

**I APPROVE**  
**Dean of MF**  
**Erakhtina I.I.** \_\_\_\_\_  
" \_\_\_\_ " \_\_\_\_\_ **2023 G.**

**Position**

**about the Quality Assurance Committee of the Faculty of Mechanical Engineering**

**1. General provisions**

**1.1.** This Regulation defines the status and powers of the Quality Assurance Committee of the Faculty of Mechanical Engineering (KOK MF), developed in accordance with the order of the Ministry of Education and Science of the Republic of Kazakhstan Order No. 488 dated 07/27/2015 "On approval of the Standard Rules of the Methodological Council and the procedure for its election";

**1.2.** The Regulation defines the procedure for organizing activities, including the procedure for electing members of the KOC MF, which is a permanent advisory body designed to organize and improve educational and methodological work at the Faculty of Mines.;

**1.3.** KOK MF in its activities is guided by the Provisions of the Law of the Republic of Kazakhstan "On Education", the Law "On Languages in the Republic of Kazakhstan", the State Mandatory Standards of Education of the Republic of Kazakhstan, "Standard Rules for the activities of organizations of higher and (or) postgraduate education (Order of the Ministry of Education of the Republic of Kazakhstan dated 10/30/2018 No. 595)", "Rules for the organization of educational the process of credit technology of education" (Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 04/20/2011 No. 152), regulatory documents, the Charter of the University, the Regulations on the Academic Council of the University and this Regulation.

**2. The main activities of the Quality Assurance Committee of the Faculty of Mechanical Engineering**

**2.1.** The main activities of KOC MF are:

- 1) carrying out activities for the study, implementation and dissemination of advanced pedagogical experience and informatization of education of the Faculty of Mechanical Engineering;
- 2) analysis of the impact of the organization of educational and methodological work on the current academic performance of students of the Faculty of Mechanical Engineering;
- 3) development of methodological support for the independent work of students of the Faculty of Mechanical Engineering;

- 4) development of methodological support for the annual formation of a contingent of students, taking into account the profile, level of training and capabilities;
- 5) monitoring the provision of educational process with educational literature and scientific and methodological developments of the Faculty of Mechanical Engineering;
- 6) organization of long-term planning of the educational process of the Faculty of Mechanical Engineering, taking into account the demographic, economic, sectoral situation, as well as emergency situations by region and, in general, by country;
- 7) development and implementation of educational and methodological and scientific-methodical documentation on new learning technologies, including credit and distance learning technologies;
- 8) development and participation in competitions of scientific projects, scientific and methodological developments and the implementation of their results in production, in the educational process of the Faculty of Mechanical Engineering;
- 9) organization of various types of research in order to create a database for forecasting the need for specialists in existing and promising areas of training;
- 10) development, implementation and dissemination of didactic and methodological, educational and material training tools;
- 11) monitoring the availability of educational literature and scientific and methodological developments in the educational process;
- 12) making proposals for the unification of curricula in related specialties of the Faculty of Mechanical Engineering;
- 13) making proposals to improve regulatory legal documents, classifier of specialties of higher and postgraduate education, state mandatory education standards;
- 14) the introduction of modern educational and methodological, scientific and methodological, didactic materials and software for automated learning systems, information support systems, information and library systems into the educational process of the Faculty of Mechanical Engineering;
- 15) development of working curricula, participation in the preparation of draft standard curricula;
- 16) examination of work curricula and work curricula, taking into account the requirements of state mandatory education standards;
- 17) development of textbooks, educational-methodical and scientific-methodical complexes, teaching aids, including on electronic media, and didactic materials;
- 18) development, implementation and dissemination of educational, methodological and scientific-methodical documentation on new teaching technologies of the Faculty of Mechanical Engineering;
- 19) analysis of the quality of teaching, the level of educational achievements of students of the Faculty of Mechanical Engineering;
- 20) organization and holding of thematic scientific, scientific and methodological seminars, conferences, webinars, meetings on improving educational and methodological work;
- 21) organization, coordination, analysis of the content and form of research, scientific and methodological work of students, undergraduates, doctoral students of the Faculty of Mechanical Engineering;

- 22) organization and holding of thematic scientific, scientific and methodological seminars, conferences, webinars, meetings on improving the educational, methodological and scientific-methodical work of the Faculty of Mechanical Engineering;
- 23) development and participation in competitions of scientific projects, scientific and methodological developments and the implementation of their results in production, in the educational process of the Faculty of Mechanical Engineering;
- 24) organization and implementation of the training of undergraduates, doctors of philosophy in the specialties.

