

Тошкент шаҳар Шайхонтохур тумани
Давлат хизматлари маркази томонидан
2022 йил “_____” мартда
_____ -сонли реестр рақами билан

“РЎЙХАТГА ОЛИНГАН”



Ўзбекистон Республикаси Олий ва
урта махсус таълим вазирининг
2022 йил “7” мартда
84 -сонли буйруғи билан

“ТАСДИҚЛАНГАН”



ТОШКЕНТ КИМЁ-ТЕХНОЛОГИЯ ИНСТИТУТИ УСТАВИ

CHARTER OF TASHKENT INSTITUTE OF CHEMICAL TECHNOLOGY

I. GENERAL PROVISIONS

1. Tashkent Institute of Chemical Technology (hereinafter referred to as the Institute) was established in 1991 by Decree of the President of the Republic of Uzbekistan No. DP-203 of May 6, 1991 and Resolution of the Cabinet of Ministers No. 130 of May 13, 1991 The Higher and Secondary Specialized Institute of the Republic of Uzbekistan is included in the organizational structure Ministry of Education.

2. The Institute is a state higher educational institution and carries out educational activities for the implementation of basic and joint educational programs of higher education. It also carries out educational, scientific, methodological and other activities and provides educational services in accordance with the legislation of the Republic of Uzbekistan.

3. In its activities, the Institute is guided by the Constitution of the Republic of Uzbekistan, the Law "On Education", decisions of the chambers of the Oliy Majlis, decrees, resolutions and orders of the President of the Republic of Uzbekistan, resolutions and orders. Cabinet of Ministers, orders of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan and this Charter.

4. The Institute is a public organization receiving budgetary funds, with the status of a legal entity. He has his special property in operational management and is liable for his obligations in relation to this property, can acquire property on his own behalf and exercise property and non-property rights, assume obligations, be a claimant and answer in court.

Except as provided by law.

5. The Institute has an independent balance sheet, personal treasury accounts in the relevant departments of the Treasury of the Ministry of Finance of the Republic of Uzbekistan, including currency numbers of accounts in banking institutions, a seal with the image of the State Emblem of the Republic of Uzbekistan. Republic of Uzbekistan and its name, stamps and other details.

Official full (abbreviated) name of the institute in Uzbek, Russian and English:

in the state language: **Toshkent kimyo-texnologiya institute; (TKTI)**

in Russian: **Ташкентский химико-технологический институт; (ТХТИ)**

in English: **Tashkent Institute of Chemical Technology; (TICT).**

Institute address: Tashkent city, Shaykhontokhur district, Navoi street, 32.

II. The main goal, tasks and functions of the institute

6. The main goal of the institute is to train highly qualified specialists capable of performing the tasks of the chemical, oil and gas and food industries, modern technologies and other production tasks.

Based on the main goal, the main tasks of the Institute are:

high-quality training, retraining and advanced training of process engineers and highly qualified teachers at the level of international standards for production and industrial complexes and the education system of the republic;

development and approval of state educational standards, curricula and programs in the relevant areas of education and specialties of the magistracy, making proposals, creating educational, scientific and methodological literature and introducing it into the educational process;

coordination of scientific-pedagogical and educational-methodical activities and implementation of comprehensive measures aimed at ensuring that personnel become full-fledged, competitive specialists;

introduction of modern pedagogy, multimedia and information and communication technologies into the educational process;

organizing the process of retraining teachers of secondary special, vocational, secondary education and improving their qualifications, if necessary;

development of cooperation relations with foreign higher educational institutions and research centers in order to implement projects of a unified system of scientific education, attract leading foreign experts to the scientific and educational process;

the development of science through research and creative activities of scientific and pedagogical workers and students, the use of the results obtained in the educational process;

performance of research and development work on the basis of contracts on orders of legal entities and individuals;

preparation and publication of educational literature and monographs; intellectual and creative activities, sports for employees and students

creation of necessary conditions for sports and recreation; Development of the material and technical base of the institute.

III. Subjects of educational and scientific-methodical work, their rights and obligations

a) Students:

7. A student of the Institute is a person admitted to study by order of the rector. The student is given a student card and a rating book free of charge.

Admission to the institute is carried out by the State Commission for Admission to Educational Institutions in accordance with the procedure and rules for admitting students to higher educational institutions of the Republic of Uzbekistan on applications from persons with general secondary, secondary specialized, vocational (professional) education and based on the results of a professional (creative) exam according to the points scored.

Admission to the institute is carried out for everyone (both under grants and under a remuneration agreement) on the basis of equality, uniform rules for admission and uniform selection, and applicants who score the highest scores in tests are guaranteed the right to enroll. first through government grants. The remaining applicants have the right to be accepted within the settlement and contractual quotas established on the basis of the test score. In accordance with the law, admission to training is carried out in the prescribed manner, even on the basis of a certain benefit, without tests.

