



APPROVED

**By the decision of the
Board of Directors of
NLC "Karaganda
Technical University"
(Minutes No. 4
dated 22/12/2020)**

**Classifier of internal regulatory documents of a Non-profit Limited Company
"Karaganda Technical University"**

**I. Documents approved by the Sole Shareholder
of NLC "Karaganda Technical University"**

1. Charter of NLC "Karaganda Technical University";
2. Code of corporate governance of the NLC "Karaganda Technical University".

**II. Documents approved by the Board of Directors
of NLC "Karaganda Technical University"**

1. Procedure for selection and appointment of the Chairman of the Board - Rector and election of members of the Board of NLC "Karaganda Technical University";
2. Organizational Structure of NLC "Karaganda Technical University";
3. Regulations on the Corporate Secretary of NLC "Karaganda Technical University";
4. Regulations on the Board of Directors of NLC "Karaganda Technical University";
5. Regulations on the Audit Committee;
6. Regulations on the Strategic Planning Committee;
7. Regulations on the Human Resources and Remuneration Committee;
8. Development plan of NLC "Karaganda Technical University".
9. Classifier of internal normative documents of NLC "Karaganda Technical University";
10. Regulations on the Internal Audit Service of NLC "Karaganda Technical University";
11. Rules for the competitive replacement of positions of the teaching staff and scientific workers of the NLC "Karaganda Technical University";
12. Rules for admission to study at the NLC "Karaganda Technical University";
13. Regulations on the Management Board of NLC "Karaganda Technical University".

**III. Documents approved by the Board
NLC "Karaganda Technical University"**

1. Regulations on the Academic Council;
2. Staffing table of NLC "Karaganda Technical University";
3. Regulations on structural divisions of NLC "Karaganda Technical University";
4. Risk management of NLC "Karaganda Technical University";
5. Standard for the elimination of conflicts of interest of NLC "Karaganda Technical University".

**IV. Documents approved by the Academic Council of the
NLC "Karaganda Technical University"**

1. Strategic plan for the development of NLC "Karaganda Technical University";
2. Anti-corruption standard;
3. Rules of Ethics;
4. Internal regulations;
5. Qualification standard of teaching staff;
6. Comprehensive program for the development of the Karaganda Technical University;



7. Regulation on Personnel Policy;
8. Regulation on Academic Policy;
9. Regulations on business trips of employees and reimbursement of students' expenses;
10. Regulation on entertainment expenses;
11. Regulations on postdoctoral studies;
12. Regulations on the Ethics Council;
13. Regulations on the Compliance Control and Quality Assurance Commission;
14. Regulations on the system of remuneration, material incentives and bonuses for employees of the Karaganda Technical University;
15. Regulation "On the movement of funds for scientific and (or) scientific and technical projects / programs of grant and program-targeted financing";
16. Regulations "On holding a competition of scientific projects for a grant from the Karaganda Technical University for young scientists";
17. Regulations on the procedure for accounting for fixed assets;
18. Regulations on the rating of the teaching staff of the Karaganda Technical University;
19. Regulations on the procedure for the competition "Best teacher of the month";
20. Rules for electronic document management of the Karaganda Technical University.
21. Rules for organizing and conducting professional practices;
22. Rules for defining organizations as bases of practices.

Documented procedures

23. Management of documented information;
24. Data analysis. Continuous improvement of the performance of the quality management system performance of the system quality;
25. Nonconformities and corrective actions;
26. Development of goals and plans in the field of quality;
27. Identification and traceability;
28. Management of educational and organizational processes;
29. Management of educational and organizational processes of postgraduate education;
30. Personnel management.

Note:

Internal regulatory documents not specified in this classifier are approved by the Chairman of the Management Board - Rector, QMR or supervising vice-rector of NLC "Karaganda Technical University".



«ӘБІЛҚАС САҒЫНОВ АТЫНДАҒЫ
ҚАРАҒАНДЫ ТЕХНИКАЛЫҚ
УНИВЕРСИТЕТІ»
КОММЕРЦИЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК
ҚОҒАМЫ

NON-PROFIT
JOINT-STOCK COMPANY
“ABYLKAS SAGINOV KARAGANDA
TECHNICAL UNIVERSITY”

Директорлар кеңесі отырысының
№ 3 ХАТТАМАДАН ҮЗІНДІ

EXTRACT FROM THE MINUTES No. 3
of meeting of the Board of Directors

27 сәуір 2022 ж.

April 27, 2022

Қарағанды қ.,
Нұрсұлтан Назарбаев даңғ., 56

Karaganda,
Nursultan Nazarbayev Ave., No. 56

Chairman – Ergaliev K.A.
Corporate secretary – Zhizhite A.

The following members of the Board of Directors were present: Ergaliev K.A., Ibatov M.K., Mussin S.K., Kenzhin B.M.

A written opinion on the merits of the agenda issues was presented by Zhayzhumanova A.A.
Quorum information: There was a quorum.

Invited people: Temerbayeva A.M., Member of the Management Board – Vice-rector for Academic Affairs, Huangan N.Kh., Member of the Management Board – Vice-rector for Research, Abiltussupova A.Kh., Chief accountant.

