

Task	Activity	January	February	March	April	May	June	July	August	September	October	November	December	Responsible person	Implementer	Indicator
1.1 Sharing with the society the knowledge gathered in the institution	Implementation of social, cultural, economic and environmental programmes and activities				x	x	x	x	x	x	x	x	x	Head of administration. Administrative staff	Appropriate structural units	Evidence of implemented activities
	The role of the Teaching University in the society through facilitating the lifelong learning (Lifelong Learning Centre, Career Development Centre, Extension Centre, Foreign Language Learning Centre, Short-term training/retraining courses, providing the local firms with the assistance and consultation)				x	x	x	x	x	x	x	x	x	Management bodies/ administrative staff	Appropriate structural units	Reports of Lifelong Learning Centre, Career Development Centre, Extension Centre, and Foreign Language Learning Centre
	Participation of academic staff in the discussions of important social issues, offering expert and consultation services				x	x	x	x	x	x	x	x	x	Management bodies. Administrative staff	Appropriate structural units	Evidence of implemented activities

1.2 Introduction of learning courses oriented on value formation	Implementation of the subjects that fit to the social responsibility (“Corporative Social Responsibility”, “Academic Writing”, “Democracy and Citizenship”, „Entrepreneurship”, “Environment and Sustainable Development”, “History of Philosophy(conceptual issues)”, “Psychology”, “Political Sciences”, “Career Management”, “Foreign Language”, ”History of Georgia”, ”History of Religions”.)	x	x	x	x	x	x	x	x	x	x	x	x	x	Main educational unit (faculty). Heads of the programmes	Academic staff. Faculty. Lifelong learning centre	Appropriate learning courses
	Adapting the learning process to the regional needs (region-oriented programmes, recruitment of local students, active participation of alumni in the process of policy forming)	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Academic staff	Appropriate structural units. Academic staff	Educational programmes. Rates of alumni employment

1.3. Identifying priority fields/directions considering regional needs	Designing/Implementation of educational programmes/courses in reliance with priority fields/directions (Agrarian, Construction, Tourism, Engineering, Education, Healthcare, Law, Business)	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies	Academic staff. Faculty. Vocational education development office. Vocational education teacher	Educational programmes
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2.1 Integration of functions of quality assurance in the management process. Considering/introducing the best practices existing in the educational sector	Designing and providing proper methodologies to the structural units and management bodies in order to use mechanisms of quality assurance in the management process effectively.	x	x	x											Quality assurance office. Legal office	Structural units	Proper methodology
	Effective involvement of every unit of the institution in the implementation of internal quality assurance mechanisms	x	x	x											Quality assurance office. Head of administration. Management bodies	Quality assurance office. Structural units	Regulations. Minutes. Meetings. Reports.

	<p>Designing the assessment system for working/ learning conditions as well as for material, information and infrastructural resources(preparing questionnaires for staff, students/vocational students satisfaction survey), conducting surveys and analysis periodically</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Quality assurance office</p>	<p>Quality assurance office. Structural units. Working groups created under the Rector's order</p>	<p>Assessment methodology. Results of survey analysis.</p>
	<p>Full involvement of quality assurance office in the monitoring process of action plan implementation</p>				x	x	x	x	x	x	x	x	x	x	<p>Quality assurance office</p>	<p>Quality assurance office. Structural units</p>	<p>Annual report of quality assurance office. Survey results</p>
	<p>Cooperation of quality assurance office with internal audit and legal office while evaluating the management process of the Teaching University</p>				x					x			x		<p>Quality assurance office. Head of administration. Internal audit office. Legal office</p>	<p>Quality assurance office. Legal office. Structural units. Internal audit office</p>	<p>Annual report of quality assurance office. Annual report of the head of administration</p>

Description of activities of the structural units in accordance with the quality assurance office methodologies-evaluation and analysis of reports about survey results															Quality assurance office. Head of administration	Quality assurance office	Regulations and reports. Evaluation and analysis
Allocating appropriate human, information and material resources with the purpose of effective implementation of internal quality assurance mechanisms	x	x	x	x	x	x	x	x	x	x	x	x	x		Head of administration	Head of administration	Teaching University resources
Management body meetings in an extended format with full involvement of staff	x	x	x	x	x	x	x	x	x	x	x	x	x		Management bodies	Special working groups	Minutes of the meetings
Annual reports of management bodies on the meetings in an extended format	x	x	x	x	x	x	x	x	x	x	x	x	x		Management bodies	Management bodies	Minutes of management bodies
Submitting reports of structural units periodically to the head of administration															Head of administration	Structural units	Minutes of the meetings. Reports

