

**REPORT ON THE IMPLEMENTATION OF THE DECISIONS OF THE DEAN'S HOUR OF M. Auezov South Kazakhstan University**  
**Questionnaire "Teaching staff evaluation of Work Organization" for the 2024–2025 Academic Year**

<b>Minutes Number and Date</b>	<b>Decision</b>	<b>Person Responsible for Implementation</b>	<b>Availability of Supporting Documentation.</b>	<b>Notes</b>
<b>11.12.2024y. №7 Minutes</b>	<p>Based on the results of the social survey conducted through the questionnaire "Staff Members' evaluation of Work Organization," and taking into account the shortcomings identified by the department's teaching staff (including the shortage of computers and printers, insufficient provision of office supplies, and the need for repair work), corrective action plans were to be developed by December 17, in 2024 and the implementation of these plans was to be ensured.</p> <p><b>Implementation period:</b> throughout the academic year.</p>	<p>T. Tynysbayev, acting director of the Administrative and Facilities Management Department</p>	<p>A total of 50 printers, including 10 color printers, and stationery supplies were distributed. The procurement of 400 computers was announced on the public procurement portal. Ongoing repair works were carried out in 15 academic buildings and 3 student residences.</p>	<p>Completed</p>
	<p>Taking into account the shortcomings identified by the teaching staff of the university departments based on the results of the sociological survey conducted through the questionnaire "Staff Members' evaluation of Work Organization" (including ensuring the proper functioning of the Internet network in departments and the need to implement measures for the digitalization of documentation), a corrective action plan shall be developed by December 17, in 2024 and the implementation of the said plan shall be</p>	<p>M. Uatbayev, Director of the Digitalization Department</p>	<ol style="list-style-type: none"> <li>1. Verification of the functionality of server nodes and server equipment using the operating system (OS) tools.</li> <li>2. Checking the file system status.</li> <li>3. Testing memory devices, network controllers, and cable connections.</li> <li>4. Verifying the functionality of software (OS, antivirus programs, peripheral device drivers, etc.).</li> </ol> <p>The above activities are carried out on a regular basis, and minor issues are promptly resolved; if necessary, appropriate OS restoration and configuration are performed.</p> <p>The organizational structure of ӘСАЛЕМ ОФФИСЕӘ, the full names of the heads of structural divisions, and the</p>	<p>Completed</p>

	<p>ensured.</p> <p><b>Implementation period:</b> throughout the year.</p>		<p>generated user passwords have been entered into the electronic document management system. Form F.4.03-18 has also been added to the database.</p> <p>A service memo is a document issued by a structural unit or an official and addressed to any recipient within M. Auezov South Kazakhstan University.</p> <p>At present, the SALEM OFFICE is used by the Department of Document Support Management and Citizen Appeals and the Archive for correspondence with external stakeholders.</p> <table border="1" data-bbox="1182 544 1921 692"> <tr> <td>Connection of new and existing nodes</td> <td>70 pcs.</td> </tr> <tr> <td>Laying of fiber-optic and cable lines</td> <td>25000M</td> </tr> <tr> <td>Replacement of UTP5e cables in all buildings</td> <td>4500M</td> </tr> </table>	Connection of new and existing nodes	70 pcs.	Laying of fiber-optic and cable lines	25000M	Replacement of UTP5e cables in all buildings	4500M	
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	<p>In view of the high level of dissatisfaction among the staff members of the “Agrarian” and “Sport and Tourism” faculties regarding the distribution of teaching workload, identified based on the results of the survey, an audit of the procedure for allocating teaching workload shall be conducted, and appropriate corrective measures shall be implemented.</p> <p><b>Deadline for completion:</b> by February 20, 2025.</p>	<p>A. Naukenova, Director of the Department of Academic Affairs</p>	<p>The Directors of the Department of Academic Affairs, the Head of the Department for Academic Workload Planning and Staff Formation, as well as the Deans and Heads of Departments of the Faculties of Agrarian Studies and Sport and Tourism, reviewed the workload distribution process and implemented corrective measures.</p> <p>At the Department of Academic Workload Planning and Staff Formation, the teaching loads of faculty members that did not comply with the requirements of Regulation 7.17-2025 “Quality Management System of M. Auezov South Kazakhstan University (QMS SKU P 7.17-2025)” were revised.</p>	<p>Completed</p>						

	<p>The results of the sociological survey conducted through the questionnaire “Staff Members’ evaluation of Work Organization” shall be discussed at the meeting of the Faculty/Higher School Academic Quality Committee, and an extract from the meeting minutes shall be submitted to the Sociological Research Department.</p> <p><b>Deadline for completion:</b> by January 25, 2025.</p>	<p>Deans of Faculties / Higher Schools</p>	<p>The results of the survey were discussed at the meetings of the Faculty/Higher School Academic Quality Committee, and the minutes of the meetings were submitted to the Department of Social Research.</p>	
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