TORAIGHYROV UNIVERSITY

**REGULATIONS ON THE STRUCTURAL UNIT**

QUALITY MANAGEMENT SYSTEM

 Approved by

 Head of the Board Apparatus

 \_\_\_\_\_\_\_\_N. N. Sakhanov

 \_\_\_\_\_\_\_\_2023

**REGULATIONS**

**ON THE IT HUB**

**Non-profit Joint-stock Company "Toraighyrov University"**

**Pavlodar**

**2023**

**Preface**

**1 DEVELOPED** by the Working Group.

**2 DEVELOPERS**

2.1 Head of the working group: V. A. Romanov - Director of the IT HUB;

2.2. Kairbaev E. B. - Head of the Information Technology Implementation Department;

2.3 Artyomov A.V. - Head of the Technical Support Department.

**3 INTRODUCED** by the HR service.

**4 APPROVED** by Order № 9-26/41 dated 02.10.2023

**5 PUT INTO EFFECT** from 02.10.2023

**6 WAS INTRODUCED TO REPLACE** THE RSU QMS 2.4-03/05.

**7 EXPERT GROUP**

7.1 Head of the expert group: Sabitova R. A. ~ Acting Head of the Department of Legal Support and Public Procurement.

7.2 A. E. Zhakisheva - HR Director.

7.3 Standard controller: G. S. Bayakhmetova, - Quality Engineer of the Office of Strategy and Quality Management System.

**8 THE FREQUENCY OF CHECKING** the job description 1 time in 3 years.

**1 General provisions**

1.1 IT HUB is a structural subdivision of a Non-profit Joint-Stock Company (hereinafter - NJSC) "Toraighyrov University" and is directly accountable to the Head of the Board Staff.

1.2 IT HUB is created and reorganized by the order of the Chairman of the Board- Rector.

1.3 The structure and staff of IT HUB is approved by the Chairman of the Board-Rector of NJSC Toraighyrov University

1.4 The scheme of administrative and functional subordination of the IT HUB is given in Appendix A.

1.5 The IT HUB is headed by a director who is appointed and dismissed from his post by order of the Chairman of the Board-Rector.

1.6 The IT HUB is guided in its activities by:

- The Constitution of the Republic of Kazakhstan (hereinafter - the Republic of Kazakhstan), adopted at the republican referendum on August 30, 1995;

- The Labor Code of the Republic of Kazakhstan dated November 23, 2015;

- The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 1, 1997;

- The Law of the Republic of Kazakhstan "On Technical Regulation" dated December 30, 2020;

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;

- The Law of the Republic of Kazakhstan "On Science" dated February 18, 2011;

- The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015;

- The Law of the Republic of Kazakhstan "On Mass Media" dated July 23, 1999 No. 452 ~Z990452;

- The Law of the Republic of Kazakhstan "On Advertising" dated December 19, 2003 No. 508-II;

- The qualification directory of positions of managers, specialists and other employees, approved by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 30, 2020 No. 22003; -sectoral regulatory legal acts defining the direction and development of education in the Republic of Kazakhstan;

-Instructive letters and orders from the Ministry of Internal Affairs of the Republic of Kazakhstan;

- The Charter of the NJSC "Toraighyrov University";

- The Corporate Code of Ethics;

- The Company's internal regulations;

- Rules of the Company's work schedule;

- The Mission, Policy and Goals of the Society;

- The development program of the NJSC "Toraighyrov University" for 2023-2029;

- organizational and administrative documents of the Company;

- the goals of the IT HUB;

- documents ensuring the functioning of the quality management system (hereinafter - QMS) Societies;

- the hierarchy of the structure and activities of the Company;

- Regulations on the IT HUB;

- by this regulation;

1.7 IT HUB plans its activities for the academic year on the basis of the Strategic Development Plan of the Company, decisions of collegial management bodies, orders of the Chairman of the Board-Rector. The IT HUB work plan is approved by the Chief of Staff of the Management Board.

1.8 At the end of the academic year, the IT HUB submits to the Head of the Management Board a report on the work done for the academic year.

1.9 IT HUB maintains documentation in the state and Russian languages in accordance with the nomenclature of cases and the order of record keeping established in the Company.

1.10 The requirements of this regulation are mandatory for all IT HUB employees.

**2 The main tasks of IT HUB**

The main tasks of the IT Department are:

1) promoting the image of the Company as an advanced university in the field of IT;

2) development of the general concept of the university's information strategy;

3) implementation of a unified policy of informatization of education;

4) attracting IT companies to cooperate with the Society;

5) improving the quality of IT education;

6) the formation of a high information culture in Society and the dissemination of EE in the region through trained highly qualified personnel;

7) attracting students of realization to the Company's IT-projects;

8) research activities in the IT-sphere;

9) creation of the information network of the Company;

10) development of electronic educational publications of the Company;

11) support and coordination of the use of information and communication technologies in the field of education;

12) planning and development of event plans and coordination of work with representatives of the mass media (hereinafter - the media);

13) provision of electronic services for the organization of the educational process;

14) issuance of credentials for access to personal accounts of students and teachers;

15) Organization and development student service systems;

16) requirements of the Company's internal regulatory documents of the current legislation of the Republic of Kazakhstan.

