

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
INSTITUTION "SALYMBEKOV UNIVERSITY"**



**COMPREHENSIVE PLAN OF
"SALYMBEKOV UNIVERSITY" INSTITUTION
for the 2019-2020 academic year**

BISHKEK



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

The main tasks and areas of activity in the 2019-2020 academic year

The main tasks of the university's teaching staff in the 2019-2020 academic year are to implement measures to implement the Strategic Development Plan of the University for 2019-2024, to increase the level of organization of educational, research and innovation activities, to strengthen the effectiveness of educational work and youth policy among students, to form a qualitatively new education. A healthy environment that allows to provide high-quality training of specialists who meet the world trends in science and education, meet the modern requirements of the state and society, have a wide range of professional competencies that can increase the intellectual potential of Kyrgyzstan.

The main activities of the university are:

- Development of educational and research activities;
- Development of partnerships and international activities;
- Development of financial and economic activities and infrastructure of the university;
- Development of the system of employment of graduates.

№		Indicators		
		Name	2019-2020 academic year	
I. Development of educational and research activities				
	Development of the main internal regulatory and legal documents regulating the activities of the university	Percent Complete Deadline	100% until October 1, 2019	Rectorate, Development Department, HR and Records Management Department, Legal Department



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Analysis of regulatory and legal documents for compliance of their content and form with the current legislation of the Kyrgyz Republic.	Percent Complete Deadline	100% until October 1, 2019	Rectorate, Development Department, HR and Records Management Department, Legal Department
	Development and approval of the structure of the University that meets all the requirements of the strategic plan and the creation of structural units in accordance with the approved structure	Percent Complete Deadline	100% until October 1, 2019	Rectorate and all structural subdivisions
	Creation of structural units responsible for the organization of educational and scientific activities of the university	Deadline	until October 1, 2019	Rectorate and all structural subdivisions
	Making changes to the structures of the University if it is necessary to create new structural units	Grounds implementation period	Production necessity during the academic year	Rectorate and all structural subdivisions
	Constant monitoring and audit of the effectiveness of structural units	duration and frequency of audit	once a year	Rectorate, Development Department, HR and Records Management Department, Legal Department
	Approval of the composition of the teaching staff, in accordance with the licensing requirements of the Ministry of Education and Science of the Kyrgyz Republic and in accordance with the contingent of students	implementation period	before the start of the school year	Rectorate, Dean's Office, Departments, UMO and
	Development of processes and documented procedures of the quality management system	implementation period	during the year	Rectorate, Development Department, HR and Records Management Department, Legal Department



INSTITUTION
« **SALYMBEKOV UNIVERSITY**»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Designing a Strategically Oriented Organizational Structure	implementation period	during the year	Rectorate, Development Department, HR and Records Management Department, Legal Department
	Creation of structural units and identification of responsible persons responsible for the implementation and development of QMS	implementation period	during the year	Rectorate, Development Department, HR and Records Management Department, Legal Department
	Development and implementation of educational and methodological documents and documentation in accordance with the legislation and standards of the Kyrgyz Republic.	Percent Complete Deadline	100% before the start of the school year	Rectorate, Dean's Office, Department of Development, Department of HR and Records Management, Legal Department
	Further improvement of educational and methodological documents and documentation in accordance with state and international standards.	implementation period	during the year	Rectorate, dean's office, departments and educational methodical department.
	Creation of admission, competitive, appeal, examination, attestation commissions responsible for the selection and admission of students to the university	implementation period	September 2019	Rectorate, Dean's Office, Development Department.
	Conducting information, advertising, career guidance and popularization activities among schoolchildren and applicants	Number of events Number of participants	5 1000	Admissions Committee and Development Department
	Conclusion of contracts with suppliers of foreign students to attract students for the 2019-2020 academic year	implementation period	until October 1, 2019.	Development Department and Admissions Committee



INSTITUTION
« **SALYMBEKOV UNIVERSITY**»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Attraction of foreign students to the university for the 2019-2020 academic year.	minimum number of studs. implementation period	100 before the start of the school year	Development Department and Admissions Committee
	Admission, verification and execution of documents of applicants for admission to entrance exams	implementation period	until October 1, 2019	Development Department and Admissions Committee
	Conducting entrance examinations for applicants	implementation period	until October 14, 2019	Development Department, Admissions Committee, Examination Board
	Collection and preparation of all documents of applicants who have passed the entrance exams for admission	implementation period	until October 14, 2019	Development Department, Admissions Committee and Student Human Resources Department
	Development of mechanisms for identifying and inviting talented young people to study at the university	Share of applicants with a certificate of basic general education with honors or with points above average in national examinations, %	10%	Development Department and Admissions Committee
	Identification and appointment of curators from among the university employees for individual work with students	minimum number of curators	5	Rectorate, dean's office, departments and educational methodical department.
	Conducting an "adaptation month" for first-year students in order to introduce them to student self-government and the university	implementation period, months	October-November 2019	Development Department, Student Human Resources and Dean's Office
	Advanced training of teachers taking into account university requirements for student training	monitoring	during the academic year	HR Department, Dean's Office, Departments and educational methodical department



