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Approve
Chairman of the Board – Rector
of NJSC «Abylkas Saginov
Karaganda technical university»
M.K. Ibatov
Decision of the Academic Council
№ 13 from «08» 07 2022



REGULATION

ON QUALITY ASSURANCE COMMITTEE

RTA III-15-2022

Developed by: Compliance officer
G.S. Zhetessova

Karaganda

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1 Area of use

This Provision on the quality assurance committee at the NJSC «Abylkas Saginov Karaganda Technical University» (here in after referred to the University) determines the procedure for organizing activities, including the procedure for electing members of the QOC, which is a permanent advisory body designed to organize and control the quality of educational and methodological work at faculties University.

2 Terms, definitions and abbreviations

- University – NJSC «Abylkas Saginov Karaganda technical university»;
- QMR – quality management representative;
- QOC – quality assurance committee.

3 General provisions

These Provisions define the status and powers of the Committee for quality assurance (QOC). The provisions were developed in accordance with the orders of the Ministry of Education and Science of the Republic of Kazakhstan: order №488 from

27.07. 2015 «On approval of the Rules for the organization and implementation of educational and methodological work»; order № 644 from 21.12. 2007 «On approval of the Model rules for the activities of the methodological (educational and methodological, scientific and methodological) council and the procedure for its election» and the Provisions on the Academic Council of Abylkas Saginov Karaganda Technical University.

3.2. The provisions determine the procedure for organizing activities, including the procedure for electing members of the QOC, which is a permanent advisory body intended to organize and control the quality of educational and methodological work at the faculties of the University.

3.3. QOC in its activities is guided by the provisions of the Law of the Republic of Kazakhstan «On education», Law «On languages in the Republic of Kazakhstan», State mandatory standards of higher and postgraduate education, «Model rules for the activities of educational organizations of relevant types» (Order of the Minister of Education and Science of the Republic of Kazakhstan from October 30, 2018 № 595), «Rules for the organization of educational process on credit technology of education» (Order of the Ministry of Education and Science of the Republic of Kazakhstan from 20.04. 2011. № 152), regulatory documents, the University Charter, the Provision on Academic policy, the Provisions on the academic council and these Provisions.

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4. Main activities and tasks of the Committee for quality assurance

4.1. Main areas of activity and objectives **Committee on faculty quality assurance** are:

- 1) control of activities for generalization and dissemination advanced pedagogical experience and informatization of education within the departments;
- 2) ensuring the introduction of innovative teaching technologies into educational process;
- 3) ensuring the implementation of the results of scientific projects and production achievements in the educational process of the departments;
- 4) approval and implementation of methodological support for the educational process, including the educational and methodological complex of the discipline (syllabus, short lecture notes, tasks for laboratory, practical and seminary classes, tasks for SIW/UIW/DIW, educational and practical material for independent work on topics and types of classes (cases, collections of assignments, articles for analysis, etc.), maps of the educational and methodological provision of the discipline); organization of marketing research to create a database forecasting the need for specialists in existing and future areas of training;
- 5) approval and implementation of didactic and methodological, educational material and digital learning tools;
- 6) examination of textbooks, educational, educational-methodical and didactic-methodical manuals;
- 7) making proposals to improve regulatory legal documents, classifier of specialties of higher and postgraduate education, state compulsory education standards;
- 8) review and approval of work training programs, participation in preparation of draft standard training programs;
- 9) review and approval of working curriculum and work training programs taking into account the requirements of state compulsory education standards;
- 10) analysis of the quality of teaching, level of educational achievements of students;
- 11) analysis of thematic scientific, scientific and methodological seminars on improvement of educational, methodological and scientific-methodological work;
- 12) analysis of the content and form of scientific research, scientific methodological work of students, undergraduates, doctoral students.

4.2. Main areas of activity and objectives **Committee on quality assurance of the department** are:

- 1) organization and conduct of activities for generalization and dissemination of advanced pedagogical experience and informatization of education within the department;
- 2) analysis of the book supply of educational programs of the department;
- 3) planning work on the development of educational and methodological support

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educational process;

4) development and implementation of methodological support for the educational process;

5) development, approval and implementation of educational and methodological documentation on new learning technologies, including credit and distance learning technologies;

6) study and analysis of the results of scientific developments of the department and industrial innovations in the educational process and production;

7) conducting marketing research to create a database to forecast the need for specialists in existing and future areas of training;

8) development and implementation of didactic and methodological, educational and material digital learning tools;

9) development of textbooks, educational methodological and didactic methodological manuals;

10) development of work training programs, participation in the preparation of projects standard training programs;

11) development of working curriculum and working curriculum taking into account the requirements of state mandatory education standards;

12) organization and conduct of thematic scientific, scientific and methodological seminars, conferences, webinars, meetings to improve educational, methodological and scientific methodological work;

13) organization and coordination, content and forms of scientific research innovative, scientific and methodological work of students, master's students, doctoral students.

5. Procedure for the election and work of the committee

5.1. The faculty QOC includes heads of departments, teachers' departments - experienced methodologists and students. The composition of the QOC is approved by order of the dean of the faculty annually.

The QOC of the department includes the head of the department, teachers of the department - experienced methodologists and students. The composition of the QOC of the department is approved by the head of the relevant department annually.

5.2. The management of the activities of the faculty QOC is carried out by

The chairman is an experienced teacher from one of the departments of the faculty.

The management of the activities of the department's QOC is carried out by the Chairman, an experienced teacher of the department.

5.3. The chairman of the faculty QOC reports on the results once a year activities on the faculty council, the Academic Council.

The chairman of the department's QOC once a year reports on the results of its activities to the faculty council.

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The chairman of the department's QOC once a year reports on the results of its activities to the faculty council.

5.4. A secretary is elected from among the members of the QOC by open vote;

5.5. The work of QOC is carried out in accordance with the Schedule plan work for the relevant period, adopted at the meeting of the QOC and approved by the dean of the faculty;

5.6. Meetings of the QOC of the faculty and departments are held at least once a month.

5.7. Based on the results of the issues considered at the QOC meeting by a majority vote of the members present, the recommendations of the QOC are adopted and formalized in a protocol. The minutes of the meeting and decisions of the QOC are signed by the chairman and secretary of the QOC.

5.8. A QOC is considered eligible if at least two thirds of its members;

5.9. Each member of the QOC must attend all board meetings, accept active participation in his work, timely and accurately fulfill the instructions assigned to it.

6 Agreement, approval and implementation

This Provision is approved by the Academic Council.

The approval of these provision is carried out by the Member of the Board - Vice-Rector for academic affairs and is documented in the «Approval Sheet» (Appendix A).

The date of introduction of the document is considered to be the date of agreement /approval of the document. The document comes into force at the moment of its approval.

7 Ensuring accessibility

Providing departments with copies of this is carried out by posting on the website.

8 Storage

This Provision is stored in accordance with DP V-01-2022.

9 Analysis and updating

Verification, analysis and updating of this Provision is carried out in accordance with DP V-01-2022.

10 Making changes

Amendments to this Provision are made in accordance with DP V-01-2022.

