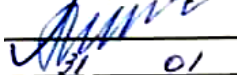


AGREED
by the Vice-rector of Jalal-Abad
State University named after
B.Osmonov, professor

 **A.P. Alibaev**
2025.

APPROVED
by the Rector of Jalal-Abad State
University named after
B.Osmonov, professor

 **K.Zh. Usenov**
2025.



**Head of the department of licensing, accreditation, and quality of education
Jalal-Abad State University named after B.Osmonov**

Job Responsibilities:

1. Defining the strategic directions of the department of licensing, accreditation, and quality of education.
2. Ensuring the planning of the department's current activities.
3. Organizing and monitoring the execution of the department's work plans in accordance with the university's development plans.
4. Overseeing the implementation of planned activities aimed at improving the quality of education through coordination with other structural units, faculties, and colleges.
5. Discussing issues related to quality enhancement in education with students, academic staff, and university employees.
6. Leading the monitoring of students' academic performance.
7. Controlling the implementation of standard and working curricula, and conducting expert evaluations of staffing for the educational process.
8. Supervising the evaluation of educational and methodological support, infrastructure, and other resources of educational programs.
9. Leading sociological research aimed at improving the quality of education.
10. Monitoring the mutual class visits of teaching staff, promoting the use of new technologies, and providing recommendations.
11. Studying and generalizing the experience of other educational institutions to improve education quality and developing recommendations for their implementation at JASU.
12. Preparing proposals for the approval of the composition and work plan of the Quality Council of JASU and its educational programs.
13. Verifying the quality of test items developed for disciplines included in the final state assessment (FSA) of JASU's educational programs.
14. Managing the evaluation of documentation prepared for obtaining licenses for new educational programs.
15. Monitoring the university's compliance with accreditation requirements and overseeing the preparation of accreditation documents.
16. Executing contracts and agreements related to the accreditation of educational programs implemented at JASU.
17. Organizing post-accreditation monitoring of JASU and its programs, coordinating the development of action plans, and collaborating with structural units.
18. Ensuring JASU's participation in national and international university rankings.
19. Organizing the activities of the JASU Licensing Council and participating in its meetings.
20. Preparing reports and information related to licensing, accreditation, and quality assurance for the Administrative and Academic Councils of JASU.
21. Fulfilling additional assignments issued orally or in writing by the JASU administration.

Rights:

1. Requests and receives information regarding educational matters and quality improvement from university departments.
2. May obtain data, evaluations, responses, and documents regarding the status and results of the educational process at JASU.
3. Defines priority areas for quality improvement policy and may propose strategies and tactics for implementation.
4. Has the right to demand responses regarding identified shortcomings related to education quality in departments and to prepare proposals for the Vice-Rector and Rector for Academic Affairs.
5. With the agreement of the Vice-Rector for Academic Affairs and permission from the Rector, prepares proposals for the Academic Council on improving quality management in education.

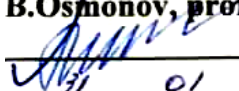
Accountability:

1. Responsible for monitoring the performance of duties assigned to the Department of Licensing, Accreditation, and Quality of Education (DLAQE).
2. Accountable for the accuracy of data prepared for submission to higher authorities.
3. Regularly monitors the progress of the educational process to ensure continuous quality improvement.
4. Responsible for the quality of work performed in accordance with the assigned duties.

Head of the Department of Licensing,
Accreditation, and Quality of Education



Mamatova G.T.

AGREED
by the Vice-rector of Jalal-Abad
State University named after
B.Osmonov, professor
 A.P. Alibaev
01 2025.

APPROVED
by the Rector of Jalal-Abad State
University named after
B.Osmonov, professor
 K.Zh. Usenov
2025.



**Methodologist of the Department of Licensing, Accreditation, and Quality of Education
Jalal-Abad State University named after B.Osmonov**

Job Responsibilities:

