#### **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 2020-2021 academic year



### COMPREHENSIVE ONGOING DEVELOPMENT PLAN INSTITUTIONS "SALYMBEKOV UNIVERSITY" FOR THE 2020-2021 academic year

#### Main tasks and areas of activity in the 2020-2021 academic year

The main tasks of the university's teaching staff in the 2020-2021 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, researchand innovation activities, to form a qualitatively new industry. 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.

Nº	Tasks and activities	Indicators		Responsible
		Name	2020-2021 academic year	•
	I. Devel	opment of educational and rese	arch activities	
	Improvement of the main internal regulatory and legal documents regulating the activities of the university	Deadline	during the year	Rectorate, Development Department, HR and Records Management Department, Legal Department



compliance of	egulatory and legal documents for of their content and form with the slation of the Kyrgyz Republic.	Deadline	during the year	Rectorate, Development Department, HR Department, Legal Department
_	hanges to the structures of the if it is necessary to create new structural units	Grounds implementation period	Production necessity during the academic year	Rectorate and all structural subdivisions
1 0	w and support of basic departments ted jointly with faculties	Deadline	during the year	Rectorate, Dean's Office, Development Department, HR Department, Legal Department
	t monitoring and audit of the iveness of structural units	duration and frequency of audit	once a year	Rectorate, Development Department, HR and Records Management Department, Legal Department
_	rove the implemented educational rams of higher education	Deadline	during the year	Rectorate, Dean's Office, Departments, educational methodical department, Development Department,
departments f	nt of the activities of the faculty, or the organization and support of cational process of students	Deadline	during the year	Rectorate, Dean's Office, Departments, educational methodical department, Development Department,
of statistic document contingent of sexaminationses	izing the collection and processing cal information and fromeven ation on the accounting of the students, summing up the results of ssions by improving and expanding electronic document flow	Deadline	during the year	Rectorate, Dean's Office, Departments, educational methodical department, Department of Development, Department of Management



Monitoring the state of educational and methodological documentation and methodological support of disciplines of the university departments and their compliance withstandards	Deadline	during the year	Rectorate, Dean's Office, Departments, educational methodical department, Development 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 study year	Rectorate, Dean's Office, Departments, educational methodical department
Continuation of work on the 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
Development of educational and methodological documents and documentation on new disciplines	Deadline	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.
Preparation of the competitive, appeal, examination commission for the new academic year	implementation period	before the start of the admission campaign	Rectorate, Admissions Committee and 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



Increased attention to the issues of pre-university training, forthe establishment of cooperation agreements with public and private schools and educational centers	implementation period	during the year	Admissions Committee and Development Department
Conclusion of contracts with suppliers of foreign students to attract students for the 2020-2021 academic year	implementation period	before the start of the admission campaign	Development Department and Admissions Committee
Attracting foreign students to the university for the 2020-2021 academic year.	minimum number of studs. implementation period	before the start of the school year	Development Department and Admissions Committee
Admission, verification and execution of documents of foreign applicants for admission to entrance exams	implementation period	October 1, 2020	Development Department and Admissions Committee
Conducting entrance examinations for foreign applicants	implementation period	October 14, 2020	Development Department, Admissions Committee, Examination Board
Collection and preparation of all documents of foreign applicants who have passed the entrance exams for admission	implementation period	October 14, 2020	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	7	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 2020	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
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
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 withthe 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.