	<p>Planning the meetings with all the units at the Teaching University to introduce them quality assurance mechanisms and methodologies.</p>	x	x	x	x										<p>Management bodies. Quality assurance office. Coordination group</p>	<p>Working groups. Structural units</p>	<p>Minutes and evidences of meetings</p>
	<p>Introducing the mechanisms for getting feedback using Electronic Management System in the Teaching University</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Head administration of</p>	<p>Working groups. Structural units</p>	<p>Electronic Management System</p>
	<p>To equip material-technical base with modern technology</p>				x	x	x	x	x	x	x	x	x	x	<p>Head administration of</p>	<p>Procurement office. Financial office. Material resources management office</p>	<p>Existing base</p>

	Conducting training for human resources, attracting highly-qualified staff	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Human resources management office	Appropriate programmes and documents. Resources.	
	Permanent update of the web-page, purchasing the electronic systems/ programmes	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Procurement office. Financial office. Material resources management office. IT Centre	Documents verifying program purchase. Web-page	
2.2 Reorganization of the main educational units (faculties);	Changes in the statute	x	x										x	x	x	Management bodies	Management bodies. Legal office	Amended Statute
	Optimization of the main educational units(faculties)	x	x													Management bodies	Management bodies. Legal office	Optimized and updated management bodies. Regulation. Order.
	Developing the regulation rules for the Faculty Council	x	x	x	x	x	x	x	x							Faculty council. Legal office	Faculty council. Management bodies. Legal office	Regulations rules of the Faculty Council

Establishing new structural units and making their job descriptions in the form of regulation rules	x	x	x	x	x	x	x	x	x							Management bodies. Legal office	Management bodies. Legal office. Structural units	New structural units and their regulation rules
Conducting elections of appropriate management bodies	x	x	x	x	x	x	x	x	x							Management bodies. Legal office	Management bodies. Legal office	Minutes. Orders. Regulations.
Involvement of new structural units in the university structure	x	x	x	x	x	x	x	x	x							Head administration. Management bodies	Management bodies. Legal office. Human resources management office	New structural units. Regulation rules. Structure of the Teaching University
Formation of structural units and hierarchy	x	x	x	x	x	x	x	x	x							Management bodies	Management bodies. Legal office. Human resources management office	Structure of the Teaching University
Effective and coordinated actions of structural units. Development of appropriate regulations and mechanisms	x	x	x	x	x	x	x	x	x							Head administration	Management bodies. Legal office. Human resources management office	Orders. Minutes of meetings. Reports

2.3 Introducing modern technologies of management	Introducing electronic document processing system EFLOW					x	x	x	x	x	x	x	x	Head administration. Chancellery. Archive	of	Structural unit	Electronic document processing system EFLOW
	Designing Doc flow sequence					x	x	x	x	x	x	x	x	Head administration. Chancellery. Archive	of	Chancellery. Archive. Structural unit	EFLOW. Rules for document processing
	Conducting trainings for the staff about the issues of electronic document processing system					x	x	x						Head administration	of	Chancellery	Evidence for trainings. List of attendants
	Establishment of Electronic Attendance System for the staff in Zugdidi				x	x	x							Head administration	of	Internal audit office	Electronic Attendance System
	Establishment of Electronic Attendance System for the staff in Senaki									x	x	x	x	Head administration	of	Internal audit office	Electronic Attendance System
	Making electronic Doc flow in line with the rules of document processing				x	x	x							Chancellery. Legal office		Chancellery. Archive	Rules for document processing
	Establishment of Learning Management System	x	x	x	x	x	x	x	x	x	x	x	x	Head administration. Learning process management office	of	Programmer	Learning Management System

2.4 Improvement of mechanisms for assessment, self-assessment and monitoring, and further development of activities of the Teaching University on the basis of continuous assessment system;	Defining criteria for staff evaluation, and developing the mechanisms	x	x	x	x															Quality assurance office	Quality assurance office	Assessment methodology	
	Making questionnaires and conducting assessment and self-assessment surveys for management bodies as well as academic, administrative, support and invited staff, and vocational education teacher	x	x	x	x	x	x	x	x	x	x	x	x	x							Quality assurance office	Quality assurance office. Quality assurance coordinator of vocational programmes. Structural units. Academic staff. Vocational education teacher	Assessment methodology. Questionnaires
	Function compliance with the relevant regulations of structural units and workload. Clearly formed regulations and accordingly, avoiding duplication of functions.	x	x	x																	Head of administration	Legal office. Human resources management office	Job descriptions of structural units
	Analysis of the results of monitoring and surveys, and carrying out proper activities in order to improve mechanisms for the Teaching University current management policy	x	x	x	x																Quality assurance office	Management bodies. Quality assurance office	Assessment methodology. Analysis for surveys. Orders. Regulations
	Conducting surveys and analysis for the involvement of students/ vocational students in the process of evaluation of management effectiveness	x	x	x	x	x	x														Quality assurance office	Quality assurance office. Working group created under the Rector's order	Surveys and analysis of survey results

