

**APPROVED**  
**MEF Dean of KTU**  
**I.I. Yerakhtina**  
 «\_\_» \_\_\_\_\_ 2023 y.

The work plan  
 of the Mechanical Engineering Faculty Quality Assurance Committee  
 for 2023-2024

№	The agenda	Month	Responsible
<b>1 meeting</b>			
1	Approval of the Quality Assurance Committee composition of the Faculty of Mechanical Engineering.	August	Chairman of the Quality Assurance Committee, Heads of the Department
2	Review and approval of the QAC work plan for the 2023-2024 academic year.		
3	Educational and methodological documentation of the departments of the Faculty of Mechanical Engineering for the 2023-2024 academic year readiness.		
4	New provisions of the Academic Policy of the University, regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan consideration.		
5	Extra issues		
<b>2 meeting</b>			
1	Implementation of Educational and Methodological Literature plan release through the Karaganda Technical University Editorial and Publishing Department and the quality of educational publications.	September	Heads of the Department
2	Open classes and master classes plans approval in the departments of the faculty for the fall semester.		
3	The relevance of the topics of theses/projects, master's theses, compliance of scientific supervisors with qualification requirements analysis.		
4	Quality assurance control of MOOCs, syllabuses and methodological guidelines for course and diploma design. New methodological developments approval.		
5	Extra issues		
<b>3 meeting</b>			
1	The mutual visits of lectures analysis. About the methodology and quality of educational services of teaching.	October	Heads of the Department
2	About the organization of verification and standard control of written works of undergraduate and graduate students, including theses/projects and master's theses/projects, the procedure for passing the plagiarism procedure.		
3	Open classes and master classes quality control and analysis.		
4	About interaction with enterprises representatives and employers' organizations, including for the purpose of formulating the topics of the final works of students.		
5	Extra issues		
<b>4 meeting</b>			
1	About the development of a new and innovative EP in graduate departments	November	Heads of the Department

2	Innovative educational technologies of teaching introduction at departments to improve the quality of the educational process.		
3	About the quality of teaching staff study guides of the MEF. Book Provision of Educational Programs at all levels of education at the Faculty of Mechanical Engineering.		
4	Extra issues		
<b>5 meeting</b>			
1	Teaching staff training plan implementation and the level of use of new achievements of technology and technology in the educational process at the faculty.	December	Heads of the Department
2	Quality control of open classes, master classes for the fall semester and their analysis.		
3	About preparation for the winter examination session: problems and solutions		
4	Extra issues		
<b>6 meeting</b>			
1	About the quality level of the development of methodological support for special disciplines of the EP MEF for conducting classes in English.	January	Heads of the Department
2	Open classes and master classes plans approval in the departments of the faculty for the spring semester.		
3	Distance learning forms development using the Moodle IS. MOOC creating methodology.		
4	Extra issues		
<b>7 meeting</b>			
1	EED faculty plan development implementation and the analysis of their quality.	February	Heads of the Department
2	On the formation of the UP publication plan for 2025 : analysis of the Bachelor's, Master's and PhD degree programs in three languages book availability.		
3	About the high-quality training organization of applicants for the EP of MEF for master's and doctoral studies admission.		
4	Extra issues		
<b>8 meeting</b>			
1	On the development, quality and updating of educational and methodological documentation in accordance with regulatory requirements for the new academic year.	March	Heads of the Department
2	Open classes and master classes quality control and their analysis of the spring semester.		
3	About student initiatives on the organization of the educational process and extracurricular activities		
4	Extra issues		
<b>9 meeting</b>			
1	About the testing and implementation of innovative learning technologies results in the educational process by the departments of the MEF.	April	Heads of the Department
2	Quality control of teaching in the Kazakh language in the core disciplines of the MEF.		
3	Extra issues		
<b>10 meeting</b>			

1	Educational and methodological activities of the departments for the 2023-2024 academic year results and analysis , strategic vector of development for the 2024-2025 academic year definition.	May	Chairman of the Quality Assurance Committee , Heads of the Department
2	Quality control of open classes, master classes for the spring semester and their analysis. Results.		
3	On the implementation of the quality of the publication of educational and methodical literature and teaching materials at the end of the academic year.		
4	Students' written works quality analysis based on the results of the check in the Anti-Plagiarism system.		
5	Extra issues		

Quality Assurance Committee  
of the Faculty of  
Mechanical Engineering Chairman

Zh.N.Nokina