TORAIGHYROV


### UNIVERSITY

REGULATIONS ON THE STRUCTURAL DIVISION

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

 2023

REGULATIONS ON

THE DEPARTMENT OF LEGAL SUPPORT AND PUBLIC PROCUREMENT

Non-profit joint-stock company "Toraighyrov University"

Pavlodar

### 2023

ПCП CMK 2.C-03/32

Preface

1. DEVELOPED by the Working Group.
2. DEVELOPERS
	1. Head of the working group: R. A. Sabitova - acting Head of the Department of Legal Support and Public Procurement.
3. Submitted HR -service
4. APPROVED by Order dated 02 08 2023 year
5. ВВЕДЕНА В ДЕЙСТВИЕ с 02 08 202З year
6. Submitted INSTEAD OF PSP QMS 8-03/01
7. EXPERT GROUP
	1. Head of the expert group: Zhakisheva A. E. - Director of the HR service.

7.2 Standards inspector: Bayakhmetova G.S. – quality engineer of the Office of Strategy and Quality Management System.

8 FREQUENCY OF CHECKING THE POSITION 1 time every 3 years

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1 General provisionsПCП CMK 2.6-03/02

1.1 The Department of Legal Support and Public Procurement (hereinafter referred to as DLSPP) is a structural subdivision of NJSC "Toraighyrov University" (hereinafter referred to as the university) and is directly accountable to the Head of the Board for Scientific Work and International Cooperation - Vice-Rector

(hereinafter referred to as the Member of the Board for NR&MS).

1.2 DLSPP is created and reorganized by order of the Chairman of the Board-Rector of the university.

1.3 The structure and staff of the DLSPP is approved by the Chairman of the Board - Rector of the university.

1.4 The subordination diagram of the DLSPP is given in Appendix A.

1.5 DLSPP is headed by a manager who is appointed and dismissed from his position by order of the Chairman of the Board - Rector of the university.

1.6 DLSPP in its activities is guided by:

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

- Civil Code of RK of December 27, 1994;

- Civil Code of RK (Special Part) of July 1, 1999 N.409;

- Labor Code of the Republic of Kazakhstan dated November 23, 2015 N-414-V ZRYA;

Code of the Republic of Kazakhstan “On Administrative Offenses” dated July 5, 2014;

- Law of the Republic of Kazakhstan “On Public Procurement” dated December 4, 2015 No.434-V LRK;

- Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015 No.4l0-V LRK;

- RK Law “On languages in the Republic of Kazakhstan” dated July 11, 1997 No.•151-I;

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 N.319 - III;

- current legislation and other normative legal acts of the President of the Republic of Kazakhstan (hereinafter - RK) and the Government of the Republic of Kazakhstan, regulating relations in areas corresponding to the specialization of the position;

- other regulatory legal acts of RK;

- Charter of NJSC “Toraighyrov University”;

- Internal regulations of NJSC “Toraighyrov University”;

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

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

- organizational and administrative documents of NJSC “Toraighyrov University”;

- international standards in the field of quality management systems;

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- the goals of the DLSPP;

- documents ensuring the functioning of the system quality management of NJSC "Toraighyrov University";

- hierarchy of structure and areas of activity of NJSC “Toraighyrov University”;

- rules and standards of safety and labor protection;

- these Regulations.

1.1 DLSPP plans its activities for the academic year on the basis of the Strategic Development Plan of NJSC “Toraighyrov University” and the Work Plan of NJSC “Toraighyrov University” for the academic year, decisions of collegial governing bodies, orders of the Chairman of the Board - Rector.

1.2 At the end of the academic year, the DLSPP submits a report on the work done for the academic year to the Member of the Board for Research and International Cooperation – vice-rector.

1.3 DLSPP maintains documentation in the state and Russian languages in accordance with the nomenclature of cases and the procedure for office work established at NJSC “Toraighyrov University”.

