Quality Assurance Center Activity Plan for the 2024/2025 Academic Year

	Procedure	Structural sections involved in the process	Execution Period	
			Start Date	**End Date**
	General Activity			
1.1	**Preparing and presenting recommendations to the academic staff regarding the implementation of innovative methodologies in the teaching process.**	**Quality Control Commission The Quality Assurance Center**	Permanent	**Permanent**
1.2	**Proposing innovations to meet modern requirements through analyzing teaching programs.**	**Quality Control Commission The Quality Assurance Center**	Permanent	**Permanent**
1.3	**Conducting training for tutors on the requirements of education legislation, implementing these requirements in the teaching process, preparing and managing teaching documents**	**Educational-Methodical Council Quality Control Commission**	**20.08.2025**	**05.09.2025**
	II. Activities for Improving Documents and Teaching Methods			
2.1	**Preparing the procedures for conducting surveys to gather participants' feedback in the teaching process and ensuring their discussion and approval by the Academic Council.**	**The Quality Assurance Center Scientific-Methodological Council Quality Control Commission**	**01.11.2024**	**29.11.2024**
2.2	**Preparing monitoring procedures to improve the quality of the teaching process, ensuring their discussion and approval by the Academic Council.**	**The Quality Assurance Center Scientific-Methodological Council Quality Control Commission**	**02.12.2024**	**27.12.2024**

2.3	Creating a handbook for the students of Western Caspian University	The Quality Assurance Center	01.04.2025	26.05 2025
2.4	Preparing the activity plan for the Quality Assurance Center for the 2025/26 Academic Year based on local and international practices	The Quality Assurance Center	16.06.2025	27.06.2025
2.5	Preparing the annual self-analysis report	The Quality Assurance Center	June 2025	June 2025
III. Internal audit activity				
3.1	Monitoring the quality of teaching-methodical documents (Subject Program, Syllabus) and proper organization of the teaching process	The Quality Assurance Center	Permanent	Permanent
3.2	Monitoring the implementation of the Electronic Journal Concept, uploaded materials, and evaluation of their compliance	The Quality Assurance Center IT Department	01.10.2024 07.03.2024	15.10.2024 19.03.2024
3.3	Providing proposals for the renewal of the University website, monitoring implementation and the quality of approved changes	The Quality Assurance Center IT Department	14.11.2024	30.05.2025
3.4	Conducting surveys throughout the semester (several times) to determine student satisfaction with instructors, analyzing results, and presenting them in a report form	The Quality Assurance Center	14.10.2024 05.03.2025	25.12.2025 15.03.2025
3.5	Monitoring the exam process, analyzing results, and presenting the report	The Quality Assurance Center Examination Center	12.12.2024 15.05.2025	13.02.2025 05.07.2025
3.6	Conducting surveys among Professors and Instructors, and presenting them for discussion at the Academic Council by analyzing the results	The Quality Assurance Center Academic Council	02.04.2025	15.04.2025

3.7	Monitoring of faculty activities and analysis of results	The Quality Assurance Center Quality Control Commission	June 2025	June 2025
3.8	Evaluation of Academic Advisor (Tutor) for students and preparation of a report	The Quality Assurance Center	25.11.2024 19.05.2025	12.12.2024 20.05.2025
3.9	Organizing the monitoring of library activities and monitoring the utilization of library resources among students	The Quality Assurance Center Library	27.01.2025 07.04.2025	12.02.2025 17.04.2025

	IV External audit activity			
4.1.	Providing consultancy support for organizing and implementing self-assessment for University and Faculty Departments and Accreditation preparations (based on Accreditation Standards)	Quality Control Commission The Quality Assurance Center	Permanent	Permanent
	V Educational activity			
5.1.	Global Education Standards and International Accreditation	The Quality Assurance Center Quality Control Commission	14.10.2024	14.10.2024
5.2.	Academic Competencies	Department of Psychology The Quality Assurance Center	19.11.2024	19.11.2024
5.3.	Conducting training and awareness-raising activities for educators and Academic Staff to prevent bullying	The Quality Assurance Center Department of Psychology	14.03.2025	14.03.2025
5.4	Organizing training sessions to enhance communication, teamwork, and other soft skills	The Quality Assurance Center Department of Azerbaijani Language and Literature	10.04.2025	10.04.2025
5.5	Organizing training sessions to enhance the knowledge and skills of teaching participants in the field of Information Technology	The Quality Assurance Center Department of Information Technology	18.04.2025	18.04 2025
5.6	Stress management and motivation for teachers	The Quality Assurance Center Department of Psychology	05.05.2025	05.05.2025
	VI. Collaborative activity			
6.1.	Establishing and developing partnerships with local and international Accreditation agencies in the field of Quality Assurance	The Quality Assurance Center	Permanent	Permanent

The activity plan has been discussed and approved by the University Academic Council.
Protocol of the meeting, No. 101, dated September 5, 2024.