



Tbilisi Humanitarian Teaching University
TBILISI HUMANITARIAN TEACHING UNIVERSITY

Management Effectiveness Monitoring Mechanisms and Assessment System

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

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1. General provisions

- 1.1. The given document sets out the vision of Tbilisi Humanitarian Teaching University (hereinafter THU) and its approaches for the management effectiveness monitoring mechanisms and assessment system.
- 1.2. The management of THU is carried out in accordance with the organizational structure, according to which THU strives towards the effective use of quality assurance mechanisms during the management process and the best practice in the educational field.

2. Management effectiveness monitoring and assessment mechanisms

- 2.1. The following mechanisms are used for the monitoring and assessment of THU management effectiveness:
 - Annual monitoring and assessment of the management effectiveness;
 - Comprehensive regular assessment of the management effectiveness;
 - Comprehensive irregular assessment of the management effectiveness.
- 2.2. For the annual monitoring and assessment of the management effectiveness the approaches towards the monitoring and assessment of the performance of the strategic development plan and the action plan of THU have been used (an ordinance N... Of the Academic Council of THU).
- 2.3. Comprehensive regular assessment of the management effectiveness is carried out once in 3 years and it coincides with the period of the completion of a three-year action plan of THU.
- 2.4. Comprehensive irregular assessment of the management effectiveness may be initiated
 - By the founding partners' meeting
 - The Academic Council
 - The Rector
 - The Quality Assurance Service.
- 2.5. The decision on the initiation of the comprehensive irregular assessment of the management effectiveness shall be taken by the founding partners' meeting and/or the Academic Council.
- 2.6. For the assessment of the comprehensive regular/irregular assessment of the management effectiveness, the effectiveness management working group (hereinafter the working group) shall be established on the basis of the Rector's order.
- 2.7. Besides, the University staff included in the working group, third persons may also be invited for rendering the qualified assistance.
- 2.8. The Rector of the university shall determine the group leader, who will take a decision on the distribution of powers among the group members and on the terms of the works to be fulfilled.

3. General principles of the assessment of the management effectiveness

- 3.1. The assessment of the effectiveness shall be:
 - 3.1.1. Relevant - the assessment shall describe the achievement the University strives to - and it shall not describe the one which is easy to measure.
 - 3.1.2. Characteristic - the assessment of the management effectiveness of the University shall consider the national standards in the field of education, the university structure and the accountability of the structural units.
 - 3.1.3. Comparative - the fulfilment of the tasks under the strategic development plan and the action plan according to the years.
 - 3.1.4. Clearly defined - with evident and non-ambiguous explanation so that the data are collected and criteria are easily understandable, with minimum explanation requirement. The assessment process documents shall be clearly presented.
 - 3.1.5. Timely - Management process assessment documentation shall be maintained regularly in order to see the progress and to do it quickly, so that the data are still valuable during the decision taking.
 - 3.1.6. Reliable and checkable - the assessment shall use exact data for relevant needs. The measurement should be systematic and responsive to changes.



Prescribed in time - the implementation terms for the action shall be clearly presented.

3.2. The following methods are used for the assessment of the management effectiveness:

- The analysis of normative documents;
- The results and analysis of the implementation of the strategic development plan and the action plan;
- Analysis of the annual reports of the university Administration and its structural units;
- Interrogation of the university personnel and their interviewing;
- Interrogation and interviewing of the university students and post graduate students;
- The conduct of financial audit.

4. Submittal and review of the comprehensive regular /irregular assessment of the management effectiveness

- 4.1. The working group shall submit a comprehensive regular/irregular assessment of the management effectiveness to the Rector of the university, the partners' meeting and the Academic Council.
- 4.2. The partners' meeting and the Academic Council shall review the comprehensive regular/irregular assessment of the management effectiveness and shall take the following decision.