1.4 The requirements of this provision are mandatory for all employees of the DLSPP.

**2 Main tasks**

The main objectives of the DLSPP are:

- management of the norms of the current legislation of the Republic of Kazakhstan, internal regulations and interests of NJSC "Toraighyrov University", as well as the instructions and orders of the Chairman of the Board;

- control over the lawful application of the norms of the current legislation of the Republic of Kazakhstan, knowledge of the basic, sectoral and specialized internal regulations governing the educational process and economic activities of NJSC “Toraighyrov University”;

- qualified and competent application of one’s knowledge and skills in performing specific tasks set by the Chairman of the Board - Rector in the interests of NJSC “Toraighyrov University”;

- fulfillment of assigned job responsibilities, competent use of granted rights, i.e. ensuring the proper functioning of the department;

- organization and conduct of public procurement in compliance with the Legislation of the Republic of Kazakhstan on public procurement;

- coordination and monitoring of the public procurement process;

- optimal and efficient spending of money used for public procurement;

- maintaining documentation and preparing reports on areas of management activity;4

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* + - - participation in the development and implementation of the concept, university development program and long-term work plan of the university;
		- - ensures the internal order of the university’s activities as a single educational and production complex and the implementation of general coordination of the activities of all structural divisions of the university on issues of office work and organizational work;
		- - organizational support for the activities of the university;
		- - maintaining documentation and preparing responses;
		- - improving the qualifications of department employees, creating a favorable internal environment that encourages the achievement of specific results by all participants in organizational processes;
		- - organization and maintenance of official office work (reception, registration and distribution of incoming correspondence);
		- - timely processing of incoming, outgoing and internal documents;
		- - maintaining office work according to the nomenclature of cases;
		- - compliance with the requirements of regulations of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulations of NJSC "Toraighyrov University" and the current legislation of the Republic of Kazakhstan.
		- - development and implementation of proposals to improve the office management system of the university’s structural divisions;
		- **3 Functions of the Department of Legal Support and Public procurement**
		- 3.1 **Functions of DLSPP**:
		- - prepare statements of claim and ensure participation in legal proceedings
		- organs;
		- - in all its activities, be guided by the subordination and confidentiality policy of internal processes and interests of NJSC "Toraighyrov University" established by internal regulations;
		- - develop drafts of the most significant internal documents regulating both the educational process and the economic activities of NJSC “Toraighyrov University”, including: agreements with students, agreements with third parties, orders, regulations, instructions, etc. If the drafts of the above documents are developed by other services, at the direction of the Chairman of the Board-Rector, carry out their legal assessment and draw up a reasoned opinion;
		- - carry out claims work;
		- - carry out internal checks of the correct application of the norms of current legislation and regulations of NJSC “Toraighyrov University” by structural divisions of NJSC “Toraighyrov University”, carry out

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* generalization of the practice of applying these standards, based on the results of which to prepare the necessary guidelines and explanations;
* - carry out explanatory work regarding newly issued orders, instructions and instructions; take part in meetings of collegial bodies on issues requiring legal knowledge; as necessary, participate in cultural and image programs of NJSC “Toraighyrov University”;
* — prepare conclusions on proposals to bring the company’s employees to disciplinary and financial liability.
* — implementation of state policy in the field of work on advanced training on public procurement issues;
* - acceptance and registration of applications from structural divisions for public procurement of goods, works and services one month in advance (with the obligatory indication in the application of the name of goods, works and services, volume and quantity, technical characteristics, units of measurement, cost per unit of goods, works and services and total amount excluding VAT, type of budget);
* - request and receive, within the established time frame, the necessary information (technical specifications) from structural divisions to draw up an annual public procurement plan;
* - provision of goods, works and services to NJSC “Toraighyrov”
* University" in compliance with the principles of optimal and efficient spending of money used for public procurement;
* - making changes to the public procurement plan on the basis of applications from structural divisions by the 20th day of the month preceding the date of the planned month (i.e.a month in advance);
* - suppression and prevention of inappropriate, unreasonable and ineffective use of funds in accordance with the legislation of the Republic of Kazakhstan;
* - adoption of binding decisions on issues of organizing and conducting public procurement;
* — formation and development of an annual public procurement plan;
* - compliance with the legislation of the Republic of Kazakhstan on public procurement;
* — implementation of other functions within its competence in accordance with the goals and objectives of NJSC “Toraighyrov University”;
* - preparation of current and annual reports on the results of work in the areas of management activities.
* — carry out inspections in accordance with the approved plan;
* - check the safety and efficiency of use of the enterprise’s assets;
* — conduct random checks in order to identify and eliminate debts and shortages;
* - draw up reports on the work done, analytical and memos, give an expert opinion;

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- conducts daily monitoring of performance discipline, requests relevant information from structural units; makes a proposal to the university management regarding the responsibility of officials.

