

Protocol

General meeting of employees

JSK “M.S. Narikbayev KAZGUU University”

Astana city

«17» november 2022

Venue of the meeting: Republic of Kazakhstan, Astana, Korgalzhyn highway, 8

Meeting time: start: 16.00 end: 16.30

1. Opening speech by the Director of the Department of Strategy and HR Kusainova A.Z. on explaining the reason for the meeting and the need to elect elected representatives on behalf of the employees.

2. Election of the Chairman and Secretary of the General Meeting of Employees.

The following employees were elected by general voting to the above positions:

Chairman of the General Meeting - Pirzadaev Arman Nurgabylovich, head of the Project Office;

Secretary of the General Meeting - Uvalieva Aiman Kumarbekkyzy, corporate training manager.

3. Distribution of ballot papers for the General Meeting of Employees and presentation of candidates for election. The employees were given voting ballots, the requirements for correct voting and filling out the ballot were explained, and candidates were presented on the list on the projector screens, indicating their full name, position, photo, and for what period they have been working at the University.

4. Approval of the agenda. The Chairman of the General Meeting spoke and proposed to approve the agenda of the meeting:

1. On determining the quantitative composition of elected representatives of employees of JSK “M.S. Narikbayev KAZGUU University”. The agenda was approved by unanimous vote and the number of elected employee representatives to be elected on behalf of the employees was determined - 5 people.

5. Voting. Collecting ballots and checking for correctness of completion.

6. Election of the Accounting Committee to conduct an independent count of votes.

At the General Meeting, it was proposed that University employees elect representatives of the Accounting Committee by voting for the purpose of independent vote counting. Through general voting, representatives of the Accounts Committee were elected:

- 1) Utegenov Ansar Erlanovich, Head of the Office of Academic Quality;

2) Ayazbekov Jean-Tore Skandarbekovich, Deputy Director (Dean) of the International School of Economics;

3) Adilbekov Aslan Karimollaevich, Leading lawyer for legal support of real estate, Department of Legal Support.

The Counting Committee counted the ballots. 284 employees took part in the voting, 4 employees abstained from voting. The total number of employees as of November 17, 2022 is 504 employees.

Employees on educational and social leave did not take part in the voting - 69 people; the vote of employees carrying out labor activities at the same time at their main place of work and internal part-time work was taken into account 1 time (40 people). Thus, the total number of employees participating in the vote is **395 people**. The number of employees who took part in the vote was **284 people**, which exceeds 2/3 of the total number of employees on the day of the General Meeting, which is a necessary condition for the validity of the meeting.

The results of employee voting for elected representatives were distributed as follows:

№	Full name	Position	Count of voices
1.	Rinat Idrisov	Deputy Head for Legal Support of the Educational Process of the Legal Support Department	236
2.	Asiya Daulet	Project Manager for Postgraduate Programs of the Sales Department of the Marketing and Sales Department	63
3.	Kamila Kamalova	Project Manager of the Department of Financial Support for Students and Alumni Relations	61
4.	Yakov Voronkov	Academic Quality Manager (Quality Assurance Manager)	167
5.	Anar Bekkulova	Administrative Manager of the Military Department	23
6.	Karim Kaliyev	Control Service Office	56
7.	Aislu Alimova	Archivist 1st category of the Chancellery	59
8.	Sholpan Utegenova	Assistant at the Higher School of Humanities	96
9.	Karlygash Batrykhan	Project Manager for Personnel Recruitment and Adaptation, Strategy and HR Department	196
10.	Kamilla Kulbayeva	Senior Events Manager, Student Affairs Department	56
11.	Zhaniya Tulegenova	Technical Personnel Manager for Facilities Management	131
12.	Almas Zhumagali	Assistant Professor of the Higher School of Law	88

13.	Aizhan Toktabayeva	Deputy Director (Dean) for Undergraduate Studies, International School of Economics	123
14.	Bakytgul Turlybaeva	Senior lecturer at the International School of Economics	65

Thus, the 5 employees with the most votes are:

№	Full name	Position	Count of voices
1.	Rinat Idrisov	Deputy Head for Legal Support of the Educational Process of the Legal Support Department	236
2.	Karlygash Batrykhan	Project Manager for Personnel Recruitment and Adaptation, Strategy and HR Department	196
3.	Yakov Voronkov	Academic Quality Manager (Quality Assurance Manager)	167
4.	Zhaniya Tulegenova	Technical Personnel Manager for Facilities Management	131
5.	Aizhan Toktabayeva	Deputy Director (Dean) for Undergraduate Studies, International School of Economics	123

Taking into account the above, recognize the above 5 employees as elected representatives of employees JSK “M.S. Narikbayev KAZGUU University”

Presiding over general meeting of employees Pirzadaev A.N.

Secretary of the General Meeting of Employees Uvalieva A.K.

Representatives of the Accounts Committee Utegenov A.

Ayazbekov Z.

Adilbekov A.