

MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline

Edigeev Zh.A.

“30” 10 2025

APPROVED

by the decision of
the Academic Council of AIU

Protocol № 2

dated “30” 10 2025

Rector of AIU named after Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Technical Sciences, Professor
Belmiev T.T.



**QUALITY MANAGEMENT SYSTEM
REGULATION ON THE GROUP MONITOR**

AND

THE COUNCIL OF GROUP MONITORS

QMS – EW – 2 – 2025

AGREED

Vice-Rector for Educational Work
Mishra Prashant Ranjan

“30” 10 2025

Dean of faculties

Matisakov A.K.

“30” 10 2025

COMPILED BY

QMS Specialist at the Quality of Education
and Labor Discipline Department

Karagulova M.Sh.

“30” 10 2025

Kant – 2025

1. General provisions

1.1. This Regulation regulates the activity of the Council of Group Monitors and the status of the group monitor of an academic group, including the procedure of his appointment and dismissal, rights and duties at the Asian International University named after S. Tentishev (AIU).

1.2. This Regulation is developed taking into account the requirements of the following legal and normative documents:

- Law of the Kyrgyz Republic “On Education” dated April 30, 2003 No. 92;
- Charter of AIU named after S. Tentishev;
- Rules of internal regulations and academic discipline of AIU named after S. Tentishev;
- Ethical Code of students of AIU named after S. Tentishev.

1.3. Group monitor (monitor) is a student authorized by the dean’s office for execution of public functions and endowed for these purposes with rights and duties in accordance with this Regulation.

1.4. In his work the monitor is guided by the Charter of AIU named after S. Tentishev, Rules of internal regulations and academic discipline of AIU named after S. Tentishev, Ethical Code of students of AIU named after S. Tentishev, this Regulation and other local acts adopted at AIU.

1.5. The monitor is elected at a general meeting of the group (in the presence of quorum – more than 50% of the total number of students in the group) by open voting by simple majority of votes. In the first year the monitor may be appointed by the dean of the faculty with subsequent election within one month from the beginning of the academic year. The elected monitor of the group is approved by the order of the dean of the faculty for the entire period of study.

1.6. Early re-election of the monitor of the group is possible on the initiative of:

- the student himself elected as monitor;
- students of the academic group;
- administration.

2. Rights of the monitor

2.1. To receive information affecting interests, rights and duties of students.

2.2. To represent interests of students of the group at meetings of monitors, in elective and administrative, collegial bodies of AIU.

2.3. To submit proposals to the management of AIU:

- contributing to improvement of organization of the educational process;
- on encouragement of students who are successful in studies, actively engaged in scientific-research work, artistic-creative activity, sports and social work;
- on imposition of disciplinary measures on students of the group avoiding fulfillment of duties provided by the Charter of AIU, violating Rules of internal regulations and academic discipline.

2.4. To present through the curator-advisor or directly to the management of AIU the opinion of students of the group about the quality of teaching and objectivity of knowledge control in academic disciplines.

2.5. In case of arising in the group conflict situations or problems connected with the educational process, to apply to the curator-advisor, management of AIU or to the Student Parliament.

2.6. To prematurely lay down his powers of the group monitor and to be re-elected.

3. Duties of the monitor

3.1. To be an example for students in educational, scientific work and in social life of the group.

- 3.2. To control observance by students of the academic group of Rules of internal regulations and academic discipline, as well as maintenance of cleanliness and preservation of equipment in educational classrooms.
- 3.3. To assist formation of a favorable psychological climate in the student collective, prevention of conflict situations and non-admission of negative and asocial manifestations among students.
- 3.4. To interact with the management of AIU, curator-advisor, representatives of student public organizations of the university for the purpose of improvement of educational, scientific and social life of students of the group.
- 3.5. To timely transmit necessary information from the management of the university (orders, instructions, announcements) to all students of the group, to notify students about changes in the schedule of classes.
- 3.6. The monitor of the group interacts with the curator-advisor and the dean's office of the faculty on issues of academic performance, attendance and discipline of students of the academic group.
- 3.7. To participate in the activity of the Council of Monitors of the university, to attend all meetings, to represent interests of his group at the Council of Monitors, to collect necessary information for submission of reports at the Council of Monitors, to inform students about issues and decisions discussed at meetings of the Council of Monitors.

4. Council of Monitors

- 4.1. The Council of Monitors of AIU is an association of monitors of academic groups, monitors of streams and monitors of courses of the university and represents one of the forms of student self-government.
- 4.2. The Council of Monitors in its activity is guided by the Charter of AIU named after S. Tentshev, decisions of the Academic Council of AIU, orders and instructions of the rector and vice-rectors of AIU, Rules of internal regulations and academic discipline, Ethical Code of the student of AIU, this Regulation and other normative-legal local acts of AIU.
- 4.3. The Council of Monitors in its activity interacts with the administration of the university, dean's offices of faculties, vice-rector for educational work, Student Parliament and other student associations of the university.
- 4.4. Coordination of activity of the Council of Monitors is carried out by the dean's office.
- 4.5. Work of the Council of Monitors is carried out in the following directions:
 - Educational activity;
 - Scientific activity;
 - Educational (upbringing) activity;
 - Cultural-educational activity;
 - Sports-health activity;
 - Work of the student press service.
- 4.6. The purpose of activity of the Council of Monitors is development of personal initiative, intellectual and creative abilities of students by means of their involvement in work in various directions of activity of AIU through forms of student self-government.
- 4.7. Activity of the Council of Monitors in accordance with its purpose is directed to realization of the following tasks:
 - formation of an active civic position among students, assistance in development of their independence, ability to self-organization and self-development;