2.5 Supporting international cooperation of the institution and the process of internationalization;	Increasing the quality of the Teaching University through internationalization/capacity building international projects	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Quality assurance office. Head of administration	Structural units	Capacity building international projects Including PICASA. Curriculum internationalization. Outcomes of the following projects: CASEDE, STAR, INTEGRITY, DARE. Agreements.
	Popularizing and increasing the demand for the Teaching University among entrants, students, vocational students and employers.	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Public relations office	IT centre. Software specialist of the web-page. Public relations office	Statistics for mobility and first choice of secondary school graduates	
	Management improvement and preparing the educational programmes for the internationalization through involving the staff trained within the international projects about institutional development (foreign language courses, modules, programmes)	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Quality assurance office. Head of administration	Main educational unit(faculty). Trained staff. Lifelong learning centre. Foreign language learning centre, Career development centre	Capacity building international projects. Foreign-language courses. Modules. programme	

Foreign language courses for staff and students/ vocational students in the Foreign Language Learning Centre with the purpose of internationalization	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Foreign language learning centre. Faculty.	Order. Regulation rules of foreign language learning centre. Report.	
Deepen/broaden cooperative relationship with employers	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies	Career development centre. Public relations office. Practice manager for vocational programmes	Memorandums. Evidence for meetings	
Summer and winter schools with the participation of foreign professors. Implementing the supporting project for enhancing priority directions- public lectures by foreign professors	x								x	x	x			Development office. Quality assurance office	Head of administration. Public relations office. Faculty. Development office	Report of quality assurance office. Mandates. Evidence for winter and summer schools	
Students/ vocational students and staff surveys and their analysis through the evaluation and analysis of current mechanisms for international cooperation and internationalization, including attracting foreign professors and students/ vocational students													x	x	Quality assurance office	Quality assurance office. Working groups created under the Rector's order	Surveys. Report of quality assurance office

2.6 Developing the mechanisms to improve the learning process through monitoring over the students' academic performance;	Studying and analyzing the documents about students' academic performance as well as vocational students results (student grade sheet, academic card).Comparative analysis of the target benchmarks and indicators approved in the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	x	Working group created under the Rector's order (Secretaries of the faculty, head of learning process management office)	Analysis of student grade sheets.	Working group created under the Rector's order (Secretaries of the faculty, head of learning process management office)
	Providing management bodies with the results of the analysis to improve the learning process through the further administrative ways				x			x						x	Management bodies. Quality assurance office	Main educational unit(faculty). Vocational education development office	Recommendations. Minutes of the meetings
2.7 Developing the mechanisms for evaluation and improvement of educational programmes;	Preparing and conducting surveys for academic staff, students, employers and alumni in order to evaluate academic educational programmes			x	x	x	x						x	x	Quality assurance office	Quality assurance office. Working group created under the Rector's order	Assessment methodology. Questionnaires. Survey results
	Preparing and conducting surveys for vocational education teacher, vocational students, employers and alumni in order to evaluate vocational educational programmes			x	x	x	x								Quality assurance office	Quality assurance office. Quality coordinator of vocational programmes. Working group	Assessment methodology. Questionnaires. Survey results

	Providing the management bodies with the recommendations created on the basis of analysis of academic and vocational programme evaluation survey in order to modify educational programmes/design new educational programmes using existing regulations																				x	Quality assurance office. Quality coordinator of vocational programmes	Management bodies. Academic staff of the faculty. Vocational education teachers	Survey results and analysis. Recommendations. Regulation.				
2.8 Following the principles of ethics and integrity	Improvement of encouragement mechanisms to follow the codes of ethics and conduct rules/ norms	x	x	x																		x	x	Head of administration. Legal office	Legal office	Codes of ethics and conduct. Mechanisms		
	Improving procedures for responding to the violation of ethical code and conduct rules/ norms	x	x	x																		x	x	Head of administration. Legal office	Legal office	Mechanisms/internal regulations		
	Purchasing special programme for detecting plagiarism												x	x	x										Head of administration	Procurement office	Programme. Documents confirming purchases	
	Preventing plagiarism using awareness campaigns	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x									Quality assurance office	Science office. Public relations office	Evidence for awareness campaign	
	Introduction of mechanisms for the detection and prevention of plagiarism	x	x	x	x	x	x	x	x	x	x	x	x	x	x										Quality assurance office	Science office. Legal office. Trained staff in the frames of project TEMPUS	Mechanisms/rules of plagiarism	

