

**Non-profit Joint Stock Company
"Kazakh National Agrarian Research University"**

APPROVED BY:
Chairman of the Board Rector
_____ **T. Espolov**
"___" _____ **2022**

REGULATIONS

On the International Institute of Green and Sustainable Development

P KazNARU 04

First edition

Copy No. _____

Developed by:

**Director of the International Institute
of green and sustainable development**

R. Abazov

Agreed by:

Representative of the management for quality

B. Kalykova

1 GENERAL PROVISIONS

1.1 The International Institute of Green and Sustainable Development for MBA/EMBA programs (hereinafter referred to as the Institute) is a structural subdivision of the Kazakh National Agrarian Research University (hereinafter referred to as the KazNAIU).

1.2 These Regulations on the "Institute" (hereinafter referred to as the Regulations) have been developed in accordance with the Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV 3PK, the order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Model Regulations on Scientific Business Schools for Collective Use" dated May 19, 2011 No. 200.

1.3 These Regulations regulate the activities of the Institute, define its objectives and functions, the procedure for organizing work, reorganization and liquidation.

1.4 The Institute is created on the basis of the decision of the Academic Council of the KazNAIU, which is approved by the order of the rector.

1.5 The Institute is directly subordinate to the authorized official - the Rector of the University.

1.6 The full name of the Institute is the International Institute of Green and Sustainable Development. The name of the Institute in Kazakh is Khalykaralyk zhasyl zhane turakty damu institutes. The name in English is International Institute of Green and Sustainable Development.

1.7 The interaction of the Institute with other structural divisions of the University is determined by the tasks and functions assigned to it by this Regulation.

1.8 The Institute may be liquidated or reorganized by decision of the Academic Council, which is approved by order of the Rector.

1.9 The Regulation on the Institute and amendments to it are approved by order of the Rector of the University.

2 MAIN OBJECTIVES

2.1 The main goal of creating the Institute is to provide access to training for students in the field of entrepreneurship and development of start-up projects, recruitment for training in MBA / EMBA programs. 2.2 The following tasks are the school's priority:

- assistance in the implementation of start-up projects under the MBA, EMBA educational programs, including fundamental, applied projects in priority areas of scientific and technological development;
- assistance in training young people in the field of start-up projects;

- dissemination of new knowledge and technologies;
- holding joint seminars, conferences with domestic and foreign universities and companies;
- assistance in the development of public-private partnership mechanisms;
- participation in international scientific and technical activities;
- advanced training of school employees, as well as training and retraining of personnel;
- participation in the implementation of custom projects from third-party organizations.

3. ORGANIZATIONAL STRUCTURE

1.1 The structure and staffing schedule of the institute are approved by the rector in the established manner.

1.2 The labor responsibilities of the institute's employees, their working conditions are determined by labor contracts concluded with each employee, the internal labor regulations of the University and other local regulatory acts of the University, as well as job descriptions of the institute's employees.

1.3 Job descriptions of the institute's employees are approved in the manner established by the University.

1.4 Research work at the institute is carried out:

- by full-time employees of NAO KazNAIU from among the teaching staff, educational and auxiliary, scientific and technical and administrative and managerial personnel.
- by students in their free time.

1.5 The institute is managed by the director, who is directly subordinate to the rector of the university.

1.6 The rights and responsibilities of the institute's employees are determined by job descriptions approved by the rector.

1.7 The hiring and dismissal of the Institute's employees is carried out by the Rector of the University.

4 MAIN FUNCTIONS

In accordance with the assigned tasks, the Institute performs the following functions:

- Research, updating and forecasting of global trends in the digital transformation of various business processes, as well as in the field of new educational technologies.
- Development of algorithms, methods and software packages for the digitalization of business processes in various sectors of the economy of the Republic of Kazakhstan;

- Modeling and analysis of business processes;
- Analysis of large data sets related to ensuring digitalization tasks.
- Testing and practical adaptation of management technologies based on data analysis.
- General management of digital transformation projects of business processes, including planning, organizing and monitoring the implementation of digital transformation projects.
- Ensuring that users are informed about the digital transformation process.
- Involvement of employees studying at the University, as well as representatives of all stakeholders in the digital transformation process, including preparation and participation in events to popularize digital transformation.
- Setting tasks and technical assignments for the development and implementation of technical solutions and products (services) directly related to the tasks of digital transformation of business processes.
- Organizing conferences on problem areas.
- Monitoring the implementation of assigned tasks in accordance with technical assignments.
- Carrying out educational activities, including advanced training of specialists in the profile.

5 RIGHTS

The Institute has the right to:

- carry out scientific, research, educational, consulting and other activities stipulated by the University Charter in accordance with the established procedure;
- demand and receive from other structural divisions of the University the necessary documents and materials (information) on issues within the competence of the Institute;
- conduct correspondence on issues within the competence of the Institute;
- represent on behalf of the University in accordance with the established procedure on issues within the competence of the Institute in relations with state and other enterprises, organizations, and institutions;
- hold and participate in meetings on issues within the competence of the Institute;
- where necessary, when resolving issues related to the instructions of the University management, involve employees of other divisions in joint work in accordance with the established procedure;
- provide explanations, recommendations, and instructions on issues within the competence of the Institute.

6. RESPONSIBILITY

1.1 As a structural subdivision of the University, the Institute performs the following duties:

1.2 - promptly provides reliable reports, information and other materials related to the execution of agreements and contracts;

1.3 - carries out prompt and high-quality preparation and execution of documents, conducts office work in accordance with current rules and instructions;

1.4 - provides scientific and methodological materials in areas of activity.

1.5 Otherwise, failure to comply with the listed points will result in termination of the agreement.

APPROVED:

Vice-Rector for Research _____ E. Islamov

and International Relations (signature)

« ____ » _____ 2022

Head of the Department _____ A. Altayev

Organizational and Legal Work (signature)

« ____ » _____ 2022

Head of the Department for Development _____ D. Saudabayeva

of Human Resources (signature)

« ____ » _____ 2022

Head of the Department of Personnel _____ A. Iskakov

Office Work (signature)

« ____ » _____ 2022

Leading Specialist of the Sector _____ Zh. Kejembayeva

of the Quality Management System (signature)

« ____ » _____ 2022