

APPROVED:

At the meeting

Accreditation Council IARC

 S.T. Sarbanov

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CONFIRM

Director of IARC

 B.B. Koshoeva

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Procedure for conducting internal monitoring of the activities of the Public Foundation "Independent Institute of Accreditation, Rating and Certification"

1. GENERAL PROVISIONS

1.1. Internal monitoring of the activities of the public foundation "Independent Institute of Accreditation, Rating and Certification" (hereinafter referred to as IARC) is a systematic process of assessing and analyzing the results of the activities of IARC in order to improve the quality of accreditation and compliance with established standards and requirements.

1.2. Internal monitoring is carried out within the framework of ensuring the transparency and accountability of IARC, as well as with the aim of identifying and eliminating deficiencies in its work.

2. GOALS AND OBJECTIVES OF INTERNAL MONITORING

2.1. The main objectives of internal monitoring are:

2.1.1. Evaluation of the efficiency and effectiveness of accreditation procedures.

2.1.2. Identification of weaknesses in the organization of the Agency's work and in the accreditation process.

2.1.3. Improving the quality of services provided and the satisfaction of stakeholders.

2.1.4. Ensuring compliance of the Agency's activities with current regulatory documents and standards.

2.2. The main tasks of internal monitoring are:

2.2.1. Conducting regular analysis of documents and reports related to accreditation.

2.2.2. Assessing the implementation of established procedures and standards.

2.2.3. Determining the level of implementation of recommendations received during previous inspections.

2.2.4. Formulating proposals for improving the work of IARC.

3. PROCEDURE FOR CONDUCTING INTERNAL MONITORING

3.1. Internal monitoring is carried out on a regular basis at least once a year.

3.2. The organization of internal monitoring is assigned to a special commission formed from among the IARC employees. The commission is responsible for planning, coordinating and conducting monitoring.

3.3. The following stages are carried out within the framework of internal monitoring:

3.3.1. Monitoring planning: drawing up an action plan, defining monitoring objects, deadlines and responsible persons.

3.3.2. Information collection: analysis of documentation, conducting surveys, interviewing employees and stakeholders.

3.3.3. Data analysis: evaluation of the collected information, identification of key problems and trends.

3.3.4. Report preparation: formation of a final report with monitoring results and recommendations for improvement.

4. EVALUATION OF MONITORING RESULTS

4.1. The results of internal monitoring are discussed at a general meeting of the IARC team.

4.2. Based on the results of the discussion, an action plan is formed to eliminate the identified deficiencies and improve the work of IARC.

4.3. Those responsible for the implementation of the action plan are appointed from among the IARC employees. Control over their implementation is carried out by the internal monitoring commission.

5. FINAL PROVISIONS

5.1. This regulation may be amended and supplemented in accordance with changes in legislation and internal local documents of IARC.

5.2. The regulation comes into force from the moment of approval.

Thus, internal monitoring is an important tool for ensuring the quality and efficiency of IARC activities, which, in turn, contributes to increasing trust in the accreditation process on the part of educational organizations and society as a whole.

6. INTERACTION WITH STAKEHOLDERS

6.1. Internal monitoring also includes interaction with stakeholders, such as accredited educational organizations, teachers, students, and public organizations. This interaction allows for feedback on the accreditation process and the identification of additional aspects requiring attention.

6.2. To improve the quality of monitoring, IARC can organize focus groups or conduct surveys among stakeholders, which will help identify their expectations and needs, as well as assess their level of satisfaction with the accreditation process.

7. TRAINING AND ADVANCED TRAINING

7.1. In order to improve the efficiency of internal monitoring, special attention should be paid to training of IARC employees. Periodic trainings and seminars will help improve analysis and assessment skills, as well as adapt new approaches to accreditation in accordance with international standards.

7.2. The training results will be integrated into the internal monitoring process, which will allow for the creation of a dynamic and adaptive system that meets modern requirements and challenges.