

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



Kurmangazy Kazakh National
Conservatory
Republic of Kazakhstan
Ministry of Culture and Information

ЖОСПАР

PLAN

03.09.2024г


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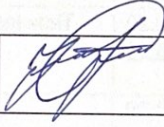


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APPROVED by:
Head of the Rector's Office
Kurmangazy Kazakh National
Conservatory
Ministry of Culture and Information of
the Republic of Kazakhstan

 V. Sirotin
« 03 » сентября 2024

ANNUAL PLAN OF THE DEPARTMENT OF INFORMATION POLICY FOR THE 2024-2025 ACADEMIC YEAR

Prepared by:			
Head of the Department of Information Policy		Zh. Safiyeva	29.08.2024
Approved by:			
Head of the Quality Management Sector		A. Sarymsakova	29.08.2024
Chief Administrator for Anti-Corruption Measures		O. Omaruly	29.08.2024
Position	Signature	Full name	Date

№	Activities/Department Name	Responsible Person	Deadlines	Description of Results / Completion Notes
1	Ensuring continuous operation of the conservatory's website – conservatoire.edu.kz	Head and staff of the department	02.09.2024-29.08.2025	Results of the conservatory's website performance
2	Monitoring the continuous operation of the conservatory's official email (info@conservatoire.kz)	Head and staff of the department	02.09.2024-29.08.2025	Results of the official email operation
3	Publishing necessary documents on the website (regulations, academic programs, orders, class schedules, exam schedules, CVs, posters, etc.)	Department staff	02.09.2024-29.08.2025	Results of the conservatory's website performance
4	Processing and publishing information about events organized by the conservatory in the News section of the conservatory's website	Head and staff of the department	02.09.2024-29.08.2025	Results of the conservatory's website performance
5	Preparing and publishing content on the conservatory's social media pages (Facebook, Instagram, TikTok)	Head and staff of the department	02.09.2024-29.08.2025	Results of the conservatory's social media performance
6	Preparing texts for various types of letters	Head of the department	02.09.2024-29.08.2025	
7	Translation activities	Department staff	02.09.2024-29.08.2025	
8	Conducting photo and video recording of important events held at the conservatory	Department staff	02.09.2024-29.08.2025	
9	Interaction with the media	Head of the department	02.09.2024-29.08.2025	
10	Updating and optimizing the conservatory's website in line with current data	Head and staff of the department	02.09.2024-29.11.2024	Results of the conservatory's website performance
11	Organization of a student media community	Vice-Rector for Educational and Social Work and the Head of the Department	02.09.2024-30.09.2024	Student media community guidelines
12	Publication of archival materials on the eve of the 80th anniversary of the Conservatory on the official website and on social networks	Head and staff of the department	02.09.2024-29.11.2024	
13	Implementation of a media campaign on the eve of the	Head and staff of the department	02.09.2024-13.12.2024	

Plan	Annual Plan of the Department of Information Policy for the 2024-2025 Academic Year		
Kurmangazy Kazakh National Conservatory			2 / 3

	80th anniversary of the Conservatory			
14	Creating and shooting musical and educational video content for the conservatory's YouTube channel	Head and staff of the department, faculty deans, department heads, student media community	01.10.2024-30.06.2025	Results of the YouTube channel performance