Taking measures to strengthen the labor discipline of teachers and laboratory assista strict observance of the official duties of the heads of departments and employees		during the year	rectorate, head of the subdivision
Selective audit of the educational processa intermediate certification of students by the university administration		during the year	educational methodical department, Rectorate, Dean
Ensuring extracurricular activities in accord with the schedule of independent work o students		during the year	Dean's Office, Departments and educational methodical department.
Systematic monitoring of students' attendanc 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 state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of educational and methodological support of disciplines of the state of th	Monitoring	during the year	Rectorate, dean's office, departments and educational methodical department.
Implementation of a system of measures improve the academic performance and qualistudents' knowledge	Work with childente and	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 me	e Meeting	during the year	Dean's Office, Departments and educational methodical department.
Analysis of the results of the work of the applicants on the basis of the questionnaire for 2020-2021 academic year	r the 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 and identification of responsible persons	implementation period	during the academic year	Rectorate, all structural subdivisions
Conclusion of an agreement with an independent accreditation company for institutional accreditation	implementation period	during the academic year	Rectorate, all structural subdivisions
Creation of a group for the preparation of a report on self-assessment of the university according to the requirements and standards of the accreditation company	implementation period	during the academic year	Rectorate, all structural subdivisions
Preparation for international program accreditation and identification of responsible persons	implementation period	during the academic year	Rectorate, all structural subdivisions
Conclusion of an agreement with an independent accreditation company for international accreditation	implementation period	during the academic year	Rectorate, all structural subdivisions
Creation of a group for the preparation of a report on the self-assessment of the university according to the requirements and standards of an international accreditation company	implementation period	during the academic year	Rectorate, all structural subdivisions
Improvement and development of the official website and information system of the university	implementation period	during the academic year	Rectorate, all structural subdivisions



univ	Constant updating of the content of the ersity's social pages for timely informing the public	implementation period	during the academic year	Rectorate, all structural subdivisions
the	easing the amount of relevant information on portal and carrying out work to improve the g of the portal in well-known search engines	implementation period	during the academic year	Department of Management
	gitization and placement on the portal of the nain documents and documentation of the university	implementation period	during the academic year	Rectorate, all structural subdivisions
Imp	roving the IT competence of university staff and teachers	implementation period	during the academic year	Rectorate, all structural subdivisions
Cre	eation and development of electronic library and electronic textbooks	implementation period	during the academic year	Rectorate, all structural subdivisions
	Implementation of measures to organize ndependent work of students, control and assessment of knowledge	implementation timeline	during the year	Dean's Office, Departments and educational methodical department.
	lementation of measures for the formation of individual curricula (individual learning trajectory) of students	implementation timeline Grounds	During the school year Student performance	Dean's Office, educational methodical department, Departments
t	lementation of measures to ensure the use by teachers and teaching and support staff of mation 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
Active involvement of representatives of student self-government in the system of curatorship of the university	implementation timeline	during the year	Dean's Office, educational methodical department, Departments, quality
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
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,
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	Constant renewal Personnel	during the year	Rectorate, structural subdivisions, departments
Improvement of mechanisms for competitive selection of candidates and formation of a reserve	implementation period	during the year	Rectorate, structural subdivisions, departments
Creation of the Scientific and Technical Council, the Council of Young Scientists and the Student Scientific Association of the University	implementation period	during the year	Rectorate, Dean's Office, Structural Divisions, Departments
Development, approval and updating of the research and development plan for the 2020-2021 academic year	implementation period	during the year	Rectorate, Dean's Office, Structural Divisions, Departments



Opening of the scientific journal of the university, creation of the editorial board and identification of responsible persons	implementation period	during the year	Rectorate, Dean's Office, Structural Divisions, Departments	
Involvement of students in research works through the organization of scientific conferences	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	
Constant informing of structural units about scientific events(grant competitions, competitions forscientific works, conferences, etc.)	implementation period	during the year	Rectorate, structural subdivisions, departments	
Involvement of third-party specialists inscientific areas relevant to the SU to work at the university	implementation period	during the year	Rectorate, structural subdivisions, departments	
Continuation of work to strengthen scientific ties with domestic and foreignuniversities, as well as scientific organizations	implementation period	during the year	Rectorate, structural subdivisions, departments	
Participation in republican and international scientific projects	implementation period	during the year	Rectorate, structural subdivisions, dean's office of the department	
Creation of a motivational fund to stimulate and encourage university employees	implementation period	during the year	Rectorate, structural subdivisions	
Constant monitoring of the implementation of the university's strategy	implementation period	during the year	Rectorate, structural subdivisions	
II. Development of partnerships and international activities				
Development of cooperation with public and private medical institutions of the Kyrgyz	implementation timeline	during the year	Rectorate, Development Department and Dean's Office	