Applicants who have not scored enough points based on the results of entrance examinations and have expressed a desire to study on the terms of an increased contract fee, and who have fulfilled the requirements of the contract fee within the prescribed period, will be accepted into the ranks of the institute's students.

8. In accordance with the Regulations on the procedure for obtaining a second and additional education in higher educational institutions of the Republic of Uzbekistan, approved by the Resolution of the Cabinet of Ministers No. 606 of September 24, 2021, persons with higher education can enter the Institute of Second and Additional Higher Education on the basis of a paid agreement (contract) may be accepted for training.

Admission of applicants for the second and subsequent higher education is carried out by the Admission Committee of the Institute.

Applicants who have successfully passed the entrance examinations for joint educational programs and fulfilled the terms of the contract within the quota of the contract have the right to enroll.

9. Institute students have the following rights:

- acquire knowledge corresponding to achievements in the field of science, technology, modern engineering and information technologies;

- free use of books, periodicals, electronic educational resources available in the information and resource center of the university;

- get free advice and recommendations;

- audiences, free use of educational and technical means related to the educational process;

- express their proposals and critical opinions on improving the efficiency of the educational process and the quality of education to the management of the educational institution, the dean's office and the department in the prescribed manner and demand their consideration;

- participation in spiritual, educational and sports events held at the level of the university and faculty;

- active participation in research and scientific conferences in the prescribed manner;

- be a member of public associations legally operating in a higher educational institution;

Full-time students are allowed to work in the higher education institution itself, as well as in other places during their free time. It is necessary that the work performed does not harm the health and study of the student.

The student has the right to use other rights that do not contradict legal documents, necessary for him to receive a high-quality and high level of education, to become a highly qualified specialist in his chosen specialty.

The student must not abuse his rights, not use these rights for purposes contrary to the interests of others.

10. Responsibilities of students of the institute :

- in the process of training, strict observance of the requirements of the legislation of the Republic of Uzbekistan, the moral foundations of society, moral values, the Charter of the Institute, the rules of internal labor regulations, the rules of etiquette, the rules of the Student Hotel;

- Selfless training, formation and improvement of their professional potential in order to become a highly educated specialist, ready to honestly serve their country and people;

- Strict observance of the moral principles of society, moral values, requirements of the law, rules that meet the high requirements of relationships in the learning process;

- gain deep theoretical knowledge in the chosen specialty, develop practical skills in the future profession;

- comply with the requirements of the educational process, do not leave classes without a good reason, do not be late for classes, do not leave before the end of classes;

- timely and efficiently perform tasks related to the educational process, timely and at the required level to fulfill the instructions of teachers related to the development of the subject, come to class with the necessary teaching aids;

- have a strong relationship with the relevant department and deanery, timely fulfill

the legal tasks of the leadership of the deanery;

show initiative and enthusiasm in acquiring knowledge, not allow indifference;

get along with everyone;

Carefully and carefully treat the property of the Institute, do not damage it intentionally or through negligence, compensate for material damage in case of damage in the prescribed manner, do not remove material objects from the classroom or building without permission;

observe sanitary rules, do not pollute the environment, prevent the distribution and consumption of alcohol and tobacco products inside the building, in corridors, classrooms;

observe the dress code, in particular, do not stand out from the background of others in appearance and bad behavior, unconditional obedience to moral standards;

in case of non-attendance at the lesson (including due to illness), notify the dean's office directly or through the tutor assigned to him within three days, including in writing, indicating the reasons for non-attendance;

in the case of participation in grants of foreign organizations, inform the dean of the faculty about this, receive, in the prescribed manner, approval from the leadership of the institute before going abroad in connection with the grant;

regularly improve their scientific, spiritual, ethical, ideological and political level, be aware of the ongoing reforms and updates in our country in the social, economic and political spheres;

observe academic discipline, decisions of the Council of the Institute, orders of the rector, goals and objectives set in the regulatory legal documents on the education system, as well as their duties.

11. Students on the territory of the institute are prohibited from:

distribution and consumption of alcohol and tobacco products; in any form promoting national, racial, religious hatred

preparation, storage, distribution and promotion of materials;

Damage to material, technical and other property in the buildings and on the territory of the Institute;

travel to foreign countries while studying without the permission of the administration of the institute.

12. During the period of study, students with high rates of educational and research activities can be sent to study at leading foreign educational institutions as part of the academic exchange of students at the expense of the Institute's extrabudgetary funds, as well as grants from international and foreign organizations and on the basis of agreements with foreign partners of the Institute .

