

**SAMARKAND STATE UNIVERSITY NAMED AFTER
SHAROF RASHIDOV INTERNAL RULES**

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I. General rules.

1.1 Internal procedure of Samarkand State University named after Sharof Rashidov provisions of the Law of the Republic of Uzbekistan "On Education", Uzbekistan Labor Code of the Republic, Decisions of the President of the Republic of Uzbekistan, Decrees, Decrees of the Cabinet of Ministers of the Republic of Uzbekistan decisions, orders aimed at improving the education system, "State higher education" of the President of the Republic of Uzbekistan dated December 24, 2021 ensuring academic and organizational-management independence of institutions PQ-60 on additional measures" and "State Supreme on measures to provide financial independence to educational institutions". Decisions No. PQ-61, as well as Higher and Secondary Special Education of the Republic of Uzbekistan developed in accordance with the normative legal documents of the Ministry of Education.

1.2. Samarkand State University named after Sharof Rashidov (next referred to as an institution in the text)

Internal procedures:

a) conclusion, amendment and annulment of employment contracts for employees to do, use working time and rest time;

b) to students, doctoral students and independent researchers, listeners (further in places referred to as learners in the text) in relation to: organization of the learning process to get them, to admit them to study, to study in another field of education transfer, reinstatement and suspension, pregnancy and use of vacations, child care leave, work and educational discipline, between the employer and the employee and the students regulate issues related to other legal relations that arise is the main regulatory document.

1.3. The rules are with the primary trade union committee of the university agreed upon and approved by the Rector and effective from the date is used.

1.4. Compliance with the rules is the responsibility of the employer, employee and students is mandatory for, its non-fulfilment is in accordance with the law serves as a basis for prosecution.

II. General rules.

These rules use the following basic concepts:

employee - who has reached the specified age and works with the university citizens of the Republic of Uzbekistan who have signed the contract, as well as foreigners citizens and stateless persons;

employment contract - is specific between the employee and the university according to the specialty, qualification, position, the work is subject to the internal labor procedure agreement of the parties on performance, as well as on labor for a fee based on the conditions established by laws and other regulatory documents agreement to perform;

professors - head of the department, professor, associate professor, senior teachers, employees employed as teachers;

doctoral student - a basic doctorate or doctorate at the university a person admitted in the prescribed manner;

independent researcher - designated for independent research at the university a person admitted in the order;

student - to the university to receive education in the relevant field of study a person who is accepted in the prescribed manner and receives education and upbringing.

3. Responsibilities of the rector.

3.1. Laws of the Republic of Uzbekistan, Presidential Decisions, Oliy Majlis and Decisions of the Cabinet of Ministers in the field of education and upbringing of the young generation organize implementation.

3.2. of the President of the Republic of Uzbekistan on December 24, 2021 academic and organizational-management independence of higher education institutions PQ-60 "On additional measures to ensure " Measures to provide financial independence to state higher education institutions on" Resolutions PQ-61 and the Republic of Uzbekistan "Education on" step by step implementation of the measures specified in the Law to ensure its increase.

3.3. Organizing the work of employees, the study of students, to increase the quality and strength of study and labor productivity, in legal documents and other normative legal documents, labor in practice, in construction with a specialization in payment-contract specify the intended condition.

3.4. Paying the employee for the work he has done timely and full payment of fees in accordance with the terms and conditions and students to ensure the granting of scholarships within the specified period.

3.5. It is necessary to protect labor, performance and educational discipline, labor to provide conditions.

3.6. In accordance with the procedure provided for in the legislation, economic and financial management of economic activity, all material and technical aspects of the educational institution base, maintenance of assets and their effective use, as well as finances to fully respond to the decisions made based on the results of the activity.

3.7. Within the scope of authority established in the legislation and the university charter resolves issues related to financial and economic activities, some of the activities Deputies and heads of departments are responsible for determination and ensuring the fulfillment of the tasks assigned by them.

3.8. Employees in accordance with the legislation, collective agreement and labor contract exercise the right to rest, guarantee and contribution payments to them ensure payment.

3.9. To the employee in connection with the performance of labor obligations payment of damages.

3.10. University primary trade union and other representative bodies labor and study and socio-economic conducting negotiations on issues.

3.11. Conclusion of collective agreements in accordance with the Labor Code.

3.12. Organization of educational work, labor and educational culture and discipline, improving the quality of education, professional skills of employees upgrade

3.13. Vocational training for employees, training for another profession, qualification carry out improvement works.

3.14. State grants and State and distinguished scholarships of students, public organization of organizations' participation in examinations.

3.15. To lead the University Council.

3.16. Faculties and departments, other structural departments and units manage.

3.17. A disabled employee in accordance with the law ensuring the implementation of the right to work, work with the disabled from concluding a contract or promoting him to a higher position due to service to refuse, to be dismissed at the initiative of the administration, due to disability not allowing him to be transferred to another job without his consent (Medical-social according to the expert's conclusion, the health of the disabled person is a function of this profession the health of the disabled person or other persons who hindered performance and except for cases that threaten labor safety).

3.18. Material and technical resources and financial resources of the labor team to provide on time with labor, about the financial condition of the institution informing the team regularly.

3.19. Registration of all employees' work leave in the prescribed manner.

3.20. Cooperation with the primary trade union committee of the university making, considering mutual offers and demands in a timely manner.

3.21. The employee is at work in connection with the performance of his work duties disability, occupational disease or other health condition damage to his life or health due to injury the Republic of Uzbekistan's civil liability for compensation "On mandatory civil liability insurance of the employer". Insurance under the terms and conditions established by law.

3.22. The Republic of Uzbekistan "Physical and legal entities written and oral of citizens in accordance with the Law on Appeals that their appeals are considered objectively in the prescribed manner and within the time limit provide.

3.23. The Ministry of Higher and Secondary Special Education, as well as the institution belongs to the nomenclature of the positions of subordinate ministries and agencies The official ministry appoints candidates for the positions of vice-rector and dean in the established order and admission to the office and appointed by their decisions (for deans agreed upon) conclusion of employment contracts with candidates.

3.24. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". Compliance with executive discipline by university employees in accordance with the decision and ensuring strict compliance with executive discipline by employees.

4. The rights of university administration employees and students obligations.

4.1. Vice-rector for academic affairs.

4.1.1. Laws of the Republic of Uzbekistan, Presidential Decrees, Decrees and orders, education and personnel training of the Oliy Majlis and the Cabinet of Ministers decisions in the field of the President of the Republic of Uzbekistan dated 24 December "Academic and organizational management of state higher education institutions PQ-60- on additional measures to ensure the independence of number and "Measures to grant financial independence to state higher education institutions "Resolutions PQ-61 on events", Higher and secondary special education implementation of normative legal documents and instructions of the Ministry.

4.1.2. Organization of the educational process based on state educational standards and ensuring training of qualified personnel in accordance with state education standards all the requirements for the content of knowledge and the level of training to be fully mastered by deans, heads of departments and teaching staff organization.

4.1.3. University Council on issues related to educational processes organizing the implementation of decisions and rector's orders.

4.1.4. Trends in the development of the educational system of advanced countries learning, in the Law "About Education" and other regulatory and legal acts related to education methods and tools for the implementation of the tasks specified in the documents organizing the development and ensuring their implementation.

4.1.5. Advanced forms of teaching in the educational process, new effective use of pedagogical and information and communication technologies organization.

4.1.6. Creating a new generation of educational literature for the continuing education system creation of textbooks and teaching-methodical literature in accordance with the requirements of the concept, publishing house for translation, provision of textbooks, teaching-methodical sets organization of work.

4.1.7. Training and retraining of pedagogic personnel and specialists and organization of professional development, professional development of professors and teachers to lead the development and implementation of plans.

4.1.8. Providing all educational areas with curricula and programs.

4.1.9. Leads the methodological council, ensures the educational process coordination, organization and control of departments, deaneries.

4.1.10. Work plans of educational, methodical departments, faculties and departments approve and guide their implementation.

4.1.11. Organization of students' professional practices.

4.1.12. Improving the quality of the lessons, professors and teachers response and implementation of personal work plans control over and ensure its implementation.

4.1.13. Preparation of proposals for improvement of educational plans.

4.1.14. Organization of educational and methodical conferences, university methodical leading the work of the council, summarizing advanced methodological experiences.

4.1.15. Together with the vice-rector for scientific affairs and innovations aimed at students for national and international Olympiad competitions preparation, analysis of the results of the Olympiads, students of Uzbekistan Continuous

preparation for the President of the Republic and state scholarships in the form of organization and management, integration of education, science and production, establishment of innovation centers.

4.1.16. Implementation of modern rating systems for evaluating student knowledge organization of objective evaluation of students' knowledge.

4.1.17. Leaving students who cannot master the subjects in their course, to return those who were excluded from studies, those who were left in the course in the established order organization of restoration, transfer of students from one course to another, awarding of scholarships and control.

4.1.18. Compilation, approval and implementation of the training schedule control, analysis of academic loads and annual reports of departments, training developing suggestions for improving the process.

4.1.19. A modern method for independent education of students and organizing the implementation of tools.

4.1.20. Professors and teaching staff development of proposals for states, departments, departments with qualified personnel organization of work of providing with, head of the department and dean of the faculty organization of targeted training of promising young people for their positions.

