

Қазақстан Республикасы
Мәдениет және ақпарат
министрлігі
«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



RGU 'Kurmangazy Kazakh
National Conservatoire'
Ministry of Culture and Information
of the Republic of Kazakhstan

ЖОСПАР

PLAN

29.09.25

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№ APPOMIASP-03-25

с. Almaty

APPROVED

Rector RSU

"Kazakh National The Conservatory
named after Kurmangazy" of the
Ministry of Culture and Information
of the Republic of Kazakhstan

Tasbergenova G.K.

«29» 09 2025



ANNUAL PLAN

THE PROJECT OFFICE OF QUALITY MANAGEMENT INTERNAL AUDIT AND STRATEGIC PLANNING FOR THE 2025-2026 ACADEMIC YEAR

Elaborated:			
"Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning"		Sarymsakova A.S	18.08.2025
Approved by:			
Compliance Officer		Jaguparova G.M	27.08.25
Position	Caption	NAME	Date

№	Name of event/activity	Responsible person	Due date	Description of result / Mark of fulfilment
August				
1.	Updating internal regulatory documents of the Project Office of Quality Management, Internal Audit, and Strategic Planning	Head of the Project Office	Within the month	Updated regulatory document approved by the Academic Council of the Conservatory
2.	Work as part of the Admissions Committee in connection with the entrance examinations for applicants to the Republican State Institution "Kurmangazy Kazakh National Conservatory" of the Ministry of Culture and Information of the Republic of Kazakhstan for the 2025–2026 academic year	Head of the Project Office	Within the month	Directive
3.	Monitoring of the internal regulatory documentation of the Conservatory published on the university website (development and approval timelines, availability of documents in three languages)	Head of the Project Office	Within the month	Monitoring report, familiarization of vice-rectors and heads of departments and services, with specified deadlines for eliminating non-conformities.
4.	Work as a member of the Selection Committee for candidates for the educational grant of the public foundation "Қазақстан халқына" for the 2025–2026 academic year at the Republican State Communal Enterprise "Kurmangazy Kazakh National Conservatory" of the Ministry of Culture and Information of the Republic of Kazakhstan.	Head of the Project Office	12.08.2025	Directive
5.	Collection and analysis of department plans for the second half of 2025 according to the Conservatory's Development Program and Plan for 2023–2029 (beginning)	Project Office staff, heads of departments	By September 15	Report on the approved department plans for the second half of 2025.

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6.	Collection of activity plans of the Conservatory's structural units for the 2025-2026 academic year / second half of 2025 (beginning).	Project Office staff, heads of units	By September 15	Report on the approved activity plans of the Conservatory's structural units for the 2025-2026 academic year / second half of 2025.
7.	Coordination of internal regulatory documents of the Conservatory	Head of the Project Office, heads of all departments, sectors, chairs, and faculties of the Conservator	Constantly	Approved internal regulatory document
September				
8.	Collection and analysis of department plans for the second half of 2025 according to the Conservatory's Development Program and Plan for 2023–2029 (completion).	Project Office staff, heads	By September 15	Report on the approved department plans for the second half of 2025.
9.	Collection of activity plans of the Conservatory's structural units for the 2025-2026 academic year / second half of 2025 (completion).	Project Office staff, heads of units	By September 15	Report on the approved activity plans of the Conservatory's structural units for the 2025-2026 academic year / second half of the year.
10.	Analysis of department reports according to the Conservatory's Development Program and Plan for 2023–2029 for the first half of 2025	Project Office staff, heads of departments	During the month	Consolidated semi-annual report
11.	Coordination of internal regulatory documents of the Conservatory	Head of the Project Office, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document
12.	Coordination of the development of quality assurance objectives for the structural units of the Conservatory	Project Office staff, heads of all departments, sectors, chairs,	02–15.09.2025	Approved quality objectives of structural units on the website

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		and faculties of the Conservator		
13.	Organization and conduct of internal audit of the Conservatory for compliance with qualification requirements (QR)	Project Office staff, heads of units, services, departments, and faculties of the Conservatory	01–28.09.2025	Report, attachments
14.	Summary for MNVO and MKI requests on statistical data compliance with qualification requirements	Head of the Project Office, heads of departments	As necessary	Attachments, cover letter
October				
15.	Monitoring and analysis of information about structural units on the Conservatory's website	Project Office staff	02–03.10.2025	Monitoring report
16.	Development of the Internal Audit Program	Project Office staff	Within the month	Developed program
17.	Coordination of internal regulatory documents of the Conservatory	Project Office Head, and heads of all departments, sectors, chairs, and faculties of the Conservatory	YHEMI	Approved internal regulatory document
18.	Summary for MNVO and MKI requests regarding statistical data compliance with qualification requirements	Head of the Project Office, heads of departments	As necessary	Attachments, cover letter
November				
19.	Conducting a survey: The Conservatory (including organization of the educational process) through the eyes of the student (in two languages)	Project Office staff	Within the month	Report on the results of the student survey
20.	Summary of requests from MNVO and MKI regarding statistical data compliance with qualification requirements	Project Office Manager, Department Heads	As necessary	Attachments, cover letter
21.	Risk Management at the Kazakh National Conservatory named after Kurmangazy (RSE "Kazakh National Conservatory named after Kurmangazy").	Project Office Manager, Department Heads	By November 20, 2025	Appendices