**3 Functions of the IT HUB**

**3.1 Areas of educational and teaching activities**

3.1.1 participation in the development, implementation, and implementation of the Company's informatization program through the provision of information and communication, educational and technical services to students, teachers and university staff, and the formation of a unified information space of the Company;

3.1.2 implementation of long-term planning and identification of information and communication technology development needs in departments, faculties and other divisions of the Company and meeting their needs.

3.1.3 maintenance of the educational process of the university with software and information support from the RSC fund in the preparation of scheduled classes, course and diploma design;

3.1.4 implementation of methodological support for the development of information and communication technologies at all levels in accordance with the informatization program of the Company;

3.1.5 providing assistance to departments and departments of the Company in the direction of developing analytical activities based on the use of computer technologies through the development of methodological recommendations and practical developments, the organization of various forms of information and methodological support.

**3.2 In the field of production activities**

3.2.1 development of instrumental and pedagogical software for the educational process;

3.2.2 formation and development of a professionally oriented database, information and reference systems;

3.2.3 creation of the information network of the Company and implementation of the information content of the network,

3.2.4 information interaction of IT HUB with higher educational institutions of the region, other universities, libraries, higher institutions, distance education centers, Internet resource centers;

3.2.5 organization and coordination of the work of the Company's structures and divisions in the Internet space;

3.5.6 performing the function of a university node of a telecommunication information network;

3.2.7 development and implementation of the Company's educational portal with up-to-date information on the Company's activities, regulatory documentation, methodological recommendations and other materials provided by the editorial board of the educational portal;

3.2.8 provision of scientific and practical, consulting, information and communication, analytical services on the problems of informatization;

3.2.9 implementation of the dissemination of experience in the field of new information technologies;

3.2.10 studying the educational software market

tools, new information and communication technologies;

3.2.11 organization of the Company's purchase of licensed software, testing of new software;

3.2.12 maintenance of IT HUB equipment in working order, constant updating and systematization of hardware and software;

**3.3 Maintaining documentation and preparing reports**

3.3.1 maintaining documentation in the state and Russian languages in accordance with the nomenclature of cases

and the order of record keeping established in the Company;

3.3.2 acceptance, registration and execution of incoming department documents, preparation, registration and distribution of outgoing documents;

3.3.3 preparation of materials on the activities of the center for consideration at meetings of the Academic Council, the Rector's Office and other collegial management bodies;

3.3.4 preparation of information on behalf of the Company's management;

3.3.5 preparation of current and annual reports on the results of work in the areas of activity of the Department;

3.3.6 performing other functions within its competence in accordance with the goals and objectives of the university.

**4 IT HUB Interconnections**

4.1 IT HUB directly interacts with the Chief of Staff of the Management Board.

4.2 The IT HUB interacts with all structural divisions of the Company in the areas in accordance with which they carry out their activities and with the participation of the heads of the relevant departments.

**5 Responsibility of IT HUB**

5.1 The responsibility for the proper performance of the tasks and functions assigned to IT HUB by this regulation is borne by the Director of IT HUB, including for:

5.1.1 organization of the work of IT HUB, timely and high-quality execution of orders, orders, instructions of the Chairman of the Board - Rector of the Company, in accordance with the current regulatory legal acts of the Republic of Kazakhstan;

5.1.2 rational and efficient use of the material and human resources entrusted to IT HUB;

5.1.3 the state of labor and performance discipline in the IT HUB, the fulfillment of their official duties by its employees;

5.1.4 compliance by employees of the Department;

with internal regulations, sanitary and anti-epidemic regime, fire safety and safety regulations;

5.1.5 maintaining the documentation provided for by the current regulatory legal documents, documentation of management systems;

5.1.6 providing reliable statistical and other information on the activities of the department in accordance with the established procedure.

5.2 Employees of the department are personally responsible for offenses committed in the course of their activities, for non-fulfillment or improper fulfillment of their official duties, violation of labor discipline in accordance with the current legislation of the Republic of Kazakhstan.

5.3 The degree of responsibility of the department's employees is determined by their job descriptions.

5.43 employees of the Company and causing material damage to the department are responsible under the current legislation of the Republic of Kazakhstan.

**Appendix A**

(reference)

**The scheme of administrative subordination of the**

**IT HUB**

IT HUB

Chief of Staff of the Management Board

Chairman of the Board-Rector

Technical Support Department

The Situation Center

Student Design Bureau

Information Technology Implementation Department

**Appendix B**

(reference)

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| **APPROVAL SHEET** |
| Position, Full name | Date of approval | Signature |
| Acting head of Department of Legal Support, Public Procurement Sabitova R. A. | 02.10.2023 |  |
|  | (Signature) |
| HR Director A. E. Zhakisheva. | 02.10.2023 |  |
|  | (Signature) |
| Norm control: quality engineer of Accreditation and Quality Management System Office Bayakhmetova G. S. | 02.10.2023 |  |
|  | (Signature) |

**Appendix C**

(reference)

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| **ACKNOWLEDGEMENT FORM** |
| Full name of the person who has read the document | Date of acquaintance with the document | Signature |
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**Appendix D**

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| **ACCOUNTING SHEET FOR PERIODIC INSPECTIONS** |
| Order number and date | Verification results | Date of entry | Full name of the person who made the entry | Signature of the person who made the entry |
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**Appendix E**

(reference)

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| **THE LIST OF REGISTRATION OF CHANGES AND ADDITIONS** |  |
| The sequence number of the change | The basis (№., date of the order) | Date of introduction of the change | Date of making the change | Full name of the person who made the changes | Signature of the person who made the change |
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