

**REGULATIONS ON THE STRUCTURAL UNIT**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

 02 10 2023

**REGULATIONS ON THE MUSEUM COMPLEX**

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: M.S. Kayumova - Director of the Department of Youth Policy and Social Issues.

2.2 G. Kh. Rakhimzhanova - Director of the Museum Complex.

**3 ENTERED** by HR service

**4** **APPROVED** by Order dated 02 10 2023 y. № 9-26/41

5 **ENTERED INTO EFFECTIVE** from 02 10 2023 y.

**6 INTRODUCED TO REPLACE** ПСП СМК 2.4.4-03/06

**7 EXPERT GROUP**

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

7.2 A. E. Zhakisheva - Director of HR services

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

**8 INSPECTION FREQUENCY** of the regulations on the structural unit once every 3 years.

**1 General provisions**

1.1 The museum complex is a structural subdivision of the Non-profit Joint-stock Company (hereinafter - NJSC) “Toraighyrov University”, directly reporting to the director of the Department of Youth Policy and Social Issues (hereinafter - DYPSI), Member of the Board for Youth Policy, Social and Economic Issues (hereinafter - YPSEI) – to the vice-rector.

1.2 The museum complex is created and reorganized by order of the rector on the proposal of the Member of the Board for YPSEI – vice-rector.

1.3 The structure and staffing of the museum complex are approved by order of the Chairman of the Board-Rector of NPJSC “Toraighyrov University”.

1.4 Scheme of administrative and functional subordination of the museum the complex is given in Appendix A.

1.5 The museum complex is headed by a director who is appointed and is relieved of his position by order of the Rector on the recommendation of the Member of the Board for YPSEI - vice-rector.

1.6 The museum complex is guided in its activities by:

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

- Labor Code of the RK dated November 23, 2015 № 414-V;

- Law of the RK “On Education” dated July 27, 2007 № 319-III;

- Law of the RK “On Science” dated February 18, 2011, № 407-IV;

- Law of the RK “On languages ​​in the Republic of Kazakhstan” dated July 11, 1997;

- Law of the RK “On Combating Corruption” dated November 18, 2015;

- Qualification directory for positions of managers, the Minister of Labor of specialists and other employees, approved by the order and social protection of the population of the RK dated 30.12.2020, № 553;

- Charter of NPJSC “Toraighyrov University”;

- other regulatory legal acts of the RK;

- instructional letters and orders of the MSHE of the RK;

- Code of honor for teachers and staff of “Toraighyrov University” (rules of official ethics);

- Internal regulations of NPJSC “Toraighyrov University”;

- Mission, Policy and Goals of NPJSC “Toraighyrov University”;

- Development program of NPJSC “Toraighyrov University” for 2023-2029 years;

- rules and standards of safety and labor protection.

- these Regulations.

1.7 The museum complex plans its activities for the academic year based on plans based on the university development strategy, strategic and annual university plans, decisions of the Academic Council, and orders of the rector.

1.8 At the end of the academic year, the Museum complex submits a report on the work done for the academic year to the Member of the Board for YPSEI – to the vice-rector.

1.9 The museum complex maintains documentation in the state and Russian languages ​​in accordance with the nomenclature of cases and the procedure for office work established at the NPJSC “Toraighyrov University”.

1.10 The requirements of this provision are mandatory for all employees of the museum complex.

**2 Main objectives of the museum complex**

The main objectives of the museum complex are:

- formation of a student’s cultural, moral and aesthetic personality through the development of an active civic position;

- education of students in the spirit of continuity of generations and the best university traditions;

- popularization of the university’s activities and the formation of a positive image in society of the first regional higher education institution;

- preserving the memory of the best teachers of the university from its formation to the present day, communication with veterans of the university;

- compliance with internal regulatory documents of the Company and the current legislation of the RK.

**3 Functions of the museum complex**

3.1 Collection, recording, systematization, storage, study and exhibition of material, written and photographic sources reflecting the history of the university from the day of its foundation to the present day;

3.2 Development of thematic and exhibition plans for expositions and holding thematic exhibitions;

3.3 Organization and conduct of sightseeing and thematic excursions:

- representative: for various delegations and guests of the university;

- career guidance - for school graduates;

- orientation - for students of faculties;

3.4 Organization and conduct of ethnocultural expeditions and local history expeditions.

3.5 Conducting meetings of students with veterans and famous graduates of the university in the museum.

3.6 Providing methodological assistance in organizing museums in the Pavlodar region.

3.7 Participation in university-wide and city-wide events.

**4 Relationships of the museum complex**

4.1 The museum complex interacts directly with the director of DYPSI, Member of the Board for YPSEI – vice-rector.

4.2 Interaction with structural units is carried out with the participation of the heads of the relevant units.

**5 Responsibility of the museum complex**

5.1 Responsibility for the proper implementation of the tasks and functions assigned to the museum complex by these Regulations lies with the director of the museum complex, including for:

- organization of the museum’s work, timely and high-quality implementation of orders, instructions, instructions of the Chairman of the Board of NPJSC “Toraighyrov University” - rector, Member of the Board for YPSEI – vice-rector, director of DYPSI in accordance with the current regulations of the RK;

- rational and efficient use of material resources entrusted to the museum complex;

- the state of labor and performance discipline in the museum complex, the performance by its employees of their official duties;

- observance by museum employees of internal regulations, sanitary and anti-epidemic regime, fire safety and safety precautions;

- maintaining documentation provided for by current regulatory documents, documentation of management systems;

- provision in the prescribed manner of reliable statistical and other information about the activities of the museum complex;

5.2 Museum complex employees are personally responsible for:

- offenses committed in the process of carrying out their official duties, violation of labor discipline in accordance with the current legislation of the RK;

- for causing material damage to NPJSC “Toraighyrov University”.

**Appendix A**

(reference)

Chairman of the Board-Rector

Department of Youth Policy and Social Issues

Museum Complex

**Appendix B**

(mandatory)

Ф СО СМК 4.01.6/01

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| **APPROVAL SHEET** |
| Position, full name | Date of approval | Signature |
| Director of HR service A. E. Zhakisheva |  02 10 2023 y. |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| A.H. of the DLSPPR. A. Sabitova |  02 10 2023 y. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Standard control:Quality Engineer of the Accreditation and Quality Management System OfficeG. S. Bayakhmetova | 02 10 2023 y. |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |

**Appendix C**

(mandatory)

Ф СО СМК 4.01.6/02

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| **REFERENCE LIST** |
| Full name, person who has read the document | Date of acquaintance with the document | Signature |
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**Appendix D**

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Ф СО СМК 4.01.6/03

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| **PERIODIC INSPECTION SHEET** |
| Order number and date | Inspection results | Date of entry | Full name, person who made the entry | Signature of the person making the entry |
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**Appendix E**

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Ф СО СМК 4.01.6/04

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