

## REGULATIONS

### ON THE DEPARTMENT OF LEGAL AFFAIRS AND HUMAN RESOURCES (PRCHR)

Code: **SMK-10-09**

Version: **1.0**

Effective Date: «» \_\_\_\_\_ 20

Approved: Rector's Order No. \_\_ dated ..20\_\_

#### **1. General Provisions**

1.1. The Legal and Human Resources Department (hereinafter referred to as **the LHRD**) is a structural unit of JAIU responsible for human resources management and providing legal support for the university's activities.

1.2. In its activities, the LHRD is guided by the legislation of the Kyrgyz Republic, the Charter of JAIU, local regulations, QMS documents, and orders and directives of the Rector.

1.3. The HRD reports to **the Rector** (or another official as assigned).

1.4. The HR Department interacts with the Rector's Office, the Academic Division, the Student Affairs Office, the Student Council, the IT Department, the Accounting Department, the Dean's Offices, the Departments, the Simulation Center, the Research Department, and other units.

#### **2. Purpose and Objectives**

2.1. The purpose of the HR Department is to ensure the lawful and effective management of the university's human resources and the legal protection of JAIU's interests.

2.2. Objectives of the HR Department:

- a) full-cycle personnel record-keeping and HR processes;
- b) maintaining and monitoring data in **E-kyzmat** (within the employer's authority);
- c) maintaining the **eBilim** personnel module (staff) and student status operations in eBilim **strictly in accordance with orders**;
- d) legal review of local normative acts, orders, contracts, and other documents;
- e) Contractual work, claims and litigation, and representation by power of attorney;
- f) ensuring compliance with personal data and confidentiality requirements;
- g) participation in the QMS: risks, non-conformities, and CAPA related to HR and legal processes.

#### **3. Functions of the HR Department**

##### **3.1. Human Resources (HR)**

1. hiring, transfers, and terminations; employment contracts and supplementary agreements; orders; personnel files; personnel registers;
2. leave, business trips, changes in working conditions, and other procedures;
3. recruitment at the rector's request, participation in committees;
4. labor discipline, materials on incentives/disciplinary actions;
5. HR reporting and analytics for management and authorized bodies.

##### **3.2. Professional Development and Training of Faculty and Staff**

1. Identifying training needs and developing the annual professional development plan in collaboration with department heads;
2. tracking participation, collecting supporting documents;
3. training registry, coverage/topic analysis, suggestions for improvement.

### **3.3. E-Kyzmat**

1. Entering/updating data and statuses, verifying compliance with supporting documents;
2. access management (requests, roles, principle of least privilege);
3. interaction with technical support/authorities, incident and results registry;
4. storage of supporting documents and exports.

### **3.4. eBilim (HR module and student status operations)**

1. maintaining the eBilim HR module for employees (within the scope of roles);
2. changing student statuses (academic leave/dismissal/reinstatement/transfer/graduation, etc. — if specified by the Local Normative Act) **only when there is a valid basis** (order/decision) with details recorded;
3. logging of operations: date/time, operation, justification, executor;
4. compliance with personal data regulations and access control;
5. cooperation with IT regarding permissions/technical matters, with **the grounds and correctness of decisions** falling under the responsibility of the HR Department/management.

### **3.5. Legal Work**

1. legal review of draft orders, regulations, rules, and contracts; legal opinions;
2. Contract work: preparation/review, contract registry, deadline monitoring;
3. claims and litigation work, representation by power of attorney;
4. support for inspections and requests from government agencies (upon the rector's resolution).

### **3.6. Local Normative Acts and Job Descriptions**

1. organizing the development/updating of job descriptions and local regulations;
2. recording, storage, and ensuring employees review and sign them.

### **3.7. Personal Data**

1. Compliance with procedures for processing personal data of employees and students: access, storage, transfer, retention periods;
2. monitoring compliance with personal data requirements in HR and administrative operations.

### **3.8. QMS**

1. Tracking risks and nonconformities related to HR/legal processes, initiating CAPA;
2. participation in internal audits, preparation of evidence and reporting.

## **4. Rights of the HR Manager**

The HR Director has the right to:

- 4.1. Request documents and information from departments necessary for HR and legal work.
- 4.2. Return documents for revision in the absence of justification, due to errors, or due to risks.

- 4.3. Submit proposals to the rector regarding personnel policy and regulations.
- 4.4. Access E-kyzmat and eBilim within the scope of approved roles.
- 4.5. Represent the interests of JAIU by power of attorney.

## **5. Responsibilities**

- 5.1. For the completeness and accuracy of personnel records and personnel registers.
- 5.2. For the accuracy of transactions in E-kyzmat and eBilim in accordance with supporting documents and deadlines.
- 5.3. For compliance with personal data protection and confidentiality requirements.
- 5.4. For the quality and timeliness of legal reviews and contract/claims management.
- 5.5. For maintaining QMS records within their area of responsibility and participating in CAPA.

## **6. Organization of Work and Structure**

- 6.1. The department is headed by **the Head of the HR Department**, appointed by order of the rector.
- 6.2. The HR Department may include: the personnel service (including student records), a lawyer (or lawyers), specialists in E-Kyzmat/registers, and a records manager (if available).
- 6.3. The duties and responsibilities of employees are defined by job descriptions.

## **7. Documented Information and Storage**

- 7.1. The HR Department maintains registries, personnel files, orders, contracts, eBilim/E-Kyzmat transaction logs, and other records.
- 7.2. Storage is carried out in accordance with the file classification system and PDn requirements; copies are issued in accordance with established procedures.

## **8. Control and Review**

- 8.1. Control over the activities of the HR Department is exercised by **the Rector** and (with regard to the QMS) by **the QMS Committee**.
- 8.2. These Regulations are reviewed at least once every three years or upon changes to regulatory acts, processes, or information systems.

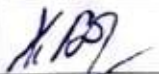
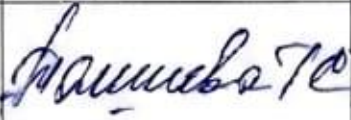







# CHANGE LOG

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

Edition: 1000

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## 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.

