

# Register of QMS Records, JAIU

(section: educational, social, student, scientific, and innovative activities)

N o.	Rec ord Code	Record Title (Form)	Related Document (Regulation s/Rules)	QMS Process / Area	Person responsible for creation	Storage location (paper / electronic )	Retenti on period (years)	Note
1	Z- VS-01	Annual Plan for Educational and Social Work of the Faculty	Regulations on Educational and Social Work (VS-01)	Planning of Educational Work	Dean of the Faculty, responsible for educational work	Paper: Dean's Office; Electronic : eBilim / shared drive	5	Updated annually
2	Z- VS-02	Log of advising hours and educational activities	Sun-01	Advising work, group supervision	Academic group advisors	Paper copy: kept by the advisor; copies/scans upon request by the dean's office	3	One entry per academic year
3	Z- VS-03	Student Social and Living Conditions Assessment Form	VS-01, Regulations on Social Support (SP-01)	Identificatio n of students in need	Social Affairs Committee / Advisor	Paper: Dean's Office/Social Services Department; Electronic : scan to eBilim / archive	5	Confiden tial document
4	Z- VS-04	Faculty Annual Report on Educational and Social Work	VS-01	Analysis and Reporting on Educational Work	Dean of the Faculty	Paper: Dean's Office; Electronic : eBilim / Department of Educational Work	5	Included in the universit y's consolid ated report
5	Z- SP-01	Student Application for Social Support	Regulations on Social Support (SP-01)	Eligibility for Social Assistance	Student; Applicatio n – Dean's Office/Social Services Departmen t	Paper: student file; Electronic ally: via eBilim, if possible	5	Basis for the committe e's decision
6	Z- SP-02	Register of Students Receiving Social	SP-01	Social assistance records	Social Services Departmen t /	Electronic : Excel / eBilim; copy in	5–10	Importan t for reporting and

		Support			Scholarship Committee	paper file		audits
7	Z-SS-01	Application for Registration of a Student Club	Regulations on Student Self-Government and Clubs (SS-01)	Registration of Student Clubs	Club initiator; submission – Student Council / Student Affairs Office	Paper: Student Council; Electronic : scan in the club registry	3–5	Basis for inclusion in the registry
8	Z-SS-02	Register of Student Clubs at JAIU	SS-01	Student Club Administration	Student Council, Department of Educational Work	Electronic : Excel / eBilim	Current + 5	Updated as changes occur
9	Z-SS-03	Student Club Annual Report	SS-01	Student Association Reporting	Club President, Advisor	Electronically: to the Student Affairs Office; on paper if necessary	3–5	Basis for recognition and commendation
10	Z-VP-01	Application for a charitable/volunteer project	Regulations on Charity and Volunteer Projects (VP-01)	Planning Volunteer Projects	Project Initiator, Coordinator	Paper: Education Department; Electronic : scan / eBilim	3–5	Basis for project approval
11	Z-VP-02	Brief report on a charitable / volunteer project	VP-01	Recording and Analysis of Volunteer Projects	Project Coordinator	Digitally: registry, project folder; on paper if necessary	5	Attached to the summary report on educational work
12	Z-VP-03	Register of Charitable and Volunteer Projects at JAIU	VP-01	Monitoring of Projects and Activities	Educational Department / Volunteer Coordinator	Digitally: Excel / eBilim	Current + 5	Displayed during accreditations
13	Z-NIRS-01	Department's Annual Report on Scientific Research	Regulations on Student Research (NI-03)	Student Research Work	Department Chair, Responsible for Research	Paper: Department; Electronic : eBilim / Research Department	5	Included in the university's consolidated research report
14	Z-NIRS-02	Register of student research projects in eBilim	NI-03	Record of research topics and types	Departmental Research Coordinator,	Electronic : eBilim	Current + 5	Basis for science and accreditation