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Conducting educational and scientific events of the university with the participation of students and teaching staff	implementation period	during the academic year	Dean's Office, Departments, educational methodical department and quality assessment system
	Work to improve the implemented educational programs of higher education	OP	during the year	Rectorate, dean's office, departments and educational methodical department.
	Improvement of the normative document - regulating the organization and implementation of the educational process in accordance with - the requirements of the legislation	normative documents	during the year	Rectorate, dean's office, departments and educational methodical department.
	Improvement of the activities of the faculty, departments for the organization and support of the educational process of university students	development	during the year	Dean's Office, Departments and educational methodical department.
	Monitoring the course of credit examination sessions, increasing the requirements for teachers to comply with the rules for taking exams	control	during the year	Dean's Office, Departments and educational methodical department.
	Development of the practice of using test forms of control during the implementation of the point rating system for assessing students' knowledge, as well as during examinations and tests	Tests	during the year	Dean's Office, Departments and educational methodical department.



INSTITUTION
« **SALYMBEKOV UNIVERSITY**»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Taking measures to strengthen the labor discipline of teachers and laboratory assistants, strict observance of the official duties of the heads of departments and employees	Events	during the year	rectorate, head of the subdivision
	Selective audit of the educational process and intermediate certification of students by the university administration	Test	during the year	educational methodical department, Rectorate, Dean
	Ensuring extracurricular activities in accordance with the schedule of independent work of students	implementation period	during the year	Dean's Office, Departments and educational methodical department.
	Systematic monitoring of students' attendance and compliance with internal regulations	Log of visits Curatorial work	during the year	Dean's office, departments, educational methodical department and curators.
	Monitoring the state of educational and methodological documentation and methodological support of disciplines of the university departments	Monitoring	during the year	Rectorate, dean's office, departments and educational methodical department.
	Implementation of a system of measures to improve the academic performance and quality of students' knowledge	Work with students and teachers	during the year	Dean's Office, Departments and educational methodical department.
	Analysis of the state and problems of the organization of the educational process, the development of ways to solve them at the meetings of the faculties	Meeting	during the year	Dean's Office, Departments and educational methodical department.



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Analysis of the results of the work of pre-applicants on the basis of a questionnaire for the 2019-2020 academic year	term and frequency of questionnaires	once a year	Development Department and HR Department
	Using the possibilities of the media and the Internet to popularize the university brand, directions and professions, create a positive image of a university student, inform the public	term and periodicity tooling	regularly throughout the year official website, social pages and media	Development Department, IT Department
	Preparation for institutional accreditation	implementation period	during the academic year	Rectorate, all structural subdivisions
	Preparation for international program accreditation	implementation period	during the academic year	Rectorate, all structural subdivisions
	Creation of a multilingual modern website with constant updating of content in Kyrgyz, Russian and English.	implementation period	during the academic year	Rectorate, all structural subdivisions
	Opening and maintaining accounts in popular social pages to inform and interact with the public and stakeholders	implementation period	during the academic year	Rectorate, all structural subdivisions
	Digitization and placement on the portal of the main documents and documentation of the university,	implementation period	during the academic year	Rectorate, all structural subdivisions
	Creation and development of electronic library and electronic textbooks	implementation period	during the academic year	Rectorate, all structural subdivisions



INSTITUTION
« **SALYMBEKOV UNIVERSITY**»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN**
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year

	Implementation of measures to organize independent work of students, control and assessment of knowledge	implementation timeline	during the year	Dean's Office, Departments and educational methodical department.
	Implementation of measures for the formation of individual curricula (individual learning trajectory) of students	implementation timeline Reasons	During the school year student's academic performance	Dean's Office, educational methodical department, Departments
	Implementation of measures to ensure the use by teachers and teaching and support staff of information technologies, active, including project, methods and forms of training	implementation timeline	during the year	Dean's Office, educational methodical department, Departments, quality assessment system and IT Department
	Assessment of needs for the development of new competencies of employees in accordance with the strategic development goals of the university	analysis	during the year	Rectorate, structural subdivisions, departments
	Organization of the curatorial system, with the involvement of representatives of student self-government, teaching staff and the administrative apparatus of the university	implementation timeline	during the year	Dean's Office, educational methodical department , Departments, quality assessment system
	Development of a regulatory framework for the improvement and development of student self-government bodies at the university	implementation timeline	during the year	Dean's Office, educational methodical department, Departments, quality assessment system
	Conducting elections to the student council and determining the leaders of the group among active students	implementation timeline	during the year	Dean's Office, educational methodical department, Departments, quality assessment system