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
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
Регистрация университета в списке Educational Committee of Foreign Medical Graduates	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
Development of relations with leading foreign educational and medical institutions	implementation timeline	during the year	Rectorate, Development Department and Dean's Office
Negotiation and conclusion of agreements 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
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
Advertising of 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
Attracting foreign students to the university for the 2020-2021 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 finan	cial and economic activities and	infrastructure of the univ	ersity
Development of human resources potential of the Financial and Economic Department	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics
Improvement of normative and legal documentation of the university regulating the financial and economic activities of the university	implementation period	during the year	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 for the 2020-2021 academic year	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
Development of cooperation with public and private medical institutions	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics
Opening of a new university clinic with the involvement of partners	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics



Launch of the construction of a new educational building to create a new educational program	implementation period	during the year	Rectorate, Department of Development and Department of Finance and Economics
Preparation of all classrooms 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 development of the electronic library	implementation period	during the year	Rectorate, Development Department and Management Department
Creating a new version of the official website with a new domain name	implementation period	during the year	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
Constant updating of content in the social pages of the university for timely information and the public about the activities of the university	implementation period	during the year	Rectorate, Development Department and Management Department
Continuation of work on 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
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
Further development of the automated information system	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



	Improving the use of distance learning technologies in the educational process	implementation period	during the year	Rectorate, Dean's Office, Departments and Department of Management
Cons	stant promotion of various achievements of staff and students among the public	implementation period	during the year	Development Department and Management Department
public	ripation of employees in the work of various e, educational, scientific and expert councils, emissions and organizations of Kyrgyzstan	implementation period	during the year	all structural subdivisions
	eparation and approval of the estimate of ome and expenses of the university for the 2020-2021 academic year.	implementation period	before the start of the school year	President, Chief Accountant
	aration and approval of the calculation and rice list of tuition fees for the 2020-2021 academic year.	implementation period	before the start of the school year	President, Chief Accountant.
	paration and approval of staffing tables of aing staff for the 2020-2021 academic year.	implementation period	before the start of the school year	President, Chief Accountant, Rectorate and Dean's Office
	llysis of the indicators of the financial and- economic activity plan of the university	Analysis	during the year	Finance Department, Chief Accountant
Str	rengthening control over the financialand economic activities of the university	Monitoring	during the year	President, Chief Accountant
	ing the preparation and submission of annual and quarterly reports of the university	Report	within the terms of the legislation	Financial Department, Chief Accountant
Ens	suring the annual inventoryand settlements	Inventory	during the year	Financial Department, Chief Accountant, Management Department



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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 financialand economic disposition, rational and effective use ofresources, preventionof 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	
IV. Develop	pment of the system of employn	nent 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	



Creation of a Career Center and appointment of responsible persons	implementation period	at the end of the school year	Rectorate, Dean's Office, Departments and educational methodical department, and other structural subdivisions
Continuation of 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
Development of communication 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
Development of communication and cooperation with state health organizations of the Kyrgyz Republic	implementation period	during the year	Rectorate, Dean's Office, Departments and educational methodical department, and
Development of communication and cooperation 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



## COMPREHENSIVE ONGOING DEVELOPMENT PLAN INSTITUTIONS "SALYMBEKOV UNIVERSITY" FOR THE 2020-2021 academic year

				Rectorate, Dean's Office,
	Organization of practical training for students to	implementation period	according to the curriculum	Departments and educational
	consolidate the knowledge gained	imprementation period		methodical department, and
				other structural subdivisions

#### APPROVAL AND FAMILIARIZATION SHEET

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#### **Registration of amendments**

Number	Numbers of	Reasons	Signature	Amendment date
of	replaced sheets	(document)		
amendments				

