

REVIEWED

at the meeting of Academic
Council of JASU named after
B.Osmonov

Minutes No. 5

31 01 2025

APPROVED

by the Rector of JASU named
after B.Osmonov


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REGULATIONS

ON THE DEPARTMENT OF CAREER DEVELOPMENT AND ORGANIZATION OF INDUSTRIAL PRACTICE

Regulations

About the department of career development and organization of industrial practice

1. General Provisions

1.1. The Department of Industrial Practice and Career (DIPC) is a structural subdivision of JASU, which reports to the Vice-Rector for Academic Affairs, monitors the progress of industrial practice and closely cooperates with graduates.

1.2. The Department of Industrial Practice and Career carries out its activities on the basis of the Law of the Kyrgyz Republic "On Education", the Regulation on Higher Education Institutions, the Charter of the Jalal-Abad University named after B. Osmonov (JSU, University) and this Regulation.

1.3. The department, together with other structural divisions, monitors the progress of industrial practice in all faculties and colleges of the university.

1.4. The department provides employment to JASU graduates on a budgetary basis.

1.5. The Department of Industrial Practice and Career works in close contact with all graduates of JASU.

1.6. Promotes the activities of the Alumni Association.

2. Department structure

2.1. The structure, number of staff members, and staffing schedule of the department are approved by the rector of JASU, taking into account the limits of the salary fund based on the university budget and extra-budgetary financial sources.

2.2. The department is managed by the head of the department. The head of the department is appointed and dismissed by order of the rector of the university upon the submission of the vice-rector for academic affairs.

2.3. The department employees act on the basis of their personal job responsibilities.

3. Department tasks

3.1. Monitoring the progress of industrial practice.

3.2. Conclusion of mutual agreements with institutions implementing industrial training.

3.3. Monitoring the activities of practice supervisors at faculties (departments) and colleges.

3.4. Participation of department employees in final conferences held following the internship and conducting an expert assessment of the progress of the internship.

3.5. Ensuring high-quality student practice.

3.6. Monitoring and analysis of employment of students studying on a budgetary basis.

3.7. Creation of a database on the total number of university graduates and its examination/
3.8. Monitoring the employment of graduates (over a period of 5 years) in conjunction with the Alumni Association.

4. Function of the department

4.1. Monitoring the compliance of the compiled work programs with the curricula and their approval.

4.2. Providing recommendations for industrial training at faculties and colleges.

4.3. Control over the distribution of practice hours (for specialists).

4.4. Providing recommendations for high-quality industrial training.

4.5. Organization of round tables, seminars, trainings related to industrial practice.

4.6. Strengthening the connection between production and educational institutions.

4.7. Reception of reports (annual) from industrial practice supervisors at faculties (departments) and colleges.

4.8. Monitoring the production activities of the student trainee during the academic year.

4.9. Providing information on the distribution and employment of students studying on a budgetary basis.

4.10. Control over the organization of meetings between students and graduates (at faculties and colleges).

4.11. Conducting questionnaires and sociological surveys of graduates and graduating groups, analyzing their results and providing recommendations.

4.12. Monitoring the organization of meetings between employers and students in faculties and colleges.

5. Rights of the department.

The department of industrial practice and career has the right to:

5.1. Request and receive information about industrial practice and careers in the structural divisions of the university.

5.2. Obtain information and documentation on the progress of the internship at JASU and its results.

5.3. Determine priority areas of policy for improving the quality of industrial practice and propose a strategy and tactics for its implementation.

5.4. Request responses to identified shortcomings related to industrial practice and careers in the structural divisions of the university, and prepare recommendations for the Vice-Rector for Academic Affairs and the Rector.

6. Department responsibilities

6.1. Responsibility for the implementation of tasks assigned to the industrial practice and career department rests with the head of the department.

6.2. The staff of the Industrial Practice and Career Department are responsible for the accuracy of the information prepared for higher authorities.

6.3. The staff of the DIPC is responsible for continuous monitoring of the state of the internship to improve its quality.

7. Relationships

7.1. The employees of the DIPC carry out the orders of the university, the decisions of the Academic Council of JASU, the decisions of other higher bodies related to their activities.

7.2. Cooperates with other institutions, organizations, and educational institutions, guided by the general interests of the university.

8. Procedure for organizing and liquidating the department

8.1. The DIPC is liquidated and reorganized by order of the rector of JASU based on the decision of the Academic Council of the university.

8.2. The provisions of the JAGU are discussed and approved by the Academic Council of the University, and the duties of the employees are distributed based on the recommendation of the Vice-Rector for Academic Affairs.