



## Azerbaijan University of Architecture and Construction

### Quality Assurance Department

#### *Area activity of the QA Department:*

Continuous monitoring of teaching plans, subject-oriented programs and teaching process in order to ensure the higher quality of specialist training and full compliance with state and international standards

#### *Duties of the QA Department*

- Controlling the syllabuses' in accordance compliance with standards and regularly organizing modern syllabus topics.
- Conducting evaluation based on the quality of the teaching process, the opportunities created at the university, the level of knowledge and skills of the teachers, and so on.
- Conducting evaluation among students to provide student satisfaction
- The results of these evaluation are discussed in the related bodies (departments and deans) as well as with the Quality Assurance Team, which is directly subordinated to the Rector, and to prepare improvements.
- To provide the implementation of internal controls within the framework of the quality control system implemented throughout the year by the

Quality Control team and submitting the existing deficiencies to the rector.

- Collecting, analyzing statistical data of obtained results.
- Monitoring the quality of the assessments of examinations with the Department of Education.
- To provide the involvement of the University in the international and local ranking systems and assisting the university structural departments in the preparation process.
- To take necessary steps in order to provide universities existence international ranking systems.

### ***Head of QA department:***

- The Head of department is personally responsible for the performance and implementation of tasks assigned to the department.
- To carry out general management of the department, organize division of labor among employees of the department, ensure labor discipline rules in the department.
- Supervises the protection and rational use of the property owned by the Department.
- To present QA department at the university's meetings, conference, symposium, seminar and other university events
- To control the execution of given tasks.
- Performs other rights stipulated by the instructions of the University administration.

### ***Specialists of the QA Department***

- To full fill assigned tasks on a time basis of the department manager
- Continuously monitor the innovations take place in the direction of quality control
- Attending trainings and events in the direction of the department
- Complying with the rules of discipline

### ***Rights of the QA Department***

- Obtaining and using the necessary information from the faculties, academic administrative departments.
- Establishment of strategic contacts and concluding contracts with other state bodies, enterprises and organizations in accordance with the department's activities.
- Under the legislative power to involve local and foreign experts in order to fulfill assigned tasks,
- Use of other rights in accordance with own duties and functions.