AGENDA:

1. On making modifications in the documents, approved by the Board of Directors of NLC “Karaganda Technical University”.

Speaker: Zhizhite A., Corporate secretary.

1. In terms of the first issue “On making modifications in the documents, approved by the Board of Directors of NLC “Karaganda Technical University”

LISTENED TO: Zhizhite A., Corporate secretary, who reported that NLC “Karaganda Technical University” was named after Abylkas Saginov on the basis of the Resolution of the Government of the Republic of Kazakhstan No. 67 dated February 18, 2022. In accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan No. 99 dated March 16, 2022 “On making modifications in the Charter of the Non-profit Limited Company “Karaganda Technical University” and the Certificate of State Reregistration of the legal entity dated 31.03.2022, it is necessary to change a name of the Company for Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” in the documents, approved by the Board of Directors.

During a discussion, it was proposed to approve a change of the name of the Company for the Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” in the documents, approved by the Board of Directors.

This issue was put to the vote.

“yes” – 5 people (Ergaliev K.A., Ibatov M.K., Mussin S.K., Kenzhin B.M., taking into account the written opinion of Zhayzhumanova A.A.);

“contra” – no;



“abstained” – no.

The decision was made by 5 votes.

IT WAS DECIDED TO: Approve the change of the name of the Company in the documents, approved by the Board of Directors, according to the list (Appendix 1).

Corporate secretary



A. Zhizhite



Appendix 1.

To the Decision of the Board of Directors dated April 27, 2022 in terms of the issue “On making modifications in the documents, approved by the Board of Directors of NLC “Karaganda Technical University”

NLC “Karaganda Technical University” was named after Abylkas Saginov, based on the Resolution of the Government of the Republic of Kazakhstan No. 67 dated February 18, 2022. In accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan No. 99 dated March 16, 2022 “On making modifications in the Charter of the Non-profit Limited Company “Karaganda Technical University” and the Certificate of State Reregistration of the legal entity dated 31.03.2022, approve the change of the name of the Company for the Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” in the following documents, approved by the Board of Directors:

1. The procedure of selection and appointment of the Chairman of the Management Board – Rector and election of the members of the Management Board of NLC “Karaganda Technical University” (minutes No. 1 dated 01.10.2020);
2. The provision of Corporate secretary of NLC “Karaganda Technical University” (minutes No. 1 dated 01.10.2020);
3. Organizational structure of NLC “Karaganda Technical University” (minutes No. 1 dated 01.10.2020);
4. The provision of the Board of Directors of NLC “Karaganda Technical University” (minutes No. 3 dated 30.11.2020);
5. The provision of Audit Committee of NLC “Karaganda Technical University” (minutes No. 3 dated 30.11.2020);
6. The provision of Strategic Planning Committee of NLC “Karaganda Technical University” (minutes No. 3 dated 30.11.2020);
7. The provision of Human Resources and Remunerations Committee of NLC “Karaganda Technical University” (minutes No. 3 dated 30.11.2020);
8. Development plan of NLC “Karaganda Technical University” for 2020-2024 (minutes No. 4 dated 22.12.2020);
9. Classifier of the internal documents of NLC “Karaganda Technical University” (minutes No. 4 dated 22.12.2020);
10. The rules of competitive replacement of the positions of academic teaching staff and researchers of NLC “Karaganda Technical University” (minutes No. 4 dated 22.06.2021);
11. The rules of admission for studying at NLC “Karaganda Technical University” (minutes No. 4 dated 22.06.2021);
12. The provision of the Management Board of NLC “Karaganda Technical University” (minutes No. 6 dated 20.08.2021);
13. Accounting policy of NLC “Karaganda Technical University” (minutes No. 7 dated 30.09.2021);
14. The provision of the procedure of assignment, amount and conditions of payment for labour and giving bonuses to employees of the Internal Audit Service of NLC “Karaganda Technical University” (minutes No. 7 dated 30.09.2021);
15. The provision of the Internal Audit Service of NLC “Karaganda Technical University” (minutes No. 7 dated 30.09.2021);
16. The provision of conditions of the payment for labour and giving the bonuses to the Chairman of the Management Board-Rector, members of the Management Board and a chief accountant of NLC “Karaganda Technical University” (minutes No. 8 dated 27.10.2021);
17. The provision of work of the Property Sale Committee of NLC “Karaganda Technical University” on the web-portal of the state property register (minutes No. 9 dated 24.11.2021);



18. Diplomas of education of own sample of NLC “Karaganda Technical University” (minutes No. 10 dated 23.12.2021);

19. The rules of filling educational documents of own sample of NLC “Karaganda Technical University” (minutes No. 10 dated 23.12.2021);

20. Guide of ensuring the safety of information about NLC “Karaganda Technical University”, which is an official, commercial or another secret, protected by law (minutes No. 10 dated 23.12.2021);

21. Strategic development plan of NLC “Karaganda Technical University” for 2021-2025 (minutes No. 2 dated 24.02.2022);

22. Work plan of the Board of Directors of NLC “Karaganda Technical University” for 2022 (minutes No. 2 dated 24.02.2022).

Corporate secretary



A. Zhizhite