

«Agreed»

by the Academic Council of AU

Protocol № 1

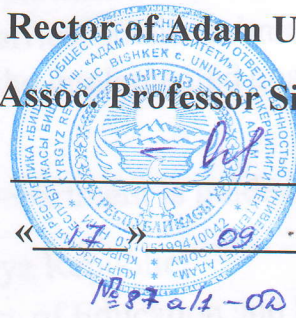
From « 17 » 09 2021

«Approve»

Rector of Adam University

Assoc. Professor Sirmbard S.R

« 17 » 09 2021



№ 87 а/а - 02

Regulation
on the Quality Assurance Department of the
Adam University

Bishkek – 2021

1. General regulations

- 1.1. The Quality Assurance Department (Department / QAD) is a structural subdivision of Adam University and carries out its administrative and managerial activities within the limits of the implemented goals, objectives and assigned powers.

In its activities, the Quality Assurance Department is guided by:

- the current legislation of the Kyrgyz Republic;
 - orders and disposals of the Ministry of Education and Science of the Kyrgyz Republic;
 - state and international quality assurance standards;
 - the Charter of Adam University;
 - this Regulation;
 - internal regulatory legal acts of the AU;
 - orders and disposals of the rector of the AU.
- 1.2. The Department is administratively subordinate to the Rector and executes the decisions and instructions of the Quality Council and the Academic Council.
- 1.3. The Department is managed by a head who is appointed and dismissed from his post by the order of the Rector of the AU and belongs to the category of managers.
- 1.4. Powers, rights, duties, responsibilities and qualification requirements of the QAD employees are defined in the relevant job descriptions of employees.

2. Goals and objectives

- 2.1. Main objectives:

- implementation of the university's mission and policy in the field of quality management;
- ensuring continuous improvement of the quality of educational services and sustainable development of the university and its departments in accordance with the needs of stakeholders;
- development, implementation, maintenance and improvement of an effective intra-university education quality management system (QMS);

- 2.2. Main tasks:

- planning, organization and quality control of education;
- development and implementation of the university's regulatory quality system;

- monitoring of indicators and processes of the quality of education in the structural units of the university, their analysis and taking measures to improve the quality;
- organization and conduct of regular internal audit (evaluation) of the quality system of the university and its departments aimed at improving the effectiveness of the quality of education;
- conducting sociological research on the satisfaction of participants in the educational process with the quality of professional training of students, the level of competence of teachers, etc.;
- formation of a unified database consolidating information on various elements of the system of assessment of the quality of education at the university.

3. Functions

In its activities, the QAD performs the following functions:

- 3.1. develops and controls the implementation of the AU policy in the field of quality management of education;
- 3.2. develops performance targets of the AU, monitors their implementation;
- 3.3. organization of the work of the Quality Council, control over the execution of its decisions;
- 3.4. planning activities to improve the QMS of the University;
- 3.5. organization of monitoring of various aspects of educational activities of the University;
- 3.6. organization of the process of processing, accumulation and analysis of the results of monitoring studies;
- 3.7. organization of the database on the results of the activities of the structural divisions of the university;
- 3.8. organization of a database of evaluation funds for the ongoing controlling of academic performance and intermediate attestation of students;
- 3.9. organizes the work on passing the national/international program/institutional accreditation;
- 3.10. analysis of resource and information quality assurance of the educational process (methodological, organizational, etc.);
- 3.11. analysis and expertise of various information, materials and documents on the main activities of the University;
- 3.12. formation of reports on self-examination of the University's activities;
- 3.13. provision and updating of information on the official website of the University regarding the activities of the Department.

4. Rights

The Department, in order to implement its main functions and powers, has the right:

- 4.1. to request and receive from the structural divisions of the University the information necessary to perform their functions;
- 4.2. to carry out, in accordance with the established procedure, independently or jointly with other University employees (and/or external experts) performing control functions in the established field of activity, scheduled and unscheduled inspections of various aspects of activity;
- 4.3. to carry out the analysis and examination of materials and documents, ensuring facilities the educational process;
- 4.4. to convene and participate in various meetings on issues related to the work of the Department;
- 4.5. represent the University in external organizations on quality management issues;
- 4.6. take part in meetings, conferences, seminars on the exchange of work experience within the framework of the Department's activities;
- 4.7. in agreement with the management of the relevant departments to involve their employees in the work;

5. Responsibility

Employees of the Department are responsible for:

- 5.1. failure to fulfill the tasks and functions assigned to the division;
- 5.2. effectiveness and quality of work performed;
- 5.3. non-compliance with the requirements of regulatory documents and local acts regulating the activities of the Department;
- 5.4. working with documents and their safety;
- 5.5. untimely and poor-quality execution of orders and appeals;
- 5.6. non-compliance with the requirements of the internal labor regulations;
- 5.7. causing material damage to the University's property;

6. Relationships with other departments and external relations

- 6.1. The Department interacts with educational, administrative and economic divisions of the University, other universities, educational management bodies, as well as with public organizations;
- 6.2. The interaction of the department with the departments of the university on the quality of education is carried out regularly on the basis of internal organizational and legal documents based on the production necessity.

7. Procedure for making changes to the Regulation

- 7.1. Amendments and additions to this Regulation are made by the decision of the Academic Council and approved by the order of the Rector.

Regulation

of the Quality Assurance Department of the
Adam University

Hishab - 2021