4.1.21. Pedagogical staff recruitment for vacant positions on the basis of competition organization of work, recruitment of doctoral graduates and masters preparation of proposals.

4.1.22. Proposals for effective use of classrooms development.

4.1.23. Organization of student admissions for the first year, of deans to leave students in the course, to exclude them from studies, to them academically review proposals for leave.

4.1.24. It is related to the educational process based on the plan of the University Council organize quality preparation of issues for discussion within the specified period to do

4.1.25. Integration of educational work with production enterprises organization

4.1.26. Submit educational and methodical reports to the rectorate in the prescribed forms to ensure that it is done.

4.1.27. Departments for effective and high-quality organization of educational processes control of activities.

4.1.28. Professors and teachers who violated work and study discipline, employees take measures against employees and cancel the employment contract concluded with them preparation of proposals for making.

4.1.29. Conducting annual activity reports of departments and faculties, analysis and drawing conclusions, teaching methods of professors and teachers performance evaluation in modern methods.

4.1.30. He is permanent in educational and methodical direction with higher education institutions implementation of cooperation, conferences, seminars of professors and teachers ensuring active participation, working in cooperation with local authorities.

4.1.31. Permanent internal attestation of the university in the established order transfer, preparation for external certification and active participation in the transfer.

4.1.32. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". executive discipline, labor and educational discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system to comply with the goals and tasks, as well as one's official duties.

4.2. The first on youth issues and spiritual and educational affairs

vice-rector

4.2.1. Laws of the Republic of Uzbekistan, Presidential Decrees and Education and personnel training of the orders of the Oliy Majlis and the Cabinet of Ministers decisions in the field of the President of the Republic of Uzbekistan dated 24 December "Academic and organizational management of state higher education institutions PQ-60- on additional measures to ensure the independence of number and "Measures to grant financial independence to state higher education institutions "Resolutions PQ-61 on events", Higher and secondary special education implementation of normative legal documents and instructions of the Ministry.

4.2.2. He has high spiritual and moral virtues and is capable of independent thinking ensuring the training of highly educated and qualified personnel.

4.2.3. Coordinating the activities of social and humanities departments and their active participation in the spiritual and educational work of the university provide.

4.2.4. Inculcation of the national idea in the minds of students, spiritual and moral education formation of practical and effective mechanisms for carrying out work, moral management of the educational process and continuous improvement.

4.2.5. Development of current and prospective plans of spiritual and educational work and to create a system to control their strict implementation.

4.2.6. Necessary normative and methodological for the system of spiritual and educational work development of documents, plans of practical activities.

4.2.7. Accepted by the President and Government of the Republic of Uzbekistan the essence of decrees and decisions made to students, professors organization of timely educational activities for teachers. Legal improving literacy, organizing special courses, spiritual educational meetings, debates, dialogues, conversations, question-and-answer organize nights.

4.2.8. Received by the ministry on spiritual and educational issues timely delivery of documents to the university team and activities in them to ensure its implementation.

4.2.9. Society between university professors and students necessary to form a social environment suitable for the requirements of liberalization create conditions.

4.2.10. Losing the mood of spiritual education in students and their own formation of the need for continuous development of thinking.

4.2.11. Implementation of legal education and prevention of crime to work in cooperation with law enforcement agencies.

4.2.12. Information about the country and international life to the general public, organization of delivery system to pedagogues and students.

4.2.13. Scientific, methodological and practical on spiritual and educational issues preparation of literature, manuals and their publication to put.

4.2.14. Methodological and provision of informative literature, manuals, professors and teachers study, analysis of potential and qualification issues, relevant proposals preparation

4.2.15. Final state certification in humanities and socio-economic sciences preparation of relevant proposals on formation of commissions.

4.2.16. Organization of meaningful spending of free time of students implementation of spiritual-educational events, creative-artistic, sports-organization of health clubs, work with talented students develop effective methods.

4.2.17. Improving the activities of university sports clubs, students sports training, active in “Universidad” sports competitions ensure participation.

4.2.18. The conditions of the university student accommodation regular monitoring of the comprehensive response to the students' requirements get under

4.2.19. Fiction among students, especially in Uzbekistan reading and studying high-level artistic works created during the years of independence pay special attention to work. For this purpose, the best interpretation of works of art, special screenings for analysis and review, readers' conferences, author and organizing meetings with writers, encouraging winners. University information-resource center with various artistic, journalistic works, scientific and popular publications get rich with

4.2.20. University sports and wellness, household service, food, recreation obtaining, ensuring continuous and high-quality operation of cultural recreation systems control issues.

4.2.21. Students from low-income families with many children obtaining information about their material condition and their social protection to carry out regular work on

4.2.22. Parents of students, local authorities, charity funds, in cooperation with the faculties and the university organization and control of their work.

4.2.23. Multi-copy "Samarkand University" and wall newspapers to ensure regular release, including spiritual and educational issues at the university to constantly cover the work being carried out.

4.2.24. Competitions, festivals, art amateur clubs, etc, organization of regular Olympiads.

4.2.25. Various congregations on the scale of the republic, region and city active participation of professors-teachers and students in their work and events provide.

4.2.26. The directions of spiritual-educational and educational work and their making suggestions for improving efficiency.

4.2.27. Etiquette in the relationship between professors and teachers formation of standards and culture of high treatment.

4.2.28. University employees, sending their requirements abroad, as well as embassies, foreign organizations and representatives of foreign countries at the university events (seminar, meeting, interview, etc.) with participation in the established order to ensure its transfer.

4.2.29. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". executive discipline, labor and educational discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector

orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.3. Vice-rector for scientific affairs and innovations.

4.3.1. Laws of the Republic of Uzbekistan, Presidential Decrees, Decrees and Education and personnel training of the orders of the Oliy Majlis and the Cabinet of Ministers decisions in the field of the President of the Republic of Uzbekistan dated 24 December "Academic and organizational management of state higher education institutions PQ-60- on additional measures to ensure the independence of number and "Measures to grant financial independence to state higher education institutions "Resolutions PQ-61 on events", Higher and secondary special education implementation of normative legal documents and instructions of the Ministry.

4.3.2. Increasing the scientific potential of the university, faculties and departments development of operational and prospective plans and control of their implementation to do.

4.3.3. Problematic scientific laboratories, departments and others of the university general management and supervision of the activities of scientific units and attraction of scientific projects and grants, results of research works regular monitoring of efficiency, production establish innovative cooperation with enterprises, develop innovations solving the issues of introduction to production, various scientific and technological developments ensuring presentation at fairs and exhibitions.

4.3.4. Materials of scientific works, including journals and scientific papers the process of preparation and publication of collections by the staff of the institution and educational-methodological and scientific periodicals on educational and scientific activities of the institution taking the general leadership of replenishing the library fund with publications to go.

4.3.5. Planning, organization of scientific, scientific-practical conferences and coordination of the transfer and held in other organizations and enterprises university professors and employees at scientific conferences to ensure participation, to the formation of scientific schools in the institution supporting, stimulating any effective scientific activity to go.

4.3.6. Masters, doctoral and independent researchers at the university the training of highly qualified scientific-pedagogical personnel through the development of the institute provision and timely receipt of scientific titles by the employees of the institution and facilitating the opening of scientific councils.

4.3.7. Processes of searching, selecting and working with talented young people managing and assisting them.

4.3.8. Research of foreign grants in cooperation with the Department of International Relations in formulating and confirming the topic and content of the research part participation, execution of all scientific research works, projects and grants, scientific monitoring of conferences, all for higher organizations formulating and presenting the necessary reports.

4.3.9. The President of the Republic of Uzbekistan is among the students Among them are Navoi, Beruni, Ulughbek, Ibn Sina, Islam Karimov and others preparation of prize-winners of distinguished scholarships, students of the Republican Science Olympiads process management.

4.3.10. Material necessary for the development of scientific activity at the university creation of a technical base, provision of appropriate equipment, distribution management and coordination of processes.

4.3.11. Employees who are employed in departments and departments of the university to give conclusions on the ability to conduct scientific research.

4.3.12. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". Executive discipline, labor and educational discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.4. Vice-rector for financial and economic affairs.

4.4.1. Laws of the Republic of Uzbekistan, Presidential Decrees and Education and personnel training of the orders of the Oliy Majlis and the Cabinet of Ministers decisions in the field of the President of the Republic of Uzbekistan dated 24 December "Academic and organizational management of state higher education institutions PQ-60- on additional measures to ensure the independence of number and "Measures to grant financial independence to state higher education institutions "Resolutions PQ-61 on events", Higher and secondary special education implementation of normative legal documents and instructions of the Ministry.

4.4.2. Management and coordination of financial and economic affairs of the university.

4.4.3. Department of planning and finance, accounting, economy, as well as the order of the rector managing and coordinating the work of other departments attached on the basis of

4.4.4. Construction-repair, beautification and landscaping works organization, management and coordination.

4.4.5. Within the scope of the existing material and technical base of the university additional paid services (publishing, household services, paid training courses, rent, patronage, dividend, etc.) off-budget to expand the attraction of funds and thereby professors and teachers and development of proposals for material incentives for employees.

4.4.6. From the budget received from training students on the basis of a fee-contract formation of extra funds and other special non-budget funds.

