

No. -CIET-03/3498 dated 06/20/2022

Vice-rector for AQ
Baibolova L.K.
"22"06/ 2022

WORK PLAN
CENTER FOR INNOVATIVE EDUCATIONAL TECHNOLOGIES
FOR 2022-2023 ACADEMIC YEAR

№	Name of events	Period of execution	Responsible executor, co-executor	Completion mark
1	2	3	4	5
1 Planning to maintain and improve the QMS				
1.1	Development and approval of the CIET work plan for the 2022-2023 academic year	June 2022	Director of CIET	Approved CIET plan for the 2022-2023 academic year
1.2	Organization of study by new employees of regulatory and legal documents of the QMS: MS ISO 9000:2015, MS ISO 9001:2015, MS ISO 37001:2016	as needed	Director of CIET	Familiarization sheets
1.3	Development and approval of a consultation schedule for the development of web courses, MOOCs, DERs	September2022	Director of CIET Head of DDDER Head of DE	Approved consultation schedule for web courses, MOOCs, DERs
1.4	Checking the planned indicators of IP teaching staff, IP of the department and IP of the faculty in the program "Univer"	September2022	Director of CIET	"Univer" indicative plan IP teaching staff, IP department and IP faculty
1.5	Development and approval of the annual work plan of the DE, DDDER for the 2022-2023 academic year	August 2022	Head of DDDER Head of DE	Approved CIET plan for the 2022-2023 academic year
2 Management of documented QMS information				

2.1	Work in the program "Documentolog 7"	constantly	Director of CIET	Electronic version of the nomenclature
2.2	Work on maintaining nomenclature folders in accordance with the nomenclature of cases	constantly	Head of DDDER Head of DE	Systematized nomenclature folders
2.3	Familiarization of CIET employees with incoming documented information on the specification of QMS processes	as needed	Head of DDDER Head of DE	Familiarization sheets
2.4	Familiarization of new employees with the CIET Regulation and job descriptions (instruction at the workplace)	as needed	Head of DDDER Head of DE	Approved regulations and job descriptions in the state and Russian languages
<i>3 Customer focus</i>				
3.1	Actualization and modernization of educational platforms of JSC "ATU" for web courses, MOOCs, DER	as needed	Head of DE Head of DDDER	Link to the platform with updated data
3.2	Coverage of the activities of the CIET on the official website of JSC "ATU"	constantly	Head of DE Head of DDDER	Link to CIET materials
3.3	Distribution of regulations, recommendations for the development of web courses, MOOCs, DER and other methodological materials	during the school year	DE Specialist Lead OEO Specialist	Distribution list
3.4	Consulting for teaching staff on the development of web courses, MOOCs, DER, virtual labs	during the school year	Head of DDDER Head of DE	Turnout list, presentation
3.5	Development of questionnaires and conducting a survey of consumers to study satisfaction with CIET services, web courses, MOOCs, DERs on the educational platforms of ATU JSC, advanced training courses, etc.	as needed	Head of DDDER Head of DE	Report on the results of the questionnaire
3.6	Conducting the annual competition "The best electronic course of JSC "ATU" /" The best	May-June 2023	Director of CIET Head of DDDER	Diplomas I, II, III degree

	digital educational resource of JSC "ATU"		Head of DE	
4 Internal communication				
4.1	Providing access to educational platforms of JSC "ATU" to all structural divisions	constantly	Head of DDDER Head of DE	Links to educational platforms
5 Management review				
5.1	Preparation of documented information for management review	September-October 2022	Head of DDDER Head of DE	Report "Management Analysis" in accordance with the PP
5.2	Risk management: filling out a risk passport, compiling a report	September-October 2022	Director of CIET Head of DDDER Head of DE	Passport of risks, plan-report to eliminate risks
5.3	Preparation for internal/external audit of CIET	according to the schedule for 2022-2023 academic year	Director of CIET Head of DDDER Head of DE	Acts of non-compliance, reports of internal auditors
5.4	Monitoring the implementation of corrective action plans based on the results of internal and external audits	as needed	Director of CIET Head of DDDER Head of DE	Plan / report of design documentation, entries in the "Journal of registration of non-conformities and design documentation" F. QAM-10.2-2020-03-01 Acts of inconsistencies
6 Competence, training and awareness				
6.1	Monitoring and confirmation of indicators prof. rating IP JSC "ATU"	May-June 2023	Director of CIET	Professional rating results
6.2	Organizational, scientific and methodological support for the development and improvement of web courses, MOOCs, DER	during the school year	Head of DDDER Head of DE	Approved consultation schedule
6.3	Organization for teaching staff of departments of courses (seminars) on the development and design of innovative educational resources	during the school year	Head of DDDER Head of DE	Approved seminar program, attendance list
6.4	Promotion of web courses of JSC "ATU" on the National platform moocs.kz.	during the school year	Head of DE	Links of web courses on the moocs.kz platform

6.5	Participation in the competition for the selection of HRD employees	by order of the rector	Head of DDDER Head of DE	Competitive cases of employees
7 Analysis, monitoring and measurement				
7.1	Analysis of the development of web courses, MOOCs, DER by faculties, departments	during the school year	Director of CIET Head of DDDER Head of DE	Reports at the council, administrations, minutes of meetings
7.2	Organization of a sociological survey "Application of innovative teaching methods"	during the school year	Head of DDDER Head of DE	Questionnaire and survey results
7.3	Monitoring the download of web courses, MOOCs, DERs on the educational platforms of ATU JSC	during the school year	DE Specialist Lead DE Specialist	Reports at the council, administrations, minutes of meetings
7.4	Control and adherence to the schedule for the development of web courses, MOOCs, DER	during the school year	Head of DDDER Head of DE	Reporting, explanatory (if there are discrepancies)
7.5	Monitoring in "Univer" IE teaching staff of JSC "ATU"	during the school year	Director of CIET	Information inUniver
7.6	Preparation of the annual report of the DE, DDDER for the 2022-2023 academic year	May 2023	Head of DDDER Head of DE	Approved CIET annual report for the 2022-2023 academic year
7.7	Preparation of the CIET annual report for the 2022-2023 academic year	May-June 2023	Director of CIET	Approved CIET annual report for the 2022-2023 academic year
7.8	Preparation of an annual report on the functioning of the QMS CIET for the 2022-2023 academic year	May-June 2023	Director of CIET	Approved annual report on the functioning of the QMS CIET for the 2022-2023 academic year
7.9	Preparation of the CIET work plan for the 2023-2024 academic year	June-July 2023	Director of CIET	The approved work plan of the CIET for the 2023-2024 academic year

Director of CIET Medvedkov E.B. 20/06/2022