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	Collection of information from the Conservatory according to Appendices 1, 2, and 3 to the Risk Assessment Criteria for the Education System, in the area of higher and postgraduate education, pursuant to the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 116 "On Approval of the Criteria for Assessing the Degree of Risk and Checklists for the Education System, in the area of higher and postgraduate education."			
22.	Approval of the Conservatory's internal regulatory documents	Project Office Manager, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document
23.	Nonconformity and Observation Registration Sheets for the Risk Assessment Criteria of the Education System (acknowledgment by signature of department heads)	Project Office Manager, Department Heads	By December 1, 2025	Nonconformity and Observation Registration Sheets
December				
24.	Collection and processing of annual reports from the Conservatory's structural units	Project Office staff	Within a month	Quality Management Project Office Report on the Implementation of the Plan by Structural Units
25.	Collection and processing of annual reports from departments, divisions, and services on the implementation of the Conservatory's Program and Development Plan	Project Office Staff	18–29.12.2025	Summary of information for the Rector's annual report on the implementation of the Conservatory's Program and Development Plan for 2025

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26.	Approval of the Conservatory's internal regulatory documents	Project Office Manager, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document
27.	Preparation of the semi-annual report on the activities of the Project Office	Project Office Staff	18–29.12.2025	Semi-annual Quality Management Project Office Report
28.	Quality Objectives of the Kazakh National Conservatory named after Kurmangazy for 2026	Project Office Manager, Department Heads	By December 28	Approval by the Academic Council
29.	Sociological Survey: The Conservatory Through the Eyes of a Student, Satisfaction with the Organization of the Educational Process	Employees of the Project Office	By December 28	Survey Results Report
30.	Oversight of the Organization and Conduct of a Survey of Students Living in the Dormitory	Head of the Project Office, Department of Social and Educational Work and Youth Policy	By December 28	Report on the Results of the Survey of the Social and Educational Work and Youth Policy Service (SEWYPS)
31.	Work as part of the commission on the Act of Implementation of R&D (Research and Development)	Project Office Manager	End of the month	Protocol
32.	Summary of requests from MNVO and MKI regarding statistical data compliance with qualification requirements	Project Office Manager, Department Heads	As needed	Attachments, cover letter
January				
33.	Preparation of the Rector's annual report on the implementation of the Program and Development Plan of the Kazakh National Conservatory named after Kurmangazy for 2025	Project Office Manager, Project Office Staff	03–15.01.2026	Report and presentation
34.	Control over the Organization and Conduct of the Sociological Survey: Clean Session	Head of the Project Office, Compliance Officer	By January 28	Report on Survey Results — Compliance Officer

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35.	Approval of the Conservatory's internal regulatory documents	Project Office Manager, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document
36.	Control over the Organization and Conduct of the Sociological Survey: The Teacher Through the Eyes of Students	Head of the Project Office, Department of Educational and Methodological Work and Inclusive Education	By January 28	Report on the Survey Results of the Department of Educational and Methodological Work and Inclusive Education
37.	Summary of responses to requests from the Ministry of Science and Higher Education (MNVO) and the Committee for Quality Assurance in Education (MKI) regarding statistical data compliance with qualification requirements	Project Office Manager, Department Heads	As needed	Attachments, cover letter
38.	Sociological Survey: Satisfaction of the Faculty and Teaching Staff with Working Conditions at the Kurmangazy Kazakh National Conservatory	Project Office Manager Project Office Staff	By January 28	Report on Survey Results
39.	Filling in data on the National University Ranking on the MNVO platform (start)	Department Heads / Heads of Departments	Over the course of a month	Completed data on the MNVO platform
February				
40.	Collection and processing of information on the professional development of the Conservatory's managerial staff	Project Office Employees	01–09.02.2026	Table
41.	Summary of requests from MNVO and MKI regarding statistical data compliance with qualification requirements	Department Heads / Heads of Departments	As needed	Attachments, cover letter
42.	Approval of the Conservatory's internal regulatory documents	Project Office Manager, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document