4.4.7. The state budget came from teaching students on a fee-contract basis and income and expenditure estimates of the funds found on the basis of entrepreneurship development, ensuring its registration from the Ministry of Finance.

4.4.8. Implementation of university cost estimates, financial and economic control of activities, currency transactions.

4.4.9. Buildings of university educational and scientific laboratories, student residences and other auxiliary buildings and structures for the autumn-winter season and new training development of measures for preparation for the year and their implementation provide.

4.4.10. University materials and technology in the conditions of economic liberalization regularly study the state of the base and develop measures for its development output and execution control.

4.4.11. Organizing activities to attract investments to the university, project-estimate for reconstruction and capital repair works of existing buildings and structures after reviewing documents, concluding contracts, accepting completed works and quality control.

4.4.12. Proper compliance with state, budget and account discipline and organization of control of accounting and reporting.

4.4.13. From budget and extra budgetary funds, as well as utilities measures for rational and economical use of services development and ensuring their implementation.

4.4.14. The salary of professors, teachers and employees of the university improvement of payment conditions, development of accounting and reporting development of measures and implementation in the established order.

4.4.15. Monthly salaries of university professors and employees and ensuring timely payment of student scholarships.

4.4.16. For students studying on a fee-for-service basis control over payments.

4.4.17. Organization, management of construction and repair works and coordination.

4.4.18. Students and employees in emergency situations and labor drawing up a plan of measures to ensure safety and its implementation provide.

4.4.19. Ensuring stable operation of university buildings, against fire provision of combat equipment, demand for their sanitary and hygienic conditions to ensure keeping at the level.

4.4.20. Student canteens, buffets, sports and wellness complex, making a plan of work of medical centers and ensuring their operation, students providing permanent accommodation needs.

4.4.21. Organization of cultural and recreational events at the university.

4.4.22. Teaching is carried out in a special facility equipped with modern computer equipment organization of educational auditoriums.

4.4.23. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". Executive discipline, labor and educational discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.5. Vice-rector for international cooperation.

4.5.1. of the President of the Republic of Uzbekistan dated December 24, 2021 "Academic and organizational management of state higher education management PQ-60- on additional measures to ensure the independence of number and "Measures to grant independence to the state higher education implementation of production in Decisions No. PQ-61 qualifications, qualifications, experience of doctors, professors and teachers implementation of specific support for learning and implementation of the educational process about.

4.5.2. The Ministry's April 13, 2005 "Process of higher education is possible to travel abroad according to order No. 81 "On Travel". Review the documents of the sending university and set up.

4.5.3. Donor countries and international financial institution technical assistance monitoring carried out in the university within the framework of programs and quarterly report to the Ministry of Higher and Secondary Special Education.

4.5.4. University of European Union programs independence review and to the European Union Commission development of appropriate and recommendations of the ministry for financing.

4.5.5. For university professors, construction workers and students organizing seminars and roundtable discussions based on this analysis.

4.5.6. Agreements and contracts concluded by the university with foreign partners review, analyze and make recommendations of protocols. When necessary coordination of documents with relevant organizations.

4.5.7. President of the Republic of Uzbekistan, Republic of Uzbekistan government, Ministry of Foreign Affairs, Foreign Economic Relations, Trade and Investments Ministry of International Affairs of the Republic of Uzbekistan under the control of the Ministry of Economy execution of accepted documents on relations and international economic relations provide.

4.5.8. Embassies and international education operating in Uzbekistan priority of education in cooperation with organizations and foundations conducting seminars, educational-methodical and scientific-practical conferences on the directions.

4.5.9. Ministries of education of foreign countries, international educational organizations and representatives of diplomatic missions, delegations of foreign higher education institutions arrange meetings with.

4.5.10. Foreign currency income from education of foreign citizens Monthly, quarterly, half-yearly and annual reports on higher and secondary special education prepare according to the requests of the Ministry.

4.5.11. Internship, training, training by foreign partners announcement for participation in courses, master's and doctoral studies university professors and teachers, students, graduate students for the selection of grants and recommend freelancers.

4.5.12. General distribution of information about announced international grants and assisting university departments in drafting projects and project implementation direct participation.

4.5.13. International events, conferences, collect information about seminars and deliver to faculties. At the university disseminating information about the held conferences, updating the university website help to go.

4.6. Vice-rector for construction and repair works.

4.6.1. Laws of the Republic of Uzbekistan, Presidential decrees and orders, Oliy Majlis and Cabinet of Ministers, Higher Education and Construction organizing the implementation of relevant decisions and assignments of the Ministry;

4.6.2. Orders, decrees of official higher organizations and instructions, the university on issues related to construction and repair processes Organizing the implementation of the decisions of the Academic Council and the rector's orders;

4.6.3. The university has new educational buildings, laboratories, sports facilities, development of project proposals for the construction of dormitories and other buildings.

4.6.4. Developed project proposals for management and senior management submission to organizations and relevant ministries;

4.6.5. Preparation of all buildings owned by the university for the new academic year, in which: current and perfect renovation works are carried out in existing buildings organization;

4.6.6. It is used for construction during construction and repair of buildings quality control of materials and state-of-the-art in construction and assembly works ensuring the use of energy-efficient building materials;

4.6.7. For construction and assembly works carried out in buildings control that all prepared documents are executed in accordance with the requirements of the law to do;

4.6.8. Autumn-winter season in all buildings owned by the university take necessary measures to ensure safe transfer. In this case, the buildings complete technical conditions of the roof, heating system, door and window frames organization of studies and elimination of identified deficiencies reach;

4.6.9. The quality of construction and repair works carried out in institutions and to ensure that it is completed within the specified time periods;

4.6.10. Preparation of proposals for the field of activity and organization of work reach;

4.7. Dean of the faculty.

4.7.1. of the President of the Republic of Uzbekistan dated December 24, 2021 "Academic and organizational management of state higher education institutions PQ-60- on additional measures to ensure the independence of number and "Measures to grant financial independence to state higher education institutions "On events" No. PQ-61, Oliy Majlis and Ministers Decisions of the Cabinet in the field of education and personnel training, High and secondary implement the normative legal documents and instructions of the Ministry of Special Education increase

4.7.2. Compliance with labor discipline, according to the law of the employer timely and accurate execution of incoming orders and instructions.

4.7.3. Labor protection, safety equipment and production compliance with sanitary rules.

4.7.4. Preservation of University property and its reasonable use.

4.7.5. Members of the university team (administration, employees, students) and work to be friendly with other persons who come into contact with the process, observe the dress code.

4.7.6. For educational-scientific, spiritual-educational and scientific-methodical work at the faculty leading, organizing educational work.

4.7.7. Establishing contact with graduates of the faculty, their practical work quality analysis.

4.7.8. He is a graduate of the faculty, who is employed in the national economy organization of training of educated specialists.

4.7.9. All employees, students and others of the faculty within their authority an order, instruction, or instruction that is mandatory for students release

4.7.10. Formation of educational content based on state educational standards.

4.7.11. Content of subjects taught at the faculty and classroom hours Enrichment with modern information, styles, news, etc. to take measures.

4.7.12. Expansion of the base of information-resource sources in the educational system and update.

4.7.13. Priority scientific research on improving education development and future planning.

4.7.14. Leisure time of young people living in student residences to engage in meaningful and useful work training organization of events aimed at providing students with various informal preventing them from joining streams.

4.7.15. In the regulatory legal documents of the Ministry of Higher and Secondary Special Education weekly study loads and independent work of students based on their requirements aligning the number of hours with the system of taught subjects.

4.7.16. Further improvement of the mechanism for improving academic discipline, implementation of activities aimed at increasing student activity.

4.7.17. The introduction of new information technologies into the educational system control.

4.7.18. The experience of teachers under the faculty council, educational and methodological council learning, introduction of new pedagogical technologies and training organizing seminars on discussing the reports of professors and teachers reach.

4.7.19. Control of the implementation of decisions of the university and faculty council.

4.7.20. Educational process and students' graduation work, supervising the writing and defense of the master's thesis.

4.7.21. Lead the preparation of the schedule of training sessions, his control of implementation, responsibility for student attendance.

4.7.22. Independent work of students, as well as a system for rating their knowledge organization of control over evaluation on the basis of, re-classification of lessons left to students allow appropriation.

4.7.23. Transfer of students from course to course, to state certification, graduation inclusion in the defense of qualification works and master's thesis, academic granting leave and awarding a scholarship, changed his name, patronymic, and surname preparation of draft orders on students, higher and secondary special education at the initiative of the administration in the cases provided for in the relevant Regulations of the Ministry to recommend expulsion from the ranks of students, there are foreign students in the faculty in such cases, in agreement with the international department of the university to work with them make it happen.

4.7.24. Search for talented students and work with them, bring them to Uzbekistan State scholarship of the President of the Republic, distinguished scholarships and sciences related to preparation for participation in the Olympic competitions organization of events.

4.7.25. Organization of scientific and creative activities of students on a systematic basis, talented identifying students and involving them in scientific research, realizing their creative activities creation of necessary organizational, methodological and material and technical conditions for release.

4.7.26. Training of doctoral students and independent researchers, professor coordination of work on improving the qualifications of teachers, a special example recommending those who have shown to participate in various competitions.

4.7.27. Subjects of the departments included in the faculty, including textbooks, educational and methodological manuals in cooperation with foreign scientists implementation of general guidance on training, computer literacy organization of training.