					Academic Affairs Office/Research Department			indicators
15	Z-NI-01	Annual Consolidated Report on Scientific and Innovation Activities of JAIU	Regulations on Scientific and Innovation Activities (NI-01)	Office of Scientific and Innovation Activities	Vice Rector for Science, Science Department	Paper: Vice Rector's Office; Electronic : Science Archive	5-10	Key report for NAAR/AOPO
16	Z-NI-02	Register of Scientific and Innovation Projects of JAIU	NI-01	Monitoring of Scientific and Innovation Projects	Science Department / Grant Office	Electronic : Excel / Project Management System	Current + 5	Includes AIF, economic contracts, etc.
17	Z-PA-01	Register of Faculty and Student Publications	Regulations on Publication Activity (NI-04)	Publication Activity Management	Research Department / UIO	Electronic : publication database, Excel	Current + 10	Used for KPIs and incentives
18	Z-PA-02	Application for Incentives for Publication Activity	NI-04	Financial Incentive for Publications	Faculty/student; submission – Research Department / Accounting Department	Paper/scan : Research Department, Accounting Department	5	Basis for payment/order
19	Z-GR-01	Application for Registration of a Grant/Research Project at JAIU	Regulations on Grant Activities (NI-05)	Tracking and Approval of Grant Projects	Project Manager; Submission – Grant Office/Research Department	Paper/scan : Research Department	5	Basis for inclusion in the grant registry
20	Z-GR-02	Register of Grant and Contract Projects of JAIU	NI-05	Grant Portfolio Management	Grant Office / Research Department	Electronic : Excel / Project Management System	Current + 10	Important for external audits
21	Z-GR-03	Scientific/Final Report on a Grant Project	NI-05	Grant reporting	Project Manager	Paper: project file; Electronic : Research Department archive	5-10	As required by the donor and the university

22	Z-RID-01	Application for Registration of Intellectual Property (RID)	Regulations on Intellectual Property (NI-06)	RID Registration	Author(s); submission – Research Department/Legal Department	Paper/scan : Research Department	10	Basis for inclusion in the RID registry
23	Z-RID-02	RID Registry (patents, certificates, applications)	NI-06	Intellectual Property Management	Science Department / Legal Department	Online: RID database	Continuously	Updatable database
24	Z-EK-01	Application to the Ethics Committee	Regulations on the Ethics Committee (NI-09)	Ethical Review of Research	Researcher ; reception – EC secretary	Paper/scan : EC	5–10	Until the protocol expires
25	Z-EC-02	Informed consent of the study participant	NI-09	Ethical and legal protection of participants	Researcher	Paper/scan : with the researcher ; if necessary, with the EC	10+	Duration – in accordance with EC rules and the law
26	Z-EC-03	Ethics Committee Opinion	NI-09	Approval/restriction of the study	EC	Paper: EC archive; Electronic : scans	10+	Critical for clinical/social research
27	Z-VKR-01	Assignment for the Final Qualification Project (FQP)	Regulations on the Final Qualification Project (FQP-01 / NI-10)	Supervision and Monitoring of the Final Qualification Project	Academic Advisor, Department	Paper: student file/department; Electronic : eBilim	5	Approves the topic and deadlines
28	Z-VKR-02	Supervisor's review of the thesis	VKR-01 / NI-10	Student's evaluation of the work	Supervisor	Paper: GEK/department file; Electronic : scan	5	Used by the State Examination Commission
29	Z-VKR-03	Review of the Thesis	Thesis-01 / Research-10	External evaluation of the thesis	Reviewer	Paper: GEK/department file; Electronic : scan	5	For the final State Examination Commission report
30	Z-VKR-04	Grading sheet / State Examination Commission section for the final thesis	VKR-01 / NI-10	Final Grade for the Thesis	Chair of the Examination Committee , Secretary	Paper: GEC file; Electronic : UIO archive/eBilim	10	Final Assessment Record



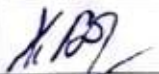
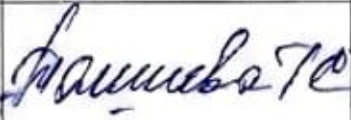







# CHANGE LOG

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.

