



Mawlana jalaluddin Mohammad Balkhi University

Job descriptions of quality Assurance Committee Duties

- 1- Efforts to improve the quality of the educational institution.
- 2- Supervision of the self-evaluation process of the educational institution; Graduates of faculties and departments.
- 3- Preparation of self-assessment reports of the educational institution.
- 4- Review of the self-evaluation report of the faculties and departments.
- 5- Collaborate with the review team during the review.
- 6- Accreditation and quality assurance, including quality assurance and accreditation bill and self-assessment criteria.
- 7- Providing advice, the dean; Vice Chancellor for Academic Affairs on Improving the Quality of Faculties and Public Services such as Laboratories: Computer Centers; Bookstores; Providing services to students; Research and other scientific fields of the institute.
- 8- Preparation of appropriate documents for the committee based on a review of the scientific and administrative activities of the educational institution and the internal evaluation of each faculty.
- 9- Maintaining the confidentiality of the decisions of the committee meetings; Discussions with faculties, faculty members, students, employees and other members of the institute.
- 10- Establishing working relations with the Department of Quality Improvement and Accreditation of the Ministry of Higher Education.
- 11- Periodically review the plans and follow up on the implementation of the related action plan.
- 12- Perform other tasks related to quality improvement and improvement assigned by the competent authorities.

Regarding measures to improve quality

1. Prepare an action plan based on weaknesses; Threats and opportunities for all quality assurance and accreditation criteria.
2. Provide a mechanism for implementing the action plan and provide ways to overcome obstacles and implement it.
3. Supervise the implementation of the action plan at all levels of the educational institution.
4. Supervising the implementation of the National Strategic Plan of the Ministry and the Strategic Plan of the educational institution and preparing a quarterly report in the field of
5. Organizing circles for the implementation of quality assurance plans and programs at the level of the educational institution
6. Implementing other programs by the Ministry Is assigned.
7. Preparation and implementation of new innovations and programs that lead to quality improvement.
8. Monitoring of budgets and grants for educational institutions for consumption to implement the operational plan of the strategic plan and other plans.

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9. Monitoring and reviewing the implementation of teaching and learning policy; Teaching improvement plan and individual action plan at the level of the educational institution regarding the supervision and review of all academic affairs.

Regarding the supervision and review of all academic affairs.

1. Supervise and review all publications and prepare an official report at the end of each semester for the Department of Quality Improvement and Accreditation of the Ministry after the approval of the Academic Council of the educational institution.
2. Supervision and review of scientific research at the level of the educational institution and preparation of an official report at the end of each semester, headed by the Ministry of Quality Improvement and Accreditation, after the approval of the academic council of the educational institution.
3. Supervising and reviewing teaching affairs, especially the implementation of the teaching quality assessment procedure and submitting a report to the Department of Quality Improvement and Accreditation of the Ministry of Higher Education after the approval of the Academic Council of the educational institution.
4. Supervise and review the final exams and implement the exam unit procedure by preparing a report at the end of each semester for the Department of Quality Improvement and Accreditation after approval by the Academic Council of the educational institution.
5. Monitoring and inspection of equipment; Essential materials; Laboratory equipment for practical work and preparation of an official report to the Department of Quality Improvement after approval by the Scientific Council of the educational institution.
6. Supervising and reviewing the teaching methods of the departments during the semester and preparing a report after the end of the semester to the Department of Quality Improvement after the approval of the Academic Council of the educational institution.
7. Semester supervision and review of course materials; Lecture notes and other materials for correction and standardization; By preparing an official report to the Department of Quality Improvement after the approval of the Scientific Council of the educational institution.
8. Careful supervision and review of the implementation of the curriculum and curriculum of the departments during the semester and preparation of a report at the end of the semester for the Department of Quality Improvement after the approval of the Academic Council of the educational institution.
9. Supervise and review the transparency of the appointment process and scientific promotions during the year and prepare a report to the Scientific Council of the educational institution.
10. Supervise the discipline of the educational institution and submit a report to the Department of Quality Improvement of the Ministry of Higher Education.
11. Supervise the application of new technology during teaching and how the semester time division is adapted.
12. Supervise and review the academic activities of departments and faculties.
13. Monitoring and reviewing the implementation of bills; Regulations; Procedures and other legislative documents of the academic field.