4.7.28. Leading the faculty council, interdepartmental meetings, scientific organization of methodological conferences (including with the participation of foreign experts).

4.7.29. In cooperation with the marketing service of the university, the enterprise and to qualified specialists being trained at the faculty of institutions to study the need, as well as with pedagogical personnel, students and scientific information cooperation with other educational institutions for mutual exchange installation.

4.7.30. To respond to the organization and implementation of educational services, finding extra-budgetary funds and using them for educational purposes make it happen.

4.7.31. Attached to spiritual and educational work, including faculty supervising student residences.

4.7.32. Republic of Uzbekistan "Natural and legal entities Acceptance of citizens in accordance with the Law on Appeals" and defined consideration of appeals within the term.

4.7.33. The part of the university territory allocated to the faculty to provide landscaping.

4.7.34. Other obligations specified in the legislation on higher education and exercising rights.

4.7.35. Deans of embassies, foreign organizations and foreign countries events with the participation of representatives of the countries of Uzbekistan 183 of the Ministry of Higher and Secondary Special Education of the Republic of August 12, 2005 by the decision of the International Relations Council according to order no is carried out through the Ministry on the basis of the rector's order.

4.7.36. The foreign business trips of the deans were approved by the Ministry on 13, 2005. approved by order No. 81 of April "Republic of Uzbekistan Supreme on the procedure for going on foreign trips from educational institutions" temporary Full compliance with the instructions.

4.7.37. Activities of the dean of Higher and secondary special education of the Republic of Uzbekistan "Higher Education" approved by the order of the Ministry No. 159 dated May 30, 2008 to ensure implementation on the basis of the regulation on the faculty of the institution.

4.7.38. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". Executive discipline, educational and labor discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of

the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

Professors and teachers (head of the department, professor, associate professor, senior teacher, teacher, assistant).

4.8. Head of the department.

4.8. Head of the department.

4.8.1. Compliance with labor and executive discipline, the employer's law appropriate orders and instructions in a timely and clear manner perform

4.8.3. Careful treatment of the property of the University and from it reasonable use.

4.8.4. University administration, employees, students and communication in the work process to be friendly with other people, to the culture of dressing compliance.

4.8.5. Issues related to the activity of the department at the university level participation in discussion and resolution.

4.8.6. Work plan of the department, professors and teachers and scientific staff approval of personal work plans and other documents within the department's activities.

4.8.7. Distribution of teaching loads to the teaching staff of the department and to control their timely and high-quality execution.

4.8.8. Hiring, firing and new staff for the department assigning them to tasks, encouraging them materially and morally, as well as according to the established procedure to the university management on applying disciplinary measures make suggestions.

4.8.9. Educational and educational departments of the university the necessary conditions for carrying out the scientific research process at the required level demand for provision.

4.8.10. According to the activities of the academic year in the specified order and terms preparation of the department's report, reporting at the faculty council meetings.

4.8.11. Production of scientific research works according to the approved plan to carry out the completed scientific research works in connection with the problems integration with education, science and production - innovative cooperation provide.

4.8.12. Educational, scientific- considering his methodological, scientific research, spiritual-educational and organizational-methodical works output, study of the activities of experienced teachers, generalization and advanced organization of work aimed at popularizing their experiences.

4.8.13. Modern pedagogical and information and communication technologies introduction, to young teachers who have started to engage in pedagogical activities help in acquiring pedagogical qualifications and skills, information base creation, using modern educational and technical tools in training sessions, individually to the effective use of methods of teaching and independent learning development of elements of distance learning.

4.8.14. Training of scientific-pedagogical personnel, suitable for the specialty of the department or doctoral dissertations in related specialties in scientific seminars discussion, determining whether educational documents meet the standard requirements participation in expert groups.

4.8.15. Management of the creation of scientific schools in the field of education of the department to do.

4.8.16. Job placement of graduates, graduate qualification work, master's degree formation of dissertation topics, attraction of extra-budgetary funds, as well as production enterprises for the purpose of providing scientific and technical support and establishing contacts with other farms.

4.8.17. Higher education institution and doctoral studies at this department organizing regular contacts with graduates, monitoring graduates to go.

4.8.18. To increase the qualification of specialists in the specialty of the department conducting directed events.

4.8.19. Cooperation in the field of education with foreign educational institutions develop relations.

4.8.20. Various topics, taking into account the interests of students organization of circles according to directions and specializations, types of professions, to occupy the free time of students with productive and useful work implementation of targeted activities.

4.8.21. Full and complete laboratory work from the subjects taught at the department to ensure high-quality training and to equip the department's laboratories with modern equipment, making proposals for equipping with devices and equipment.

4.8.22. The educational directions of the department and the information-resource center of the institution with new educational, scientific-technical and periodical literature related to their specialties continuous study and updating.

4.8.23. All educational forms (separated from production and production state education of higher education in cases where it is not separated from graduation determined by the subjects of the curricula compiled in accordance with the standards conducting trainings at a high theoretical, scientific-methodical and professional level, ensuring the quality of education.

4.8.24. Qualifying practice of students, course projects (works), graduation qualification works, master's dissertations, as well as independent works and Organization of management of scientific research works.

4.8.25. Introduction of rating control of students' knowledge conducting events on organizing independent work, left students general management of the processes of re-mastering lessons.

4.8.26. Developing and defining educational programs for the department's subjects to be submitted for approval in order, as well as by related departments preparation of reviews and conclusions of prepared educational programs.

4.8.27. Preparation of textbooks, educational, methodological and demonstration manuals

conclusions to published textbooks, training manuals and teaching-methodical literature make up

4.8.28. DTS, study plans for departments and specialties and comparing its programs with educational programs of developed foreign countries analysis and improvement.

4.8.29. Selection of talented students and their training, Olympiad and preparation for participation in competitions, form of independent work of students and to take measures to improve their methods.

4.8.30. Organization of scientific and creative activities of students on a systematic basis, talented identification of students and their involvement in scientific research, scientific research work teaching to perform individually and as a team, their scientific and creative activities creating necessary organizational and methodological conditions for its implementation.

4.8.31. Other obligations established by labor legislation and exercising rights.

4.8.32. Head of the department embassies, foreign organizations and foreign events held with the participation of representatives of countries, higher and secondary special by the Ministry of Education (hereinafter referred to as "Ministry"). by the decision of the international cooperation council in the prescribed manner or, as an exception, it is carried out through the ministry based on the order of the rector.

4.8.33. Foreign business trips of the head of the department, 13, 2000 approved by order No. 81 of April "Republic of Uzbekistan Supreme "Procedure for going on foreign trips from educational institutions". is carried out on the basis of instructions.

4.8.34. Activities of the head of the department Higher and secondary of the Republic of Uzbekistan by order of the Ministry of Special Education No. 159 dated May 30, 2008 implemented on the basis of the approved regulation "On Departments of Higher Education Institution". is increased.

4.8.35. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline". executive discipline, educational and labor discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, rules of internal procedure, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.9. Professor, associate professor, senior teacher, teaching assistant.

4.9.1. Election to university and faculty councils in the prescribed manner and to be elected.

4.9.2. When discussing issues related to the university's activities participation.

4.9.3. University library, educational and scientific departments services, as well as services of social and household, medical and other departments use in accordance with the collective agreement.

4.9.4. Selection of teaching methods and tools, educational and scientific process carrying out scientific research works that ensure high quality.

4.9.5. Regarding the orders and orders of the administration of the institution apply according to the procedure established by law.

4.9.6. Holding positions in elections in accordance with the procedure established by law to attend

4.9.7. Department, faculty other than the department where they work, work on the basis of a seat in the department, organizations.

4.9.8. Scientific and educational literature of foreign colleagues in the field get to know and exchange ideas with them.

4.9.9. Preparation of high-quality textbooks and training manuals in their subject.

4.9.10. Carrying out theoretical knowledge, practical experience, scientific research to improve the style, pedagogical skills.

4.9.11. Participation in grants, scientific projects, economic contracts.

4.9.12. In the legislation of the Republic of Uzbekistan on higher education exercise other rights.

4.9.13. Compliance with legal orders of the employer, annually educational-methodological, scientific and spiritual-educational based on an approved personal plan timely and quality performance of work, in particular:

a) the amount of educational workload, educational-methodical, scientific, educational-organizational work execution based on the approved personal plan and participation in spiritual and educational activities reach;

b) preparation of textbooks, training manuals, educational literature, scientific articles, writing monographs;

c) conducting educational activities, spiritual and educational work with students, that's it including direct participation in extracurricular activities receiving re-mastering from students for missed lessons;

d) in scientific topics of the department approved by the University Council participation;

e) regularly improving one's skills.

4.9.14. It is wiser to protect the property of the institution use

4.9.15. Reimbursement of real material damage caused directly to the employer.

4.9.16. Participation in public affairs of the institution, in particular: student accommodation duty on the basis of the public according to the schedule approved on the spot.

4.9.17. Ensuring the effectiveness of the pedagogical and scientific process.

4.9.18. Education in the conditions of modern civilization and democracy highly professional in the direction (specialty) chosen by the recipients formation of preparation, ability to work.

