

REGISTER
of records on social work and the development of the state language
of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. This Register of Records on Social Work and the Development of the State Language at Jalal-Abad International University defines the composition, accounting, identification, storage locations, responsible persons, and retention periods for records generated within the framework of social work, educational and social support, and activities related to the development of the state language at JAIU.

1.2. This register applies to records generated by:

1. the Vice Rector for the State Language and the relevant supervised department;
2. dean's offices;
3. departments;
4. advisors;
5. units responsible for social, educational, and cultural-enlightenment work;
6. other structural units involved in social work and activities related to the development of the state language.

1.3. The registry is a documented record of the JAIU quality management system and is used for:

1. recording entries related to social work and the development of the state language;
2. verifying the planning, implementation, and analysis of activities;
3. ensuring the traceability of activities;
4. internal control;
5. preparing reports;
6. accreditation, self-assessment, and external audits.

1.4. This Register is maintained in conjunction with JAIU's local regulations on educational and social work, mentoring, language and sociocultural adaptation of international students, information policy, record keeping, archives, and the quality management system.

2. Purpose of the Register

2.1. The Register is intended for the systematic recording of entries generated during:

1. social work;
2. social support for students;
3. advisory work;
4. adaptation activities;
5. cultural and educational activities;
6. activities aimed at developing and promoting the official language;

7. other activities related to this area.

2.2. The registry ensures:

1. identification of records;
2. identification of the holding unit;
3. identification of the responsible person;
4. specification of the media format;
5. indication of the storage location;
6. specifying the retention period;
7. specification of the basis for storage;
8. indication of notes regarding the use, archiving, or closure of the record.

3. Form of the register

| No. | Record code | Record Name | What it confirms | Department in Charge | Person in Charge | Media format | Storage location | Retention period | Reason for retention | Note |
|-----|-------------|-------------|------------------|----------------------|------------------|--------------|------------------|------------------|----------------------|------|
|-----|-------------|-------------|------------------|----------------------|------------------|--------------|------------------|------------------|----------------------|------|

4. Classification of Social Work Records

| No. | Record code | Record Title | What it confirms | Department in Charge | Person in Charge | Media format | Storage location | Retention period | Reason for retention | Note |
|-----|-------------|---------------------------------------|--|--|-------------------------|--------------------|----------------------------|------------------------|--------------------------|------|
| 1 | SR-01 | Social Work Plan | Social Work Planning | Dean's Office / Responsible Department | Head of Department | Paper / Electronic | Department / e-archive | By file classification | JAIU File Classification | |
| 2 | SR-02 | Social Work Report | Implementation of the Social Work Plan | Dean's Office / Responsible Department | Head of Department | Paper / Electronic | Department / Archive | By file classification | JAIU File Classification | |
| 3 | SR-03 | Supervisory Work Plan | Planning of Academic Advisor Support | Dean's Office / Academic Advisor | Advisor / Dean's Office | Paper / Electronic | Dean's Office / Department | By file classification | JAIU File Classification | |
| 4 | SR-04 | Advisor's Report | Facts and Results of Academic Advisor Work | Advisor / Dean's Office | Advisor | Paper / Electronic | Dean's Office | By file classification | JAIU File Classification | |
| 5 | SR-05 | Plan for an Educational /Social Event | Event Preparation | Organizing Department | Person in Charge | Paper / Electronic | Department | By file classification | JAIU file classification | |
| 6 | SR- | Event | Event | Organiz | Person | Paper | Depart | By file | File | |

| | | | | | | | | | | |
|----|-------|--|--|--|------------------|--------------------|-------------------------------|------------------------|-------------------------------|--|
| | 06 | Program / Script | content | ing Department | in Charge | / Electronic | ment | classification | classification system of JAIU | |
| 7 | SR-07 | List of event participants | Participant coverage | Organizing Department | Person in charge | Paper / Electronic | Department | By file classification | JAIU file classification | |
| 8 | SR-08 | Photo and video report | Confirmation of Event | Organizing Department | Person in charge | Electronic | Electronic folder / e-archive | By file classification | JAIU file classification | |
| 9 | SR-09 | Analytical report on social work | Effectiveness Analysis | Responsible Department | Department Head | Paper / Electronic | Department / Archive | By file classification | JAIU file classification | |
| 10 | SR-10 | Documents on social support for students | Provision of social assistance / support | Dean's Office / Responsible Department | Person in charge | Paper / electronic | Dean's Office / Archives | By file classification | JAIU File Classification | |
| 11 | SR-11 | Documents on the linguistic and sociocultural adaptation of international students | Adaptation work | Dean's Office / Responsible Department | Person in charge | Paper / electronic | Department / Archive | By file classification | JAIU File Classification | |
| 12 | SR-12 | Questionnaires and survey results | Student feedback | Responsible department | Person in charge | Paper / Electronic | Department / e-archive | By file classification | JAIU file classification | |
| 13 | SR-13 | Memos, reports, materials on individual cases | Individual support | Dean's Office / Advisor / Other Department | Person in charge | Paper / electronic | Department / archive | By file classification | JAIU File Classification | |

