 SATBAYEV UNIVERSITY	NON-COMMERCIAL JOINT STOCK COMPANY «KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV»	
QMS Document Level 2	Documented procedure	DP KazNRTU 713
	Edition №1 «_11_» _02_2025	

EDUCATIONAL AND EXTRACURRICULAR ACTIVITIES

DP KazNRTU 713


Almaty 2025

FOREWORD

1 DEVELOPED by the Department of Youth and Sports of NJSC "KazNRTU named after K.I. Satpayev"

Director of the Department
of Youth and Sports

«03» 02 2025

 A. Tolepbergen

2 AGREED

Board Member -
Vice-Rector for Administrative,
Social and Educational Work

«07» 02 2025

Acting Head of the Legal Support
and Public Procurement Department

«06» 02 2025



S. Shalabayev

T. Abukenov

Head of the Evaluation
and Quality Department

«05» 02 2025

 A. Sauranbayeva

Head of the Documentation Support
and State Language Development Department

«04» 02 2025

 Zh. Orakbayeva

3 APPROVED by the decision of the Board of 14» 02. 2025 № 9

4 Introduced for the first time

CONTENT

1 General provisions.....	4
2 Normative references	4
3 Goals, objectives and principles of educational work in KazNRTU	5
4 Conditions and mechanisms of educational work	7
5 Resource support of educational activities.....	8
6. Directions of educational work in KazNRTU.....	8
7 Management Of Risks	10
8 Assessment, analysis and improvement.....	10
Appendix 1	13
Appendix 2	14
Amendment Record Sheet	15

EDUCATIONAL AND EXTRACURRICULAR ACTIVITIES

Documented Procedure № 713

1 GENERAL PROVISIONS

1.1 This procedure "Educational and extracurricular work" (hereinafter referred to as the procedure or DP KazNRTU) was developed by the Department of Youth and Sports (hereinafter referred to as DYS) in order to carry out comprehensive work to create favorable conditions for the realization of the personal potential of students of KazNRTU named after K.I.Satbayev (hereinafter - KazNRTU)

1.2 The requirements of this procedure apply to the processes of educational work with students.

1.3 All work under this procedure is supervised by the director of the Department of Youth and Sports.

1.4 The procedure is mandatory for all employees of the University involved in the process specified in paragraph 1.2.

2 NORMATIVE REFERENCES

- Constitution of RK from 30.08.1995;
- Law of the RK "On Education" from 27.07.2007, No. 319-III;
- Law of the Republic of Kazakhstan "On Crime Prevention" dated July 9, 2004 No. 591-II;
- Law of the RK "On Religious Activity and Religious Associations" from 11.10.2011, № 483 - IV;
- Concept of the state youth policy of the Republic of Kazakhstan for 2023 – 2029, approved by Decree of the Government of the Republic of Kazakhstan dated March 28, 2023 No. 247;
- Anti-corruption standard to ensure openness and transparency in organizations of higher and (or) postgraduate education, approved by the Order of the MES RK from 4.05.2020;
- Comprehensive plan to combat drug addiction and drug business of the Republic of Kazakhstan for 2023 – 2025, approved by Decree of the Government of the Republic of Kazakhstan dated June 29, 2023 No. 508;\
- Methodological recommendations for organizing the activities of psychological services in organizations of higher and (or) postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated September 29, 2023 No. 502;
- Comprehensive plan to protect children from violence, prevent suicide, ensure their rights and well-being for 2023-2025, approved by Decree of the Government of the Republic of Kazakhstan dated August 31, 2023 No. 748;
- Methodological recommendations for organizing educational work in

organizations of higher and (or) postgraduate education, approved by order of the Minister of Higher Education and Science of the Republic of Kazakhstan No. 640 dated December 19, 2023;

– Rules for awarding students studying in organizations of higher and (or) postgraduate education for demonstrated patriotism and active citizenship, approved by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 23, 2023 No. 437;

– DP 715 “Social support for students”;

– Regulations on the Department of Youth Affairs and Sports;

– Code of ethics for students of NJSC “KazNRTU named after K.I. Satbayev”;

– Charter of NJSC "Kazakh National Research Technical University named after K.I.Satbayev", approved by the order of the Minister of Education and Science of the Republic of Kazakhstan;

– ISO 9000 series IS;

– NJSC "KazNRTU named after K.I.Satpayev" Quality Manual;

– Orders and instructions of the University management;

– Regulations on student self-government at KazNRTU named after K.I. Satbayev;

– Rules for living in dormitories of NJSC “KazNRTU named after. K.I. Satbayev"

– This document.

