

JALAL-ABAD INTERNATIONAL UNIVERSITY

PROCESS SPECIFICATION

Quality Management System

1. General Information about the Process

Process Code:

P3.7

Process Name:

Financial and Administrative Support for JAIU

Process group:

- Management
- 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 financial stability, administrative coordination, and organizational support of JAIU’s activities, including resource planning and accounting, management of financial transactions and administrative procedures, and provision of conditions for the implementation of the university’s educational, scientific, clinical, and support processes.

3. Process objective

Process objective:

To ensure effective, transparent, and manageable financial and administrative support for JAIU’s activities, necessary for achieving strategic goals, the sustainable functioning of processes, the rational use of resources, and the fulfillment of the university’s obligations.

4. Process Owner

Process Owner:

Vice Rector for Administrative and Financial Affairs
or another official overseeing the financial and administrative unit, in accordance with JAIU’s organizational structure

Responsible Department:

Financial and Economic Service / Accounting Department / Administrative Units of JAIU

Co-executors / Process participants:

1. Rector;
2. Vice Rectors for specific areas of activity;
3. Department of Legal Affairs and Human Resources;
4. Academic and Information Department;
5. dean's offices;
6. departments;
7. Administrative and Housekeeping Department;
8. Internal Monitoring and Educational Quality Department;
9. other units within the scope of competence.

5. Process Inputs

No.	Process Input	Input source
1	Strategic Development Plan and Priorities of JAIU	JAIU Leadership
2	Plans of departments, educational programs, and events	JAIU Departments
3	Data on personnel, material, and organizational needs	Departments, HR Department, Logistics Department, Administrative and Financial Department
4	Information on funding, revenues, and obligations	Finance departments, management
5	Regulatory requirements for financial and administrative management	Legislation of the Kyrgyz Republic, internal documents
6	Requests for expenses, purchases, business trips, events, and other needs	JAIU departments
7	Results of monitoring, internal analysis, audits, and inspections	Management, OVMCO, Financial Services

6. Process outputs

No.	Process Output	Recipient / user
1	Financial plans, estimates, budgets, and calculations	Management, Departments
2	Completed financial and administrative documents	Departments, accounting, archives
3	Financial support for JAIU's activities	All JAIU processes
4	Data on expenses, financing, and resource utilization	Management, OVMKO, departments
5	Administrative support for management and organizational decisions	Management, departments
6	Analytical materials on financial and administrative activities	JAIU Management

7. Users (stakeholders)

No.	Stakeholder	Expected Result
-----	-------------	-----------------

1	Rector's Office	Transparent and sustainable financial and administrative management
2	JAIU Departments	Timely Support for Requests and Needs
3	Faculty and staff	Fulfillment of financial and organizational obligations
4	Students	Stable provision of conditions for the university's operations
5	Regulatory and accreditation bodies	Confirmation of resource manageability
6	Partners and counterparties	Proper administrative and financial interaction

8. Main stages (subprocesses) of the process

No.	Stage / Subprocess	Brief description of tasks	Responsible
1	Planning of financial and administrative activities	Preparation of budgets, cost estimates, expenditure plans, and logistical support	Finance and Economics Department, Management
2	Receipt and analysis of requests from departments	Collection, verification, and coordination of requirements	Responsible departments, management
3	Financial support for operations	Accounting, settlements, payments, expense control	Accounting, financial services
4	Administrative support for decisions	Preparation of documents, approvals, and organizational procedures	Administrative departments
5	Monitoring of resource utilization	Verification of plan implementation, analysis of deviations and obligations	Finance departments, management
6	Preparation of reports and analytics	Preparation of financial and administrative reports	Finance
7	Process adjustment and improvement	Optimization of expenses, procedures, and management decisions	Management, responsible departments

9. Process resources

9.1. Human Resources

1. Vice Rector for Administrative and Economic Affairs;
2. staff of the finance and accounting department;
3. Administrative staff;
4. department heads;
5. specialists in document management and support.

9.2. Material and technical resources

1. work spaces;
2. office equipment;
3. archives;
4. equipment for record-keeping and administration.

9.3. Information and digital resources

1. accounting and record-keeping systems;
2. electronic document management;
3. databases on expenses, estimates, contracts, and reporting;
4. corporate email;
5. internal registers and forms.

9.4. Financial and Organizational Resources

1. JAIU budget;
2. extrabudgetary funds;
3. contractual and settlement mechanisms;
4. organizational support from management.

