Approved at the meeting of the Scientific Council of Ganja

State University on May 26, 2021 (protocol № 3)

Rector of GSU _____ Prof. Yusif YUSIBOV

« 27 » 05 2021

Quality Assurance Center Work Plan

GANJA STATE UNIVERSITY

2021-2022

Analysis and Capacity Building Stage

N:	Activity	Period	Target Audience	Responsible
1	Providing general training on ESG	September, 2021	Deans and Head of Departments	QAC and TLC
2	Introduction and analysis of Quality Policy	September, 2021	All the stakeholders	QAC and TLC
3	Providing training on design and approval of programmers	October, 2021	Teachers and head of departments	QAC and TLC
4	Providing training on student admission, progression, recognition and certification	October, 2021	Office of education, deans and head of departments	QAC and TLC
5	Providing training on teacher's role in creating a high quality student experience and enabling	November, 2021	Teachers	QAC and TLC
6	Analysis and discussion of learning resources and student support	November, 2021	Vice rector on Economics and deans	QAC and TLC
7	Providing training on information management	December, 2021	Department of Education	QAC and TLC
8	Providing training on public information	December, 2021	All the faculties and offices	QAC and TLC
9	Providing training on on-going monitoring and periodic review of programs	February, 2022	Deans and Head of Departments	QAC and TLC
10	Providing training on aspects of external quality assurance done by Agency for Quality in Education	February, 2022	Deans and head of departments	QAC and TLC

Development and Implementation Stage

N:	Activity	Period	Responsible	Supervision
1	Designing programmers according to ESG	September-December, 2021	Teachers and head of departments	QAC
2	Developing and integrating Student-centered learning, teaching and assessment elements into the programs	October - February, 2022	Teachers	QAC
3	The university defines and implements regulations covering the phases of the student admission, progression, recognition and certification	October-December, 2021	Department of Education	QAC
4	Creation of teacher development program and provision of continuous trainings	Ongoing	Teaching and learning center	QAC
5	Create and implement a strategy for better management of resources and student support	November-December, 2021	Vice rector on economics	QAC
6	Create and implement a strategy for collection, analysis and use relevant information for the effective management of their programs and other activities.	December-February, 2022	Department of Education	QAC
7	Create a strategy for on-going monitoring and periodic review of programs	February-March, 2022	Vice rector on teaching	QAC
8	Preparation for external quality assurance done by Agency for Quality in Education	Ongoing	All the units	QAC

Monitoring Stage

N:	Activity	Period	Responsible
1	Monitor and review programmers to check their compatibility with ESG	February 2022	QAC
2	Monitor and review programmers to check in terms of student-centered learning, teaching and assessment	March 2022	QAC
3	Monitor and review the phases of the student admission, progression, recognition and certification.	March 2022	QAC
4	Monitor and review lessons to check the competence of the teachers	April 2022	QAC
5	Monitor and review in terms of management of resources and student support	April 2022	QAC
6	Monitor and review in terms of collection, analysis and use relevant information for the effective management of their programs and other activities.	May 2022	QAC
7	Monitor and review a state of readiness for external quality assurance done by Agency for Quality in Education	June 2022	QAC

QAC: *Quality Assurance Center*

TLC: *Teaching and Learning Center*