



NJSC " KORKYT ATA KYZYLORDA UNIVERSITY"

REGULATIONS ON THE STRUCTURAL UNIT

Approved
Korkyt Ata
NAO" Kyzylorda University"
Acting chairman — rector of the management board

B. S. Karimova

_____ 2020 year.

REGULATIONS ON THE MEDIA CENTER

Kyzylorda, 2020 year



1. GENERAL REGULATIONS

1.1. The Media Center (hereinafter referred to as the Center) is a structural subdivision of the non-profit Joint Stock Company "Korkyt Ata Kyzylorda University" (hereinafter referred to as the University).

1.2. The Center is headed by a press secretary, whose appointment and dismissal is made by order of the chairman of the management board — Rector on the recommendation of the supervising vice-rector.

1.3. Duties of the head of the Center in case of temporary absence performed by a person appointed in accordance with the established procedure.

1.4. The Center is directly subordinate to the vice-rector for social and educational work and consists of 4 full-time units:

- Head-1 unit.
- Specialist-3 units.

1.5 The work of the Center is carried out in accordance with the work plan of the Department.

1.6 In its activities, the Center is guided by the current legislation of the Republic of Kazakhstan:

- ✓ The Constitution Of The Republic Of Kazakhstan;
- ✓ The laws of the Republic of Kazakhstan "On education"; "On Science", "On mass media" ;
- ✓ By regulations of the government of the Republic of Kazakhstan regulating the field of Education;
- ✓ With regulatory legal acts of the Ministry of Education and science of the Republic of Kazakhstan;
- ✓ The Regulation Of The University;
- ✓ Orders and orders of the university management are guided by the management system, regulatory acts and procedures adopted at the University.

1.4. This regulation are revised as the requirements for the Center change, but not less than once every 3 years.



1) Information support of the official website of the university: maintaining a news feed, timely publication of press releases, announcements, placement of photographic materials, etc.

2) Post and edit information received daily on the official website of the university;

3) To fill the content on the official website of the university in three languages;

3.3. To solve the No 3 Problem, the Media Center ensures the following:

1) Coverage of events aimed at informatization, clarification, and promotion of the university in all official social networks of the university;

2) Mastering the modern capabilities of social networks, increasing the audience, prompt and high-quality presentation of information;

3) Consideration of appeals from individuals and legal entities through messengers of official social networks, to provide feedback;

4) Providing high-quality photo and video materials on the official website and social networks of the university.

3.4. To solve the No 4 Problem, the Media Center ensures the following:

1) Development of media planning and ensuring their implementation;

2) Promotion of the publication of managers and teaching staff in the city, regional and regional media.

4. INTERACTION WITH OTHER DEPARTMENTS OF THE UNIVERSITY

4.1. The Center interacts in accordance with the established procedure and carries out joint work with the structural divisions of the University, institutes, departments and other organizations on issues related to the competence of the Center.



5. RIGHTS

5.1 In order to implement the tasks and perform its functions, the Center, represented by its head and employees, within its competence, has the right:

- 1) request the provision of necessary information from all departments of the University within its competence;
- 2) request from the University administration organizational and logistical support for its activities, as well as assistance in the performance of its official duties and rights;
- 3) participate in the work of all departments of the University, where issues related to the activities of the Center are discussed and resolved;
- 4) to promote the professional development of the Center's staff.

6. RESPONSIBILITY

6.1 The Center, represented by its head and employees, within the limits established by the legislation of the Republic of Kazakhstan, is responsible for:

- 1) improper performance or non-performance of functions provided for in this Regulation;
- 2) offenses committed in the course of carrying out their activities;
- 3) non-fulfillment of the annual work plan in accordance with the established deadlines and failure to submit an appropriate report on the work performed;
- 4) the safety of documents according to the nomenclature of the Center's cases;
- 5) objectivity, timeliness, completeness and accuracy of informing the higher management on issues related to the fulfillment of established requirements;
- 6) violation of labor discipline, occupational safety and health regulations, internal regulations, fire safety;
- 7) material damage caused by damage and/or destruction of University property.

6.2 The personal responsibility of the Center's employees is determined by their job descriptions.



INTRODUCED (DEVELOPED):

Press secretary of the media center



ПОДПИСЬ

М.Жунусова

05. 11. 2020_

AGREED:

Acting vice-rector for social and educational work



ПОДПИСЬ

Head of the Department for work with employees and legal affairs

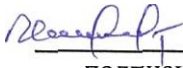


ПОДПИСЬ

С. М.Ильясова

05. 11. 2020_

дата



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С. М.Ильясова

05. 11. 2020_

дата