3 GOALS, OBJECTIVES AND PRINIPLES OF EDUCATIONAL WORK IN KazNRTU

The education of student youth in KazNRTU is aimed at overcoming the problems of the social environment associated with stratification, changes in moral and social guidelines, an increase in crime among student youth, manifestations of aggressiveness and cruelty towards peers, suicidal tendencies, fashionable attitude towards light drugs, insufficient awareness of young people about real threats to the health of alcohol, drugs, illegal drugs, smoking and lack of sexual culture.

The purpose of educational work is the formation, development of the personality of the student, the future specialist of the industry, combining high education, professional knowledge, skills and skills, an active civic position, a broad outlook, humanism, love and respect for history and traditions, the desire to participate in the preservation and development of culture.

The main tasks of educational work with students are: 1) all-round development and preservation of the best traditions, Kazakhstani students in general, aimed at educating students about the prestige of their chosen profession; 2) a conscious attitude to educational work, the need and ability to work; 3) creation of conditions for self-realization, initiative, self-development of students; 4) formation of conditions for civic formation and patriotic consciousness of students, culture of

interpersonal and interethnic relations, tolerance, ability to work in a team, needs and skills in a healthy lifestyle; 5) increasing the responsibility of student self-government bodies and the levels of their real contribution to the continuous educational process.

The achievement of these tasks is facilitated by the atmosphere of spirituality created in KazNRTU as the most important factor in the formation of the professional orientation of the student's personality, the development of his professional skills and skills, passion for the profession, the desire for self-development and self-realization.

The principles of educational work are:

1) The principle of purposefulness;

Educational work must be subordinated to the solution of a common goal. Plan educational work based on the formation of uniform goals for the student, corresponding to a common goal; determine the place of each event in the general system of educational work as a stage on the way to the goal; preparation and implementation of activities based on a systematic approach to solving the problems of upbringing.

2) The principle of humanization of the process;

Rules for its implementation: comfortable and protected communication between students and representatives of organization of higher and postgraduate education and state bodies, preservation of the rights of students and respect for the level of upbringing, taking into account the necessary reasonable exactingness; reliance on the best qualities of the student: creating a positive and successful situation.

3) The principle of democratization;

Freedom of self-development of students, independent regulation and self-determination. Rules for its implementation: individual-oriented nature of the educational process; its organization taking into account the characteristics of students; introduction of self-government of students in the organization of their life; mutual respect and tolerance in the interaction of teachers and students.

4) The principle of cultural diversity;

The basis of the organization of education are: the development of universal values and tolerance in accordance with the norms of culture and traditions that do not contradict universal values; respect for the opinion of other people, cultures, traditions, religions, lifestyle, the possibility of pluralism of opinions and approaches to resolve issues that do not go beyond the regulatory requirements of the ethical laws of society.

5) Principle of interaction efficiency;

The organization of education in collectives of various types allows students to expand the scope of communication, creates conditions for constructive processes of sociocultural self-determination, adequate communication and, in general, forms the skills of social adaptation and self-realization;

6) Principle of subject control;

The abilities of subjective control in students at an integral level, everything that happens is considered as a result of a person's own efforts, this level is an indicator of self-appeal - the main actor, the subject of his own life;

7) The principle of variability;

The use of various technologies in the content of education and forms of work with students.

4 COBDITIONS AND MECHANISMS OF EDUCATIONAL WORK

4.1 A decisive role in coordinating the efforts of all departments is played by the planning and implementation of educational activities carried out by the Department of Youth and Sports under the leadership of the Vice-Rector for Administrative, Social and Educational Work. This allows you to coordinate the efforts of all departments, faculty, public organizations and students, wisely use their strength and capabilities, and more actively use a variety of forms and methods of education. Effective organization of the process is also facilitated by prompt and high-quality information support for educational work through Internet sites and social networks.

4.2 Student self-government is a special form of student participation in the management of student life KazNITU Student self-government allows you to solve the following problems:

1) expansion of student initiatives in the activities of the University, as well as in the formation of educational strategy;

2) instilling in students respect for the laws, norms of morality and internal regulations of KazNRTU;

3) preservation and maintenance of traditions; 4) formation of anti-corruption culture;

4) formation of anti-corruption culture;

5) cooperation with the administration, faculty in organizing and improving the educational process;

6) organization of a system of control over educational and labor discipline, the timeliness of the application of a system of measures of encouragement, public and disciplinary action against violators;

7) organization of the volunteer movement;

8) organization of free time of students, assistance in the versatile development of the personality of each member of the student team.

