

NPJSC "Abylkas Saginov Karaganda Technical University"	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 1 of 10
--	---	---

Approved by
Quality Management
Representative
G.S. Zhetessova
11 20 22



RULES

OF DEVELOPMENT, AGREEMENT AND APPROVAL OF THE DIVISION PROVISION

Rules X-03-2022

Developed by: Director Department
of Personnel Management
M. Kozhukhova _____

Karaganda

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 2 of 10
--	---	---

Table of contents

1 Scope	3
2 Regulatory references	3
3 Terms, definitions and abbreviations	3
4 Responsibility and authority	4
5 General provisions	4
6 Requirements for formation, content and drawing up the division provision	4
7 Approval, negotiation and implementation	8
8 Storage	8
9 Analysis and updating	8
10 Making changes to the document	8
Appendix A Approval sheet	9
Appendix B Familiarization sheet	10

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 3 of 10
--	---	---

1 Scope

These Rules of development, agreement and approval of the division provision (hereinafter referred to as Rules) establish the requirements for the procedure of development, formation, content, drawing up, agreement, approval, introduction of the division provisions of the Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as University) and the procedure of making modifications.

These rules are applied by all structural divisions of the university and included in the documentation of quality management system.

2 Normative references

These rules use references to the following normative documents:

- Standard of the Republic of Kazakhstan ISO 9001-2016 (ISO 9001:2015) “Quality Management System. Requirements”;
- Standard of the Republic of Kazakhstan ISO 9000:2017 (ISO 9000:2015) “Quality Management System. General provisions and glossary”;
- Documented procedure X-01-2022 “Documented information management”.

3 Terms, definitions and abbreviations

3.1 Terms, definitions and abbreviations are used in these rules in accordance with the Standard of the Republic of Kazakhstan ISO 9000:2017 (ISO 9000:2015) “Quality Management System. General provisions and glossary”.

In addition to them, the following terms and their definitions are established in the items No. 3.2-3.7 of these rules.

3.2 A structural division is a separate division, determined by an organizational structure of NPJSC “Abylkas Saginov Karaganda Technical University” (department, office, division, center, service, faculty, sub-faculty, laboratory, etc.).

3.3 A developer-division is a division, which is a developer of the document.

3.4 The following abbreviations are used in these rules:

- QMR – quality management representative;
- CQM&A – Center for quality management and accreditation;
- DPM – Department of Personnel Management;
- DAA – Department for Academic Affairs;
- ATS – academic teaching staff;
- DP – division provision;
- ND – normative documents;
- QMS – Quality Management System;
- LD – Legal Department.

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 4 of 10
--	---	---

4 Responsibility and authority

4.1 A quality management representative of NPJSC “Abylkas Saginov Karaganda Technical University” approves these rules.

4.2 A director of DPM is responsible for introduction and management of the processes, specified in these rules.

4.3 The director of DPM is responsible for development and compliance of the provisions of these rules with the requirements of ISO 9001-2016 (ISO 9001:2015) and ISO 9000:2017 (ISO 9000:2015).

4.4 A leader of the developer-division manages the process of development, agreement and approval of the division provision (DP).

5 General provisions

5.1 The division provision is a normative document, which determines a status, purpose and structure of the division, the main functions and tasks of the management, authority, responsibility of the division’s employees.

5.2 The division provision is developed in accordance with the current laws of the Republic of Kazakhstan: “On Education”, “On Science”, “Labor Code of the Republic of Kazakhstan”, “Civil Code of the Republic of Kazakhstan”, the Charter of NPJSC “Abylkas Saginov Karaganda Technical University”; Internal rules, etc.

5.3 DPM and CQM&A constantly monitor the timely development, check and revision of DP, provide methodological assistance to developers.

5.4 The division provision is a basis for development of the job descriptions of leaders and specialists of the divisions.

5.5 The development, agreement, submission for approval of DP and making modifications in it is carried out by a quality authorized person of the structural division or an employee, assigned by a leader of the division.

5.6 The requirements of DP are mandatory for employees of the corresponding structural division.

6 Requirements for formation, content and drawing up the division provision

6.1 When developing and drawing up the division provision, the developer-division of DP should be guided by requirements of the documented procedure No. X-01-2022.

6.2 A title page is drawn up in accordance with the documented procedure No. X-01-2022.

6.3 The sections, which are included, if it is necessary:

- “Normative references”, if there is a reference to the normative documents in

NPJSC "Abylkas Saginov Karaganda Technical University"	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 5 of 10
--	---	---

the course of its writing;

- "Terms, definitions and abbreviations", if any terms, which require to be explained, arise in the process of writing, conventional designations or abbreviations, which differ from standard ones, are used.

6.4 The section "Field of application" contains information about the purpose of DP development.

Example – "This provision establishes the requirements for administrative and legal assignment of the organizational structure status, functional duties, authority (rights) and responsibility to the division.

The requirements of this provision are mandatory to be guided by all employees of the division in their work and are a basis for development of the job descriptions of leaders and employees of the division.

The division provision is included in the documentation set of the university's quality management system".

6.5 The section "Responsibility and authority" shows the level of responsibility of the executors and their authority in the process of development and management of DP.