- improvement of qualitative indicators of academic performance, attendance and academic discipline of students in the course of the educational process;
- ensuring the implementation of the rights of students to participate in assessing the quality of the educational process;
- development of proposals on increasing interest of students in obtaining modern professional knowledge and skills;
- increase of efficiency and success of study, activation of independent creative activity of students in the educational process;
- identification of problems in the sphere of educational, scientific, social activity of students, analysis of causes of their occurrence, development of decisions and recommendations on their elimination;
- prevention and identification of corruption phenomena;
- attraction of attention of management to problems of students;
- development among students of skills of managerial activity, ability to work in a team;
- support of student initiatives within the framework of educational and extracurricular processes.

4.8. The Council of Monitors is headed by a chairperson, elected president of the Student Parliament of AIU and his deputies, who are elected from among monitors of courses.

4.9. The Council of Monitors in full composition gathers not less than once a month.

4.10. The Council of Monitors may gather more often than once a month if necessary.

4.11. Heads of departments, employees of the educational-methodical department, representatives of the administration of the university may be invited to the Council of Monitors.

4.12. The Council of Monitors at its meetings discusses current issues concerning students:

- discussion and preparation of recommendations on improvement of academic performance, discipline, attendance of classes in academic groups;
- observance of rules of internal regulations of the university and dormitory, code of ethics of the student;
- carrying out jointly with curators of academic groups of work on organization of events, competitions, meetings, round tables and others;
- discussion and preparation of recommendations on improvement of educational and upbringing processes;
- prevention of negative phenomena in the student environment;
- participation of students in solving important current issues and tasks of the institute/faculty.

5. Rights of members of the Council of Monitors

5.1. In their activity members of the Council of Monitors have the right:

5.2. To receive consultative, organizational and social-legal support from the university.

5.3. To get acquainted with draft decisions of collegial bodies of AIU (rectorate, Academic Council) on issues concerning students.

5.4. To submit to the address of the university:

- proposals on issues of development of student self-government, improvement of upbringing and educational processes;
- proposals on creation and improvement of conditions of activity of the Council of Monitors;

- proposals on encouragement of students actively participating in the activity of the Council of Monitors with letters of gratitude, diplomas, special badges and other forms of encouragement.

5.5. The Council of Monitors at its meetings discusses current issues concerning students: discussion and preparation of recommendations on improvement of academic performance, discipline, attendance of classes in academic groups;

- observance of rules of internal regulations and academic discipline and Ethical Code of students;
- carrying out jointly with curators of work on assistance to psychological adaptation of students, and provision to them of methodological support;
- discussion and preparation of recommendations on improvement of educational and upbringing processes;
- prevention of negative manifestations in the student environment.

6. Duties of the chairperson and members of the Council of Monitors

6.1. General management and control of activity of the Council of Monitors is carried out by the chairperson and his deputies, who are elected from among monitors of courses.

6.2. The chairperson of the Council of Monitors is obliged:

- to coordinate activity of the Council of Monitors as a whole, as well as monitors of courses, streams and groups of the institute;
- to carry out his activity in interrelation with the dean's office of the faculty, coordinating schedule and regulation of work of the Council of Monitors by semesters;
- to timely update lists of the Council of Monitors;
- to ensure participation of students in solving actual issues in activity of the university;
- to monthly conduct meetings of the Council of Monitors;
- to report to the administration on activity of the Council of Monitors twice a year.

6.3. The secretary of the Council of Monitors is obliged:

- to keep minutes of all meetings of the Council of Monitors;
- to warn in advance all members of the Council of Monitors about the forthcoming meeting and to ensure presence of all members of the Council of Monitors at the meeting.

6.4. Members of the Council of Monitors are obliged:

- to attend all meetings of the Council of Monitors;
- to bring all discussed issues and adopted decisions to students;
- to collect information and proposals on improvement and solution of everyday problems from students and to report about them at meetings of the Council of Monitors.

7. Procedure of storage and introducing changes in the Regulation

7.1. Review of the Regulation is carried out as necessary, but not less than once in three years.

The Regulation may be revised for the purpose of amendments of operational character:

- when changing normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- when changing the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- when changing organizational structure;
- when changing staffing schedule;
- when redistribution of functions between subdivisions and officials;

- within the framework of recommendations based on results of international institutional or program accreditation.

7.2. Introduction of changes into approved regulations is carried out by their developer by developing a new document and its agreement and approval in the established manner.

7.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

7.4. The original of the Regulation is stored in the QMS department at EQLDD.

7.5. Copies of the new regulation are reproduced by the EQLDD department, distribution among relevant structural subdivisions is assigned to EQLDD, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old regulation on the AIU website with the new Regulation is also borne by EQLDD and the employee of the department of system and software support.