

JALAL-ABAD INTERNATIONAL UNIVERSITY

PROCESS SPECIFICATION

Quality Management System

1. General Information about the Process

Process Code:

P5.1

Process Name:

Management of Scientific and Innovation Activities at JAIU

Process group:

- Administrative
- Core
- Support
- Monitoring, Analysis, and Improvement
- scientific / social / other institutional

Basis:

JAIU QMS Process Register / JAIU QMS Process Map

Revision: Effective Date: “_” _____ 20

2. Purpose of the process

Purpose of the process:

To ensure the strategic, organizational, and methodological management of JAIU’s scientific and innovation activities, including the planning of research areas, coordination of research, support for scientific projects, development of innovation activities, integration of science with the educational process and practice, as well as enhancement of the university’s scientific potential.

3. Process objective

Process objective:

To ensure a managed, effective, and sustainable system of scientific and innovative activities at JAIU, focused on achieving scientific results, developing a research culture, increasing publication activity, attracting resources, implementing innovations, and strengthening the connection between science, education, and practice.

4. Process Owner

Process Owner:

Vice Rector for Research

or another official overseeing scientific and innovation activities, in accordance with JAIU's organizational structure

Responsible Department:

Research unit of JAIU

(Research Department / Science and Innovation Sector / other authorized unit)

Co-executors / participants in the process:

1. Rector's Office;
2. dean's offices;
3. departments;
4. research laboratories, centers, and project groups;
5. Academic and Information Department;
6. Department of Internal Monitoring and Educational Quality;
7. International Cooperation Units;
8. clinical sites and partner organizations;
9. faculty, researchers, and students;
10. other units within the scope of competence.

5. Process Inputs

No.	Process Input	Input source
1	JAIU Development Strategy and Priorities for Scientific Development	JAIU Leadership
2	Regulatory requirements in the fields of science, education, and innovation	Legislation of the Kyrgyz Republic, sectoral documents
3	Proposals from departments, laboratories, and research groups	Departments, research units
4	Needs of the region, industry, practical healthcare, and partners	Employers, clinical sites, partners
5	Data on the personnel and research capacity of JAIU	Research Division, HR Department
6	Results of monitoring scientific activities and publication output	Research Division, OVMKO
7	Information on grants, competitions, research programs, and innovation initiatives	External sources, partner organizations

6. Process outputs

No.	Process output	Recipient / user
1	Annual and long-term plans for scientific and innovation activities	Management, departments
2	Coordinated research topics, projects, and research areas	Departments, research groups
3	Decisions on the Development of Scientific and Innovation Priorities	Rector's Office, departments
4	Analytical data on the scientific performance of JAIU	Administration, OVMKO

5	Proposals for the development of laboratories, research schools, grant activities, and partnerships	JAIUAdministration
6	Grounds for improving research, innovation, and project activities	JAIUDepartments

7. Users (stakeholders)

No.	Stakeholder	Expected result
1	Rector's Office	Managed development of science and innovation
2	Departments and Research Units	Coordination of Research Activities and Support
3	Faculty and researchers	Conditions for Research and Project Activities
4	Students	Opportunities to Participate in Research and Projects
5	Partners, clinical sites, employers	Scientific collaboration and applied results
6	Accreditation and regulatory bodies	Confirmation of the systematic nature of scientific activities

8. Main stages (subprocesses) of the process

No.	Stage / Subprocess	Brief description of the work	Person in charge
1	Formulation of scientific policy and priorities	Defining strategic directions for science and innovation	Administration, Vice Rector for Science
2	Planning of scientific activities	Preparation of annual and long-term plans for research and innovation	Research Department
3	Coordination of research topics and projects	Approval of topics, initiatives, project proposals, and project leaders	Research department, departments
4	Support for research and innovation activities	Methodological, organizational, and informational support	Research unit
5	Development of scientific infrastructure and partnerships	Collaboration with laboratories, centers, external partners, and grants	Management, research division
6	Monitoring of research performance	Data collection on projects, publications, participation, and implementation	Research department, OVMCO
7	Analysis of results and development of solutions	Assessment of plan fulfillment, challenges, and development opportunities	Management, Research Department
8	Adjustment and improvement of the research unit	Revision of priorities, support measures, and organizational approaches	JAIUManagement

9. Process resources

9.1. Human Resources

1. Vice Rector for Research;

2. staff of the research department;
3. Department Chairs;
4. research supervisors and researchers;
5. staff of laboratories and centers;
6. faculty, researchers, and students.

9.2. Material and technical resources

1. research laboratories;
2. research equipment;
3. facilities for scientific work and events;
4. office equipment;
5. simulation center and clinical sites, as needed.

9.3. Information and Digital Resources

1. databases of research projects and publications;
2. electronic libraries and research platforms;
3. JAIU website;
4. electronic document management;
5. corporate email;
6. analytical tables and registers.

9.4. Financial and Organizational Resources

1. internal and external funding sources;
2. grant and project funding;
3. organizational support for the JAIU leadership;
4. contracts and agreements with partners.