Example – "Responsibility and authority for the development of DP, its agreement, approval, registration, introduction are distributed in the following way:

- the leader of the developer-division is responsible for the development of DP, i.e. for its content, structure, drawing up and introduction;

- DPM constantly monitors the timely development, check and revision of DP, provides the methodological assistance;

- DP should be agreed with QMR, a supervising prorektor/executive director/Director of Infrastructure Development, the director of DPM, a leader of LD, the chairman of the trade union committee of ATS and employees;

- DP is approved by the Management Board of NPJSC "Abylkas Saginov Karaganda Technical University";

- the developer-division gives an approved division provision to DPM for keeping;

- the leader of the developer-division is responsible for informing respective employees of the division about the approved division provision. A familiarization record should be made in the "Familiarization sheet".

6.6 The section "General provisions" includes:

- a complete form and short form of the official name of structural division, date, number and name of the legal act, on the basis of which, the division has been created and works (legal status);

- who the structural division is subordinate to;

- the procedure of appointment and relieving a leader of the structural division of his position, replacement of the leader during his absence.

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 6 of 10
--	---	---

6.7 The section “Description” generally contains:

- the organizational structure of the division with indication of the positions of employees;
- the main aims, functions and tasks;
- organizational activity;
- rights and obligations;
- work-related responsibility;
- material and technical support;
- interaction with other structural divisions.

6.7.1 When describing the organizational structure, it is necessary to represent an administratively fixed structure of the division in the form of a structure (scheme) of subordination with indication of the internal structural units (if available) and mandatory indication of the positions of employees of the structural division.

6.7.2 The scheme of subordination is drawn up in any form, in the A4 sheet and must contain: a position of the leader of division and a position of the leader, who the structural division ends with; structural units of the division and the positions of employees, which directly end with the leader of the division; the links of administrative subordination; the links of functional subordination; functional relations with other divisions and structures.

6.7.3 A structure of the office should be detailed up to the level of structural units, which should be arranged in the scheme, in order of subordination.

The structural units include centers, departments, laboratories, which are a part of the division, as well as individual employees, who are directly subordinated to the leader of the division.

6.7.4 A name of the structural units should exactly correspond to the names, determined in the organizational structure and staff list of NPJSC “Abylkas Saginov Karaganda Technical University”.

6.7.5 The subsection “Main functions and tasks” describes the nature, areas of activity of this structural division and the main tasks, which need to be solved within the framework of realization of the policy and objectives in the field of quality of the university and the division.

Tasks are presented by the areas of activity for the structural divisions.

6.7.6 The subsection “Rights and obligations” includes obligations, which the structural division performs in relation to other divisions and outside organizations, as well as actions, which the division must carry out, represented by its leader to perform the functions, assigned to it; the rights of the structural division, being necessary to fulfill the duties, assigned to it.

6.7.7 It is determined in the subsection “Work-related responsibility”:

- responsibility of the leader and employees of the structural division for late and bad execution of the rights and duties by the division, which have been

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 7 of 10
--	---	---

assigned to it;

- the type of responsibility, which the leader and employee can bear, if the structural division does not perform its functional duties. The section includes a subsection, concerning labour safety (LS) and fire safety (FS), which contains:

- a person, being responsible for LS and FS in the structural division, who is tasked with the development of LS and FS manuals, constant monitoring a labour safety corner, providing LS and FS briefings, replenishment of the first-aid kit;
- a person, being responsible for cleanliness and tidiness control in the division.

It is specified what degree of responsibility for LS and FS is born by the leader of the structural division.

6.7.8 The subsection “Material and technical support” shows:

- information supply;
- material and technical support;
- providing office premises for work, etc.

6.7.9 The subsection “Interaction with other structural divisions of the university” should show the relationships with higher management and other structural divisions of the university, that is:

- an interaction in the process of carrying out an educational activity, educational and methodological activity, production activity;
- a sequence of the document circulation (characteristics of incoming and outgoing documentation: planning, reporting, analytical documents; a name of the document; frequency; divisions, which receive and send documents).

The subsection can be made in the form of a structural scheme, table, text.

6.8 The procedure of making modifications in DP is brought under regulation in the section “Making modifications in the document”.

Example – “Modifications are made in DP on the ground of:

- a change of the name of organization or structural division, a change of the position name;
- redistribution of the functions and job duties;
- reorganization or reduction of staff”.

6.9 People, who are responsible for keeping and sending copies of DP, are specified in the section “Keeping”.

Example – “The division provision is brought to the notice of employees of the division with putting a signature in the “Familiarization sheet” (Appendix B), in the original and copy of the division provision. A copy of the approved division provision with familiarization signatures is given to the structural division and the original is given to Personnel Department of the Department of Personnel Management for keeping.

The leader of the developer-division is responsible for giving the approved division provision to DPM for keeping.

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules of development, agreement and approval of the division provision	Rules X-03-2022 Version No. 01 Dated 2022.11.01 Page 8 of 10
--	---	---

The leader of the division is responsible for keeping the copy of DP in the developer-division”.

7 Approval, negotiation and implementation

7.1 These Rules are agreed with the leader of LD, the chairman of the trade union committee of ATS and employees, and is drawn up in the “Approval sheet” (Appendix A).

7.2 The date of introduction of these Rules is the date of negotiation/approval, comes into effect at the time of its negotiation.

8 Storage

These Rules must be kept in accordance with the documented procedure No. X-01-2022.

9 Analysis and updating

Analysis and updating of Rules data is carried out in accordance with DP X-01-2022.

10 Making changes to the document

Making changes to these Rules must be carried out in accordance with the documented procedure No. X-01-2022.

F.01-2022

Approval sheet

Unauthorized copying the document is prohibited

F.02-2022

[illegible]