In order to strengthen cooperation with leading foreign educational institutions to ensure academic exchange of students, students from foreign countries can continue their studies at the Institute.

13. Students who receive education in a form of education separated from production on the basis of a state grant and a paid contract are provided with a scholarship in the manner and amount determined by the Cabinet of Ministers (with the exception of foreign students).

Students are entitled to receive state scholarships named after the President of the Republic of Uzbekistan and special scholarships of the Institute on the basis of relevant

legal documents.

14. Academic leave may be granted to a student in connection with military service, restoration of health, pregnancy and childbirth, as well as caring for a child, caring for a sick family member (father, mother or persons replacing them, spouse, child). The procedure for granting this leave is defined in the regulation “On the provision of academic leave to students of higher educational institutions of the Republic of Uzbekistan”, approved by the Resolution of the Cabinet of Ministers dated June 3, 2021 No. 344.

15. In accordance with the legislation of the Republic of Uzbekistan, full-time students are given the opportunity to defer the period of military service while studying at a higher educational institution. and.

16. Based on the student living space of the institute, needy students are provided with a place that meets sanitary standards and rules from the student hostel of the institute.

The fee for the student hostel is determined by the Council of the Institute, taking into account the utility bills in the student hostel.

If there are students who need accommodation, it is not allowed to use the student hostel of a higher educational institution for other purposes (rent, other contracts) .

17. A student expelled from the institute has the right to return to studies on the basis of the procedure and rules for the transfer, restoration and expulsion of students, determined by the Cabinet of Ministers.

Students of the institute have the right to transfer their studies to other higher educational institutions (resumption of studies) on the basis of established procedures and rules.

Students of non-state higher educational institutions and branches of higher educational institutions of other countries (centers, departments, consulting points, etc.) who do not have a license to conduct educational activities on the territory of the Republic of Uzbekistan are not allowed to transfer their studies to the institute.

The procedure and rules for the transfer, restoration and expulsion of students from one higher educational institution to another are determined by the Cabinet of Ministers. .

18. It is forbidden to involve students in work not related to the educational process, at the expense of study time, with the exception of cases provided for by the resolutions of the Cabinet of Ministers of the Republic of Uzbekistan.

19. If a student violates the above responsibilities, the following disciplinary measures will be applied to him:

dismissal of students.

20. A student may be expelled from the institute in the following cases:

a) at will;

b) in connection with the transfer to study at another educational institution;

c) for violation of academic discipline, internal regulations and internal regulations of the institute;

d) due to missing classes for more than 74 hours during one semester without a good reason;

e) due to non-payment of tuition fees on time (for students studying under a paid contract);

f) in connection with the deprivation of liberty by the court of the student;

g) in case of violation of the established procedure at the entrance examinations by court decision (in this case, students excluded from the ranks are not restored in the

ranks of students);

h) due to death.

21. A student who is not able to master the subjects on time (having an academic debt) is expelled from the course by order of the rector of the institute. A student who dropped out of the course due to academic debt can start studying on a paid-contract basis from the beginning of the junior year's academic semester.

In relation to students studying under the credit-module system at the institute, in higher education institutions, the provisions of Chapter 8 of the regulation on the procedure for introducing the credit-modular system into the educational process, approved by the Resolution of the Cabinet of Ministers No. 824 of December 31, 2020, are used.

22. At the initiative of the administration of the institute, in accordance with subparagraph "e" of paragraph 20 of this Charter, the expulsion of students is carried out subject to the written consent of the student union (for students who are members of the union). Also, when a student is expelled in accordance with subparagraph "c" of paragraph 20 of this Charter, it can be agreed with the primary organization of the Youth Union of an educational institution.

23. A student subject to disciplinary action may apply to the rector of the institute, the Ministry of Higher and Secondary Specialized Education or other higher organizations with a complaint about the legality and fairness of the penalty imposed on him in the manner prescribed by law .

Information about the disciplinary sanction applied to the student is stored in his personal file.

When a student is expelled from the institute, he is given personal documents, an academic certificate of the established form, and a copy of them is kept in a personal file.

Disciplinary measures are applied no later than one month from the date of discovery of the misconduct and no later than six months from the date of the misconduct, regardless of the time the students were on sick leave or on vacation. Students are not subject to disciplinary action during illness, academic leave, maternity leave.

The fact that a student is sick is reported by him or his parents directly to the dean's office by a written statement, as a rule, no later than one week, and the original medical certificate is presented.

b) Listeners:

24. The listeners are persons studying at the network center for retraining teaching staff at the institute and improving their qualifications.

