



## Azerbaijan State Pedagogical University

### Quality Assurance Department Work

#### Plan

#### 2018/2019 academic year

N	Content	Period	Executor	Note
1	Establishment and implementation of Ranking Evaluation system to improve the quality of education at ASPU	September 2018	Quality Assurance department, Science and Innovation department	Together with Quality Commission
2	Forming responsible, transparent and efficient management system according to performance results at ASPU and reorganization of ASPU management system on the basis of advanced international experience. Improving the modern management system based on local and international	Regularly	Department for Education, Science and Innovation Department, Research and Development Department, Quality Assurance Department,	Together with vice-rectors for relevant fields
3	experience in ASPU Study demands and meeting the needs of the labor market in ASPU to provide staff preparation process (in particular, general education institutions)	Regularly	Graduate Coordination and Career Section	Together with Science and Innovation and Quality Assurance Departments
4	Activities on the implementation of the project ERASMUS + KA2 "Establishment and Development of Quality Assurance Centers in Azerbaijani Universities" (EQAC)	During the project	Head of QA Department and specialist	Together with International Relations Department and Research and Development Department
5	Project activities "Promoting Excellence Teaching and Learning in Azerbaijani Universities" (PETRA) in framework of the Erasmus + KA2	During the project	Research and Development Department, International Relations	Quality assurance department, together with

			Department	faculties and dean offices
<b>6</b>	Controlling the indicators of ASPU which are changing during the every year (number of students, number of teachers, tuition fee, DIM rating, number of computers, number of projectors, results of teachers' examinations, number of professors, associate professors and professors, Number of books received in 5 years, etc.)	at the beginning of the academic year	Relevant vice-rectors	Together with Quality Assurance Department
<b>7</b>	Carrying out a "Student Comparison Survey" for determining teachers' teaching qualifications	October 2018, March 2019	Quality Assurance department,	Together with Quality Commission and student organizations, faculties and dean offices
<b>8</b>	Analysing of State Examination Center's statistics of ASPU and admission results ASPU for last decade in comparison to other higher education institutions of the same specialty and to prepare plan	November 2018	Graduate Coordination and Career Section	Together with Quality Assurance department
<b>9</b>	Carrying out relevant work to prepare ratings on ASPU Ranking Evaluation to improve the quality of education	December 2018	Quality Assurance Department	Quality Commission
<b>10</b>	Establishing a competence and result based differentiated competitive wage and a Different stimulating Packages system to improve financial motivation of employees at ASPU	December 2018	Quality Assurance Department, Finance Department, Human Resources Department	Quality Commission
<b>11</b>	Organization of modular-type professional trainings on "Modern training technologies" and basics of vocational training, qualifications and innovation in order to improve the professionalism and competitiveness of pedagogical staff in ASPU	Regularly	Department of Continuous Education and Training, Science and Innovation Department,	Quality Assurance Department, Research and Development Department

<b>12</b>	Monitoring the implementation of the ASPU Strategic Development Plan for 2018-2021 (including colleges and branches), annual work plans for the academic year, obtaining annual reports and identifying key targets and goals by 2025	During the year	Quality Assurance Department	Together with Relevant structure divisions
<b>13</b>	Submitting suggestions based on international experience on quality improvement, publishing ASPU catalog, student handbook	before every academic period	Quality Assurance Department,	Together with Corresponding pro-rectors and structural divisions
<b>14</b>	Preparation of information on each subject taught in syllabus and chairs (brief description of subject content) and placement on web page	before every academic period	faculties and dean's offices	Together with ICT and Quality Assurance Departments
<b>15</b>	Participation in the preparation of the university's 3-year strategic plan. Defining the goals and objectives of the University, arranging an action plan and defining	2018	Head of QA Department and specialist	Together with Corresponding pro-rectors and structural divisions
<b>16</b>	its goals. To participate in the preparation of an appropriate work plan for monitoring, analysis, evaluation and forecasting, strategic development and management efficiency improvement in order to improve the quality of education in accordance with the University's Quality Assurance Department's work plan	2018	Head of QA Department and specialist	Together with Corresponding pro-rectors and structural divisions
<b>17</b>	Preparation of lecture materials on all subject taught in chairs and placement on a web page	2018-2019	Faculties and chairs	Together with ICT and Quality Assurance Departments
<b>18</b>	( <a href="http://adpu.edu.az/moodle/">http://adpu.edu.az/moodle/</a> ) Measures to enhance the use of more modern and interactive training methods in the classroom as well as the use of information and communication technologies	2018-2019	Department for Education, Faculties and chairs, Science and Innovation Department	Economic Together with ICT and Quality Assurance Departments
<b>19</b>	Carrying out monitoring to determine the current state of the subjects taught at the faculties	During the year	Exam and Monitoring section	Department Together with Quality Assurance

