The registrar is responsible for the organization, planning and control of the educational process at the university:

1. Coordinates organizational and advisory, methodical and regulatory information support of the educational process and activities;

2. Controls the effectiveness and quality of the educational process;

3. Controls the implementation of licensing and accreditation requirements for the performance of professional educational programs, as well as regulatory documents on the training of specialists;

4. Organizes, makes sure that departments are ready for the new academic year;

5. Controls the class load of teaching staff;

6. Organizes a check on the readiness and effective use of educational and laboratory facilities for the educational processes;

7. Coordinates study assignments and individual plans of teacher’s academic work;

8. Supervises the preparation for final exams, state exams and the defenses of diploma theses;

9. Oversees the implementation of the rector’s orders on the regulation of the educational process by faculty deans and heads of departments;

10. Draws up work plans for the full-time and distance education, and makes the necessary changes to the relevant curricula based on the decisions of the Academic Council;

11. Draws up class schedules for the academic groups based on work plans and academic calendar;

12. Record keeping of student statistics and preparation of statistical reports in compliance with form 3-NK

13. Reporting on academic work, student statistics and other data requested by Ministry of Education and Science of the Kyrgyz Republic.