



COMRAT STATE UNIVERSITY
FACULTY OF ECONOMICS



Approved:

Dean of Economics
faculty _____

Doctor of Economic Sciences,
conference-university

Todorich L.P.
Minutes of the department meeting
No. 8 dated "21.06" 2024"



REPORT
WORK OF THE QUALITY COUNCIL
FACULTY OF ECONOMICS KSU
(for 2023 - 2024 academic year)

Target: coordination of work to maintain, continuously improve and increase the effectiveness of the quality management system (QMS) of the Department of Accounting and Finance in accordance with the requirements of ISO international standards in the field of QMS (ISO/IWA 2:2007 “Quality management systems - Guidelines for the application of ISO 9001:2000 in education”, ISO 9001:2015 Quality management systems. Requirements), as well as the provisions of European ESG standards (ENQA directives).

Tasks:

1. Improve the system of regular internal audits (inspections) of the QMS at the faculty.
2. Implement monitoring and measurement of main and auxiliary QMS processes and procedures.
3. Monitor on a regular basis the satisfaction of students and masters with the quality of education.
4. Update the QMS documentation in accordance with the requirements of international standards ISO and ESG.
5. To increase the competencies of the department’s teachers in the field of QMS and ensure the achievement of QMS indicators within the framework of KSU.
6. To establish interaction with other departments of the Faculty of Economics and other faculties of KSU in the field of QMS.

No.	Name of events	Planned dates	Responsible and executors	Notes, progress mark
1. Organizational events				
1.1	Development and approval of the work plan of the quality commission of the Faculty of Economics for the 2023-2024 academic year.	September	Complete according to quality	Done
1.2	Development and approval of a program (plan) for conducting internal audits of the Quality Commission of the Faculty of Economics for the 2023-2024 academic year.	September	Complete according to quality	Done
1.3	Updating the folder “Regulatory documentation”	September	Complete according to quality Methodist	Done
1.4	Preparation of documentation for internal audits	During a year	Complete by quality, head department	Done
1.5	Drawing up a schedule for open classes at the Faculty of Economics in the 1st semester of the 2023 - 2024 academic year. and sending by email to OMK	September	Complete according to quality	Done
1.6	Registration of the schedule for open classes at the Faculty of Economics in the 1st semester of the 2023 - 2024 academic year. for an information stand	September	Methodist	Done
1.7	Drawing up a schedule for open classes at the Faculty of Economics in the 2nd semester of the 2023 - 2024 academic year. and sending by email to OMK	January	Complete according to quality Methodist	Done
1.8	Conducting an internal audit of QMS documentation at the Faculty of Economics (department duty log, log and analysis of mutual visits of department/faculty teachers, teachers’ curriculum, individual teachers’ plans)	During a year	Complete according to quality Members of the quality council	Done
1.9	Preparation of a summary report on the analysis of the QMS of the Faculty of Economics for the 2023 - 2024 academic year. G.	May June	Complete In terms of quality, head. department, methodologist	Done

1.10	Open Day at the Faculty of Economics	March-May	Faculty of Economics	Done
1.11	Promotional work of the Faculty of Economics to attract applicants for the 2023 - 2024 academic year. G.	November-June	Faculty of Economics	Done
1.12	Implementation of corrective actions based on the results of the internal audit of the QMS at the Faculty of Economics	During a year	Complete according to quality Members of the quality council	Done
2. Scientific and methodological seminars, meetings				
2.1	Holding a meeting with teachers on maintaining the QMS in working order at the Faculty of Economics	During a year	Complete In terms of quality, head. Caf.	Done
2.2	Meeting on planning the work of the QMS of the Faculty of Economics	September	Complete In terms of quality, head. departments	Done
2.3	Providing data to the dean of the Faculty of Economics on the topic: Availability of curricula and their compliance with regulatory documentation for the 1st / 2nd half of the year.	September December	Complete by quality,	Done
2.4	Monitoring of the educational process at the Faculty of Economics of KSU (attendance, educational and methodological documentation, methodological support)	During a year	Complete by quality,	Done
2.5	Conducting instructions on preparing exam tickets	September-January	Complete according to quality	Done
2.6	Discussion of the participation of teachers of the Faculty of Economics in conducting scientific and practical seminars, round tables, conferences in accordance with the priorities of scientific activity	During a year	Members of the quality council Faculty of Economics	Done
3. Involving university staff in quality work				
3.1	Training of teachers of the Faculty of Economics on QMS issues	During a year	Complete according to quality	Done
3.2	Consultations on planning, work organization and reporting	During a year	Complete according to quality	Done