The interaction of student government bodies with the governing bodies of KazNRTU is based on the principles of mutual assistance, respect and partnership.

4.3 Departments of social and humanitarian direction (language departments, social disciplines, etc.) occupy a special place in the educational process, providing philosophical, humanitarian, scientific knowledge of students. The study of disciplines of this direction develops the dialectical thinking of students, forms political and legal culture, skills of participation in creative discussions, contributes

to the development of an active position in the daily life of society, the adoption of civic values.

4.4 The directorate of the institute carries out general management of educational work with students and is responsible for its content, organization and results.

5 RESOURCE SUPPORT OF EDUCATIONAL ACTIVITIES

5.1 Psychological and pedagogical support. Consists in the participation of the teaching staff in the education of students; in methodological guidance for the preparation of projects and targeted programs of student associations-communities; formation of methodological recommendations for adaptation of students; in counselling and psychological care.

5.2 Information support. It consists in providing wide access to the Internet, organizing sites that support socially significant activities of students, interacting with youth media (hereinafter referred to as the media), organizing intra-university media; educational publishing.

5.3 Scientific and methodological support. It is expressed in the creation of scientific and methodological developments, holding conferences, round tables, training programs for students and teachers, contributing to the effective implementation of the educational function of the University.

5.4 Organizational and management support. It involves regular study, generalization, dissemination of positive work experience, as well as optimal planning of educational work in institutes and departments.

5.5 Support for foreign students. The Department of Youth and Sports provides assistance in adapting foreign students in such areas as cultural and leisure activities, as well as providing a hostel.

6 DIRECTIONS OF EDUCATIONAL WORK IN KazNRTU

6.1 Occupational education. Activities of student self-government, popularization of working professions, development of the ideology "Man of Labor."

6.2 Spiritual-moral direction. Study and promotion of the work of Abai Kunanbayev, the concept of "Tolyk Adam":

1) "Nurly akyl" - strengthening of national, Eurasian values, passionary theory and formation of legal culture among students, as well as work with graduates. Creating an environment for the formation of a highly cultured and responsible personality;

2) "Ystyk kairat" - promotion of a healthy lifestyle among students, national sports and games, development of creative abilities and introduction to contemporary art. Prevention of drug addiction, tobacco smoking, alcoholism, ludomania;

3) "Zhyly Zhurek" - providing social assistance to students, adaptation to various conditions, support in difficult life situations. Reward for achievement. Development of the volunteer movement (mutual assistance).

6.3 Organization of volunteer activities. Training in the role and significance of volunteer work, encouraging active participation of students in public life and the development of civic position, participation in city and republican actions.

6.4 Patriotic education: organization of events dedicated to national holidays and historical events of Kazakhstan, holding competitions, exhibitions, sports and cultural events, joint events with the Assembly of the People of Kazakhstan.

6.5 Physical education and formation of a healthy lifestyle for students: organization of sports sections, competitions and trainings for students, stimulation of an active lifestyle and development of national sports.

6.6 Cultural and aesthetic education and development of creative potential of students: organization of cultural events, such as concerts, exhibitions, theatrical performances, literary evenings and other forms of art. Promoting the development of students' creativity and active participation in various cultural projects.

6.7 Legal education and formation of integrity: prevention of criminal and other offenses and anti-corruption, prevention and provision of information on offenses in the field of distribution of drugs and other prohibited substances, prevention of juvenile delinquency, as well as educational events, trainings, lectures and discussions with students with the involvement of responsible state bodies on legal, legal, financial literacy and prevention of harassment, bullying, gambling addiction, ludomania among students.

6.8 Psychological assistance: providing psychological support to students, providing the necessary information and resources to overcome these problems. The activity of the psychological service allows you to provide psychological support for the personal and emotional development of students.

6.9 Outreach and use of information and communication technologies: organization of round tables, seminars, lectures and discussion platforms that address current social problems and challenges, their causes and consequences. Information technologies, social networks and podcasts are also actively used to disseminate information and form an educated and conscious youth audience, the active use of modern technologies in educational work, such as social networks, webinars, online platforms. This enables greater student outreach, provides them with access to information and resources, and provides a convenient form of communication and interaction.

7 MANAGEMENT OF RISKS

1 Risk classification of educational and extracurricular activities

- Risks associated with social adaptation of students:
- Insufficient support for youth initiatives can lead to a decrease in the interest of students in participating in the public life of the university. In case of violation of transparency and objectivity in the distribution of places in the hostel,

poor-quality provision of services for the provision of beds for needy students is possible. The consequence of violations in the provision of social support may be untimely social payments, as well as reputational losses of the university.