INSTITUTION
« **SALYMBEKOV UNIVERSITY**»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

Participation of student self-government bodies in assessing the quality of education and improving its effectiveness	Degree of student involvement	30%	Questionnaire and survey
Expansion of the network of traditional student events (sports competitions, creative competitions, etc.)	implementation period	during the academic year	Dean's Office, educational methodical department, quality assessment system, Departments
Optimization of the staffing table and forecasting of the long-term need for teaching and research personnel, taking into account the priority areas of development and the demographic aspect of the personnel policy	Annual renewal Personnel	during the year	Rectorate, structural subdivisions, departments
Development and implementation of mechanisms for competitive selection of candidates and the formation of a reserve	implementation period	during the year	Rectorate, structural subdivisions, departments
Constant monitoring of the scientific activities of the university's teaching staff	implementation period	during the year	Rectorate, structural subdivisions, departments
Involvement of students in research works through the organization of scientific conferences	implementation period	during the year	Rectorate, structural subdivisions, departments
Participation in republican and international scientific projects	implementation period	during the year	Rectorate, structural subdivisions, departments
Creation of a system for monitoring the implementation of the university's strategy	Manual and regulations	2	Rectorate and Development Board
II. Development of partnerships and international activities			



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Establishment and development of cooperation with public and private medical institutions of the Kyrgyz Republic	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Establishment and development of relations with public and private educational institutions of the Kyrgyz Republic	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Establishment and development of cooperation with the Association of Higher Education Institutions	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Constant interaction with state bodies and international institutions and organizations	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Registration of the university in the list of the World Health Organization (WHO), FAIMER Association (World Directory of Medical Education)	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Establishment and development of relations with leading foreign educational and medical institutions	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Negotiations with leading foreign educational institutions on the creation of joint international double degree programs	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Involvement of leading specialists and eminent professors of Kyrgyzstan in the activities of the university	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Participation in international research grants and projects	implementation timeline	during the year	Rectorate, Development Department and Dean's Office



INSTITUTION
« **SALYMBEKOV UNIVERSITY** »

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN**
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year

	Optimization of agreements on the creation of strategic partnerships and new agreements on the main directions and educational programs	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Publications about the university in foreign and national media	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Establishment and development of relations with companies suppliers of foreign students	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
	Attraction of foreign students to the university for the 2019-2020 academic year.	Number of students	100	Development Department and Admissions Committee
	Systematization of works with companies-suppliers of foreign students	implementation timeline	during the year	Development Department and Admissions Committee
III. Development of financial and economic activities and infrastructure of the university				
	Creation of the Financial and Economic Department and appointment of the head	implementation period	October 2019	Rectorate, Department of Development and Department
	Development of normative and legal documentation of the university regulating the financial and economic activities of the university	implementation period	October 2019	Rectorate, Department of Development and Department of Finance and Economics
	Constant analysis and monitoring of financial and economic activities of the university	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics
	Attracting students to the International Faculty of Medicine	minimum number of enrolled students	100	Development Department and Admissions Committee
	Ensuring that students pay tuition contracts	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics



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« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Development of the clinical base of the university through cooperation with medical institutions and the opening of new clinics	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics
	Providing all classrooms with the necessary furniture and office equipment	implementation period	Before the start of the school year	Rectorate, Development Department and Management Department
	Preparation of classrooms and laboratories for the academic year	implementation period	Before the start of the school year	Rectorate, Development Department and Management Department
	Constant updating of the library fund and creation of an electronic library	implementation period	during the year	Rectorate, Development Department and Management Department
	Creation of a multilingual modern website with constant updating of content in Kyrgyz, Russian and English	implementation period	until October 2019	Rectorate, Development Department and Management Department
	Increasing the amount of relevant information on the university portal and carrying out work to improve the rating of the portal in well-known search engines	implementation period	during the year	Rectorate, Development Department and Management Department
	Opening and maintaining accounts in popular social pages to inform and interact with the public and stakeholders	implementation period	during the year	Rectorate, Development Department and Management Department
	Digitization and placement on the portal of the main documents and documentation of the university	implementation period	during the year	Rectorate, Development Department and Management Department



