



Tbilisi Humanitarian Teaching University
TBILISI HUMANITARIAN TEACHING UNIVERSITY

**Strategic Development Plan (2019-2025)
and Action Plan (2019-2021)
Monitoring Mechanisms**

Approved on:	N and Date of the Ordinance
Amendment made:	N and Date of the Ordinance
	Reference to the article, where the amendment has been introduced

* _



**Strategic Development Plan (2019-2025)
and Action Plan (2019-2021) Monitoring Mechanisms**

1. The implementation of the monitoring of the strategic Development Plan (2019-2025) and Action Plan (2019-2021) of Tbilisi Humanitarian Teaching University LLC, and of the conduct of assessment involves the following stages:
 - Collection of information;
 - Preparation of information for the analysis;
 - Analysis of information; and
 - Developing recommendations.
2. On the stage of the implementation of the aimed tasks, the effectiveness of the implementation of the strategic development plan and whether the planned results have been achieved, is checked via monitoring.

3. Activities of the monitoring team

- 3.1. The processes that are taking place in the Strategic Development Plan (2019-2025) and Action Plan (2019-2021) shall be subject to monitoring, for which the key indicators and target benchmarks are identified.
- 3.2. The monitoring shall be carried out by specially established teams with the following composition:

Strategic goals	Monitoring team	Monitoring terms
1.Organizational development	Head of the team: A definite person 1. Quality assurance service 2. Rector 3. Human resources management service 4. Head of administration 5. Legal service	Once in every semester (February and July) and/or in accordance with the indicated benchmarks.
2.Development of the educational activities	Head of the team: A definite person 1. Quality assurance service 2. Head of the educational process management 3. The centre for researches and development	Once in every semester (February and July) and/or in accordance with the indicated benchmarks.
3.Students' services development	Head of the team: A definite person 1. Head of administration 2. Students' support and career development centre 3. Quality assurance service 4. Students' self-governance	Once in every semester (February and July) and/or in accordance with the indicated benchmarks.
4.Public relations, internationalization and attraction of foreign students	Head of the team: A definite person 1. Quality assurance service 2. Human resources management service 3. Rector	Once in every semester (February and July) and/or in accordance with the indicated benchmarks.

- 3.3. The heads and the composition of the monitoring team shall be determined annually on the basis of the order of the rector of THU.



- 3.4. The working plan of the monitoring team of each field and the schedule shall be determined by the head of the team.
- 3.5. The monitoring team shall submit the report on the performed works to the Quality Assurance Service, the Rector and the head of the Administration.

4. Monitoring and assessment through annual reporting

- 4.1. The performance of the current processes (which is specified in the strategic plan with an appropriate (X) symbol) shall be assessed by the responsible person determined by the action plan document. The mentioned person shall prepare an annual report as a self-assessment.
- 4.2. The annual report shall be sent to the Quality Assurance Service, the Rector and the head of Administration.

5. Responding to monitoring and assessment results

- 5.1. The Quality Assurance Service shall submit to the Rector the analysis and the recommendations based on such analysis, of monitoring over the performance of the strategic development plan and action plan, based on the annual reports and the analyses of the self-assessment.
- 5.2. The rector of the University shall submit to the Academic Council a comprehensive analysis of the performance of the strategic development plan and action plan. The Academic Council shall review and take a relevant decision on the strategic development plan and the action plan.
- 5.3. The founders shall have the right to demand any time information on the strategic development and the fulfilment of the action plans.
- 5.4. The founders, the head of the Quality Assurance Service, the Rector and the head of Administration may refer to the Academic Council with a request to make amendments to the strategic plan and the action plan.
- 5.5. On the basis of information obtained as a result of monitoring and self-assessment, the Academic Council may make some amendments in the documents and strategy describing the mission of the University, also some works is to be initiated for the preparation of the new strategic development plan.