10. Regulatory and documentary support for the process

No.	Document	Code / Reference	Note
1	Regulations on Scientific and Innovative Activities at JAIU	SMK-80-01	Process reference document
2	Regulations on Scientific Laboratories and Centers at JAIU	SMK-80-02	Scientific Infrastructure
3	Regulations on Research Activities of JAIU Students	SMK-80-03	Student Engagement
4	Regulations on Publication Activity and Incentives	SMK-80-04	Publications Section
5	Regulations on Grant Activities	SMK-80-05	Project and Grant Unit
6	Register of Scientific Activity Records	SMK-80-06	Records and Documentation
7	Regulations on the Scientific Fund of JAIU	SMK-80-08	Resource Support

8	Education Quality Manual	QMS-01-09	Place of the Process in the QMS
9	Register of QMS Processes at JAIU	QMS-01-10	Process Interrelationships

11. Process Records

No.	Record Title	Form / Medium	Storage location	Retention period
1	Plans for Scientific and Innovation Activities	Document / file	Research unit	By classification
2	Registers of research topics, projects, and researchers	Table / file	Research Unit	By classification
3	Minutes of meetings on scientific issues and decisions	Minutes	Office / Archives	By file number
4	Reports on the implementation of research and development plans and innovation activities	Document / report	Research Unit	By category
5	Materials on grants, applications, partnerships, and initiatives	Document / file	Research Department	By category
6	Analytical reports on research performance	Report / table	Research Unit / OVMKO	By category

12. Process performance indicators

No.	Indicator	Unit of measurement	Target value	Data source	Frequency of analysis
1	Existence of an approved plan for scientific and innovation activities	yes/no	Yes	Plan, order	Year
2	Percentage of research activities and tasks completed as planned	%	as planned	Department reports	half-year / year
3	Number of coordinated research topics and projects	units	as planned / positive trend	Research project registries	year
4	Number of applications for grants, projects, and competitions	units	positive trend	Research unit	Year
5	Availability of analytical reports on scientific activities	yes/no	Yes	Research unit	Year
6	Percentage of proposals for the development of scientific activities that were accepted for implementation	%	positive trend	Minutes, plans, CAPA	Year

13. Process risks

No.	Risk	Possible causes	Consequences	Response measures
1	Fragmentation of scientific activities without unified coordination	Weak management of the scientific unit	Low effectiveness and fragmentation	Unified planning and coordination
2	Insufficient alignment of research areas with JAIU's strategy	Formal selection of research topics	Decreased practical relevance	Alignment of research priorities with strategy and needs
3	Low project and grant activity	Lack of support and skills	Missed development opportunities	Methodological and organizational support for applications
4	Weak innovative component of research	Lack of project support	Limited implementation of results	Support for applied and innovative initiatives
5	Insufficient analysis of scientific performance	Incomplete data recording	Weak management decisions	Record-keeping and regular analytics

14. Discrepancies and corrective actions

No.	Possible non-compliance	Method of detection	Corrective action	Responsible
1	Research plan not approved or not implemented	Review of documentation and reports	Revision of the plan, adjustment of deadlines and responsibilities	Research department, management
2	Research topics are not aligned with JAIU priorities	Analysis of topics	Revision of the list of topics and research areas	Vice Rector for Research, departments
3	No record of projects and research initiatives	Verification of registries	Creation/updating of the registry	Research unit
4	No analytical report on science has been prepared	Verification of reports	Preparation and submission of the report	Research Department
5	Proposals for the development of the scientific division have not been implemented	Analysis of protocols and plans	Inclusion of measures in CAPA and development plans	Management, Research Department

15. Interrelationship with other processes

No.	Related process	Nature of relationship
1	P2.8 Scientific, innovative, and clinical activities	Main content area of scientific work
2	P5.2 Management of publication activity and research	Continuation and specialized implementation of scientific management

3	P3.3 Library and Information Services	Resource Support for Science
4	P3.1 Human Resources Management and Staffing	Scientific Human Resources Potential
5	P3.2 Professional Development and Staff Development	Development of Research Competencies
6	P4.5 Management analysis of the QMS	Utilization of Scientific Analytics Results
7	P1.5 Management of Risks, Nonconformities, and Improvements	Correcting scientific gaps and risks

16. Criteria for Evaluating Process Effectiveness

16.1. The process is considered effective if:

1. there are approved and implemented plans for scientific and innovation activities;
2. the coordination of research topics and areas within the framework of JAIU's priorities;
3. the availability of analytics on scientific performance;
4. support for research projects, grants, and innovation initiatives;
5. the use of analysis results to develop the university's scientific potential.

16.2. The results of the process are reviewed by:

1. the process owner;
2. the Rector's Office;
3. the research department;
4. the departments;
5. the Office of Academic Affairs;
6. the Quality Council and other collegial bodies, as necessary.

17. Procedure for Monitoring and Revising the Process Specification

17.1. Monitoring of the process's effectiveness is carried out by the research department, the JAIU administration, the OVMKO, and other authorized departments in accordance with the established frequency.

17.2. The process specification is subject to revision in the following cases:

1. changes in the science and innovation management model;
2. changes in the process owner;
3. changes in regulatory requirements;
4. based on the results of audits, self-assessments, accreditation, and management analysis.

18. Final Provisions

18.1. This Process Specification shall enter into force in accordance with established procedures.

18.2. Responsibility for monitoring the implementation of this Process Description rests with the process owner and the relevant responsible departments.

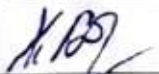
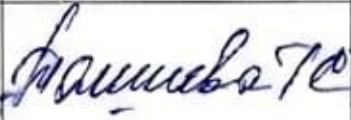







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

