TORAIGHYROV UNIVERSITY

**REGULATIONS ON THE STRUCTURAL UNIT**

QUALITY MANAGEMENT SYSTEM

 Approved

Head of the Board Apparatus

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

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

**REGULATIONS ON THE INFORMATION TECHNOLOGY IMPLEMENTATION DEPARTMENT**

**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. The Information Technology Implementation Department (hereinafter - ITID ) of IT HUB. is a structural subdivision of a Non-profit Joint-Stock Company (hereinafter - NJSC) "Toraighyrov University" and is directly accountable to the director of the IT HUB.

1.2 The ITID is created and reorganized by the order of the Chairman of the Board- Rector on the recommendation of the Director of the IT HUB.

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

1.4 The scheme of administrative and functional subordination •is given in Appendix A.

1.5 The ITID is headed by a chief who is appointed and dismissed from his post by order of the Chairman of the Board-Rector on the recommendation of the Director of IT HUB.

1.6 ITID 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;

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

- The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 1, 1997 № 151;

-The Law of the Republic of Kazakhstan "On Technical Regulation" dated December 30, 2020 No. 396- VI 3PK;

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 № 319-III;

- The Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 № 407-IV;

- The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 № 410-V;

- The Law of the Republic of Kazakhstan "On Mass Media" dated July 23, 1999 N 452 ~Z990452;

- The Law of the Republic of Kazakhstan "On Advertising" dated December 19, 2003 № 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 № 22003; -instructional letters and orders of 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 and ITID ;

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

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

- The Regulation on ITID ;

- This regulation.

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

1.8 At the end of the academic year, the ITID submits to the Director of the IT HUB a report on the work done for the academic year.

1.9 ITID 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 employees of the ITID .

**2 Main tasks of the Information Technology Implementation Department**

The main objectives of the ITID are:

1) ensuring the protection of information from unauthorized use;

2) Product support and development;

3) adaptation and application of advanced technological solutions;

4) monitoring and research of promising areas in the industry;

5) automation of accounting and management operations and communication processes;

6) development and integration of application software;

7) systematic analysis of economic structures and public institutions;

8) creation of a unified information database on DLT;

9) creation of a platform for conducting training courses, seminars, master classes and open lectures;

10) providing methodological assistance to students through the interaction of participants in the educational process using information and telecommunication means;

11) development, mastering of software, information and technical means of distance learning;

12) development of educational video lectures and mass open online courses;

13) development and implementation of electronic educational publications and mobile learning applications,

14) implementation and technical support of electronic educational publications in the learning process;

15) replication and licensing of electronic educational publications;

16) organization and development of distance learning technologies (hereinafter - DLT);

17) providing information and methodological support to students using distance learning technology (hereinafter referred to as DLT);

18) maintaining documentation and preparing reports on the activities of the department.

2.2 Scientific activity on the development and implementation of new information and communication technologies in the learning process of Society

2.3 Organization of advisory activities for teachers, methodologists, tutors on the development of electronic educational publications and on the use of DLT.

**3 Functions of the Information Technology Implementation Department.**

3.1 ITID performs the following functions:

1) development and support of innovative IT products;

2) work on national and international scientific projects;

3) improving the quality of IT education;

4) attracting IT companies to cooperate with the Society;

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

6) conducting a systematic analysis

of the economic structures of public institutions;

7) long-term and current planning of activities for the development and integration of application software;

8) study of information flows, document flow and subjects of informatization and preparation of technical specifications for software development;

9) development and integration of application software;

10) implementation of the developed software;

11) ensuring the safety of information and source codes of the developed software, backup;

12) ensuring the protection of information from unauthorized use by selecting and configuring the appropriate server software;

13) control over information security, timely elimination of emerging security threats;

14) adaptation and application of advanced technological solutions;

15) maintenance and development of developed software products;

16) development of regulatory documents regulating the activities of the department;

17) drawing up a plan for the creation of electronic educational publications based on applications from the departments of the Society;

18) development, testing and implementation, technical support of electronic educational publications in Kazakh, Russian and English according to the approved plan for the creation of electronic educational publications: electronic training course; electronic training system (program); electronic simulator; electronic task book; video lecture; electronic dictionary; information-solving system; electronic laboratory workshop and hardware-software systems that provide access to physical stands and IDR devices.;

19) organization of scientific activities for the development and implementation of new information and communication technologies in the learning process of the Society; 20) preparation of technical documentation for licensing electronic educational publications and obtaining an intellectual property certificate for them;

21) development of Web-based e-learning courses and their publication on the educational portal of the Society;

22) organization and holding of courses, seminars, consultations for teachers, tutors on the preparation of didactic support for distance learning;

23) control over the formation of a database of electronic educational and methodological support for disciplines (cases) of the specialty in all forms of education using DLT;

24) participation in training seminars, courses, trainings conducted on the basis of the Company, with trips to countries near and far abroad;

25) organization and holding of training seminars, courses for teachers-methodologists involved in the development of electronic educational publications and the use of DLT;

26) implementation of marketing policy and commercialization of IT HUB IT projects;

27) organization of work on the functioning of tutor classes in Society;

28) teaching methods of working with interactive whiteboards.

Maintaining documentation and preparing reports:

1) acceptance, registration and execution of incoming department documents;

2) preparation of materials on the activities of the department for consideration at meetings of the Academic Council, the Rector's Office and other collegial management bodies in coordination with the director of IT HUB;

3) preparation of information on behalf of the Company's management in coordination with the Director of IT HUB;

4) preparation of current and annual reports on the results of work in the areas of activity of the department.

5) preparation of technical documentation for the developed software;

6) development of regulatory documents regulating the activities of the department;

7) 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;

8) reception, registration and execution of incoming department documents, preparation, registration and linking of outgoing documents;

9) preparation of materials on the activities of the department for consideration at meetings of the Rector's Office, the Academic Council and other collegial governing bodies;

10) preparation of information on behalf of the Company's management;

11) preparation of current and annual reports on the results of work on the issues of the department;

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

**4 Interrelations of the Information Technology Implementation Department**

4.1 ITID interacts directly with the Director of IT HUB

4.2 Interaction with structural divisions is carried out in coordination with the director of IT HUB and with the participation of the heads of the relevant departments.

**5 Responsibility of the Information Technology Implementation Department**

5.1 The head of the department is responsible for the proper fulfillment of the tasks and functions assigned to the department by this regulation, including for:

1) organization of the department's work, timely and high-quality execution of orders;

orders, instructions of the Chairman of the Management Board-Rector of the Company, in accordance with the current regulatory legal acts of the Republic of Kazakhstan;

2) rational and efficient use of the material and human resources entrusted to the department;

3) the state of labor and performance discipline in the department, the fulfillment of their official duties by its employees;

4) compliance by employees of the department with internal regulations, sanitary and anti-epidemic regime, fire safety and safety regulations;

5) maintaining documentation provided for by current regulatory legal documents, documentation of the quality management system;

6) providing reliable statistical and other information on the activities of the ITID 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.

5.4 ITID employees are responsible for causing material damage to the Company in accordance with the current legislation of the Republic of Kazakhstan.

**Appendix A**

(reference)

**The scheme of administrative subordination of the Information Technology Implementation department**

Chairman of the Board-Rector

Chief of Staff of the Management Board

IT HUB

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 the 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**

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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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