

No	Works Have been done so far (during 2018/2019 business year)
1	Surveys conducted from students, academic and administrative staffs to assess current situation and prepare self assessment report;
2	Self-assessment report was prepared which shows our current situation by using data which was collected from target groups within University;
3	Quality Assurance Department was established under the decision of Scientific Council and employees of the department including Director were assigned from Rector;
4	The Statue of Quality Assurance Department was prepared and accepted from Scientific Council Members;
5	The seal of the Department was created and now all internal education related documents are confirmed with that seal;
6	Job descriptions of Quality Assurance Department's employees and dissemination work plan were prepared;
7	Forms of syllabus, teaching materials, other education related documents were collected from faculties and departments to monitor current situation and prepare suggestions for further development;
8	All education related documents within University were standardized and uploaded to our website and now available for all students and academic staff;
9	Quality Assurance Department's social network pages were created and daily quality related news and meetings were published to disseminate and make awareness toward quality within our University; Volunteer students and teachers were involved in the department's activity
10	Guide books for masters, bachelors, doctorates were prepared and uploaded to our website and now available for all students;
11	The quality control of lectures and teachers commission was established and now continues to operate;
12	The quality control commission's guide book was prepared and moreover commission members set some criteria to assess quality of lectures and teachers;
13	Info days (more than 10) on various quality related subjects were conducted after each field trips to students, academic and administrative staffs (Lithuania, England, Switzerland) and tried to make awareness toward quality issues;
14	The Department enlightened university staffs on the activities, tasks and functions of the Quality Assurance Department;
15	Quality policy and Work plan were prepared and uploaded to our website;
16	Stakeholders mapping and stakeholders analyze matrix were prepared and discussed with young teachers during quality meeting.
17	ESG and AZQF documents were uploaded to our website and discussed with academic and administrative staff during meetings
18	As a pilot project, Assessment of the knowledge of the foreign language department's teachers has been started and continues

No	Works will be done(During 2019/2020 business year)
1	Identification and promotion of the relevant structures (faculties, departments and administrative divisions) in the quality policy of the university;
2	Placing syllabus, study programs and lecture materials on the university's website and library;
3	Providing students with methodological and lecture materials, study programs on topics include syllabus, and also placing them in an electronic library;
4	Control over the consistency of the teaching process on the topics mentioned in the program;
5	Organization of training and seminars on the use of modern materials, innovative, creative and interactive methods and training technologies in the teaching and learning process;
6	Regular monitoring and evaluation of teaching materials, study programs, syllabus and other education related documents and involve internal and external stakeholders such as students, companies, alumnus and other government bodies while preparing study programs;
7	Ensure the application of modern teaching technologies and teaching methodologies based on international experience;
8	Develop minimum requirements for specialties which are held in foreign languages;
9	Analysis of the current state of the University's 5-year strategic plan. Establishing a short and long-term action plans and identifying appropriate targets;
10	Conducting relevant studies on monitoring, analyzing and evaluating activities of the structural units of the University in order to improve efficiency in the management;
11	Implementation of measures to strengthen mutually beneficial relationships between structural divisions of the University, faculty and staff;
12	Strengthening of bilateral cooperation with enterprises and organizations in accordance with the directions of the University's educational activities;
13	Organization of international and local standards of electronic education;
14	Assessment of quality of teaching staffs and teaching process of the University
15	Identifying Needs and Planning of Relevant Activities to Improve the Quality of the University's Pedagogical Managerial Capacity
16	Carrying out relevant work to improve the composition of pedagogical staffs, attract young pedagogical staff to the university.
17	Ensure the participation of the staff and students in international exchange programs.
18	Conduct continuous satisfaction surveys and feedback suggestions among students and academic staff.
19	Make available of anti-plagiarism system and its improvement
20	Providing training for teachers, students and qualified people at workplace related to their specialty

21	Establishment of the graduate system of coordination and supporting the graduates with the ability to work professionally through a regular labor market research;
22	Implementing various activities to develop students' independent work skills;
23	Organization of internships, competitions, intellectual competitions at the university and at the national level and ensuring participation in these activities;
24	Developing a mechanism for attracting students with special talents to the scientific and social work of the university;
25	Monitoring transparent and objective assessment of the knowledge of the learners on the credit system;
26	Ensure that the university's scientific research activities are conducted on key issues that contribute to the socioeconomic development of the country;
27	Provision of continuity of scientific research published in various international index and impact factor publications;
28	Taking measures to improve the efficiency of scientific research and bring them to international standards;
29	Preparation of stimulating measures to attract scientific-pedagogical staffs to scientific research and projects;
30	Establishment of a student-centered system at the university, as well as improving feedback mechanisms and assessment of results correctly;
31	A rating system for teachers and tutors will be organized at the University. When selecting teachers and tutors, students' opinions will be taken into consideration.
32	Initially, as a pilot project, several specialties will be selected and all subjects of those specialties will be changed according to modern requirements

Rector:

Akif Suleymanov

Signature and stamp: _____