MINISTRY OF EDUCATION AND SCIENCE
KYRGYZ REPUBLIC

KYRGYZ STATE TECHNICAL UNIVERSITY
after name I. RAZZAKOVA

«AGREED»   «APPROVED»

Academic Council of KSTU named after   Rector of KSTU named after I. Razzakova
I. Razzakov

                                                                Prof. Djamanbaev M.Dj.

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Regulation
on the structural unit "IT Department"

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1. General Regulation

1.1. This Regulation is an internal document of the Kyrgyz State Technical University named after I. Razzakov (hereinafter KSTU named after I. Razzakov) and regulates the activities of the IT Department of the KSTU named after I.Razzakov.

1.2. IT Department is a structural subdivision of the KSTU named after I. Razzakov.

1.3. IT Department is responsible for organizing and coordinating the work of all divisions of the KSTU named after I. Razzakov on the development of information and digital technology in education of the KSTU named after I. Razzakov, as well as for the coordination of work on the formation and development of the information educational environment of KSTU named after I. Razzakov and its introduction into the unified information educational environment of the Kyrgyz Republic.

1.4. In its activities, the IT Department is guided by the Charter of the KSTU named after I.Razzakov, decisions of the Academic Council of the KSTU named after I.Razzakov, orders and orders of the rector of the KSTU named after I.Razzakov and the present situation.

1.5. The management of the IT Department is carried out by the Director of the IT Department, the decision on the appointment and dismissal of which is made by the rector of the KSTU named after I. Razzakov.

1.6. The operational management of the IT department is carried out by the Vice-Rector for Academic Affairs.

1.7. The competence and responsibility of the director are established by these Regulations.

1.8. The rights and obligations of employees of the IT Department are determined by this Regulation, as well as job descriptions approved by the rector of the KSTU named after I. Razzakov.

1.9. The liquidation of the IT Department is carried out by the decision of the Academic Council of the KSTU named after I. Razzakov, carried out by the rector of the KSTU named after I. Razzakov in the prescribed manner.

1.10. Upon liquidation of the IT Department, employees are guaranteed the observance of their rights in accordance with the labor legislation of the Kyrgyz Republic.

2. Structure and the staff of the IT Department

2.1. The structure of the IT Department includes: a TV center, a center for innovative educational technologies, a group of developers of university automated management system and a single window service.

2.2. The structure and the staff of the IT Department, the conditions and procedure for remuneration of employees are determined in accordance with the current legislation, the Charter of the KSTU named after I. Razzakov, its instructions, orders, local regulations.

2.3. The structure and staffing of the IT Department is approved by the rector of the KSTU named after I. Razzakov in accordance with the functions performed in the IT Department at the suggestion of the Director of the IT Department and in agreement with the planning and financial department, taking into account the current standards.

2.4. The organizational structure and personnel of the IT Department are determined by the staffing table.

2.5. The staffing table and structure of the IT Department may vary depending on the volume of performed work, areas of activity.

2.6. The staff of the IT Department is part of the workforce of the KSTU named after I. Razzakov, therefore, his relationship with the administration, the passage of documents on the admission and movement of personnel, labor protection, social development is regulated by the collective labor agreement of the KSTU named after I.Razzakov, contracts and labor legislation of the Kyrgyz Republic.

3. Goals and objectives of the IT Department

3.1. The main goal of the IT Department is to strengthen the position of the KSTU named after I. Razzakov in the information educational space of the Kyrgyz Republic, the development of the use and implementation of information and communication technologies (hereinafter ICT), e-learning (hereinafter EE) and digital technologies in the educational process and activities of the KSTU named after I. Razzakov.

3.2. To achieve this goal, the IT Department solves the following tasks:

• Organizational, methodological and technical support of the educational process on the educational platform of the KSTU named after I. Razzakov with the use of Distance Learning Technologies in coordination with the educational structures of the KSTU named after I. Razzakov;

• Implementation and use of video technologies and TV resources in the educational process of the KSTU named after I. Razzakova, information and methodological support of the use of these technologies by educational structures of the KSTU named after I. Razzakov;

• Development of scientific and methodological justification, a system of organizational, methodological and technological support for digital and e-learning; coordination and research in the field of informatization of education, distance and e-learning, including the management of its quality.