4.9.19. Regular foreign language and information technology literacy increase

4.9.20. Students have independent thinking, initiative, creativity skill building.

4.9.21. To be an example with one's manners, culture, and spiritual level.

4.9.22. Strict adherence to dress code.

4.9.23. The reforms implemented in the republic and what is happening in the world to be aware of the news.

4.9.24. cultural, organized by the university, faculty, department active participation in spiritual and educational events.

4.9.25. The science program he teaches is based on scientific and technical achievements get rich regularly.

4.9.26. Passing classes at a high level.

4.9.27. Find and use new resources related to the field of science introducing students.

4.9.28. Worker of the subjects he teaches before the beginning of each academic year development of the curriculum, calendar plan and schedule of rating controls and approval at the department meeting.

4.9.29. All problems related to the educational process and work to notify the dean of the faculty and the university administration through the dean. Applying to higher organizations without informing them undermines the authority of the university that it is a derogatory state, and this state has legal consequences for itself know exactly what can be released.

4.9.30. Objective assessment of student knowledge.

4.9.31. Application of new pedagogical technologies in the course of the lesson.

4.9.32. In terms of increasing the scientific potential of the department and educational directions conducting intensive scientific research.

4.9.33. In the reforms implemented in the higher education system active participation.

4.9.34. If he is appointed as a group coach, he is in a student house and on rent to be regularly informed about the status of resident students, students organizing the process of re-mastering missed lessons.

4.9.35. Business trips of university professors and employees abroad are carried out in accordance with the Ministry's order No. 81 of April 13, 2005 "On the procedure for departure from higher education institutions of the Republic of Uzbekistan".

4.9.36. The Cabinet of Ministers of the Republic of Uzbekistan dated January 12, 1999 with № 12 "On Measures to Strengthen Executive Discipline" executive discipline, educational and labor discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector

orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.10. Secretary of the University Council.

4.10.1. The work plan of the University Council for the new academic year and its drawing up the agenda for each meeting (based on the plan).

4.10.2 Issues included in the agenda of each council meeting and cooperation with the responsible persons preparing it and the quality of the document and ensure timely preparation.

4.10.3. Ensure the preparation and printing of materials and reports for decision-making after the council.

4.10.4. Control of the high-quality and timely implementation of the Council's decisions.

4.10.5. No. 10 of 2006 of the Cabinet of Ministers of the Republic of Uzbekistan On the requirements of the regulation "On the procedure for hiring pedagogues and employees on the basis of competition in higher education institutions" approved by the decision of February 20 carrying out explanatory work in this regard in faculties and departments department head, professor, ensure timely selection for the positions of associate professor, senior teacher, assistant.

a) through mass media for vacant positions, as well as selection to announce a competition for the expiring positions at least two months in advance;

b) participation in the competition for the positions of professors and teachers of the university receiving applications;

v) "Selection of teaching staff for higher education institutions on the procedure for recruitment based on" refers to candidates according to clause 16 of the statute proper organization of discussion in sections and each alternative candidate

control whether a departmental recommendation (positive or negative) is given.

g) about the candidates participating in the competition for council members, as well as providing information on the conclusion of the department;

d) together with the personnel department, to conduct a timely competition for vacant positions of professors and teachers and conclude a contract with them based on the results of the competition; monitoring contracts , creating and updating a database;

e) for the position of head of the department, to receive the scientific titles of professor, associate professor nominating professors and selecting and re-selection

based on competition preparation of the necessary documents related to the selection.

4.10.6. Preparation and approval of minutes of council meetings; approval of topics of doctoral students and independent researchers at the meeting preparing an extract from the council's decision

4.10.7. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline" executive discipline, educational and labor discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.11. Scientific staff.

4.11.1. Election to the university council of the institution in the prescribed manner and to be elected.

4.11.2. Participation in the discussion of issues related to the university's activities and participate in solving them.

4.11.3. Using the services of the institution's information-resource center, educational and scientific department laboratories, as well as social-household, medical and other departments of the institution.

4.11.4. Other defined by the legislation of the Republic of Uzbekistan exercising rights.

4.11.5. Conscientious performance of one's official duties and not to damage his reputation.

4.11.6. Be courteous to university staff, students, and others you interact with in the course of your work.

4.11.7. Timely and accurate execution of legal orders of the employer.

4.11.8. About all problems related to scientific and work activities to notify the dean of the faculty and the university administration through the dean. Apply to higher organizations without informing the university lowering the prestige of the university,, be aware that this may have legal consequences.

4.11.9. Scientific research work at a high level within the specified period perform

4.11.10. Production of scientific research results in the established order and

use in the educational process.

4.11.11. Participation in the educational process, scientific articles in various publications publication.

4.11.12. Compliance with the rules of labor protection and safety equipment to do.

4.11.13. Observance of dress code. In the university area, including in classrooms, other buildings and outside places in prayer clothes (wrapped up) or not wearing clothes that attract too much attention.

4.11.14. Maintenance of equipment in university buildings and laboratories and to avoid injury, to keep the workplace tidy, to have a full and productive working time.

4.11.15. Foreign service trips of teachers Ministry 13, 2005 "Strengthening Executive Discipline" approved by Order No. 81 of April on executive discipline, educational and labor discipline, labor protection, safety equipment and production sanitary rules, university charter, internal procedures, decisions of the university council, rector's orders and measures in accordance with regulatory legal documents documents in accordance with the decision, the educational system to comply with the goals and tasks specified in the documents, as well as their official duties.

4.12. Teaching assistants.

4.12.1. Election and election to public organizations.

4.12.2. It is related to conducting practical training during the educational process discuss issues and make proposals for their resolution.

4.12.3. Information resource center of the university, social-household, medical and using the services of other departments.

4.12.4. Regarding the orders and orders of the university administration apply according to the procedure established by law.

4.12.5. Other according to the legislation of the Republic of Uzbekistan exercising rights.

4.12.6. Be courteous to university staff, students, and others.

4.12.7. The order of the employer in accordance with the law and timely and accurate execution of instructions.

4.12.8. All problems related to the educational process and work to notify the dean of the faculty and the university administration through the dean. Apply to

higher organizations without informing the university lowering the prestige of the university,, be aware that this may have legal consequences.

4.12.9. Labor protection, safety equipment and production compliance with sanitary regulations.

4.12.10. Strict adherence to dress code.

4.12.11. To the property of university departments, faculty, department and laboratory be careful.

4.12.12. University laboratory equipment and other equipment not to be taken out of the building without the permission of the university administration.

4.12.13. Preparation of equipment and tools suitable for the subject of the lesson before starting the practical training.

4.12.14. Compilation of descriptions of laboratory work.

4.12.15. Helping students in practical and laboratory work

4.12.16. Tidying up the laboratory rooms after the lesson.

4.12.17. 12 of 1999 of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January "On Measures to Strengthen Executive Discipline" executive discipline, educational and labor discipline, labor protection in accordance with the decision regulations on safety techniques and production sanitation, the charter of the university, internal procedures, decisions of the university council, the rector orders and regulatory legal documents on the education system full compliance with goals and tasks, as well as with one's official duties.

4.13. University students.

4.13.1. Quality and high-level knowledge of university students he is a highly qualified specialist in his chosen specialty use the rights necessary for their development.

4.13.2. Acquiring knowledge corresponding to the achievements of science, technology and modern technology.

4.13.3. Books available in the University Information Resource Center, periodicals publications, free use of electronic educational tools in the prescribed manner.

4.13.4. Get free advice and guidance.

4.13.5. Free use of auditoriums, educational tools and materials.

4.13.6. To demand that suggestions, comments, and critical opinions of the educational institution on improving the effectiveness of the educational process and

improving the quality of education be delivered to the dean's office and the department's management and discussed.4.13.7. At university and faculty public events participation.

4.13.8. Participation in scientific research and scientific conferences, publishing their results and providing information about them.

4.13.9. A legally functioning community at the university membership of associations and participation in their work.

4.13.10. Exercising other rights in accordance with legal documents.

4.13.11. Ready to serve his country and people honestly, highly educated and Self-sacrificing learning to become a highly spiritual specialist formation and improvement of professional potential.

4.13.12. In the process of education, the moral principles of the society, spiritual to our values, requirements of the law, high requirements of mutual relations strictly follow the rules of the respondent.

4.13.13. To get in-depth theoretical knowledge of the chosen specialty formation of practical skills in the profession.

4.13.14. To comply with the requirements of the educational process, not to leave educational events without reason, not to be late for class, not to leave before the end of the class.

4.13.15. Timely and quality tasks related to the educational process carry out the tasks of teachers related to mastering the subject to perform on time and at the required level, with the necessary educational tools for training to arrive.

4.13.16. Maintain a strong relationship with the relevant department and dean's office, timely fulfillment of legal tasks of the dean's office.

4.13.17. To show initiative and zeal in acquiring knowledge, to indifference do not allow.

4.13.18. With classmates, other students, professors and teachers to be polite

4.13.19. Careful and economical treatment of University property,in case of damage compensation in the prescribed manner, not to damage them intentionally or carelessly, not to remove things from the building.

4.13.20. Observe sanitary rules inside the building, on the corridors, in the auditoriums do not pollute, do not smoke tobacco.

4.13.21. Observance of dress code, in religious worship clothes not to walk, not to wear ornaments and jewelry. Appearance and bad not to stand out from others by behavior, to adhere to moral standards submission.

