

**JOB DESCRIPTION**

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QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of Board Apparatus

N. Sakhanov

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**HEAD OF EDUCATIONAL LABORATORIES OF THE DEPARTMENT OF MECHANICAL ENGINEERING AND STANDARDIZATION**

**Non-profit joint-stock company of Toraighyrov University**

**Pavlodar**

**2024**

**Preface**

**1 DEVELOPED BY** a working group

**2 DEVELOPERS**

2.1 Head of the working group: Abishev K. K. – Dean of the Faculty of Engineering.

2.2 Musina Zh. K. – Head of the Department of Mechanical Engineering and Standardization.

2.3 Tkachuk A. A. – Head of educational laboratories of the Department of Mechanical Engineering and Standardization.

**3 CONTRIBUTED BY** HR

**4 APPROVED BY** order dated 20 No.

**5 EFFECTIVE FROM** 20

**6 INTRODUCED TO REPLACE THE JOB DESCRIPTION OF THE QMS dated 17.07.2020**

**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 Zhakisheva A. E. – Director of HR service.

7.3 Standards inspector: Bayakhmetova G. S. – Quality engineer of the Office of Strategy and quality management system.

**THE FREQUENCY OF CHECKING** the job descriptionis once every 3 years.

**1 General provisions**

1.1 The head of educational laboratories belongs to the category of educational support personnel.

1.2 The head of educational laboratories is accepted and dismissed from his position by order of the Chairman of the Board-Rector of the NJSC “Toraighyrov University”(hereinafter referred to as the Company, University) upon the recommendation of the head of the department.

1.3 A person with a higher education and at least 3 years of work experience is appointed to the position of head of educational laboratories.

1.4 The head of the educational laboratories reports directly to the head of the department.

1.5 The main task of the head of educational laboratories is to prepare and conduct classes by preparing the equipment, devices, and instruments at his disposal.

1.6 In his activities, the head of educational laboratories is guided by:

- Constitution of the Republic of Kazakhstan (hereinafter referred to as RK);

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

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

- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Model rules for the activities of higher and postgraduate education organizations” dated October 30, 2018 No. 595;

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

- Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015 No. 410-V;

- Law of the Republic of Kazakhstan “On Technical Regulation” dated December 30, 2020 No. 396-VI;

- Standard rules for the activities of higher and postgraduate education organizations, approved by order of the Minister of Education and Science of the RK dated October 16, 2013 No. 420;

- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Model rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education” dated October 31, 2018 No. 600;

- Standard rules for conducting ongoing monitoring of academic performance, midterm and final assessment of students for secondary, technical and vocational, post-secondary education organizations, approved by order of the Minister of Education and Science of the RK dated March 18, 2008 No. 125;

- Order of the Minister of Education and Science of the RK dated October 31, 2018 No. 601 “On Amendments to the Order of the Minister of Education and Science of the RK dated January 20, 2015 No. 19 “On Approval of the Rules for the Transfer and Reinstatement of Students by Types of Educational Organizations”;

- Order of the Minister of Education and Science of the RK dated December 4, 2014 No. 506 “On approval of the Rules for granting academic leave to students in technical and vocational, post-secondary education organizations”;

- Rules for organizing the educational process using credit technology of education in organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the RK dated April 20, 2011 No. 152;

- Classifier of specialties and qualifications of technical and vocational, post-secondary education, approved by the order of the Minister of Education and Science of the RK dated September 27, 2018 No. 500;

- other regulatory legal acts of the RK;

- Charter of the Company;

- internal and labor regulations of the Company;

- Collective agreement between the staff and the employer of the Company;

- Mission, Policy and Objectives of the Society;

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

- Code of honor for teachers and staff of the Society;

- organizational and administrative documents of the Company;

- international standards in the field of quality management systems;

- department objectives;

- documents ensuring the functioning of the quality management system of the Company;

- hierarchy of the structure and areas of activity of the Company;

- regulations on the special department;

- this job description;

- rules and regulations on labor protection, safety engineering and fire safety.

1.6 During the absence of the head of the department's educational laboratories (illness, vacation, business trip, remote work), his official duties are performed by a person appointed by order of the Chairman of the Board-Rector;

**2 Job responsibilities**

**2.1 General areas of work**

2.1.1 Observe safety precautions, fire safety and labor discipline during classes and independent work of students in the laboratory and report to the head of the department.

2.1.2 Observe safety, fire safety and labor protection regulations in the laboratory, respond promptly and promptly to serious consequences, immediately stop this work, remove students from the workplace, take measures to eliminate violations and report to the teacher or head of the department.

2.1.3 Monitor the state of labor discipline and compliance with internal regulations by all those in the laboratory workplace.

2.1.4 Directly supervise the work of production management supervisors, laboratory assistants and students performing work in the laboratory, plan this work and check its implementation.

2.1.5 Prepare the necessary documents for the purpose of equipping the laboratory with new equipment, devices, teaching and visual aids and materials through the university’s public procurement department.

2.1.6 Ensure proper condition, storage and accounting of equipment and devices, account for and control the consumption of materials, ensure the maintenance of cleanliness and order in the laboratory.

2.1.7 Do not allow groups or individual students to participate in classes without a leader, or those who have not been briefed on safety precautions.