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43.	Sociological Survey: Employee Satisfaction (including Educational Support Staff) with Working Conditions at the Kurmangazy Kazakh National Conservatory	Head of the Project Office and Project Office Staff	By February 28	Report on the Survey Result
44.	Oversight of the Organization and Conduct of the Employer Survey on the Quality of Graduate Training	Head of the Project Office, Service for Social and Educational Work and Youth Policy	By February 28	Report on the Results of the Survey Conducted by the Service for Social and Educational Work and Youth Policy
45.	Oversight of the Organization and Conduct of the Sociological Survey: The Conservatory Through the Eyes of Master's and Doctoral Students	Head of the Project Office, Postgraduate Education Sector	By February 28	Report on the Survey Results of the Postgraduate Education Sector
46.	Continuation of filling in data on the National University Ranking on the MNVO platform	Project Office Manager Department Heads	Over the course of a month	Completed data on the MNVO platform
March				
47.	Summary of requests from MNVO and MKI regarding statistical data compliance with qualification requirements	Department Heads / Heads of Departments	As needed	Attachments, cover letter
48.	Collection of information from the Conservatory according to Appendices 1, 2, and 3 to the Criteria for Assessing the Degree of Risk in the Education System, specifically in higher and postgraduate education, in accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 116 "On approval of criteria for assessing the degree of risk and checklists in the education system, specifically in higher and postgraduate education."	Project Office Manager Heads of Departments	By March 20, 2026	Appendices

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49.	Approval of the Conservatory's internal regulatory documents	Project Office Manager, heads of all departments, sectors, chairs, and faculties of the Conservatory	Constantly	Approved internal regulatory document
50.	"Nonconformity and Observation Registration Sheets for the Criteria for Assessing the Level of Risk in the Education System (familiarization against signature by department heads)"	Head of the Project Office, Department Heads	"by March 30, 2026"	Nonconformity and Observation Registration Sheets
51.	Oversight of the Organization and Conduct of the Survey: The Curator-Advisor Through the Eyes of the Student	Head of the Project Office, Service for Social and Educational Work and Youth Policy	By March 28	Report on the Results of the Survey Conducted by the Service for Social and Educational Work and Youth Policy
52.	Data entry on the MES platform for the National University Ranking (continued)	Head of the Project Office, Heads of Departments	Over the course of a month	Completed data on the MES platform
April				
53.	Monitoring the Completion of Advanced Training Courses for Academic and Administrative Staff in the 'Education Management' Direction	Project Office Staff	Over the course of a month	Certificates
54.	Summary of Requests from MES and MKI Regarding Statistical Data Compliance with Qualification Requirements	Head of the Project Office, Department Heads	As needed	Attachments Cover Letter
55.	Coordination and Approval of the Conservatory's Internal Regulatory Documents	Head of the Project Office, Heads of All Departments, Sectors, Chairs, and Faculties of the Conservatory	Constantly	Approved Internal Regulatory Document
56.	oversight of the Organization and Conduct of the Sociological Survey: The Teacher Through the Eyes of Master's and Doctoral Students	Head of the Project Office, Postgraduate Education Sector	By April 28	Report on the Survey Results of the Postgraduate Education Sector

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57.	Completion of Data Entry on the MES Platform for the National University Ranking	Head of the Project Office, Department Heads	within a month	Completed data on the MES platform
58.	"Preparation of a report by the RSE 'Kurmanghazy Kazakh National Conservatory' on compliance with the qualification requirements for educational activities of organizations providing higher and/or postgraduate education, along with a list of documents confirming such compliance."	"Head of the Project Office, Department Heads"	Over the course of a month	Reference Document and Appendices
May				
59.	Collection of Annual Reports from the Conservatory's Structural Units (beginning)	Project Office Staff	Over the course of a month	Reports
60.	Approval of the Conservatory's Internal Regulatory Documents	Head of the Project Office, Heads of All Departments, Sectors, Chairs, and Faculties of the Conservatory	Constantly	Approved Internal Regulatory Document
61.	Summary of Requests from MES and MKI Regarding Statistical Data Compliance with Qualification Requirements	Head of the Project Office, Department Heads	As needed	Attachments — Cover Letter
June				
62.	Collection and Processing of Annual Department Reports in Accordance with the Conservatory's Development Program and Plan for 2023–2029	Project Office Staff	Within a month	Reports
63.	Coordination of the Conservatory's Internal Regulatory Documents	Head of the Project Office, Heads of All Departments, Sectors, Chairs, and Faculties of the Conservatory	Constantly	Approved Internal Regulatory Document
64.	Oversight of the Organization and Conduct of the Sociological Survey: The Teacher Through the Eyes of Students	Head of the Project Office, Department of Educational and Methodological Work and	By June 28	Report on the Survey Results of the Department of Educational and Methodological Work and

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		Inclusive Education		Inclusive Education
65.	Preparation of the Annual Report on the Work of the Project Office	Project Office Team	Within a month	Report
66.	Summary of Requests from MES and MKI Regarding Statistical Data Compliance with Qualification Requirements	Head of the Project Office, Department Head	As needed	Attachments Cover Letter
67.	Control over the organization and conduct of the sociological survey: Clean session	Head of the Project Office, Compliance Officer	By June 28	Report on the Survey Results – Compliance Officer
68.	Monitoring the Work of Structural Units and Faculties on the Implementation of the Annual Plan (for the 2025-2026 Academic Year), and Departments on the Implementation of the Semi-Annual Calendar Plan (completion)	Project Office Staff	28–29.06.2026	Monitoring Report