

Approved by:
Executive Vice-Rector of QKU, Rashad Bagirov
_____ 2022

For the 2022/2023 academic year of the Quality Assurance Center

ACTIVITY PLAN.

	PROCEDURE	Departments participating in the process.	Execution period	
			Starting time	Finishing time.
1. General activity				
1.1.	Adoption of new decisions in the teaching process.	Scientific Council Quality Control Commission	Regular	Regular
1.2	Tədris planlarının mütəmadi təhlili və yeni tələblərə uyğun təkliflərin verilməsi	Quality Control Commission	Regular	Regular
1.3	Tədris -metodiki işin məzmunu, forma və metodlarının təkmilləşdirilməsi sahəsində tövsiyələrin verilməsi	Teaching and Methodological Council. Quality Control Commission	Regular	Regular
1.4	To evaluate the quality of education, provide recommendations to address identified shortcomings based on the analysis of survey results conducted throughout the academic year among educators, students, and graduates on various topics.	Quality Assurance Center Quality Control Commission	Regular	Regular
II. Activities on the improvement of documents and teaching methods.				
2.1.	Ensuring the preparation of the Quality Assurance Policy document and its submission for discussion to the Scientific Council.	Quality Assurance Center.	September 2022	October 2022
2.2.	Improvement of guidelines for monitoring and evaluating training and teaching.”	Quality Control Commission Quality Assurance Center Sector for Monitoring and Evaluation of the Teaching Process	October 2022	October 2022
2.3.	Verification of the compliance of subject programs sent for approval to the Ministry of	Quality Assurance Center Scientific-Methodological Council Quality Control Commission	Regular	Regular

	Science and Education with the Education Program (Standards) approved in 2020.			
2.4.	Preparation of the Quality Assurance Center's activity plan for the next academic year, taking into account local and international experience.	Quality Assurance Center	June 2023	June 2023
2.5.	Preparing the Annual Self-Assessment Report.	Quality Assurance Center Quality Control Commission	July 2023	August 2023
III. Internal audit activity.				
3.1.	To monitor the quality of subject programs, syllabi, and teaching-methodological materials, as well as the organization of the teaching process.	Quality Assurance Center Quality Control Commission	Regular	Regular
3.2	Analysis and evaluation of the results of monitoring programs and teaching processes.	Quality Assurance Center Quality Control Commission	Regular	Regular
3.3	Supervision of the preparation and approval of class schedules for both semesters.	Quality Assurance Center	01.09.2022 02.02.2023	14.09.2022 15.02.2023
3.4	Supervision of the implementation of the electronic journal concept and monitoring and evaluation of electronic materials uploaded to the system.	Quality Assurance Center IT Department Quality Control Commission	Regular	Regular
3.5	Conducting multiple satisfaction surveys among students about courses during the semester, analyzing the results, and discussing them at the Faculty Scientific Councils.	Student Information Center Quality Assurance Center Faculties and Departments	October 2022 March 2023	January 2023 July 2023
3.6	Conducting surveys among the professor-teaching staff and analyzing the results for discussion at the Scientific Council.	Student Information Center Quality Assurance Center	December 2022 May 2023	February 2023 July 2023
3.7	Organization of internal self-assessment and evaluation, analysis of problems, and supervision of the implementation of work related to eliminating shortcomings.	Quality Assurance Center Quality Control Commission	June 2023	July 2023
IV.External audit activity.				
4.1.	Providing consultancy support for the organization and implementation of self-assessment in the university's and faculties'	Quality Assurance Center Quality Control Commission	Regular	Regular

	departments, as well as for accreditation preparations (based on accreditation criteria).			
V. Educational activities				
5.1.	Conducting training for academic staff and teaching assistants on the efficient use of the electronic journal, and sharing a video clip related to this matter.	Department of Programming and Information Security Quality Assurance Center	September 2022	September 2022
5.2.	Conducting training on Self-Awareness Activity and Relationship Management Activity.	Quality Assurance Center	15.10.2022	15.10.2022
5.3.	Conducting trainings on new methodologies for academic staff (taking survey results into account).	Quality Control Center Lifelong Education Center Departments	Regular	Regular
VI. Cooperation activities				
6.1.	Establishing and developing collaborations with local and international evaluation agencies in the field of quality assurance.	Quality Control Commission Quality Assurance Center	Regular	Regular

Head of the Quality Assurance Center:



Wonda Grobbelaar