				department
<b>20</b>	Monitoring of syllabuses standards compliance with subjects	During the year	Head of QA Department and specialist	
<b>21</b>	Monitoring of how students provided by methodological materials and lecture materials compliance with topics included in syllabus	During the year	Head of QA Department and specialist	
<b>22</b>	Monitoring of the consistency of educational process on the topics properly that mentioned on the syllabus	During the year	Head of QA Department and specialist	
<b>23</b>	Monitoring of works on adapting curricula to labor market requirements	During the year	Head of QA Department and specialist	
<b>24</b>	Monitoring of the use of modern materials, innovative, creative and interactive methods and training technologies in the teaching and learning process	During the year	Head of QA Department and specialist	
<b>25</b>	Organizing monitoring and evaluation of educational programs involving students and graduates, ensuring the improvement of teaching and management based on results	During the year	Head of QA Department and specialist	
<b>26</b>	Monitoring of academic staff training in ASPU, analysis of the current situation of personnel potential and results analysis	2019	Graduate Coordination and Career Section	Together with Quality Assurance Department and Science and Innovation Department
<b>27</b>	Checking ASPU's minimum educational standards and, if appropriate, to invite an auditing company	2019	Vice-Rector on Administrative and Economic Affairs, Vice Rector for Educational Affairs, Quality Assurance Department	

<b>28</b>	Learning how first-year students diversification based on their English level impacts teaching and student achievement levels	2019	Head of QA Department and specialist	
<b>29</b>	Monitoring of adaptation of teaching to international standards and e-learning activities	During the year	Head of QA Department and specialist	Together with Research Development and Department Science and Innovation Department
<b>30</b>	Learning of HR policy, activity on increasing quality of academic staff, teaching and research activity of the university	During the year	Head of QA Department and specialist	
<b>31</b>	Checking the status of regularly training courses and trainings for the academic and administrative staff of the University	During the year	Head of QA Department and specialist	Together with Research and Development , Science and Innovation Department, International Relations Department
<b>32</b>	Preparation of information on relevant work in the direction of rejuvenation of pedagogical personnel	November 2018, March 2019	Head of QA Department and specialist	HR department together with faculty deans
<b>33</b>	Monitoring of the University's academic staff participation in international exchange programs	November 2018, March 2019	Head of QA Department and specialist	Together with International Relations Department
<b>34</b>	Carrying out of satisfaction surveys among educators and learning feedback and suggestions	During the year	Head of QA Department and specialist	Together with faculty deans
<b>35</b>	Receive reports about anti-plagiarism measures, results and work done by the University	May 2019	Head of QA Department and specialist	Together with ICT and Science and Innovation Department
<b>36</b>	Learning of students' participation statistics in international exchange programs	December 2018, May 2019	Specialist	Together with International Relations Department

<b>37</b>	Monitoring of the results of the graduate, coordination and career- related services of the University	December 2018, May 2019	Specialist	Together with Graduate Coordination and Career Section
<b>38</b>	Preparing of information on the results of the annual activities of university's student organizations	May 2019	Specialist	Together with corresponding vice-rectors and student organizations
<b>39</b>	Monitoring of positive dynamics of scientific researches that published in various international publications (Thomson Reuters)	December 2018, May 2019	Head of QA Department and specialist	Together with faculty deans, Science and Innovation Department
<b>40</b>	Assessment of the University's provision of modern infrastructure and technical equipment for effective training, teaching and research	December 2018, May 2019	Specialist	Together with corresponding vice-rectors and structural divisions
<b>41</b>	Participation in monitoring related to the activities of faculties and other structural subdivisions	During the year	Head of QA Department and specialist	Together with Department for Education
<b>42</b>	Participation in a commission or working group established by the university and other organizations (including the Ministry of Education, NGOs, etc.)	During the year	Head of QA Department	
<b>43</b>	Monitoring of the status of textbooks, electronic methodical aids and the creation of a electronic teaching methodology base	During the year	Head of QA Department and specialist	Vice-rector on Science and Innovation, ICT Department, university library
<b>44</b>	Monitoring of work related with creation of electronic university	During the year	Head of QA Department and specialist	Together with the relevant structural units

<b>45</b>	Participating in meetings, events or trainings at/out the University, and abroad	During the year	Head of QA Department and specialist	Together with Public Relations and Marketing Department
<b>46</b>	Organizing media coverage of the events involving the department staff, preparing relevant articles	During the year	Head of QA Department	Together with Public Relations and Marketing Department
<b>47</b>	Providing of placement of information about department at quality policy section and updating on the official website of the University	During the year	Head of QA Department and specialist	
<b>48</b>	Registration and execution of the documents included and sent to the department	Regularly	Specialist	Together with General Department
<b>49</b>	Preparation of report on the activity of the department and submission to the rector	June 2019	Head of QA Department and specialist	