5. Classification of records on the development of the state language

| No. | Record code | Record Title | What it confirms | Department in charge | Person in Charge | Media format | Storage location | Retention period | Reason for retention | Note |
|-----|-------------|---|--|------------------------|--------------------|--------------------|------------------------|------------------------|--------------------------|------|
| 1 | GY-01 | Action Plan for the Development of the State Language | Planning of Work on the State Language | Responsible Department | Head of Department | Paper / Electronic | Department / e-archive | By file classification | JAIU file classification | |
| 2 | GYA-02 | Report on the Implementation of the Action | Implementation of the plan | Responsible Department | Head of Department | Paper / Electronic | Department / Archive | By file classification | JAIU File Classification | |

| | | | | | | | | | | |
|----|--------|--|---|------------------------------------|--------------------------------|--------------------|-------------------------------|------------------------|--------------------------|--|
| | | Plan | | | | | | | | |
| 3 | GYA-03 | Program for the " " event on the state language | Event Content | Organizing Department | Person in Charge | Paper / Electronic | Department | By file classification | JAIU file classification | |
| 4 | GYA-04 | Event script / instructional materials | Methodological support | Organizing Department | Person in Charge | Paper / Electronic | Department | By file classification | JAIU file classification | |
| 5 | GYA-05 | List of participants | Participation of students and staff | Organizing Department | Person in charge | Paper / Electronic | Department | By file classification | JAIU file classification | |
| 6 | GYA-06 | Minutes of the meeting / discussion | Decisions adopted | Responsible department / committee | Secretary / Responsible Person | Paper / Electronic | Department / Archive | By file classification | JAIU file classification | |
| 7 | GYA-07 | Photo and video report of the event | Confirmation of event | Organizing department | Person in charge | Electronic | Electronic folder / e-archive | By file classification | JAIU file classification | |
| 8 | GYA-08 | Analytical report on the development of the state language | Analysis of the effectiveness of measures | Responsible Department | Head of Department | Paper / Electronic | Department / Archive | By file classification | JAIU file classification | |
| 9 | GYA-09 | Materials from competitions, ten-day events, monthly events, and roundtables | Conducting language events | Organizing department | Person in charge | Paper / Electronic | Department / Archive | By file classification | JAIU file classification | |
| 10 | GYA-10 | Inquiries, reports, presentation materials | Information support and reporting | Responsible department | Responsible person | Paper / electronic | Department / e-archive | By file classification | JAIU File Classification | |

6. Procedure for maintaining the register

6.1. The register is maintained in electronic form. If necessary, a paper copy may be kept for reference.

6.2. It is recommended that the department responsible for social work and the development of the state language, or another authorized department of JAIU, be designated as the registry administrator.

6.3. The grounds for making an entry in the registry are:

1. the creation of an entry as part of social work;
2. the creation of an entry as part of activities to promote the state language;
3. approval of a document;
4. completion of an event;
5. preparation of a report, statement, analysis, or other supporting documentation.

6.4. For each entry in the register, the following must be specified:

1. entry code;
2. name;
3. the department holding the document;
4. responsible person;
5. media format;
6. storage location;
7. retention period;
8. reason for storage.

6.5. The retention periods for records are determined by the JAIU file classification system and the applicable archival retention rules.

6.6. The register is updated:

1. as new records are created;
2. when the responsible department changes;
3. when a record is transferred to the archive;
4. when retention periods and rules change;
5. when local regulations of JAIU are updated.

7. Responsibility

7.1. Heads of departments that create records on social work and the development of the state language are responsible for:

1. the completeness of the records;
2. the accuracy of the information;
3. the timely submission of information for entry into the registry;
4. compliance with retention periods.

7.2. The registry administrator is responsible for:

1. the timeliness of the registry;
2. consistency of coding;
3. recording of storage locations;
4. the readiness of the registry for internal control, audit, accreditation, and reporting.

8. Final Provisions

8.1. This Registry is used as documented information for the JAIU quality management system.

8.2. Changes to the structure of the registry, the code classifier, and the composition of recorded entries shall be made in accordance with established procedures.

Appendix 1

Form of the Register of Records on Social Work and the Development of the State Language

| No. | Record Code | Record Title | What it confirms | Responsible Department | Person in Charge | Media format | Storage location | Retention period | Reason for retention | Note |
|-----|-------------|--------------|------------------|------------------------|------------------|--------------|------------------|------------------|----------------------|------|
| | | | | | | | | | | |

Appendix 2

Change log

| Change No. | Section, item | Summary of the change | Basis | Date of entry | Full Name, Position | Signature |
|------------|---------------|-----------------------|-------|---------------|---------------------|-----------|
| | | | | | | |

Appendix 3

Approval Sheet

APPROVAL SHEET

Document Title: Register of Records on Social Work and Development of the State Language at JAIU
Document code: SMK-90-05

Prepared by:

_____ /Full Name/

Position _____

"_" _____ 20

Approved by:

Head of the Quality Department / QMS

_____ /Full Name/

"_" _____ 20

Head of the Department Responsible for Social Work

_____ /Full Name/

"_" _____ 20

Vice Rector for the State Language

_____/Full Name/

“ ” _____ 20

Head of the Training and Information Department

_____/Full Name/

“ ” _____ 20

Lawyer / Legal Support Specialist

_____/Full Name/

“ ” _____ 20

Approved by:

Rector of JAIU

_____/Full Name/

“ ” _____ 20

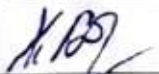
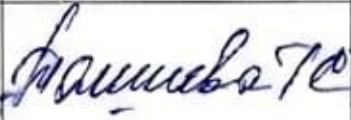







CHANGE LOG

| 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. |

