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|  | Kyrgyz State Technical University  named after I. Razzakov |
| QUALITY ASSURANCE SYSTEM FOR EDUCATION |
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| **APPROVED**  At a meeting of the Academic Council  KSTU named after I. Razzakov  Minutes No. \_\_\_\_\_\_\_  dated \_\_\_" \_\_\_\_\_\_\_\_\_\_\_ 2023 | **APPROVED**  Rector of KSTU named after I. Razzakov  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chynybaev M.K.  Order #\_\_\_\_ "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 2023 |

**CONTACT**

**ABOUT THE DEPARTMENT OF EDUCATIONAL WORK**

**In KSTU named after I. Razakov**

**Bishkek, 2023**

**CHANGE LIST**

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1. **General provisions**
   1. This Regulation defines the legal status of the Department of Educational Work (hereinafter referred to as the Department of Internal Affairs) of the Kyrgyz State Technical University named after I. Razzakov (hereinafter referred to as the University).
   2. The VR Department was formed by Rector's Order No. 1/224 of October 31, 2012, on the basis of the Department of Social Work and State Language Development.
   3. Department of GR in its activities is guided by the Law "On Education", the decrees and regulations of the Government of the Kyrgyz Republic, regulations of state executive authorities, the Charter of the University, local acts of universities, this Regulation.
   4. The Department of RE is a structural unit of the University, which coordinates, plans and organizes educational activities and social and psychological adaptation of students together with the public student organizations and structural units, extracurricular activities of the university, its institutes and faculties, departments.
   5. The main structural units of extracurricular activities and student associations at the university:

- youth center;

- student council.

1.6. The Department of Internal Affairs carries out its activities in cooperation with other structural subdivisions of the university within the framework of the implementation of the target tasks.

1.7 Termination of the activity of the Department of Internal Affairs is carried out by its reorganization, liquidation by the decision of the Academic Council of the University in the order established at the university and in accordance with the norms of the legislation of the Kyrgyz Republic.

**The main goals and objectives of the Department of Internal Affairs**

2.1 Implementation of state policy in the field of education of future specialists, forming in them a conscious civic position, the desire to preserve and increase the moral, cultural and universal human values, skills of behavior in the new socio-economic conditions.

* 1. Identification of priority areas of educational activities and social work at the university.
  2. Preservation and multiplication of university traditions.

**3.Organizational Structure of the Department of Internal Affairs**

* 1. The structure of the BP Department includes the Youth Center of KSTU named after I. Razzakov.
  2. The schedule of the Department of Internal Affairs is approved by the Rector in consultation with the Planning and Finance Department.

1. **Function of the Department of Internal Affairs**

In accordance with the goals and objectives entrusted to it, the Department for GR performs the following functions in accordance with the program of the KSTU development strategy for 2023 - 2028.

* 1. It organizes youth interest clubs (sports, intellectual clubs, arts and crafts, etc.).
  2. Organizes the participation of students in various youth forums and events of educational and patriotic nature.
  3. Conducts master classes on personal growth and development of management skills for students.
  4. Strengthens the role of student government in the management of the educational process.
  5. Organizes and conducts anonymous questionnaires among students and individual interviews with students.
  6. Makes recommendations on the creation, regulatory and scientific-methodological support of the educational system at the university.
  7. Supervises the organization of educational activities and social work departments of the university.
  8. Makes proposals to the Academic Council of the University to improve extracurricular educational activities and social work at the university.
  9. Provides organizational and methodological guidance to university specialists in the field of educational activities and socio-pedagogical adaptation of students.
  10. Develops form documentation (work plan, report form, etc.) related to the implementation and control of the organization of the educational process and social work at the university.
  11. Supervises the passage of orders on the staff of specialists who provide educational activities and socio-psychological adaptation of students.
  12. Organizes seminars-meetings, forums, scientific - practical conferences, round tables, exhibitions and competitions, including international on the improvement of extracurricular educational activities and social - psychological adaptation of students.
  13. Organizes the university's work on the preparation of statistics and sociological surveys in the organization of educational activities and social work.

1. **Rights of the VR Department**

The VR Department has the right to:

* 1. To submit in the prescribed manner for consideration by the Academic Council of the University proposals to improve extracurricular educational activities, social and psychological adaptation of students and other issues related to the competence of the Department of GR.
  2. To coordinate the activities of structural divisions of the university in the organization of extracurricular educational activities and socio-psychological adaptation of students.
  3. Request information necessary for the organization of extracurricular educational activities and social work from the structural units and services of the university.

1. **Responsibilities of employees of the Department of Internal Affairs**
   1. The Director of the Department is fully responsible for the quality and timeliness of performance of the tasks and functions imposed on the Department of Internal Affairs by this Statute.

Each employee is responsible for:

* 1. Failure to perform or improper performance of their duties in accordance with the current labor legislation of the KR;
  2. Causing damage to the university - in accordance with the current labor and civil legislation of the Kyrgyz Republic;
  3. For non-compliance with the University's internal regulations, health and safety rules.
  4. For failure to comply with the preservation and condition of technical means and documentation in their area of activity.

1. **Organization of activities of the Department of Internal Affairs and interaction with other departments**
   1. The department is headed by the director, who is appointed and dismissed in accordance with the established procedure by the order of the Rector of the University.
   2. The Director of the Department of Internal Affairs reports directly to the Rector of the University.
   3. The Director of the VR Department should know:

- Constitution of the Kyrgyz Republic:

- Decrees of the President of the Kyrgyz Republic, resolutions of the Government of the Kyrgyz Republic and orders of the Ministry of Education and Science of the Kyrgyz Republic;

- university charter;

- normative legal acts, other guiding and methodological documents and materials governing the functioning and development of the higher education system;

- program of the development strategy of KSTU named after I. Razzakov for 2023 - 2028;

- Domestic and foreign achievements in the organization of educational, research, scientific and methodological processes;

- Methods to improve extracurricular educational activities and socio-psychological adaptation of students, advanced educational technology;

- basics of labor law;

- basics of labor organization, production and management;

- the structure of the university;

- the procedure and timing of reporting;

- the rules of internal labor regulations;

- Occupational health and safety rules and regulations and fire safety;

- other normative acts regulating educational activities.

* 1. The composition of the staff of the Department of Internal Affairs is determined by the staff schedule approved in the prescribed manner.

1. **Control over the activities of the Department of Internal Affairs**
   1. Control over the activities of the Department of Internal Affairs is carried out directly by the rector of the university. The Department submits an annual report to the Rector of the University.
   2. Upon the decision of the Rector of the University, reports on the work done by the Department of Internal Affairs may be heard at the Academic Council of the University.

Coordinated by \_\_\_\_\_\_\_\_ Israilov A. J.

Director of EW Department \_\_\_\_\_\_\_\_ Myrzalieva M. A.