

Appendix No. 5 to Order No. 297 of 22.09.2018

I. K. AKHUNBAEV KYRGYZ STATE MEDICAL ACADEMY

Approved by the Order of the Rector of KSMA

prof. Kudaibergenova I. O.

No. 297 of September 22, 2018

REGULATIONS

on the Department of Education Quality Management

1. General provisions

1.1. Department of Quality Management of Education (hereinafter DQME) - is a structural division of the Kyrgyz State Medical Academy (hereinafter referred to as KSMA).

1.2. The creation, reorganization and liquidation of the department is carried out on the basis of an order the Rector of KSMA in accordance with the Charter of KSMA.

1.3. The Department of Education Quality Management reports directly to the Vice-Rector for International Relations and Strategic Development.

1.4. The department is headed by the head, who is appointed and dismissed by the order of the rector.

1.5. In its activities, the department is guided by:

- the current legislation of the Kyrgyz Republic and other legal regulations of the Kyrgyz Republic in the field of education;
- KSMA Charter;
- international standard ISO 9000 series;
- decisions of the Academic Council and the Council for the Quality of Education of the KSMU;
- these Regulations and job descriptions of the department's employees;
- internal and external regulatory documents of KSMA related to the activities of the department.

1.6. DQME 's activities are carried out in accordance with the approved annual plan.

The annual plan is submitted for discussion and approved by the Council for the Quality of Education.

1.7. The annual report of DQME is heard at the meeting of the Rectorate Council once a year.

2. Goals and Objectives of the Department

2.1 The main purpose of DQME is:

- development, documentation, implementation and maintenance of the KSMA
- quality management system, continuous improvement of its effectiveness in
- accordance with the requirements of STST ISO 9001-2008.

2.2. The main tasks of DQME are:

- Organization and analysis of the functioning of the KSMA QMS;
- Monitoring compliance with QMS requirements in departments and departments KSMA;
- Implementation of internal audit, monitoring and evaluation of the quality of the educational process. Ensuring the qualified use of their results for management decision-making;
- Preparation of materials for the Quality Council;
- Information and software, electronic document management, development support and maintenance of the KSMA QMS in an active state;
- Establishing business contacts with organizations dealing with quality management and certification issues;

3. Department functions

3.1. When implementing the goals and objectives, the following activities are performed:

- organizational activity-organization of the development, implementation and operation of the KSMA QMS, organization of quality monitoring;
- analytical activity-analysis of the effectiveness of the QMS in KSMA and the best practices of the quality of education implemented in other universities;
- supervisory activities - conducting internal audits and monitoring studies;
- consulting activity-advising structural divisions on QMS issues in educational activities;
- marketing activities-study of consumer requirements for the quality of training of KSMA graduates;
- methodological activity-training of teaching staff and internal auditors on quality management issues in the field of educational activities.
- information activities-informing the management, teaching staff, and the public about the results of the QMS at KSMA

4. Organizational structure of the department

4.1. The staff schedule of the department is approved by the Rector of KSMA.

DQME positions:

- head of department (1);
- lead specialist (1);
- specialist (2).

4.2. DQME is headed by the head appointed to the position and dismissed by the order of the rector.

A person with a higher education and qualification in the field of quality management is appointed to the position of the head of DQME. The head of DQME is fully responsible for all areas of the department's activities.

4.3. During the absence of the head of the department, his official duties are performed by a designated DQME specialist.

4.4. The head of DQME organizes the work of the department:

- distributes the execution of tasks among the employees of the department;
- reviews the documentation received by the department, appoints responsible persons and deadlines for the execution of documents;
- signs the documentation executed by the department's employees;
- monitors the implementation of job descriptions by employees of the department;
- holds meetings on issues within the competence of the department.

5. Department rights '

5.1. The rights of DQME related to its activities are exercised by the head of the department. The rights of the head of the department are determined by his job description.

DQME employees have the right to:

5.2. Request from the departments and departments responsible for the QMS the necessary data for the functioning of the QMS and monitor the timely implementation of measures to prepare for the certification of the QMS.

5.3. Inform the rector of the KSMA and the PRK about violations of the provisions, instructions and orders on the issues of ensuring and certifying the QMS.

5.4. Participate in the development of proposals to improve the organizational structure and process model of the KSMA QMS.

6. Relations (official relations) with other departments

6.1. DQME interacts with all structural divisions and departments of KSMA on the development, implementation, and updating of QMS Documentation;

6.2. With educational departments (EMD, deans ' offices, departments) on the issues of conducting sociological research among students;

6.3. All departments of KSMA on issues of personnel satisfaction (employee survey).

6.4. DQME interacts with those responsible for the QMS of all departments and departments of KSMA, internal auditors on the following issues:

7. Office management of the department

7.1 Office work in the department is conducted according to the nomenclature of cases.

Case Index	Case title	Shelf life and list items
19-1	Correspondence with organizations on educational issues	5 years, article 16
19-2	QMS plans and programs	3 years, article 24
19-3	Regulations on the Department of Education Quality. Staff job descriptions	3 years, article 23,28
19-4	Minutes of meetings, documents on the Board of Education Quality Plans and work reports.	5 years, article 6
19-5	Extract from the case file nomenclature	

8. Responsibility of the Department

DQME employees are responsible for:

8.1. Proper and timely implementation of measures to prepare for the

certification of the KSMA QMS;

8.2. Representation of the KSMA in other organizations and institutions on issues related to

in the competence of DQME;

8.3. Accurate and precise performance of their official duties, compliance with labor discipline and a healthy moral climate in the team, as well as internal regulations.

8.4. Accurate and timely implementation of the resolutions of the Government of the Kyrgyz Republic, ministry of Education and Science of the Kyrgyz Republic, higher organizations, as well as orders and orders of the rector of KSMA and PRK;