

**REGULATIONS ON THE STRUCTURAL UNIT**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of Board Apparatus

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 02 08 2023

**REGULATIONS ON THE SCIENTIFIC AND PRACTICAL CENTER OF ETHNOPEDAGOGY**

**AND INNOVATIVE EDUCATION TECHNOLOGIES**

**NAMED AFTER ZH. AIMAUYTOV**

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 08 2023 y. № 9-26/34

5 **ENTERED INTO EFFECTIVE** from \_02 08 2023y.

**6 INTRODUCED TO REPLACE** ПСП QMS 3.11-03/06

**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 General provisions

1.1 The Scientific and Practical Center of Ethnopedagogy and Innovative Technologies of Education (hereinafter - NPTS) named after Zh. Aimauytov is a structural unit of the NJSC "Toraighyrov University" (hereinafter - NJSC), directly accountable to the Member of the Board for Scientific Work and International Cooperation - Vice-rector, Dean of the

Faculty of

Humanities and Social Sciences.

• 1.2 The structure and staffing of the NPC Zh. Aimauytov approved by the order of the Chairman of the Board - Rector of the NJSC.

• 1.3 Scheme of administrative and functional subordination of PTs named

Zh. Aimautova is given in appendix A.

1.4 The Zh. Aimauytov NPC is headed by a head who

He is appointed and dismissed from his post on the recommendation of the Chairman of the Board - the Rector of the NJSC.

The NPC named after Zh. Aimautov is guided in its activities by: - The Constitution of the Republic of Kazakhstan (hereinafter - the Republic of Kazakhstan), adopted at the

the republican referendum on August 30, 1995;

- The Civil Code of the Republic of Kazakhstan dated December 27, 1994;

- The Labor Code of the Republic of Kazakhstan dated November 23.

2015; - The Law of the Republic of Kazakhstan "On Education" dated July 27,

2007; - The Law of the Republic of Kazakhstan "On Combating Corruption" dated January 18, 2015;

- The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 11, 1997; - The Law of the Republic of Kazakhstan "On Technical Regulation" dated November 09,

2004: - The State Program for the Development of Education of the Republic of Kazakhstan for 2011-2020

years approved by the Decree of the President of the Republic ot Kazakhstan dated December 0/, 2010 No. 1118;

- Qualification requirements for educational activities and a list of documents confirming compliance with them, approved by Order No. 391 of the Minister of Education and Science of the Republic of Kazakhstan dated June 17, 2015;

- Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 1

2016 No. 629 "Rules for the recognition of accreditation bodies, including foreign ones, and the formation of registers of recognized accreditation bodies, accredited educational organizations and educational programs", as amended on October 4, 2018 (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 531);

• other regulatory legal acts of the Republic of Kazakhstan in the field of accreditation, standardization and certification;

• Instructive letters and orders of the Ministry of Education and Science of

the Republic of Kazakhstan; - The Charter of the NJSC

"Toraighyrov University"; - The Code of Corporate Ethics; - Internal regulations;

• The Regulation on responsibility for the functioning of the system qualitv management in structural divisions:

• The Regulation on accreditation;

• Mission. Policy and Goals: - The

development program for 2023-2029 of NJSC "Toraighvrov Universitv"; - organizational

and administrative documents of the NJSC; - objectives of the NPC named after Zh. Aimauytov;

documents ensuring the functioning of the quality

management system (hereinafter - OMS)

- the hierarchy of the structure and areas of activity; - Regulations on the PC named after Zh. Aimauytov;

the state system of technical regulation;

**2 The main tasks of the scientific and practical center of ethnopedagogy and innovative technologies of education named after Zh. Aimauvtov**

The main objectives of the Scientific and Practical Center named after Zh. Aimauytov are:

- creation of a general approach to research issues of pedagogy and ethnopedagogy, innovative educational technologies;

- introduction of new methods and means into the research of pedagogy and ethnopedagogy, innovative educational technologies (conducting seminars, lectures, publication of a monograph);

- study, generalization and implementation of innovative technologies in the pedagogical process of educational institutions (scientific articles published in republican and foreign publications, holding seminars, lectures, publishing monographs);

development of research culture of students, undergraduates,

doctoral students (consultations);

- coordination and examination of scientific and pedagogical research of undergraduates and doctoral students;

- development of scientific and methodological aids; release of teaching aids;

- maintaining documentation and preparing reports;

- compliance with the requirements of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, internal documents of NJSC "Toraighyrov University" and the current legislation of the Republic of Kazakhstan.

**3 Functions of the scientific and practical Center of ethnopedagogy and Innovative technologies o education named after Zh. Aimauytov**

NPC named after Zh. Aimauytov carries out its work on the following functions:

• implementation of the results of scientific and pedagogical research of teachers, doctoral students, undergraduates and students in the pedagogical process of educational institutions;

• development of local programs on ethnopedagogy;

• regional and ethnocultural orientation of the educational content and education;

• improvement of the educational process at the university; research work of students, undergraduates, doctoral students.

**4 Interrelationships of the scientific and practical center of ethnopedagogy and innovative technologies of education named after Zh. Aimautov**

Responsibility for the proper implementation of the tasks and functions assigned to the center by these regulations lies with the Scientific and Practical Center named after Zh. Aimauytov, including for:

 - organization of the center's work, timely and high-quality execution orders, directions, instructions of the Rector of the University, the Vice-rector for Research and Innovations in accordance with the current regulatory legal acts of the Republic of Kazakhstan;

 - rational and effective use of the entrusted to the center material and human resources;

- the state of labor and performance discipline in the center, the implementation of his employees of their official duties;

• compliance by employees of the center with internal regulations, sanitary and anti-epidemic regime, fire safety and safety regulations;

• confidentiality of official information - maintainina documentation of management systems;

 - providing reliable statistical and other information about the activities of the NPC named after Zh. Aimauytov.

- systematically improve qualifications

- compliance with established deadlines when completing tasks and instructions.

Employees of the Zh. Aimauytov PC are responsible for offenses committed in the course of exercising their official duties, violation of labor discipline in accordance with the current legislation of the Republic of Kazakhstan.

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

For causing material damage to the NJSC "Toraighyrov University" employees of the PC named after Zh. Aimauytov are responsible, provided for by the current legislation of the Republic of Kazakhstan.

**Appendix A**

(reference)

Scheme of administrative and functional subordination of PC

named after Zh. Aimauvtov

Member of the Board for Scientific Work and International Cooperation

cooperation-vice-rector

Faculty of Humanities and Social Sciences

Zh. Aimauvtov Scientific and Practical Center

**Appendix B**

(mandatory)

Ф СО QMS 4.01.5/01

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| **APPROVAL SHEET** |
| Position, full name | Date of approval | Signature |
| Director of HR service A. E. Zhakisheva |  02 08 2023  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Acting head of the DLSPPR. A. Sabitova |  02 08 2023  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Standard control:Quality Engineer of the OSQMSG. S. Bayakhmetova | 02 08 2023  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |

**Appendix C**

(mandatory)

Ф СО СМК 4.01.5/02

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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**

(mandatory)

Ф СО СМК 4.01.5/03

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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**

(mandatory)

Ф СО СМК 4.01.5/04

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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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