3.3	Consulting teachers and dispatchers on improving the quality of the educational process	During a year	Complete according to quality	Done
3.4	Involving heads of departments of the Faculty of Economics in conducting audits	During a year	Complete in quality, head Caf.	Done
4. Development / updating of QMS documentation in accordance with the requirements of a series of international ISO standards				
4.1	Development of a work plan for the Quality Council at the Faculty of Economics for the 2023-2024 academic year.	September	Complete according to quality	Done
4.2	Development of a program (plan) for conducting internal audits at the Faculty of Economics for the 2023-2024 academic year. G.	September	Complete in quality, head department	Done
4.3	Preparation of the annual report on the internal audit of the Faculty of Economics.	June	Complete in quality, head department	Done
4.4	Assisting the dean of the Faculty of Economics in drawing up the annual report of the Faculty of Economics of KSU (for the 2023-2024 academic year)	June	Complete in quality, head department	Done
4.5	Development of corrective actions based on the results of internal audit at the Faculty of Economics	During a year	Complete in quality, head department	Done
5. Internal audits.Control of the educational process.				
5.1	Conducting internal audits at the Faculty of Economics	According to plan	Complete according to quality Commission members	Done
5.2	Duty of teachers of the Faculty of Economics	During a year	Faculty of Economics	Done
5.3	Visit and analysis of teaching staff classes at the Faculty of Economics	During a year	Complete in quality, head department	Done
5.4	Visit and analysis of open classes of teachers of the Faculty of Economics, according to the approved schedule of open classes	During a year	Complete in quality, head cafe	Done

5.5	Checking the availability of curriculum for the first half of the 2023-2024 academic year. year at the Faculty of Economics	September	Complete in quality, head cafe	Done
5.6	Carrying out corrective actions based on the results of the audit on the topic: Availability of curriculum for the 1st half of the year and compliance with the Regulations on the preparation of the curriculum for the discipline/module dated October 25, 2021. protocol No. 1 of 10/01/2021	Until October 15	Complete in quality, head department	Done
5.7	Checking the curriculum for the 2nd half of the 2023-2024 academic year. year at the Faculty of Economics	September December	Complete in quality, head cafe	Done
5.8	Carrying out corrective actions based on the results of the audit on the topic: Availability of curriculum for the 2nd half of the year and compliance with the Regulations on the preparation of the curriculum for the discipline / module dated October 25, 2021. protocol No. 1 of 10/01/2021	January	Complete in quality, head department	Done
5.9	Checking the formation of funds of evaluation tools sold at the department	During a year	Complete in quality, head department	Done
5.10	Checking the status of documentation for introductory practice	May	Complete in quality, head department	Done
5.11	Checking the status of production practice documentation	During a year	Complete according to quality Commission members	Done
5.12	Checking the status of documentation on licensing practice	During a year	Complete according to quality Commission members	Done
5.13	Checking examination materials of the Faculty of Economics	September December	Complete in quality, head department	Done
5.14	Checking the completion and maintenance of logs of curriculum implementation, attendance and progress	During a year	Complete in quality, head department, methodologist	Done

5.15	Verification of the implementation of corrective actions by teachers based on comments identified during internal audits	During a year	Complete according to quality Commission members	Done
5.16	Verification of compliance with training schedules during the 2023 - 2024 academic year. of the year	During a year	Complete according to quality Commission members	Done
5.17	Verification of documentation related to state examinations	Beginning of May	Complete according to quality	Done
5.18	Registration of a journal for registering internal documents	February	Complete according to quality Head department	Done
5.19	Checking the availability of topics for license and master's theses to ensure they are not repeated over the last 5 years	June, September	Complete according to quality Commission members	Done
6. Monitoring customer satisfaction				
6.1	Questioning students about satisfaction with the educational process	April May	Complete in quality, head department, members of the commission	Done
6.2	Questioning teachers about the conditions for the educational process	January	Complete in quality, head department, members of the commission	Done

6.3	Questioning employers about the quality of specialist training	During a year	Complete according to quality Commission members	Done
6.4	Questioning students about the quality of the organization and internship	April May	Complete in quality, head department Commission members	Done
6.5	Questioning of practice managers from organizations	April May	Complete in quality, head department Commission members	Done
6.6	Analysis of student surveys on satisfaction with the educational process	May June	Complete for quality, head department, members of the commission	Done
6.7	Analysis of a survey of teachers about the conditions for the educational process	February	Complete for quality, head department, members of the commission	Done
6.8	Analysis of a survey of employers on the quality of specialist training	May	Complete in quality, head department Commission members	Done
6.9	Analysis of student surveys about the quality of the organization and internship	June	Complete in quality, head department Commission members	Done

6.10	Analysis of a survey of practice managers from organizations	June	Complete in quality, head department Commission members	Done
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Date of: 06/21/2024

**Commissioner of the Quality Commission Council at the Faculty of Economics
Doctor of Economic Sciences, University Conference Professor**



/Dudoglo T.D./