### **3. The main tasks of the Quality Assurance Committee of the Faculty of Mechanical Engineering**

The main tasks of the Quality Assurance Committee of the Faculty of Mechanical Engineering are:

- 3.1.** Organization of pre- and post-monitoring of the quality of methodological support of the educational process;
- 3.2.** Planning, organization of expertise and recommendation for the publication of educational, methodical and scientific literature, manuals and other materials published at the University;
- 3.3.** Study, implementation and dissemination of best practices in the organization and improvement of educational, methodological and scientific work at the University;
- 3.4.** Preparation of analysis and recommendations on the implementation of the results of methodological developments in the educational process;
- 3.5.** Coordination and control of educational and methodological work of the Faculty of Mechanical Engineering;
- 3.6.** Control over the organization of work on the introduction of new and improvement of existing technologies, methods, and teaching tools at the Mining Faculty;
- 3.7.** Coordination of work and control over the improvement of the scientific and methodological potential of the teaching staff of the Faculty of Mechanical Engineering;
- 3.8.** Development of proposals on the development of education and the formation of priority directions in its implementation;
- 3.9.** Participation in the certification of University employees.

### **4. The procedure for the election and work of the Committee**

**4.1.** The MF KOC consists of 13 members: Dean of the Faculty of Mechanical Engineering, Chairman of the Quality Assurance Committee of the Faculty of Mechanical Engineering, Secretary of the Quality Assurance Committee of the Faculty of Mechanical Engineering, responsible for educational and methodological work of departments, heads of departments of the Faculty of Mechanical Engineering, Deputy Dean of the Faculty of Mechanical Engineering for educational

work, Deputy Dean of the Faculty of Mechanical Engineering for scientific work, Deputy Dean of the Faculty of Mechanical Engineering for Academic Affairs. The composition of the COC MF is approved by the Dean of the Faculty of Mechanical Engineering annually;

**4.2.** The activities of the Committee are managed by the Dean of the Faculty of Mechanical Engineering;

**4.3.** The Chairman of the COC reports once a year on the results of the activities of the COC MF to the Academic Council of the University;

**4.4.** The Secretary is elected from among the members of the COC MF by open vote;

**4.5.** The work of the MF COC is carried out in accordance with the Work Schedule for the relevant period, adopted at the meeting of the MF COC and approved by the Dean of the Faculty of Mechanical Engineering;

**4.6.** The meeting of the COC MF is held once a month. Extraordinary meetings may be initiated by the Dean of the Faculty of Mechanical Engineering upon request;

**4.7.** Based on the results of the issues considered at the meeting of the COC MF, the recommendations of the Committee are adopted by a majority vote (more than 50%) of the members present and are drawn up in minutes. The minutes of the meeting and the decisions of the COC MF are signed by the Chairman and Secretary of the Committee.

**4.8.** The COC of the MF is considered competent if at least two thirds of its members participate in it;

## **5. Rights and obligations of Members of the Quality Assurance Committee**

### **5.1 The rights of Members of the COC MF:**

5.1.1 The participation of members in the work of the COC MF is voluntary;

5.1.2 Members of the COC MF have the right to vote ("for", "against", "abstain");

5.1.3 Members of the COC MF have the right to freely express their opinions on a particular issue.

### **5.2 Duties of the members of the COC MF:**

5.2.1 Each member of the COC MF must attend all meetings of the Council, take an active part in its work, timely and accurately fulfill the assignments, functions and duties assigned to him;

5.2.3 If it is not possible to attend a meeting of the COC MF for a valid reason, a member of the Council must provide himself with a replacement by notifying the Secretary and Chairman of the COC MF of the replacement at least 3 days before the meeting;

5.2.4 The members of the COC MF are responsible for compliance with this Regulation and take measures to implement it;

5.2.5 Members of the COC MF must respect the opinions of other members of the COC MF and observe the ethics of professional communication.

## **6. Liability measures for violation of the Regulations on the Quality Assurance Committee of the Faculty of Mechanical Engineering**

6.1 In case of violation of the Regulations in relation to the Members of the COC MF, the following measures are taken:

- Warning;
- Remark;
- Reprimand;
- Severe reprimand;
- Exclusion from the Committee..