• Organizational and methodological support of events and projects aimed at popularizing the use of ICT tools by participants in educational relations, as well as the use of Electronic Learning and Distance Educational Technologies in the educational process of KSTU named after I. Razzakov.

➢ Support and implementation of the questionnaire program (together with the Department of Education Quality): «Teachers through the eyes of a student", "Questionnaire of the teaching staff satisfaction with the activities of the KSTU."
➢ Support and implementation of the questionnaire system (together with the Department of Education Quality): «Techer Rating", "KSTU Entrant Portal".
➢ Development of a new website for the KSTU.
➢ Support and implementation of the system for "Moodle" together with the Distance Education department of the KSTU.
➢ Shooting video lessons for the Moodle system, processing and editing.
➢ Development and automation of the "Automated system for scheduling the university" (together with the Education Department).
➢ Development Automation of the university archive with multilevel access.
➢ Automated electronic document management system of the KSTU.
➢ Automated client-server management system for the hostel of the KSTU.
➢ Access to library resources through the KSTU mobile application.
➢ Automated control system of HR.
➢ Automated admissions system.
➢ Single Window System Support
➢ Monitoring and analysis of Teaching Materials placement on the educational portal (AVN) of the KSTU named after I. Razzakov.

• Strengthening and development of regional, interregional and international relations with organizations and educational institutions of education various levels in the field of distance education; distribution of methods and technologies of distance learning of the KSTU named after I. Razzakov.

4. Functions of the IT Department

4.1. To solve the assigned tasks, the IT Department performs the following functions:

• Provision and operation, maintenance of the website;

• Monitoring and coordination of the educational process on the educational portal of the KSTU named after I. Razzakov – monitoring the opening of streams in the disciplines of extramural and full-time education on the educational portal and registration of students for these disciplines, monitoring the progress of the educational process and the interaction of the teaching staff with correspondence students, monitoring the placement of educational materials on the educational portal and others;

• Creation of educational video materials, demonstration of the capabilities of video technologies and TV resources for use in the educational process of the KSTU named after I. Razzakov, the distribution and implementation of these technologies, the creation of own video content as part of the educational system of digital technology in teaching at the KSTU named after I. Razzakov;

• Preparation and posting of teaching materials on the website of the IT Department on the main areas of the IT Department activity;

• Organization of work with educational organizations in order to implement innovative projects, within the competence of the IT Department;

• Drawing up current and annual reports on the work of the IT Department.

4.2. In the IT Department, in accordance with the established procedure and within the framework of the relevant powers, the following normative acts are adopted that regulate its activities: orders and decrees of the Rector, decisions of the Academic Council of the KSTU named after I. Razzakov, rules, regulations, instructions and other acts of the KSTU named after I. Razzakov.

5. IT Department rights

The IT Department, performing the tasks assigned to it, has the right to:

5.1. To develop, publish (provide) methodological recommendations and methodological manuals for teachers and educational organizations on the use and increase the efficiency of use of the ICT, E-learning and Distance educational technologies.

5.2. Use in the work the necessary classrooms and office premises, equipment, property, consumables and methods developed by the IT Department.

5.3. To involve employees in the established procedure on a part-time basis.

5.4. In agreement with the rector of the KSTU named after I. Razzakov to attract experts and specialists to solve production issues, prepare conclusions, recommendations and proposals.

5.5. Provide the necessary information to the administration, departments and the Academic Council of the KSTU named after I. Razzakov, other higher organizations on the activities of the IT Department.

5.6. In agreement with the rector of the KSTU named after I. Razzakov to send their employees on business trips and scientific internships.

5.7. The Director of the IT Department is also entitled to:

• Present to the rector of the KSTU named after I. Razzakov proposals on the need of qualifications improvement of the IT Department employees, on incentives for distinguished employees and on the imposition of penalties on employees who violate performance and labor discipline;

• Participate in the general planning of the activities of the KSTU named after I. Razzakov;

• Request and receive from the structural divisions of the KSTU named after I. Razzakova documents and information required to perform the functions of the IT Department;

• To take part on meetings, assemblies, which are held in the KSTU named after I. Razzakov, in case to considerate of issues related to the IT Department;

• Develop Regulations governing all aspects of the IT Department's activities;

• Develop projects of the university regulations concerning the activities of the IT Department, submit for consideration and seek their adoption by the Academic Council of the KSTU named after I. Razzakov;

• Within the framework of the available funds of the KSTU named after I. Razzakov to order and receive the necessary equipment, materials and other resources required for the functioning of the IT Department.