	Declaring adherence to the principles of academic freedom, rules and regulations. Transparency and accessibility of these regulations	x	x	x	x	x	x	x	x	x	x	x	x	x	Science office	Science office. Legal office. Trained staff in the frames of project TEMPUS	Existing system
2.9 Establishing the flexible information system for the users of educational services, employers and stakeholders;	Providing web-page with additional services which simplify the process of getting and dissemination of information for users	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	IT centre. Software specialist of the webpage	Webpage. Information, advertising and other kinds of materials
	Providing people with information and preparing printed material (information, advertising etc) to increase the popularity of the Teaching University. Using media communication means periodically (television, radio)														Head of administration. Public relations office	Public relations office. Procurement office. Software specialist of the web-page	Webpage. Information, advertising and other kinds of materials
	Conducting PR and advertising campaigns to popularize the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Public relations office. Procurement office	Webpage. Evidence for events
	Conducting corporate events together with the local and international organisations	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Head of administration	Public relations office. Procurement office	Evidence for events

Organizing short-term training courses, seminars, conferences and project presentations	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration	Lifelong learning centre. Working group created in the frames of United Nations Development Programme	Presentation materials. Reports
Broadening mutual cooperation with partner organisations, signing memorandums and agreements	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Quality assurance office	Quality assurance office. Head of administration. Public relations office	Agreements. Memorandums
Dissemination of advertising material with the Teaching University logo	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Public relations office	Public relations office. Procurement office. Working group created in the frames of United Nations Development Program	Material with the Teaching University logo
Organizing and conducting different sporting events, meetings and other activities at the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration	Public relations office. Sports specialist. Procurement office	Evidence for conducted events

	<p>Planning/conducting activities (exhibitions/scientific festivals, orientation meetings, welcoming first-year students, campus tours and open days, conferences, information booklets) together with municipality resource centres and public schools for the people interested in vocational and higher education programmes. Planning further events on the basis of survey analysis.</p>					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Head of administration. Public relations office. Career development centre. Science office</p>	<p>Public relations office. Career development centre. Science office. Procurement office. Working group created in the frames of United Nations Development Program</p>	<p>Evidence for conducted activities</p>

3.2 Designing and implementation of modern, quality and labour market-oriented educational programmes as well as training/retraining courses	Designing new and labour market-oriented academic educational programmes (including foreign-language and joint educational programmes)	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Specialist of Quality Assurance office. Main educational unit. Vocational education development office. Learning process management office. Academic staff. Vocational education teacher	Educational programmes. Methodology of programme designing. Analysis of labour market		
	Reaccreditation of BA educational programme of "Business administration"	x	x	x	x	x	x							Quality assurance office	Main educational unit (Faculty). Working group established within the faculty	Accredited educational programmes			
	Designing and accreditation of 5-year educational programme of "Elementary Education"	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Main educational unit (faculty). Quality assurance office. Academic staff	Accredited educational programmes			

	Reaccreditation of MA educational programme of “Small Business Management”	x	x	x	x	x	x								Quality assurance office	Main educational unit (faculty). Quality assurance office. Academic staff	Accredited educational programme
	Implementation of vocational educational programmes (modular/dual) designed under the National Qualifications Framework and bringing them in line with legislation, in case of necessity	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office. Quality coordinator of vocational programmes	Vocational education development office. Vocational education teacher	Accredited educational programmes

	<p>Adding/ Authorization/ Introducing new vocational modular/ dual educational programmes designed under the National Qualifications Framework, on the basis of the analysis of labour-market and employer requirements</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Quality assurance office. Quality coordinator of vocational programmes</p>	<p>Vocational education development office. Vocational education teacher</p>	<p>Appropriate educational programmes</p>
	<p>Bringing the current subjective vocational educational programmes, designed under the vocational standard, in compliance with National Qualifications Framework</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Quality assurance coordinator of vocational programmes</p>	<p>Vocational education development office. Vocational education teacher</p>	<p>Appropriate educational programmes</p>

	Designing and introduction of short-term training/retraining courses on the basis of the analysis of labour market and employer requirements	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office. Quality assurance coordinator of vocational programmes	Lifelong learning centre. Vocational education development office. Main educational unit (faculty). Working group created in the frames of UN Development Program	Short term training/retraining courses
3.3 Introducing mutual cooperation process in order to create quality, labour market-oriented, modern educational programmes as well as training/retraining courses on the basis of program planning, designing, implementation, evaluation, development	Conducting the surveys of labour market periodically on the basis of program planning, designing, implementation, development and annulment methodology. Identifying new professions through the survey results	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Quality assurance office. Working group created within the faculty	Assessment methodology. Questionnaires. Survey results
	Analysis of feedback from alumni, employer, student/ vocational student surveys	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Main specialist of quality assurance office	Analysis of survey results

methodology, and establishing the participatory system through feedback (staff, student, vocational student, alumni, employer)	Analysis of students/ vocational students academic performance monitoring results (according to the programme learning outcomes)	x	x	x	x	x	x	x	x	x	x							Quality assurance office	Quality assurance office	Analysis of results		
	Monitoring of programme completion in set timeframe, and dropout rate. Comparing to the approved indicators, and analyzing																	x	x	Learning process management office. Vocational education development office	Learning process management office. Vocational education development office	Statistics
	Designing new academic educational programmes (including foreign-language programmes) which are oriented on the achievement of learning outcomes by the student with an average academic performance	x	x	x	x	x	x	x	x	x	x	x	x	x	x					Quality assurance office	Main educational unit (faculty). Vocational education development office. Vocational education teacher. Academic staff	Educational programmes