4.13.22. In cases of absence from training (including illness due to) directly by himself or through the head of the group within three days to notify the dean's office in writing, to indicate the reasons for non-participation.

4.13.23. All problems related to the educational process and student life to notify the dean of the faculty and the university administration through the dean. Apply to higher organizations without informing the university lowering the prestige of the university,, be aware that this may have legal consequences.

4.12.24. Faculty about this in case of participating in grants of foreign organizations to notify the dean before going abroad in connection with the grant Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan get the approval of the management.

4.13.25. Regularize your scientific, spiritual-ethical, ideological-political level increase, social, economic and political in our country to keep abreast of reforms and updates in the fields.

4.13.26. University charter, internal procedures, academic discipline, university decisions of the council, orders of the rector, and normative legal regulations on the education system to the goals and tasks set in the documents, as well as to his obligations compliance.

5. The following are prohibited on the territory of Samarkand State University:

5.1. Smoking in the university area, buildings, corridors, auditoriums and other places

5.2. Alcoholic drinks (vodka, wine, beer, etc.), drugs consumption of substances.

5.3. Bullying, saying obscene words, cursing, being rude to others to do, to commit acts that disturb the peace of people.

5.4. Religious content in written or electronic media preparation, storage, distribution.

5.5. Any form of promoting national, racial, ethnic, religious enmity preparation, storage, distribution and promotion of materials.

5.6. Pornographic materials promoting obscenity in any form preparation, storage,distribution, promotion.

5.7. Playing gambling games on the territory of the institution.

5.8. Walking inside the building with headgear and outerwear (coat, fur coat, jacket), talking loudly, making noise, along the corridor during training walking, looking at the auditorium door without reason.

5.9. Coming to university in religious prayer clothes.

5.10. A t-shirt, mini skirt, which attracts people's attention in the university area. walking in shorts and other clothing that contradicts moral standards, wearing unusual jewelry, extravagant methods of makeup use is prohibited.

5.11. Students are modest, but they dress cleanly and have their hair done do not allow it to be unusual.

5.12. Observance of the norm in the use of jewelry, their own not to show your bad taste.

5.13. It is possible to come to the university area by means of mobile communication, however, transfer them to "silent" mode in the territory of the educational institution.

5.14. Cell phones are completely turned off during training sessions must be placed and not used without permission. Only in emergency cases (illness occurrence and in other cases) by means of communication, parents or others to be allowed to use a means of communication to notify relatives possible

5.15. Abusive and obscene words when using a mobile device to use, to speak loudly.

5.16. All forms of moral depravity, which destroy human dignity and dignity by using mobile communication tools (pornography, alcoholism, drunkenness, drug addiction) promoter, student It is generally recognized that it harms the spiritual development of young people causing national, religious, ethnic conflicts that damage moral values promoter of religious fanaticism, missionary, fundamentalism import, distribution, promotion of any information.

5.17. Age-inappropriate decoration of the mobile device (wallpapers), use of images that are morally harmful. Citizens in student accommodation from 22:00 pm to 06:00 am a path to behavior that disturbs their peace of mind and interferes with their rest (radio receiver, television, tape recorder and other sound amplification use of tools); a stranger to the territory of the institution and training It is forbidden to accompany (non-university) persons.

6. Requirements for regulation of study and rest time.

6.1. Training sessions at the university are approved in accordance with the established procedure conducted according to the lesson schedule based on the curriculum.

6.2. Twice during the academic year for full-time students no less than the total duration is confirmed in the curriculum vacation equal to the period is determined.

6.3. The lesson schedule is drawn up for the semester and 10 days before the start of the semester will be released without delay. Separate for conducting optional training a table is created.

6.4. The duration of an academic hour is 40 minutes (a joint lesson without a break is 80 minute). Teachers and students about the beginning and end of the training session will be alerted by a call. 10 minutes between each pair of exercises a break is scheduled.

6.5. During the school day, the lunch break should not exceed 40 minutes. Ensuring peace and order in all classrooms after the start of the lesson must Dividing educational activities, entering the auditorium without reason during the lesson, and it is not allowed to leave.

6.6. Before the start of each training session (between sessions during breaks) in the auditorium, laboratory, educational workshops and offices laboratory assistants prepare the necessary training manuals and equipment for the lesson.

6.6. Practical training in the auditorium, laboratory, educational workshops each course is divided into two groups. The composition of the student group is practicaldetermined on the basis of the relevant order based on the nature of the training.

6.7. Each group is disciplined and punctual by the dean of the faculty group captain is determined from among the students. The head of the group is directly the dean of the faculty, deputy deans and the group he obeys his coach, all their instructions and fulfills the order..

6.8. The duties of the group leader include:

- a) students in all types of educational activities personally to consider;
- b) students who do not come to class and are late to the dean of the faculty every day to provide information about, indicating their reasons;
- c) the progress of academic subjects in the group during lectures and practical training classes monitoring, as well as storage of educational equipment and supplies accountability;

g) timely receipt of textbooks and study guides among students of the group and organization of distribution;

d) changes introduced by the faculty dean to the training schedule deliver to students;

e) assigning the duty of the group according to the procedure every day;

j) control the timely receipt of scholarships of group students.

The above-mentioned duties of the group captain are based on the order of the dean delivered to all groups of students.

6.9 A group journal of the prescribed form is formed for each group, then students who did not come to class for all classes by the group leader is determined. This journal is kept in the dean's office. Beginning of daily classes The group leader will take the magazine from the dean's office in advance and hand it over to the dean's office after classes are over that day. Equipment and other items in the auditorium, laboratory, classrooms All students of the group are material for their integrity, existence and validity are responsible.

7. Students for academic and community achievements

encourage.

7.1. Student achievement in studies, scientific research works and active participation in the social life of the university in the following order encouraged:

- announcement of thanks;
- awarding or awarding an additional scholarship;
- awarding with a certificate of honor or an expensive gift.

7.2. Promotion is the primary organization of the University Youth Union, by women's committee, primary trade union committee or based on their recommendations, it is carried out in accordance with the order of the rector.

7.3. Excerpt from the student's information and order regarding promotion stored in the collection of personal documents.

8. Disciplinary measures.

8.1. The student did not fulfill the above duties assigned to him in such cases, the following disciplinary measures will be taken against him: warning, he will be dismissed from the ranks of students.

The dean of the faculty when a student misses 18 hours of classes without an excuse a warning is issued with the order.

A student will be declared absent if he/she misses 32 hours without an excuse and 74 hours of unexcused absence will be removed from the ranks of students.

A student may be expelled from a higher education institution in the following cases:

- a) at will;
 - b) in connection with the transfer of his studies to another educational institution;
 - c) due to health (on the basis of the certificate of the medical commission);
 - g) educational discipline and internal procedures of the higher education institution and for violating the rules of etiquette;
 - d) more than 74 hours of lessons during one semester without good reason due to leaving;
 - e) failure to pay the tuition fee on time due to (for those studying on a payment contract);
 - j) in connection with the student's deprivation of liberty;
 - z) violation of order in entrance exams according to a court decision when determined (return to the ranks of students excluded from the ranks of students at this time not restored);
 - i) due to death;
 - y) if a student commits a corrupt university, i.e. from the students if he collects money fraudulently, he gives money;
 - k) falsifies exam tickets (options) during the session;
 - l) replace the student in the classroom where the exam is taking place
- entrance of a student to take an exam (test, written work) (of both students as well) will be grounds for expulsion from the ranks of students.

8.2. students at the initiative of the administration of the higher educational institution expulsion from the primary trade union committee in writing taking into account the consent (for students who are members of the trade union) is done. Also, the student is referred to in clause 7.1 of these regulations, sub-paragraph "d".the Youth Union of the university, being expelled according to paragraph can also be agreed with the primary organization.

8.3. A student who has been subject to disciplinary punishment is responsible for the punishment applied to him in accordance with the procedure established by law regarding legality and fairness with a complaint to the Ministry of Higher and

Secondary Special Education of the Republic of Uzbekistan or may apply to judicial authorities.

8.4. Information about the disciplinary punishment applied to the student stored in the collection of personal documents.

8.5. Military service, recovery of health, pregnancy and childbirth, and Uzbekistan to the student during child care leave Procedure approved by the Ministry of Higher and Secondary Special Education of the Republic academic leave can be granted based on

9. Labor relations.

9.1. Changing and canceling the employment contract.

9.1.1. Change of working conditions Labor of the Republic of Uzbekistan is carried out based on the requirements of the code.

9.1.2. The employee works in several professions and positions in an employment contract during the specified working hours in addition to his main job does.

9.1.3. Working in several occupations and positions is specific or unspecified can be set for a period. Several after the agreed period The terms and conditions set with this employee about working in the profession and position are void will be done. Working in several professions and positions and canceling it is labor is reflected in the contract and by order of the rector of the University formalized.

9.1.4. Employment contract only Labor of the Republic of Uzbekistan void on the grounds provided for in the Code and in the manner specified therein can be done.

9.1.5. Two that the employee intends to terminate the employment contract must notify the employer in writing with an application a week in advance. The notice period is applied regardless of the date of registration of the application starts in the morning. The application submitted by the employee is on the day it was submitted and the next day will be submitted to the Rector of the University without delay. An employee's application is an opportunity to continue working for good reasons if it is related to his absence, on the day it is given, the rector of the University (rector otherwise, it will be presented to the person who replaces him).

