabrayilzade |

Keyfiyyət Təminatı Mərkəzinin rəhbəri:

A.Cəbrayılzadə