1. Developing recommendations for improving the quality of education, identifying factors that lower educational standards, and proposing measures for their elimination.
2. Conducting expert evaluations of the quality of resource provision for the educational process and preparing corresponding recommendations.
3. Reviewing academic curricula for compliance with state or university educational standards and formulating improvement recommendations.
4. Evaluating academic programs, syllabi, teaching and learning materials, and educational programs in accordance with the main educational programs (MEPs) and curricula.
5. Analyzing the availability of academic and methodological materials for training programs/specialties and making recommendations for their enhancement.
6. Analyzing the organization of current assessments, qualification/thesis and master's papers for quality assurance, and evaluating their compliance with established regulations.
7. Monitoring students' residual knowledge in various disciplines.
8. Studying and summarizing the experience of other educational institutions to improve education quality and preparing recommendations for implementing best practices at JASU.
9. Developing recommendations for improving the quality of education in institutions of secondary vocational education under the university's jurisdiction and monitoring their implementation.
10. Coordinating and conducting evaluations of new educational programs in faculties, colleges, and departments in preparation for licensing.
11. Preparing complete documentation packages for obtaining licenses for new educational programs.
12. Reissuing licenses for existing educational programs.
13. Maintaining the registry of all educational programs implemented at the university.
14. Submitting information to the special department on the validity periods of licenses and accreditations for higher and secondary vocational education programs.
15. Analyzing the accreditation-related activities of faculties, colleges, and departments, providing informational and methodological support, and participating in inspection processes.
16. Participating in the organization of post-accreditation monitoring of the university's educational programs and coordinating with relevant structural divisions.
17. Determining employee work hours at the end of each month and compiling time sheets for payroll processing.
18. Performing additional tasks assigned orally or in writing by the university administration.

Accountability:

1. Responsible for fulfilling duties assigned by the Department of Licensing, Accreditation, and Quality of Education (DLAQE).
2. Accountable for the accuracy of data prepared for submission to higher authorities.
3. Carries out regular monitoring of the educational process to ensure continuous quality improvement.
4. Responsible for the quality of work performed within the scope of assigned responsibilities.

Rights:

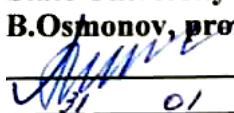
1. May request and obtain information regarding educational matters and quality improvement from structural units of the university.
2. Entitled to receive data, evaluations, responses, and documentation regarding the progress and outcomes of the educational process at JASU.
3. Identifies priority areas in the policy for quality improvement and may propose corresponding strategies and tactics to the department head.
4. May request explanations regarding identified deficiencies in education quality from structural units and prepare recommendations for the department head.

Head of the Department of Licensing,
Accreditation, and Quality of Education



Mamatova G.T.

AGREED
by the Vice-rector of Jalal-Abad
State University named after
B.Osmonov, professor

 **A.P. Alibaev**
21 01 2025

APPROVED
by the Rector of Jalal-Abad State
University named after
B.Osmonov, professor

 **K.Zh. Usenov**
2025



**Inspector of the Department of Licensing, Accreditation, and Quality of Education
Jalal-Abad State University named after B.Osmonov**

Job Responsibilities:

1. Monitoring the compliance of course syllabi, syllabuses, and teaching materials with state educational standards or standards developed and approved at JASU.
2. Addressing negative phenomena in the educational process, conducting student surveys to improve education quality, and analyzing the results.
3. Creating a test database for all subjects to assess students' residual knowledge, monitoring, and preparing statistical reports based on test results.
4. Monitoring the conduct and quality of subject modules and examinations.
5. Analyzing current assessments, term papers, and final qualification/thesis projects to improve quality, and ensuring they are written in accordance with established requirements.
6. Participating in open classes held by faculty according to schedule and preparing recommendations for sharing best practices.
7. Supervising faculty participation in professional development activities.
8. Monitoring interfaculty peer reviews and class observations, and preparing related recommendations.
9. Developing and proposing criteria for faculty certification.
10. Proposing and promoting the implementation of innovative teaching technologies aimed at improving education quality.
11. Studying and summarizing the experience of other educational institutions to enhance quality, and developing proposals for adopting best practices at the university.
12. Shall perform additional tasks assigned orally or in writing by the administration of JASU.

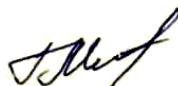
Rights:

1. May request and obtain information on educational activities and quality improvement from university departments.
2. May receive data, reports, assessments, and documentation on the course and outcomes of the educational process at JASU.
3. Identifies priority areas for quality improvement policy and may propose strategies and implementation tactics to the department head.
4. May request responses regarding identified shortcomings in quality assurance from structural units and submit recommendations to the department head.

Accountability:

1. Responsible for fulfilling duties assigned by the Department of Licensing, Accreditation, and Quality of Education (DLAQE).
2. Accountable for the accuracy of data prepared for submission to higher authorities.
3. Regularly monitors the educational process to support quality improvement.
4. Accountable for the quality of work performed based on assigned responsibilities.

Head of the Department of Licensing,
Accreditation, and Quality of Education



Mamatova G.T.