Good reasons include:

military service;

admission to educational institutions;

retirement;

election to elected office or higher offices appointment to positions included in the nomenclature (list of positions);

an employee or his close relatives who need care state of health according to the medical report issued by TMEK or TMK;

about the impossibility of continuing to work in this position other valid reasons.

9.1.6. The employee may terminate the employment contract at any time, including the period of temporary incapacity for work, vacation, business trip has the right to apply. All these listed periods are labor is included in the period of notice for termination of the contract. The parties to the terms of the employment contract during the notice period will be continued in the usual manner.

9.1.7. An employment contract concluded for an indefinite period, as well as term of a fixed-term employment contract at the initiative of the employer cancellation before the end is allowed in the following cases:

Changes in the organization of work in the university, the number of employees (status) or when the volume of work that led to a change in the nature of work is reduced or when relevant structural units are terminated;

due to insufficient qualifications or health status of the employee when he becomes unfit for his work;

when the employee regularly violates his work duties (work first disciplinary or financial responsibility of the employee for violating his obligations labor laws and other regulations imposed or related to it one year from the date of application of the impact measures provided for in the documents .During the period, the employee committed repeated misconduct against discipline is a regular violation of labor duties); when the employee grossly violates his work duties once; employment of another employee who does not work on a temporary basis in connection with, as well as the case of compliance with labor conditions when the employment contract with deputies is canceled due to limitation; when the employee reaches retirement age; the right to receive state pension in accordance with legislation when available.

9.1.8. The employee is temporarily incapacitated for work and work on vacations provided for by laws and other regulatory documents terminate the employment contract at the initiative of the employer it is not allowed to do so, except when the institution is completely liquidated.

9.1.9. One that can lead to the termination of the employment contract
Violation includes:

violation of executive discipline (decisions of the President of the Republic of Uzbekistan, decrees, orders and assignments, Government decisions and orders, decisions of the board of the Ministry of Higher and Secondary Special Education, orders of the minister and perform the tasks specified in the instructions in a timely and complete manner lack of supply in volume);

not coming to work without good reason (at work without good reason during the working day more than 3 (three) hours, including continuous or non-working time absence of time), one working day according to the teaching schedule for professors and teachers during the lesson scheduled in the lesson on time failure to initiate or participate;

to work under the influence of alcoholic beverages, narcotic (psychotropic) substances or to be intoxicated in a special way;

Damage to the property of the University or damage it in various ways robbery (including robbery);

abuse of official duty (authority) by an employee (contrary to the interests of the service from the powers given by the position use) and unethical appearance, tarnish the name of the University employee commit derogatory behavior;

patronizing women, demeaning their honor and dignity committing actions, harassment and violence, rights are different to trample on;

unreasonable or unethical behavior in media and social networks damaging the business reputation and interests of the University with their speeches or commit actions that may cause harm;

danger to the life or health of the employees of the institution, including his own

grossly violating the rules of technical safety and sanitation breach;

regarding corruption in the performance of duties by employees the requirements of the regulation on the procedure for the prevention of offenses gross violation, i.e. the employee:

in order to persuade him to commit corruption offenses about all cases where a person has applied to him, as well as those committed by other employees of state bodies any facts of similar offenses that become known to them about its leaders, the department for fighting corruption in the university system or failure to notify law enforcement agencies;

using their official position or physical and legal individuals to perform certain actions in their interests or in exchange for non-performance, directly or through an intermediary, money, valuable securities, material assets, gifts, loans, property receiving services;

making illegal decisions of a subordinate employee or forcing to commit corrupt acts;

from the fees set for citizens for the provision of services receiving property benefits by using freedom or otherwise allowing action aimed at obtaining privileges;

crimes against governance, including those related to abuse of office or official position and causing corruption notification of possible situations to the head of the relevant structural unit does not give;

the head of the study (inspection) group conducted by the institution professional authority by employees participating in the study (examination).

If you receive a report of abuse, please let us know if he does not deliver it to the resident official and there will be negative consequences does not take preventive measures;

employee's conscious conflict of interest in the university system conflict of interest in accordance with the procedure established by the regulation on management intentionally concealing information about or timely full disclosure as a result of his failure to fulfill his service obligations properly or the legal interests of the University are violated.

9.1.10. The employment contract concluded by the employer with the employee A way to cancel without the approval of the University Trade Union Committee is not allowed, except for the cases specified in the legislation.

Cancel the labor contract of the trade union committee with the employee to the employer about the decision he made on the issue of consent to work must notify in writing, such notification is written by the employer will be notified within ten days from the date of receipt of the application.

Work with the employee of the employer's trade union committee the decision to agree to the cancellation of the contract was made to cancel the employment contract no later than one month from the date is right.

9.1.11. Termination of the employment contract by order of the employer formalized. The last working day is considered the day of termination of the employment contract. That's it On the day of the University, the employee's employment record and employment contract are cancelled will issue a copy of the order stating that it has been made and will be settled with it.

10. Ensuring labor discipline and responsibility.

10.1. University labor discipline, labor legislation documents, the terms of the collective agreement, these rules and technology discipline, labor protection, safety

equipment, production sanitary requirements, as well as the labor agreement with each employee to other local documents of the university that provide for the terms of the contract includes compliance.

10.2. Appropriate performance of work obligations, high in work achieving results, long-term exemplary performance at university and others at work the following incentives for university employees for their achievements can be used.

- expressing gratitude;
- awarding with a monetary award;
- reward with an expensive gift.

For special services to society and the state, employees are in the legislation may be recommended for state awards in the prescribed manner.

10.3. Recruitment is usually an organizational unit in which the head of the university works based on the recommendation of an employee who is the head of the organization, or is announced in the university council based on an order issued by the labor team.

10.4. The employer for violation of labor discipline to the employee is as follows has the right to apply disciplinary measures:

- 1) to announce the good news;
- 2) in an amount not exceeding thirty percent of the average monthly salary to be fined.

Average monthly salary for an employee who regularly violates labor discipline cases of fines not exceeding fifty percent of the salary are also provided for can be caught. Deducting a fine from an employee's salary of the Labor Code

It is carried out by the employer in compliance with the requirements of Article 164 will be increased (clause amended by the Law of the Republic of Uzbekistan No. 832-1 of August 20, 1999);

- 3) termination of the employment contract (paragraphs 3 and 4 of the second part of Article 100 clauses).

Application of disciplinary measures not provided for in this article is prohibited (Article 181 of the Criminal Code of the Republic of Uzbekistan).

10.5. Disciplinary sanctions by persons authorized to employ is used (Article 182 of the Criminal Code of the Republic of Uzbekistan).

10.6. In writing from the employee before disciplinary action is taken an explanatory letter should be requested. Stop giving an explanation letter to the

employee weight should be an obstacle to the punishment for his misdeeds can't. Refusal of the employee to issue an explanation letter with a document formalized.

10.7. Misconduct committed in the application of disciplinary punishment how serious it is, the situation in which this behavior was committed, of the employee previous work and behavior are taken into account.

10.8. There is only one disciplinary action per misconduct possible

10.9. Disciplinary action immediately after the discovery of misconduct, but since this behavior is discovered, the employee is sick or on vacation without taking into account the time of stay, it is used within one month at the latest.

10.10. After six months have passed since the date of the misconduct, and when it is determined as a result of an audit or inspection of financial activities the punishment cannot be applied after two years have passed from the day of the commission. The period of criminal proceedings is not included in this period.

10.11. An order (order) or decision on the imposition of disciplinary punishment the employee is informed and a receipt is obtained (Article 182 of the Criminal Code of the Republic of Uzbekistan).

10.12. The validity period of the disciplinary punishment is from the date of application of the punishment cannot exceed one year. If the employee again within this period if he is not subject to disciplinary punishment, he is considered not to have received disciplinary punishment. Such in this case, no order on cancellation of disciplinary punishment will be issued.

10.13. The employer who applied disciplinary punishment, on his own initiative, the employee at the request of the labor team or the direct supervisor of the employee, has the right to remove the punishment even before a year has passed (Article 183 of the Criminal Code of the Republic of Uzbekistan article).

It is the responsibility of the employer to remove the disciplinary punishment from the employee before the deadline formalized by order.

10.14. Employee of the Republic of Uzbekistan Labor on disciplinary punishment He can appeal according to the procedure established in Article 184 of the Code.

10.15. When the employee caused direct damage to the employer regardless of the application of disciplinary punishment and other measures of influence, the employee, in addition, to financial liability in accordance with the procedure established by law can also be drawn.

10.16. Disciplinary against employees for violation of labor discipline in addition to liability, other measures of influence with local documents can also be

used (from the award, from the award for the year according to the results of the work complete or partial deprivation, etc.).

10.17. Officials of the university on labor administrative in cases provided for by law for violation of legislation or be prosecuted.