5.8. IT Department employees have the right to:

• Submit for consideration by the director proposals for improving the activities of the IT Department;

• Have access to regulatory documents developed by the IT Department and necessary for work;

• Receive documents and other informational materials received by the IT Department according to their profile of activity for review, systematic accounting and use in work;

• Receive material and technical support corresponding to their professional activities.

6. Center for innovative educational technologies.

The center is an integral part of the IT Department and actively cooperates with the department of science and advanced training in training and retraining of teaching staff.

The center was created in accordance with the project „Modernization of Higher Education in Central Asia through New Technologies" (HiEdTec) with the aim of improving the qualifications of teachers, teaching digital skills, adapting the educational system to the digital generation through the active and effective use of ICT-based innovative educational technologies, thereby contributing to the digital transformation of education.

6.1 Tasks:
• The center should:
• assimilate innovative educational technologies, adapting them to the conditions of the university;
• to popularize innovative educational technologies, including virtual educational models through individual lectures, courses, seminars, etc.;
• facilitate the equipping of all lecture halls and subsequently laboratories with interactive presentation systems and laptops;
• participate in the organization and conduct of national seminars and conferences on the digital transformation of education;
• participate in the organization and holding of national and international conferences in the field of digital transformation of education;
• popularize its activities on social networks.

6.2. The director of the IT department is working to coordinate the activities of the center, draws up and controls the work plan of the center for the academic year. The composition of the center is dynamic and includes teachers, graduate students, students of various faculties, branches and colleges with a demonstrated interest in the field of innovative educational technologies. They also periodically unite in temporary teams to solve specific tasks included in the center's operational plan.

6.3. Financing:
To ensure sustainability, during and after the end of the HiEdTec project, the Center uses the following funding sources:
• University funds
• National educational and scientific programs;
• Foreign educational and scientific programs;
• Sponsorship and grant funds.

7. Responsibility of the IT Department

7.1. The activities of the IT Department are based on the Charter of the KSTU named after I. Razzakov, work plan of the KSTU named after I. Razzakov, the work plan of the IT Department and the current regulations, in accordance with the tasks assigned to it.
7.2. The Director of the IT Department is responsible for the quality and timeliness of performing the functions of the IT Department.
7.3. The Director of the IT Department is personally responsible for:
• compliance with applicable laws;
• compilation, approval and presentation of reliable information on the activities of the IT Department;
• timely, as well as high-quality execution of instructions from the management;
• non-observance of the labor schedule by the employees of the IT Department.
7.4. The responsibility of the IT Department employees is established by the job descriptions.
7.5. IT Department employees are personally responsible for:
• Implementation of assigned functions and tasks;
• Proper and timely implementation of personal plans and work schedules, the quality of their implementation;
• Fulfillment of their official duties, orders of management, organization of work, timely and qualified execution of orders, disposals, instructions of the Director of the IT Department, current regulatory legal acts in their field of activity;
• Compliance with labor and production discipline, as well as internal regulations;

• Ensuring the safety of property located in the IT Department, compliance with safety regulations and fire safety;

• Maintaining the documentation provided for by the current regulatory and legal documents;

• Providing, in accordance with the established procedure, reliable statistical and other information about the activities of the IT Department;

• Employees of the IT Department report directly to the Director of the IT Department;

• The terms of reference of the IT Department employees are determined by the job description.

7 .6. Informatization of the IT Department carries out the following types of work related to website support:

• change of website design and structure;

• placement of new information and removal of old;

• development of website new pages;

• creating a backup of the server content;

• making decisions (if necessary) on attracting other departments for the implementation of university-wide tasks,

• consultations on business issues with all persons responsible for posting information on the website, with the aim of pursuing a unified policy on representing the university in the global information space.

Head of IT Department   Arzybaev A.M.