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

Development of Internet services in the work of the electronic library and subscription to access to the world electronic scientific and educational resources	implementation period	during the year	Rectorate, Dean's Office, Development Department and Management Department
Implementation of an automated information system in the educational process	implementation period	during the year	Rectorate, Dean's Office, Development Department and Management Department
Development of Internet services in the work of the Admission Committee	implementation period	during the year	Development Department and Management Department
The use of distance learning technologies in educational processes to increase the effectiveness of interaction with students	implementation period	during the year	Rectorate, Dean's Office, Departments and Department of Management
Wide dissemination of various achievements of employees and students among the public	implementation period	during the year	Development Department and Management Department
Participation of employees in the work of various public, educational, scientific and expert councils, commissions and organizations of Kyrgyzstan	implementation period	during the year	all structural subdivisions
Preparation and approval of the estimate of income and expenses of the university for the 2019-2020 academic year.	implementation period	until October 2019	President, Chief Accountant
Preparation and approval of the calculation and price list of tuition fees for the 2019-2020 academic year.	implementation period	until October 2019	President, Chief Accountant.
Preparation and approval of staffing tables of teaching staff for the 2019-2020 academic year.	implementation period	before the start of the school year	President, Chief Accountant, Rectorate and Dean's Office.



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

	Analysis of the indicators of the financial and economic activity plan of the university	Analysis	during the year	Finance Department, Chief Accountant
	Strengthening control over the financial and economic activities of the university	Monitoring	during the year	President, Chief Accountant
	Ensuring the preparation and submission of annual and quarterly reports of the university	Report	within the terms of the legislation	Financial Department, Chief Accountant
	Ensuring the annual inventory and settlements	Inventory	during the year	Financial Department, Chief Accountant, Management Department
	Conducting internal audits of the financial and economic activities of the university	Check	during the year	President, Finance Department, Chief Accountant
	Development of measures aimed at compliance with the financial and economic disposition, rational and effective use of resources, prevention of losses and inefficient expenses	Events	Throughout the year	Financial Department, Chief Accountant
	Providing consulting and practical assistance to employees of the structural departments of the university on the financial and economic activities of the university	implementation period	during the year	Financial Department, Chief Accountant
	Attraction of external financial resources through participation in various programs, competitions organized by international, governmental, public associations and organizations, etc.	implementation period	during the year	all structural subdivisions



INSTITUTION
« SALYMBEKOV UNIVERSITY»

**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**

IV. Development of the system of employment of graduates

Continuous improvement and improvement of the educational process to provide quality education to students	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Constant monitoring and monitoring of student progress and attendance	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and
Constant analysis of the labor market, forecasting and design of directions and levels of training of specialists	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Establishment of a legal and regulatory framework and infrastructure for the establishment of a Career Centre	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Negotiations with leading foreign educational institutions on the opening of popular areas of training specialists	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Establishing and developing contacts with potential employers and stakeholders	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and
Development and implementation of additional programs taking into account the opinions of stakeholders to improve the skills of students	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Establishment and development of relations with state health organizations of the Kyrgyz Republic	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and



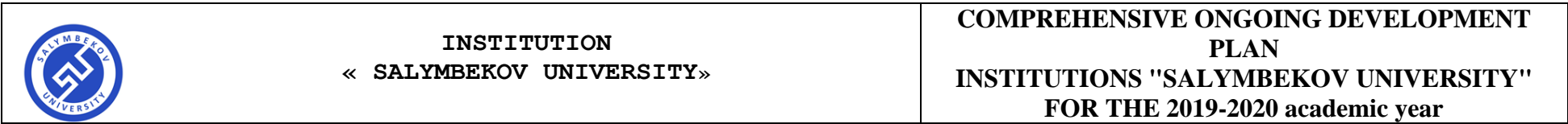
INSTITUTION
« SALYMBEKOV UNIVERSITY»


**COMPREHENSIVE ONGOING DEVELOPMENT
PLAN
INSTITUTIONS "SALYMBEKOV UNIVERSITY"
FOR THE 2019-2020 academic year**


	Establishment and development of relations with private educational and medical organizations and institutions	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and
	Active information activities to popularize and improve the image of the university	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and
	Active participation in various social, cultural, educational and scientific events for effective interaction with the public and employers.	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
	Organization of practical training for students to consolidate the knowledge gained	implementation period	according to the curriculum	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions

APPROVAL AND FAMILIARIZATION SHEET

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 <p style="text-align: center;">INSTITUTION « SALYMBEKOV UNIVERSITY»</p>	<p style="text-align: center;">COMPREHENSIVE ONGOING DEVELOPMENT PLAN INSTITUTIONS "SALYMBEKOV UNIVERSITY" FOR THE 2019-2020 academic year</p>
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Registration of amendments

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