<p>Defining the learning outcomes of the academic educational programmes clearly. Ensure them to be in line with higher education level and qualification to be awarded</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Main educational unit (faculty). Vocational education development office.	Educational programmes
<p>Introducing various methods to achieve learning outcomes as well as introducing the verification system of learning methods</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Main educational unit (faculty). Vocational education development office. Vocational education teachers. Academic staff	Verification methodology. Programme. Evidence for cooperative process
<p>Participation of employers in the process of awarding the qualification</p>						x	x	x					x	Main educational unit (faculty). Vocational education development office. Head of administration	Main educational unit (faculty). Working group. Vocational education development office. Career development centre	Evidence for employers' participation

3.4 Accessibility of information about educational programmes	Catalogue of educational programmes																				Quality assurance office. Quality coordinator of vocational programmes. Faculty	Main educational unit (faculty). Vocational education development office. IT centre, software specialist of the web-page	Catalogue of educational programmes	
	Learning Management System	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						Head of administration	Programmer	Learning Management System
	Web-page	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						IT centre. Software specialist of the web-page	IT centre, software specialist of the web-page	Web-page
	Information booklets, brochures																					Head of administration. Public relations office	Public relations office. Procurement office. Faculty. Lifelong learning centre. Vocational education development office	Information booklets. Brochures

<p>3.5 Accessibility of educational programmes for people with special needs and special educational needs;</p>	<p>Designing and introducing individualized education programmes for students/ vocational students with different requirements and special educational needs</p>		x												<p>Main educational unit (faculty). Vocational education development office. Lifelong learning centre</p>	<p>Quality assurance office. Main educational unit(faculty). Vocational education development office</p>	<p>Individualized educational programmes. Methodology</p>
<p>3.6 Providing transparent, equitable and fair assessment system of student knowledge;</p>	<p>Accessibility to the assessment system through the Learning Management System</p>	x	x	x	x	x	x	x	x	x	x	x	x	<p>Learning process management office</p>	<p>Programmer</p>	<p>Learning Management System. Survey results</p>	

Designing valid, reliable, flexible, simple, transparent, equitable and fair assessment system for students/vocational students	x	x	x	x						x	x			Quality assurance office	Main educational unit (faculty). Vocational education development office. Quality insurance coordinator of vocational programmes. Legal office	Assessment system. Students/vocational students survey results
Students/ vocational students satisfaction survey about assessment system			x	x	x							x	x	Quality assurance office	Working group created under the Rector's order	Survey results
Introducing effective system of assessment appellation	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Legal office. Learning process management office	Legal office. Learning process management office. Examination centre. Programmer	Students appellation document
Introducing internal verification system to ensure assessment system	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office. Main educational unit (faculty). Vocational education development office	Main educational unit(faculty). Vocational education development office. Quality assurance coordinator of vocational programmes	Verification methodology

4.1 Further improvement of general principles and rules of staff management	Defining affiliation rules and conditions	x	x	x	x														Science office. Learning process management office	Science office	Additional services of the web-page
	Increasing participation of academic staff in the management process	x	x	x	x	x	x	x	x	x	x	x	x	x					Management bodies	Academic staff	Decisions of management bodies. Evidence for the meetings
	Effective usage of current encouragement mechanisms for the staff further development through the staff evaluation and satisfaction survey results	x	x	x	x	x	x	x	x	x	x	x	x	x					Head of administration	Working group created under the Rector's order. Management bodies. Legal office	Staff management policy Internal regulation rules. Orders. Structural units
	Creating statistical data of various types for the Teaching University staff					x				x									Human resources management office	Human resources management office	Statistical rates

	Further improvement of procedures for hiring (electing/, appointing) academic, administrative, support staff and teachers in order to attract and hire qualified employees. Recruitment	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Human resources management office	Human resources management office. Legal office	Rules for electing/ appointing. Procedures. Relevant regulations. Management policy	
	Staff qualification compliance with qualification requirements	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Human resources management office	Human resources management office	Documentation about staff qualification	
4.2 Effective management of staff activities	Evaluation of staff activities (academic, administrative, support, invited staff, teacher) and improving the outcomes using benchmarks														x	x	Management bodies. Quality assurance office Head of administration. Career development centre. Manager of practice of vocational programmes	Benchmarks. Indicators. Assessment system