10. Regulatory and Documentary Support for the Process

No.	Document	Code / Reference	Note
1	Regulations on Financial Planning and Budgeting at JAIU	LNA of JAIU	Basic financial document
2	Regulations on Accounting and Financial Reporting at JAIU	Regulations of JAIU	Financial Accounting
3	Regulations on Paid Educational Services at JAIU	Regulations of JAIU	Revenue
4	Regulations on Applications, Procurement, and Expenditure of Funds	Regulations of JAIU	Operational Procedures
5	Regulations on the Education Quality Management System	QMS-01-08	General Framework
6	Education Quality Manual	QMS-01-09	Place of the Process in the QMS
7	Register of QMS Processes at JAIU	QMS-01-10	Process Model
8	Internal Regulations on Reporting, Approval, and Document Flow	LNA of JAIU	Administrative Unit

11. Process records

No.	Record Title	Form / Medium	Storage location	Retention period
1	Financial plans, estimates, budgets	Document / file	Financial Services	By classification
2	Requests from departments and approval documents	Document / electronic medium	Departments / Financial Services	By nomenclature
3	Accounting documents, payment documents, reports	Document / electronic system	Accounting / Archive	By item
4	Contracts, certificates, invoices, and other financial documents	Document	Accounting / Archive	By item
5	Analytical reports on resource usage	Report / Table	Financial Services / Management	By product line
6	Administrative supporting	Document	Responsible	By

	documents		departments / archive	nomenclature
--	-----------	--	--------------------------	--------------

12. Process performance indicators

No.	Indicator	Unit of measurement	Target value	Data source	Frequency of analysis
1	Existence of approved financial plans and estimates	yes/no	Yes	Plans, orders	Year
2	Percentage of requests reviewed and processed within the specified timeframe	%	According to internal standards	Application registries	quarter / semester
3	Timeliness of financial reporting	% / yes-no	100% on time	Reporting	quarter / year
4	Budget/Estimate Execution Rate	%	as planned	Financial reports	quarter / year
5	Number of comments on financial and administrative procedures	units	downward trend	Audits, inspections	year
6	Availability of analytical materials on resource use	yes/no	yes	Financial analytics	Year

13. Process risks

No.	Risk	Possible causes	Consequences	Response measures
1	Delayed financial support for processes	Overload, poor coordination	Failures in the implementation of plans and activities	Planning and monitoring of deadlines
2	Incomplete or ineffective use of resources	Lack of analytics and oversight	Financial losses, reduced sustainability	Regular analysis and adjustment of expenses
3	Violations in document flow and coordination	Formatting errors, non-compliance with procedures	Delays and risk of objections	Standardization of procedures and document verification
4	Low transparency of certain financial and administrative procedures	Insufficient accounting and reporting	Management risks	Strengthening of reporting and traceability
5	Mismatch between financial plans and actual needs	Weak collection of requests and prioritization	Resource shortages in key areas	Alignment of plans with departments and strategy

14. Discrepancies and corrective actions

No.	Potential non-conformity	Method of identification	Corrective Action	Responsible
1	Financial	Review of	Revision and approval	Finance

	plan/budget not approved on time	documentation	of the plan	Department, Management
2	Department's request not processed in a timely manner	Monitoring of requests	Clarification of reasons and rescheduling	Responsible department
3	Documents contain errors	Internal control, audit	Correction of documents and re-verification	Finance
4	No analytics on resource usage	Report verification	Preparation of analytical reports	Financial Services
5	Comments on the results of the review or audit	Audit, review	Development and implementation of corrective measures	Management, responsible departments

15. Interrelationship with other processes

No.	Related process	Nature of relationship
1	P1.1 Strategic Management and Development of JAIU	Financial support for the strategy
2	P3.1 Human Resources Management and Staffing	Payroll Fund and HR Support
3	P3.5 Material and technical support for the educational process	Financial Support for Procurement and Maintenance
4	P3.6 Management of infrastructure and the educational environment	Resource and administrative support
5	P4.5 Management analysis of the QMS	Use of Financial and Administrative Analytics
6	P1.5 Management of Risks, Nonconformities, and Improvements	Managing Financial and Administrative Risks

16. Criteria for Evaluating Process Effectiveness

16.1. The process is considered effective if:

1. there are approved and implemented financial plans and budgets;
2. applications and documents are processed in a timely manner;
3. the availability of reliable financial and administrative reports;
4. controlled use of resources;
5. a reduction in the number of comments regarding financial and administrative procedures.

16.2. The results of the process are reviewed by:

1. the process owner;
2. the Rector's Office;
3. the financial, economic, and administrative services;
4. OVMKO;
5. the Quality Council, if necessary.

17. Procedure for Monitoring and Revising the Process Specification

17.1. The effectiveness of the process is monitored by the financial and economic service, administrative departments, the leadership of JAIU, OVMKO, and other authorized persons in accordance with the established frequency.

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

1. changes in the structure of financial and administrative management;
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.

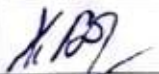
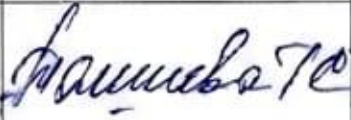







CHANGE LOG

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

Edition: 1.000

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.