- implementation of other functions within its competence within

in accordance with the goals and objectives of NJSC “Toraighyrov University”.

1.2 Introduction of documentation and preparation of responses in areas

management activities:

- maintaining documentation in the state and Russian languages in accordance with the nomenclature of cases and the procedure for office work established at NJSC “Toraighyrov University”;

- reception, registration and execution of incoming management documents, preparation, registration and distribution of outgoing documents;

- preparation of materials on areas of management activity for consideration at meetings of the Academic Council and other collegial governing bodies;

- preparation of current and annual reports on the results of work in areas of management activity;

- implementation of other functions within their competence in accordance with the goals and objectives of the university.

1.3 Information and consulting support for structural

divisions in areas of management activity.

- makes proposals for the introduction of effective forms of interaction between the structural divisions of the university, including proposals for improving the structure and staffing of the university;

- submits for consideration and prepares in the prescribed manner materials for awarding university employees;

- exercises control over performance and labor discipline in

within the limits of its competence;

 **4.Interrelations**

4.1 DLSPP directly interacts with the Member of the Board for Research and International Cooperation- the vice-rector.

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

**5 Responsibility**

5.1 Responsibility for the proper implementation of the functions assigned by this provision to the DLSPP rests with the head of the department, including for:

- organization of the work of DLSPP, timely and high-quality implementation of orders, distributions, instructions of the Chairman of the Board - rector of the university, Member of the Board for Research and International Cooperation - vice-rector in accordance with the current regulatory legal acts of the Republic of Kazakhstan;

- rational and effective use of entrusted DLSPP

material and human resources;

- compliance by DLSPP employees with the internal regulations, sanitary and anti-epidemic regime, fire safety and safety precautions;

- maintaining documentation required by applicable regulations

legal documents;

- presentation in the prescribed manner of reliable statistical and other information on the areas of activity of the DLSPP.

5.2 DLSPP employees bear personal responsibility for offenses committed in the course of their activities, for failure to perform or improper performance 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 DLSPP employees is established by their

job descriptions.

5.4 For causing material damage to NJSC “Toraighyrov University”, DLSPP employees bear responsibility under the current legislation of the Republic of Kazakhstan.

5.5 Failure to comply with oral and written instructions from management.

5.6 For allowing corruption risks when performing duties.

5.7 Failure to comply with the Code of Corporate Ethics.

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Appendix A (reference)

Scheme of administrative and functional subordination of the Department of Legal Support and Public Procurement

Chairman of the Board - Rector

Member of the Board for Research and

international cooperation - vice-rector

Department of Legal Support and Public Procurement

Public Procurement Sector

 Appendix B

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## Ф СО CMK 4.01.5/01

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| APPROVAL SHEET |
| Position, full name. | Date of approval | SIGNATURE |
| Member of the Board of DirectorsNRiMSYerzhanov N. T. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Director of HR ServiceZhakisheva A.E. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Standard control:Quay engineerOS&QMSBayakhmetova G.S. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |

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Appendix B

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### FULL NAME. person who has read the documentAWARENESS SHEET

 Date of acquaintance SIGNATURE

 with the document

### Appendix D (mandatory)

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| RECORDING SHEET OF PERPODICAL TESTS |
| Number and dateorder | Test results | Date of entryrecords | FULL NAME. person who made the entries | Signature of the person making the entries |
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 Appendix D

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| REGISTRATION SHEET OF CHANGES AND ADDITIONS |
| Ordinalchange number |  Base(N., date of order) | dateintroduction of change | datemaking a change | FULL NAME. faces,made the change | Signatureperson who contributedchange |
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