- **Psychological risks:** Stress, depression, overload, psychological distress caused by high levels of study load and lack of psychological support.

- **Risks related to discipline:** Violations of discipline, violations of internal regulations.

- **Physical risks:** Incidents related to student safety during extracurricular activities

- **Organizational risks:** Insufficient coordination and interaction between departments, psychological and social support services, student self-government bodies, which may lead to insufficient control over the situation in the educational process.

2 Risk management methods

- **Preventive measures:** Development and implementation of programs aimed at improving social adaptation of students, prevention of stress and depression, raising the level of students' consciousness on discipline and safety issues.

- **Educating and informing students:** Constantly raising students' awareness of the rules and norms of behavior in the institution, as well as the possible consequences for violating them.

- **Psychological and social support:** Establishing mechanisms to assist students in difficult situations, including counselling services and psychological assistance.

- **Monitoring and control:** Regular monitoring of students' behaviour and the state of their psychological health. Creation of a feedback system with teachers and administration of the educational institution.

Risk management of extracurricular activities of KazNITU students is an integral part of the overall educational strategy. It is aimed at preventing and minimizing threats that may arise during events, participation in clubs and sports activities. Effective risk management helps not only to ensure the safety of students, but also to create conditions for their harmonious development and personal growth. In the process of implementing risk management activities, information is exchanged between the Department of Youth and Sports Affairs and the Risk Management Division 1 once a quarter during the year.

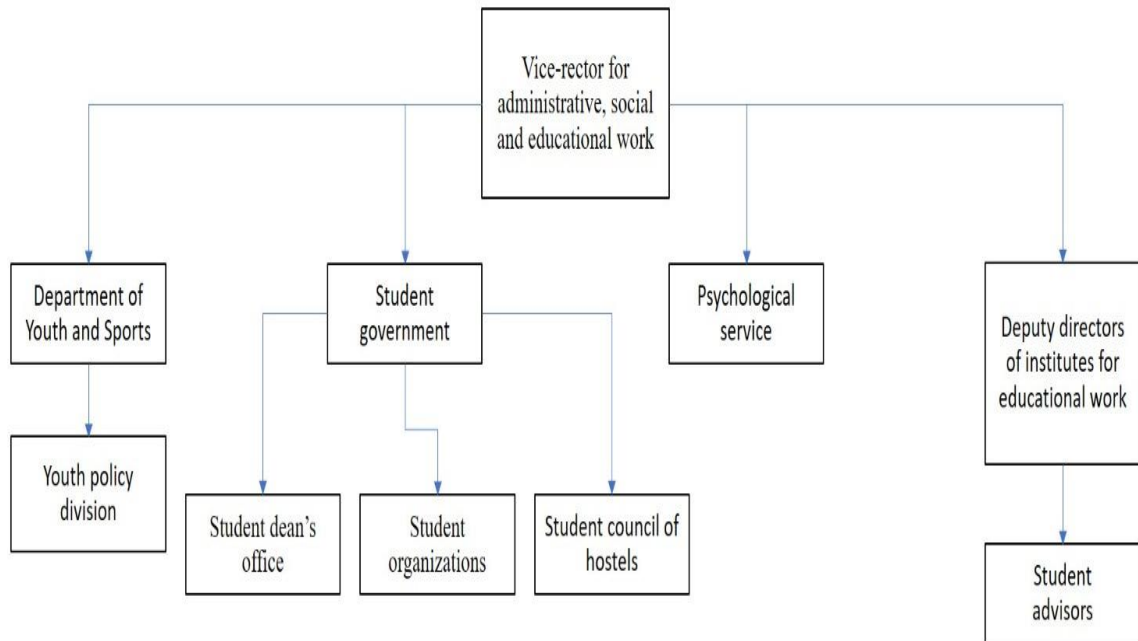
8 ASSESSMENT, ANALYSIS AND IMPROVEMENTS

The quality of educational work of the university is monitored on the basis of reports/analytical certificates on the participation and conduct of events at various levels. The key indicators of monitoring educational activities are:

- availability of regulatory documents regulating educational work at the university, internal local acts, regulations, job descriptions, methodological materials;
 - availability of current educational work plans at the University;
 - availability of a report on educational work, consideration of issues of educational work at the Academic Council of the University;
 - availability of information sources available to students containing a plan of university events/events, the schedule of public associations, the work of sports sections, etc.;
 - availability and operation of student government;
 - availability of material and technical base for educational and extracurricular work (organization of workplaces, premises of student organizations, assembly and rehearsal halls, gyms, etc.);
 - allocation of funds for the organization of educational and extracurricular work from the extra-budgetary budget of the university;
 - organization and conduct of educational and extracurricular activities (participation/holding of events at different levels; number of students participating in the event; the number of students involved in work in creative teams and sports sections; achievements of students in science, social and educational activities);
 - accounting of offenses, preventive work (according to protocols), availability of a system for working with non-conformities (orders, orders on punishment, protocols based on the results of visits to hostels, etc.), the number of measures for the prevention of offenses and additive behavior (the number of offenses);
 - the presence of "feedback" (conducting questionnaires, surveys of students), including surveys of students to study their opinions in order to subsequently adjust educational work at the university;
 - availability of a system of incentives for students, employees, material and moral incentives (the number of students who received prizes, certificates of honor, letters of thanks for active public work, in the field of educational activities - by orders of the rector, orders, service notes);
 - participation of students "representatives in the Academic Council;
 - expansion of social partnership and image enhancement of the university (availability of agreements, agreements on creative cooperation, partnership);
 - student social protection system.

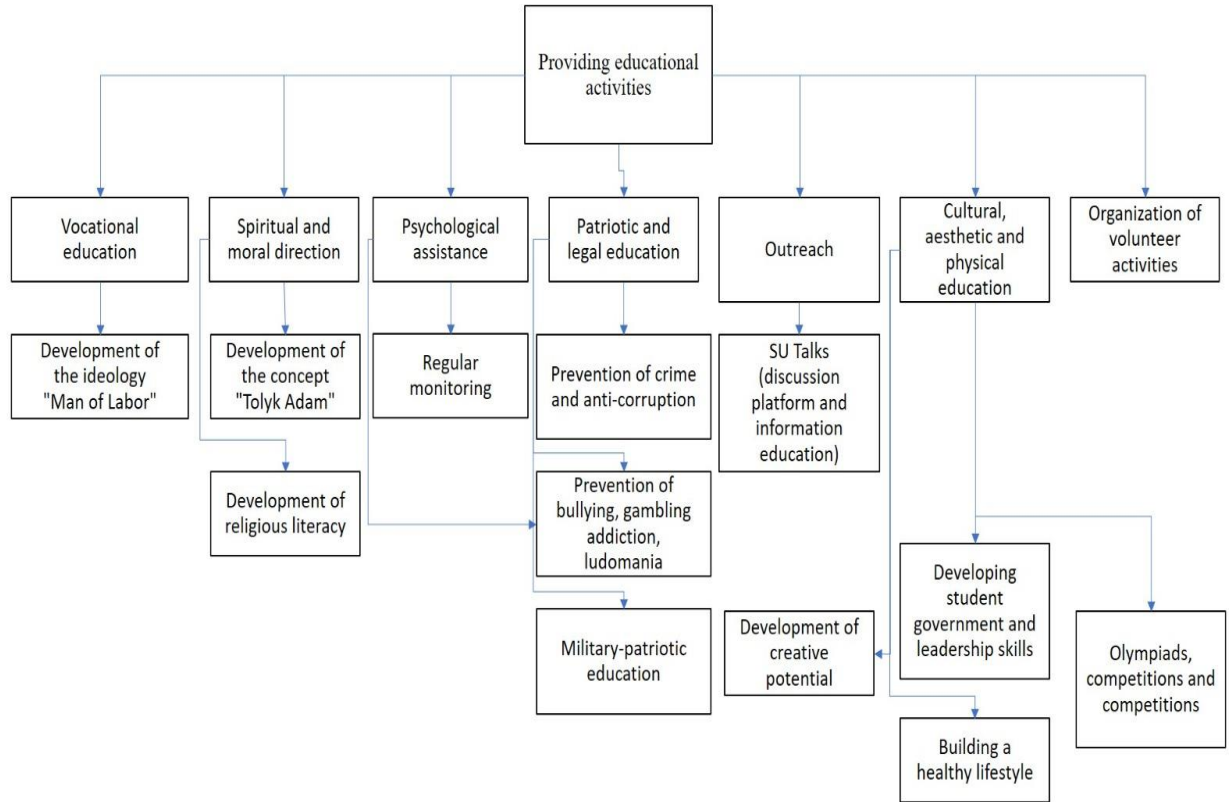
Appendix 1

Concept of development of social and educational work Satbayev university



Appendix 2

Concept of development of social and educational work Satbayev university



AMENDMENT RECORD SHEET _____

Sequential number of amendment	Section, paragraph document	Type of change (replace, cancel, add)	Notification number and date	Amendment made	
				Date	Last name and initials, signature, position