	Defining affiliation for the academic staff and improvement of educational and research activities using benchmarks.	x	x	x	x													Quality assurance office. Science office	Main educational unit (faculty)	Affiliation rule. Benchmarks. Indicators. Reports. Assessment system
	Defining the workload of academic and invited staff in order to carry out activities effectively (ensuring implementation of educational programmes, proper fulfilment of functions and duties)	x	x	x	x													Science office. Learning process management office	Science office. Learning process management office	Staff workload scheme
4.3 Improvement of staff qualification	Defining necessities for the personal growth and qualification raise of the staff (including new staff). Planning and implementation of targeted training courses and consultations. Recruitment. Integration of new staff in the management system. Inviting the experts in the higher education and vocational education directions	x	x	x	x	x	x	x	x	x	x	x	x	x				Head of administration	Quality assurance office. Human resources management office	Management policy. Conducted training-courses

	Raising qualification in European partner universities in order to get international experience and introduce it into the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Head of administration. Quality assurance office	Teaching university staff	Trained staff. Documents. Memorandums. Evidence of sharing experience
5.1 Constant care for flexible regulations of the learning process	Improvement of mechanisms related to the regulations about students/vocational students status	x	x	x	x									x Learning process management office. Legal office	Learning process management office. Faculty. Vocational education development office	Regulation rule for learning process. Analysis of survey results
	Improvement of mechanisms to protect student rights and lawful interests	x	x	x	x									x Learning Management System Head of legal office	Learning process management office. Legal office. Lifelong learning centre	"Students rights and obligations". Surveys. Contracts between the student and university

5.2 Improvement of student support services	Supporting the student initiatives and needs through the legislative amendments as well as using quality educational programmes, student support services, individualized education programmes, and mechanisms for encouragement and support.	x	x	x	x	x	x	x	x	x	x	x	x	Faculty. Vocational education development office. Lifelong learning center	Lifelong learning center. Learning process management office. Vocational education development office	Evidence for individual consultations. Survey results
	Creating the joint vocational educational space considering the possibilities for lifelong learning, different cycles of learning and diversity	x	x	x	x	x	x	x	x	x	x	x	x	Lifelong learning centre. Vocational education development office. Faculty	Lifelong learning centre. Vocational education development office. Faculty	Learning-production partnership system

	<p>Deepen contact with employers. Implementation of internship and practice</p> <p>Deepen contacts with employers. Implementation of internship and practice</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Contracts. Documents for implemented practice and internship</p>
	<p>Finding information about career development</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Survey results</p>
	<p>Constant research of career needs of students/vocational students</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Career development centre. Manager of practice of vocational programmes</p>	<p>Survey results</p>
	<p>Ensure the students' attendance at the job fairs</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Public relations office. Career development center</p>	<p>Public relations office. Procurement office</p>	<p>Evidence for job fairs</p>

	Providing beneficiaries with the career services	x	x	x	x	x	x	x	x	x	x	x	x	x	Career development centre	Career development centre	Regulations rules of career development centre. Evidence for meetings
	Creating the database for employers and alumni	x	x	x	x	x	x	x	x	x	x	x	x	x	Career development centre	Career development centre	Web-page
	Carrying out activities for the active involvement of employers in the process of designing bachelor's, master's and vocational educational programmes	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Career development centre. Faculty. Vocational education development office	Career development centre. Manager of practice of vocational programmes Working group created under the Rector's order	Evidence for conducted activities

	Enhancing Lifelong Learning Centre (student support service-centre)-Career Development Centre, Extension Centre, Foreign Language Learning Centre.	x	x	x	x	x	x	x	x	x	x	x	x	Lifelong Learning Centre	Lifelong Learning Centre	Report of Lifelong Learning Centre
5.3 Further growth of student support activities including financial support	Constant research of students/vocational students socio-economic status, implementing relevant activities (stipend, flexible schedule of tuition fee, and other benefits)	x	x	x	x	x	x	x	x	x	x	x	x	Learning process management office. Faculty. Vocational education development office	Career development centre. Production practice manager of vocational programmes	Stipend. Flexible schedule of tuition fee and other benefits

	<p>Introducing the supporting mechanisms for SES students. "Designing the programmes of higher education accessibility for SES students and regions". Providing the laboratory, created within the project "DARE", with audio and video lectures; special learning programmes; schedules and electronic lectures for IDPs. Introducing blended learning methods.</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Lifelong Learning centre. Learning process management office	Special learning programmes. Schedules. Electronic lectures
	<p>Implementing projects (educational, social) to support IDPs from Abkhazia</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies	Structural units. Faculty. Vocational education development office	Implemented projects

5.4 Increasing the activity and involvement of students in local and international projects	Accessibility of the information about local and international projects, and assuring the students/ vocational students participation in these projects	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office. Science office. Public relations office. Software specialist of the web-page	IT office. Software specialist of the web-page	Web-page. Targeted link
	Fostering and supporting extracurricular activities (conferences, public lectures, cultural-educational and creative activities)	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration	Science office. Public relations office. Procurement office. Financial office	Evidence for extracurricular activities