2.1.8 Ensure proper transportation of equipment, as well as acceptance of newly received equipment.

2.1.9 Prepare statements of necessary equipment and materials for the next academic year.

2.1.10 To draw up a defect list and schedules for repair of equipment, devices, as well as a schedule for repair of all educational laboratories and classrooms of the department.

2.1.11 Ensure compliance with safety regulations and fire safety equipment in the laboratory, be responsible for labor protection and fire safety in laboratories.

2.1.12 Conduct an inventory and write off equipment that has become unusable.

2.1.13 Ensure the provision of auditoriums for carrying out disinfection, demercurization, and decontamination of premises, if necessary.

2.1.14 Develop and carry out periodic inspections (at least once every 3 years) of instructions on safety and labor protection when performing specific work, coordinate them with the safety, labor protection and fire safety engineer.

2.1.15 Provide all types of work with instructions, visual aids and propaganda on labor protection.

2.1.16 Improve your qualifications in areas of professional activity.

2.1.17 Carry out other types of official assignments assigned by the head of the department, arising from the essence of this instruction.

2.1.18 Ensure the preparation of laboratory rooms and other educational premises of the department for the educational process, production and research work.

2.1.19 Lead the development of new and improvement of existing laboratory control methods and assist in their implementation in production.

2.1.20 Monitor the condition of laboratory equipment and laboratory staff workstations and take measures to eliminate existing deficiencies.

2.1.21 Organize work on labor protection and industrial sanitation in the department's laboratories. Conduct safety and labor protection training for students.

2.1.22 Organize systematic verification of compliance of devices with metrological requirements during educational and research work.

2.1.23 Monitor the compliance of the teaching and auxiliary staff with production and labor discipline. Monitor the efficient use of working time and material resources by laboratory staff.

2.1.24 Organize the maintenance of established documentation in compliance with regulatory requirements, its comprehensiveness and high-quality execution and its approval in accordance with the established procedure.

2.1.25 Manage the work of the department's educational and support staff.

2.1.26 Carry out the selection of educational and support personnel and their rational functional activities.

2.1.27 Determine the educational laboratory's need for equipment, materials and other resources necessary to carry out work, take measures to ensure their safety and bear financial responsibility for the department's property.

2.1.28 Conduct and prepare an annual inventory of laboratory equipment.

2.1.29 Together with the head of the department, determine the direction of the educational laboratory’s activities and plan the development of the department’s laboratory facilities.

2.1.30 Monitor employees' compliance with occupational health and safety regulations, fire safety regulations, industrial and labor discipline, and internal work regulations.

2.1.31 Submit plans and reports on the laboratory’s activities to the head of the department, faculty management, and university in a timely manner.

2.1.32 Organize work on systematic improvement of qualifications of laboratory staff.

2.1.33 Carry out other official assignments of the head of the department.

2.1.34 Organize work on labor protection and industrial sanitation in the department’s laboratories.

2.1.35 Monitor the implementation of safety and labor protection training for students.

2.1.36 Undergo fluorographic examination in a timely manner and obtain permission to work.

2.1.37 Develop and promptly update (in accordance with established deadlines) regulations and job descriptions of the structural unit.

**3 Rights**

The head of the educational laboratories of the department has the right to:

1) familiarize himself with the orders and instructions of the management of the university, faculty, head of the department, concerning his activities;

2) improve his/her qualifications;

3) request, on behalf of the head of the department, from structural divisions information and documents necessary for the fulfillment of assigned orders and tasks;

4) submit proposals for consideration by the head of the department aimed at improving the activities of the department's laboratories.

**4 Responsibilities**

The head of the educational laboratories of the department is responsible for:

1) improper performance and non-performance of his official duties stipulated by this job description;

2) violation of the Internal Rules of the Company;

3) disclosure of information intended for official use by the Company;

4) committing, in the course of carrying out one’s activities, offenses defined by the current legislation of the RK;

5) individual responsibility for providing accurate and quality requested information.

6) responsibility for the timely processing of applications for the formation of a plan for public procurement of goods and services;

7) responsibility for creating a favorable moral and psychological climate in the team;

8) failure to comply with oral and written orders from management.

**5 Interrelations**

5.1 The head of the educational laboratories interacts directly with the head of the department, employees of other structural divisions of the faculty, and the Company.

5.2 Interaction with other officials and departments is carried out with the participation of the heads of the relevant departments.

**Appendix A**

(mandatory)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** | | |
| Position, full name | Date of approval | Signature |
| Director of HR service  Zhakisheva A. E. | 20 | *(signature)* |
| Acting Head of the DLS and public procurement  Sabitova R. A. | 20 | *(signature)* |
| Standard control:  Quality engineer of the OS and QMS  Bayakhmetova G. S. | 20 | *(signature)* |

**Appendix B**

(mandatory)

F CS QMS 4.01.6/02

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| **FAMILIARIZATION SHEET** | | |
| Full name of the person who has reviewed the document | Date of familiarization with the document | Signature |
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**Appendix C**

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| **PERIODIC INSPECTION RECORD SHEET** | | | | |
| Order number and date | Test results | Date of entry | Full name of the person who made the entry | Signature of the person making the entry |
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**Appendix D**

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F CS QMS 4.01.6/04

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| **CHANGE AND ADDITION REGISTRATION SHEET** | | | | | |
| Change order number | Reason (No., date of order) | Date of introduction of the change | Date of change | Full name of the person who made the change | Signature of the person who made the change |
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