Such liability arises in the following cases:

- canceling the employment contract knowing that it is illegal

or failure to comply with a court decision on reinstatement, as well as pregnancy or knowingly from hiring women under the pretense that they have to take care of the child illegal refusal; Violation of the prescribed recruitment procedure (refuse to accept persons sent by local labor authorities drag);

- alternative service employees, undocumented conscripts in military service or acceptance of false identity documents;

- occupying certain positions with a legally binding court verdict or recruitment of persons prohibited from engaging in activities;
- production of fire regulations and safety equipment sanitation or other labor rules that cause harm to the employee for violation;
- refusing to consider the employee's appeal or considering it on time not considering or making unjustified contradictory decisions on them, disabled people local to create the minimum number of jobs for employment for non-execution of decisions of state authorities, etc.

11. Order inside the building

11.1. Necessary equipment of educational buildings (furniture, educational equipment, normaltemperature, lighting, etc.) is the responsibility of the vice-rector for financial affairs of the university.

For the availability and completeness of educational equipment in laboratories and classroomsthe head of the laboratory and financially responsible persons are responsible.

Inside the building:

- a) walking in headgear and outerwear (coat, etc.);

- b) talking loudly, making noise, walking along the corridor during class;

- c) smoking;

- g) it is strictly forbidden to drink alcohol, as well as to be in this state will be done.

Access to university buildings is controlled by a turnstile system.

The university administration is responsible for the security of the building, equipment, facilities, etc storage of necessary things is also necessary in educational and household buildings is obliged to ensure order.

Building security, equipment storage and fire prevention ensuring sanitary regulations is carried out by the employees of the administration department on the basis of the order of the rector of the university.

12. Admission of citizens to University by oral application

the following reception times are set:

12.1. Rector: specified day of the week. Friday: from 14:00 to 16:00.

12.2. Vice-chancellors: days of the week specified in the schedule.

12.3. Reception hours of deans and deputies of faculties are during the week is determined.

12.4. Keys to the rooms, laboratories and offices of the educational building kept by the guard on duty.

12.5. Internal regulations or an extract from them on the university's portal, will be posted in a visible place in faculties and departments.

13. Working time and rest time.

13.1. The employee complies with these rules, duty schedules and work he must fulfill his labor obligations in accordance with the terms of the contract the time is considered working time.

13.2. A six-day job with 7 hours per day at the university week is set. A 6-hour working day is set for professors and teachers.

One day off per week for all employees (Sunday) is. The employee's working time should not exceed 40 hours per week necessary (Article 115 of the Criminal Code of the Republic of Uzbekistan).

13.3. Reduced working hours for the following employees of the institution the term is determined:

- for persons aged 16 to 18 years - no more than 36 hours a week (Article 242 of the Criminal Code of the Republic of Uzbekistan);

- For disabled people of I and II groups - no more than 36 hours a week (UzR Article 220 of the Criminal Code);

- work for employees who are employed in jobs with unfavorable working conditions reduced period of time (Article 117 of the Criminal Code of the Republic of Uzbekistan);

- working hours for professors and teachers are 36 hours per week should not exceed (Article 118 of the Criminal Code of the Republic of Uzbekistan);

13.4. When the duration of daily work will be shortened for hour:

- on the eve of holidays (non-working days);
- when performing work at night (time from 10:00 p.m. to 6:00 a.m. is night time);
- in other cases provided by law.

13.5. Employment based on the agreement between the employee and the employer part-time work day or part-time work week both during and after can be defined.

The employer can set part-time working hours in the following cases:

- pregnant women; Child up to 14 years old (disabled child up to 16 years old) women, including under his auspices or according to a medical opinion at the request of a person caring for a sick family member, in the legislation in the specified cases;
- the annual vacation period for a part-time employee calculation of length of service and other labor rights in any way a fee that does not cause restrictions and is proportional to the time worked will be paid.

13.6. The beginning and end of daily work in the institution, as well as rest and The meal break time is determined as follows, for example:

daily start time: 8:00 am.

closing time on weekdays: 16:00 pm (14:00 pm on Saturday).

lunch break: from 12:00 pm to 13:00 pm.

Lessons start and end according to the approved schedule. The daily work plan of professors and teachers is coordinated with the lesson schedule.

13.7. A lunch break can be set according to working conditions employees who are absent are given at least 30 minutes during working hours to eat. List of such activities, start and end time and place of meals who approves in agreement with the giving trade union committee determined according to the duty schedule.

13.8. Work queue in units (stations) working in shifts time, their order of duty, lunch break or meal time, rest granting days off with the trade union committee of the head of the university determined according to the duty schedule approved by agreement. Between the end of the job and its start on the next day (in the queue). Daily rest time should not be less than 12 hours.

13.9. For an employee, the specified work in excess of the daily working time (shift) is considered working time other than a working day.

Off-day work is permitted only with the consent of the employee is placed.

Overtime hours are four per employee in two days hour (two hours a day when working in harmful and difficult working conditions) and one should not exceed 120 hours per year.

Employees of the institution, including professors and teachers the following work is not considered a substitute work:

- full-time pedagogical work of no more than 240 hours per year;
- 25 hours per year for independent researchers, for senior researchers 50 hours of academic guidance per year.

Performing other work in accordance with the law. The following are not allowed to work outside working hours:

- employees whose working shift is 12 hours;
- Employees under the age of 18;
- employees working in unfavorable working conditions.

13.10. Rest and holidays (non-working) of certain categories of employees The employer's writing is only in case of emergency allowed in the order established by the order.

13.11. Persons under the age of 18 are not allowed to work at night and have fun It is forbidden to engage in work on holidays.

Disabled people, pregnant women and women with children under 14 years old can be involved in the specified works only with their consent.

In this case, disabled people should not be prohibited from doing such work by medical advice is attracted by condition. He had a similar medical recommendation and consented pregnant women and women with children under the age of three are shown can be involved in work.

13.12. All employees, including deputies, have a workplace and annual vacations are given while maintaining the average salary.

13.13. Time of annual vacations (main and additional) to pay them and the calculation procedure, as well as the calculation of the length of service entitling to vacation shall be carried out in accordance with the law.

13.14. Leave without pay according to the employee's application can be given, its duration is agreed upon by the parties is determined.

13.15. Annual basic leave is given as follows: for the first year of work- after six months of work;

- for work in the second and subsequent years - work according to the vacation schedule it is given to teaching staff at any time of the year, after the end of the academic year.

13.16. Leave must be granted annually until the end of the working year in which it is granted. The leave can be granted in parts according to the written application of the employee. Vacation the first of the parts should be at least 12 working days.

It is possible to withdraw from leave only with the consent of the employee. Take a vacation the unused part is given in the current year or transferred to the next year.

13.17. All kinds of social holidays, as well as uncomfortable work working conditions, a special way of working, in difficult and unfavorable natural climatic conditions use of all types of additional vacations for work necessary, it is not allowed to replace them with a monetary contribution;

- holidays related to study (Articles 254-257 of the Criminal Code of the Republic of Uzbekistan);
- creative holidays (Article 258 of the Criminal Code of the Republic of Uzbekistan);

13.18. Annual holidays are granted until the beginning of the calendar year by the head in agreement with the university trade union committee determined based on the approved schedule.

About the time of granting leave to the employee, no more than 15 days before its start must be notified in advance.

13.19. The payment for vacation must be paid one day before the holiday. According to the employee's application which is applied until the vacation time is paid, vacation can be postponed.

13.20. Labor according to the agreement between the employee and the employer when the contract is terminated (including in relation to its expiration with) after terminating the employment relationship at the employee's will annual basic and additional holidays may be provided.

In this case, the day of the end of the vacation is the date of termination of the employment contract is considered.

Then, on the condition that he quits his job, on vacation or by agreement of the parties notice on the termination of the employment contract if the term has

expired, the application for termination of the employment contract will not be entitled to a refund.

14.Final rules.

14.1. Dispute resolution procedure.

14.1.1. Each employee and learner in the legislation, in these regulations, in other local documents of the university and labor and specialist training protection of the rights provided for in the agreements, including has the right to appeal to the court.

14.1.2. An employee who believes that his rights have been violated and education the recipient independently or through the trade union committee to the employer has the right to apply orally or in writing. Employee appeal must be registered in accordance with the law.

14.1.3. The written answer is direct to the employee according to the essence of his appeal will be sent after review.

Response to the employee's appeal on changing working conditions the right to such a change is three days provided by law should be sent without delay.

During the specified dispute between the employee and the employer or When the employer is not satisfied with the answer, the employee chooses to work to the Labor Disputes Commission (hereinafter MNK) to resolve the dispute or directly to the court, as well as the university employees under its jurisdiction the defender has the right to apply to other bodies.

14.1.4. The application submitted by the employee is registered in the MNK and the application in the presence of the employee who issued it, no later than 10 days from the date of its issuance will be released. It is up to him not to participate in the review of the employee's application it is allowed according to the written application. The employee is excused from the meeting of the commission a decision not to consider this application in case of non-appearance without reasons may accept, which is the employee's right to re-apply does not deprive.

14.1.5. The interested employee or employer is of the MNC over the decision of the MNC apply to the court within 10 days after receiving a copy of the summary can do.

14.1.6. The employee must apply to the court or the MNC within the following terms is entitled to:

- a copy of the contract termination order is provided within a maximum of one month from the date;
- in other disputes - the employee knew about the violation of his right or no later than three months from the day he should know;
- disputes about compensation for damage to the employee's health the deadline for applying to the court is not determined.

Note. "Sharof Rashidov Samarkand State University internal procedures" at the meeting of the University Council on April 30, 2022 approved (Record No. 11).