	Implementation of supporting projects for the development of priority educational programmes at the Teaching University. Winter and summer schools with the participation of the students from different universities as well as foreign professors.														Head of administration. Vocational education development office	Public relations office. Procurement office. Financial office. Faculty. Vocational education development office	Evidence and documents about winter and summer schools
	Accessibility to the information about the Teaching University in English, Web-page in English	x	x	x	x	x	x	x	X	x	x	x	x	x	Foreign language learning centre. IT centre	Foreign language learning centre. Software specialist of the web-page	Web-page in English
6.1 Integration of learning and research components,	Organizing and participation in internal and international conferences					x	x					x	x		Head of administration. Science office	Academic staff	Conference material

promoting the implementation of research projects	Publishing the volumes of scientific works	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration. Science office	Academic staff	Volumes of scientific works
	Enhancing the research components in programmes. Integration of learning and research	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Main educational unit (faculty). Academic staff	Educational programme
	Implementation of research projects	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Science office	Academic staff	Implemented projects
	Attracting the researchers/scholars of the region as well as outside the region to promote and popularize researches	x	x	x	x	x	x	x	x	x	x	x	x	x	Science office	Science office	Publications. Material
	Deepening international partnership	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office	Quality assurance office	Memorandums. Agreements

	Research/study of historical materials kept in the archives, as well as cultural heritage kept in ethnographic museums in the region	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Science office	Academic staff	Memorandums. Reports of conducted researches	
6.2 Introducing the system of finding the sources of funding	Defining the budget for research funding, and constant care for increasing the funding													x		x	Management bodies of Head administration	Budget
	Introducing public, transparent and fair procedures for research funding	x	x	x	x												Management bodies. Head administration of Legal office	Rules for research funding
	Attracting business sector in researchers	x	x	x	x	x	x	x	x	x	x	x	x	x			Management bodies. Head administration of Science office	Staff with international experience

6.3 Introducing the system of evaluation and reports in order to define the quality of research and scientific productivity of academic staff	Designing assessment and self-assessment questionnaires for staff; reporting; survey analysis to implement further activities	x	x	x	x														Quality assurance office	Quality assurance office. Working group. Science office	Questionnaires. Analysis of survey results	
	Foreign language courses for academic/affiliated staff using the Teaching University resources (Foreign Language Learning Centre)	x	x	x	x	x	x	x	x	x	x	x	x	x						Head administration of	Foreign language learning centre	Report of foreign language learning centre
7.1 Management of development processes of the infrastructural and material-technical base in order to carry out	Defining the efficiency perspectives of functional load and use of real estate through the stock-taking.	x	x	x	x	x	x	x	x	x	x	x	x						Head administration of	Material resources office	Material of stock-taking. Current/existing material-technical base	

appropriate educational, research and administrative activities effectively according to the planned number of students/ vocational students, as well as to care for student and staff safety and health	Constant development and renewal of material-technical base, laboratories, learning material, equipment and tools in order to improve the learning process quality	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resources office. Procurement office. Financial office	Documents of the updating of material resources. Purchases. Acts
	Constant providing and control of the system of the uninterrupted power supply and central heating. Protecting sanitary-hygienic norms in sanitary places.	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resource office. Legal office. Financial office	Relevant documentation. Rules
	Improvement of mechanisms for fire prevention and safety, first aid and order.	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resources office. Legal office. Financial office	Relevant documentation. Rules
	Arrangement of documents certifying possession of fixed and liquid assets of the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resource office. Legal office. Financial office	Documents approving the possession of assets

	Introducing the mechanisms for the effective functioning of support buildings (student dormitory, kitchen, greenhouse, animal farm, workshop)	x	x	x	x										Head of administration	Material resource office. Legal office. Financial office	Relevant rules and regulations
	Conducting satisfaction survey and planning further activities in accordance with the survey results	x	x	x	x	x	x	x	x						Management bodies. Quality assurance office	Quality assurance office. Working groups created under the Rector's order. Financial office	Surveys. Analysis

Designing the project of workshop for Beekeeping. Construction works																					Management bodies. Head administration of	Material resources office. Procurement office. Financial office	Project. Construction works
Arranging Dentist's laboratory	x	x	x	x	x	x	x	x	x	x	x	x	x	x							Head administration of	Material resources office. Procurement office, Financial office	Dentist's laboratory
Renovation of existing medical cabinet	x	x	x	x	x	x	x	x	x	x	x	x	x								Head administration of	Material resources office. Procurement office. Financial office	Medical cabinet
Carrying out repairing works in Senaki dormitory	x	x	x	x	x	x	x	x	x	x	x	x	x								Head administration of	Material resource office. Procurement office. Financial office	Repairing works

		x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resources office. Procurement office. Financial office	Manure conveyor	
	Development of animal farm through introducing new technology																	
7.2 Creating adapted environment for students with special needs	Bringing the existing adapted environment in accordance with the standards in order to improve educational and infrastructural conditions for students with special needs	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resources office. Procurement office. Financial office	Identifying needs	
	Creating an adapted environment for students with special educational needs on the first floor of the study building in Zugdidi; installing a lift	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Material resources office. Procurement office. Financial office	Adapted environment. Lift	

