



KIMYO INTERNATIONAL UNIVERSITY IN TASHKENT

Strategic Development Department

Work plan for January–August 2026

English

Tashkent
2026

Contents

Purpose and implementation	3
Schedule of activities	4
Agreement sheet	9

APPROVED BYRector of Kimyo International
University in Tashkent____ A. Allakuliyev
« ____ » _____ 20 ____**STRATEGIC DEVELOPMENT DEPARTMENT WORK PLAN FOR JANUARY TO
AUGUST 2026**

1 January — 31 August 2026

This plan implements the foundation stage of the University Strategy 2026–2030 and the Department Concept. It establishes verified planning, admissions, partnership and alumni data and provides for an eight-month review.

RESPONSIBLE PARTIES AND ABBREVIATIONS

Department — Strategic Development Department.

Marketing — Marketing and Academic Forecasting Unit.

Projects — Project Management and Partnership Development Unit.

Alumni — Alumni Relations Unit.

In the responsible-parties column, the first, bold Unit is the lead; the others support delivery. IT means the digital technologies unit; PR means the public relations unit.

Each result is counted once and supported by source evidence. KPI specifications state the definition, calculation, baseline, period and owner; unknown values are not zero.

Percentage targets are agreed after baselines and resources are verified.

All months in the table refer to 2026. Reviews take place in March and June, with an eight-month review in August. The August admissions snapshot is interim; the final campaign report is due within 1 month of the actual close.

SCHEDULE OF ACTIVITIES

No.	Activity	Implementation mechanism	Deadline	Responsible parties	Expected result
1	Align the Department and three Unit plans	Map activities to the Concept; remove duplication and agree owners, deadlines and resource requirements.	January	Department Heads of the three Units	One agreed plan with activities, owners and deadlines.
2	Define KPIs and baselines	Define each indicator, calculation, source, period and owner; verify available data and record gaps.	January–February	Department Three Units; data owners	KPI specifications; a list of missing baselines and deadlines for establishing them.
3	Plan admissions for the 2026–2027 academic year	Identify audiences, regions, programmes and channels; agree activities and resources with the Admissions Committee and supporting units.	January–February	Marketing Admissions Committee; student services; PR	An admissions campaign plan specifying owners, dates and channels.
4	Prepare admissions materials and regional outreach	Verify admissions and programme information with authorised units; schedule outreach to schools, lyceums and technical colleges.	January–February	Marketing PR; Admissions Committee; academic units	Verified information materials and an outreach calendar.
5	Prepare online admissions and consistent enquiry handling	Test application and enquiry workflows; agree FAQs, enquiry categories, routing and escalation procedures.	February–March	Marketing Admissions Committee; student services; IT; PR	A readiness test record, shared FAQs and assigned response owners.

No.	Activity	Implementation mechanism	Deadline	Responsible parties	Expected result
6	Monitor the admissions funnel and conversion	Count enquiries, applications and admitted applicants separately; check duplicates and analyse trends by programme, region and channel.	March–August; weekly and monthly	Marketing Admissions Committee; student services	Weekly summaries, monthly conversion analysis and corrective proposals.
7	Update market analysis and enrolment forecasts	Compare educational demand, competitors, employer needs and admissions data; assess programme capacity with academic units.	March, June, August	Marketing Projects; Alumni; academic units	Updated forecasts and academically feasible development proposals.
8	Maintain the project and memorandum register	Review active initiatives and record a lead, milestones, deadlines, resources, risks and expected results for each.	February; then monthly	Projects Department; project owners	An up-to-date portfolio and action plans for active memoranda.
9	Develop partnership and grant initiatives	Identify domestic and international partner needs; review funding calls and prepare proposals with the relevant research and international units.	February–August	Projects Research and international units; partners	An opportunities register and costed proposals; application status recorded separately.
10	Verify employer contacts and placement opportunities	Update contacts, confirm partner placement and internship offers, and share suitable opportunities with authorised academic units.	March–June	Projects Alumni; academic units; employers	A verified employer register and confirmed opportunities.

No.	Activity	Implementation mechanism	Deadline	Responsible parties	Expected result
11	Audit the alumni database and add the 2026 cohort	Reconcile records with official lists, remove duplicates and update contacts; add new graduates from official graduation records.	January–August; new cohort at graduation	Alumni Academic units; official data owners	An updated database, completeness measures and flagged unverified records.
12	Improve the Alumni Survey and employment monitoring	Refine the survey and employment categories; analyse results with cohort, response coverage, source and observation date recorded.	February–March; snapshots in March, June, August	Alumni Marketing; academic units	An improved questionnaire and comparable employment analysis; unknown status shown separately.
13	Organise the KIUT Job Fair	Recruit employers and vacancies and organise the event; Alumni tracks participants and follow-up outcomes; Marketing coordinates promotion with PR.	April–May; follow-up through August	Projects Alumni; Marketing; PR; employers	An event report with separate vacancy, participant, interview and outcome records.
14	Deliver career training and an alumni meeting	Prepare sessions on CVs, interviews and professional communication; engage the alumni community and record participation and feedback.	March–August	Alumni Projects; employers; alumni representatives	At least 2 training sessions and 1 alumni meeting; agendas, attendance and feedback.
15	Standardise graduation document preparation	Agree data preparation and checking stages with authorised units; introduce a checklist and preparation register.	March–August	Alumni Academic units; authorised document offices	An agreed workflow and checking records; official approval remains with authorised units.

No.	Activity	Implementation mechanism	Deadline	Responsible parties	Expected result
16	Prepare Alumni system requirements and a first-stage pilot	Define functions, data owners and access rights; agree priorities and acceptance criteria with IT and test a pilot under the approved schedule.	Requirements by April; pilot May–August under the approved schedule	Alumni IT; Projects; Marketing	Agreed requirements, prioritised functions and pilot test results.
17	Establish shared reporting and linked-register rules	Assign sources, owners, update cycles and access rights; use common templates and BI requirements to control duplication, errors and confidentiality.	February–June; checks through August	Department Three Units; IT; data owners	A data-owner register, common reporting template and requirements log.
18	Analyse branch and student-service data	Obtain admissions, response-time and satisfaction data from responsible units; identify trends and send improvement recommendations.	March, June, August	Department Branches; student services; Marketing; IT	Analytical notes and recommendations sent to the responsible units.
19	Prepare ranking and accreditation evidence	Verify data relevant to QS, QS Stars and accreditation requests against sources; remove duplicates and log transfer to the authorised unit.	As requested and by specified deadlines	Department Three Units; authorised ranking and accreditation units	Verified source-linked evidence and a transfer register.

No.	Activity	Implementation mechanism	Deadline	Responsible parties	Expected result
20	Coordinate delivery and review implementation	Review results and risks with Unit heads monthly; consolidate KPI reviews in March, June and August and assign corrective actions.	Monthly; reviews in March, June, August	Department Heads of the three Units	Minutes, implementation status and corrective actions with owners and deadlines.
21	Review the eight-month period and prepare the next academic-year plan	Consolidate completion evidence and reasons for outstanding tasks; prepare an August admissions snapshot and the 2026–2027 academic-year plan.	August	Department Heads of the three Units	A period report, interim admissions snapshot and next academic-year plan.

AGREED BY

For the English section of this work plan.

Position	Name	Signature
Head of the Strategic Development Department	A. Aripov	_____
Vice-Rector for Strategic Development and Digitalization	U. Vosikov	_____

Date «____» _____ 20____