



## **BAKU BUSINESS UNIVERSITY QUALITY ASSURANCE CENTER**

### **THE RESPONSIBILITIES OF THE CENTER**

#### **Director of the Center**

##### **Responsibilities:**

- Organize Center's activities and give instruction that is mandatory to the subordinated divisions under its jurisdiction and control of their fulfillment
- Carries out division of works among the employees of the Center, coordinates their activities, monitors compliance with labor discipline;
- Identifies the issues to be discussed at the University Scientific Council on the Center and submits its proposals to the Rector.
- Makes suggestions to the University administration for incentive and disciplinary actions for employees of the Center.
- Receives the necessary information from the structural divisions and other bodies of the University within its competence to carry out the tasks of the Center.
- Represents the Center at the events held at the state bodies and organizations
- Give regularly reports and information about the Center's activities to the University Rector.
- Analyzes and organizes appropriate actions in the direction of the Center and prepares proposals for the improvement of these works and presents it to the University administration.
- It is responsible for the scientificity, actuality, quality of all the documents prepared by the Center, as well as for ensuring employees' performance discipline.

## **Employees of Center:**

### **Responsibilities:**

- Center staff collects the necessary data, materials, prepares documents and organizes the implementation of the intended works on the required level.
- Learns, analyze, organizes and evaluates the activity of the Center, and support for increasing the effectiveness of teaching. The employees organizes and summarizes the situation on the assigned area.
- Carries out oversight on the quality of the training, workshops, experiences, curricula and programs.