	Installing a lift in the study building in Senaki	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration	Material resources office. Procurement office. Financial office	Adapted environment. Lift
	Conducting satisfaction surveys and planning further activities on the basis of analysis of these surveys	x	x	x	x	x	x	x	x	x	x	x	x	x	Management bodies. Quality assurance office	Working group created under the Rector's order	Surveys. Analyze
7.3 Improvement of library environment, resources and services	Constant improvement of library management system, library environment and services in order to use library resources and services effectively.	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. Head of library	Head of library. Main specialist. Specialist. Procurement office. Financial office	Library environment management system. Regulation rules.
	Renewal of library resources (printing and electronic) considering the results of stock-taking	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of library	Head of library. Procurement office. Academic staff. Vocational education teacher	Results of stock-taking

	Constant process of electronic cataloging; introducing Integrated Library System "Open biblio"	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of library	Head of library. Main specialist. Specialist	"Open biblios"
	Creating and constant updating of the electronic catalogue on the web-page	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of library	Head of library. Main specialist.	Web-page
	Constant improvement of the qualification of library support staff related to the usage of international electronic library bases	x	x	x	x	x	x	x	x	x	x	x	x	x	Head of administration. of Head of library	Head of library. Main specialist. Specialist	Trained human resource
	Promotion of using international electronic library network resources for researchers (giving consultations)	x	x	x	x	x	x	x	x	x	x	x	x	x	Quality assurance office. Science office	Science office. Scientific head of library	Electronic library network. Evidence for consultations

7.4 Improvement of services in the management system through introducing information technology. Providing access to information technologies Providing accessibility to information technology	Developing infrastructure of information technologies to provide business continuity, including electronic management services and systems	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	IT centre. Head of computer laboratory. Programmer	Local networking. Business continuity plan
	Attracting best IT specialists and promoting their professional growth. Organizing staff training to teach them how to use modern programme products and technologies	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Human resources management office. IT centre. Head of laboratory. Programmer	Mechanisms and rules of staff attracting
	Purchasing and using the licensed software														Head administration of	Procurement office. Financial office. IT centre. Head of laboratory. Programmer	Licensed software

	Introducing the computers with licensed software.They are on the balance of the Teaching University							X	X	X	X	X	X	X	Head administration of	IT centre. Head of laboratory.	Computers with licensed software
	Improving the quality of providing information- Web-page in English, growth of information and communication resources of the web-page	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	Foreign language learning centre. Programmer. Specialist of the web-page	Web-page in English
	Daily update of the web-page; providing publicity of ongoing reforms and news in the Teaching University	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	IT centre. Public relations office	Web-page
	Introducing mechanisms for business continuity					x	x	x	x	x	x	x	x	x	Head administration of	Relevant structural units	Business continuity plan
	Systematic update of technical and program-information means	x	x	x	x	x	x	x	x	x	x	x	x	x	Head administration of	IT centre. Head of laboratory	Systematically updated programmes

<p>7.5 Creating an effective system of accountability, financial management, planning and control;</p>	<p>Improvement of financial-budget policy and budget process management of the Teaching University. Providing educational research and other activities with adequate financial resources; opportunities for optimal planning and allocation of financial resources including researches, student projects, training courses for qualification growth, infrastructural projects, financial resources for the implementation of strategic plan</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	<p>Management bodies. Head of administration</p>	<p>Financial office. Internal audit office. Main accountant. Accountant</p>	<p>Decisions. Budget</p>
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	<p>Introducing the system of financial management and control in the Teaching University: strengthening roles, involvement, initiatives and control of main educational units, structural units and students in the process of drawing up and carrying out the budget</p>													<p>Management bodies. Head of administration of</p>	<p>Head of Faculty. Structural units</p>	<p>Documents for financial management and control system. Monitoring methodology and reports. Regulations. Decisions.</p>
	<p>Management of diversified financial resources (program finances from the state budget, income gained through the economic activities, program funding, donations), attracting new sources of funding, (external sources of funding-grants, state project funding), finding and activating university internal resources (commercialization)</p>	x	x	x	x	x	x	x	x	x	x	x	x	<p>Management bodies. Head of administration of</p>	<p>Financial office. Main accountant</p>	<p>Rules for university funding. Funding sources. Budget. Relevant documentation</p>

	Evaluation of the system of financing management and control														Head of quality assurance office	Internal audit office. Relevant structural units. Working group created under the Rector's order	Surveys. Analyze. Internal audit annual report