The procedure for training and retraining of personnel, the conditions and rights of trainees are determined by the relevant regulatory legal documents in accordance with the law.

in) Basic doctoral students, doctoral students and independent applicant:

25. Candidates for the degree of Doctor of Philosophy and Doctor of Science at an institute funded from the State Budget of the Republic of Uzbekistan, for in-depth study of a specialty separated from production, and for the preparation and defense of a doctoral dissertation A citizen studying in an established post-secondary education is a basic doctoral student and a doctoral student .

A citizen studying in the post-secondary education organized by him for the degree

of Doctor of Philosophy and Doctor of Science for the purpose of in-depth study of the specialty in order to prepare and defend a doctoral dissertation on the job is an independent researcher.

Forms and terms of training for basic doctoral students, doctoral students and independent researchers, their admission and organization of activities are carried out in accordance with legal documents.

d) The composition of the teaching staff, assistants and administrative and managerial personnel (staff) of the institute

26. The institute has teaching staff, academic staff, managerial, technical, service and educational support staff and other regular positions.

The teaching staff includes the positions of the head of the department, professor, associate professor, senior lecturer, teacher, assistant and trainee teacher.

27. Recruitment for positions as part of the teaching staff in accordance with the Decree of the President of the Republic of Uzbekistan No. 3775 "On additional measures to improve the quality of education in higher educational institutions and ensure their active participation in the comprehensive reforms ongoing in the country" dated June 5, 2018 in accordance with recommendation of this meeting based on the results, In accordance with the regulation on the procedure for the selection of teachers in higher education institutions, approved by the Cabinet of Ministers Resolution No. 20 of February 10, 2006, it is carried out on a competitive basis under an employment contract .

The provisions of the first paragraph of this paragraph cease to have effect after the introduction of the procedure for hiring, dismissal and internal rotation of teachers and other employees within the framework of additional powers granted to the Institute in the field of organizational and managerial independence (starting from the 2022/23 academic year).

28. Termination of the employment contract with the teaching staff of the institute is carried out in accordance with the current labor legislation.

29. The faculty and research staff of the Institute have the following rights:

- elect and be elected to the Councils of the Institute and faculties in the prescribed manner;
- Participation in the discussion of issues related to the activities of the Institute;
- use the services of the information resource center of the Institute, educational and scientific departments, as well as the services of social, medical and other departments in accordance with the collective agreement;
- the choice of methods and means of training, the implementation of research work that ensures the high quality of the educational and scientific process;
- applying for orders and orders of the administration of the Institute in accordance with the law;
- participation in competitions, holding positions in accordance with the law;
- acquaintance with the scientific and educational literature of foreign colleagues and exchange of opinions with them;
- improvement of theoretical knowledge, practical experience, methods of conducting scientific research, pedagogical skills;
- management of research work of students;
- conducting scientific research, fundamental, practical and innovative projects, participation in foreign scientific projects and economic contracts;

- preparation of textbooks and teaching aids, writing monographs and scientific articles, obtaining patents for inventions, certificates for ICT software products;
- carry out research work in accordance with the approved plan, participate in the discussion of research work and the introduction of their results into production (commercialization), recommend the results of scientific work for publication;
- participation in ensuring the effective integration of education, science and production;
- participation in the development of international relations with leading foreign scientists, research centers and educational institutions;
- use of other rights provided for by the legislation of the Republic of Uzbekistan in the field of education.

30. The duties of the faculty and research staff of the Institute are as follows:

- strict observance of legislative documents on education, labor and technical discipline, this Charter, internal labor regulations and rules of etiquette; conscientiously fulfill their official duties and not tarnish the honor of the teacher;
- to be polite with the employees of the Institute, students and other persons communicating in the process of work;
- fulfillment of legal orders and orders of the employer, timely and high-quality implementation of educational, methodological, scientific and spiritual and educational work on the basis of an annually approved personal plan, in particular:
 - a) fulfillment of the volume of training loads, educational, methodological, scientific educational and organizational work on the basis of an approved personal plan and participation in spiritual and educational work;
 - b) preparation of textbooks, teaching aids, educational materials, scientific articles, monographs based on the results of scientific research, obtaining patents for inventions, certificates for software products for ICT;
 - c) participation in ensuring the effective integration of education, science and production, management of the research work of students;
 - g) carrying out educational work, direct participation in spiritual and educational work with students, including participation in events held after school hours;
 - d) participation in the scientific topics of the department, approved by the Council of the Institute;
 - e) improve qualifications once every three years;
- compliance with the rules of labor protection, safety and industrial sanitation;
- take care of the institute's property, use it wisely;
- compensate the employer for real material damage caused directly through his fault;
- participation in public works of the institute;
- ensuring the effectiveness of the pedagogical and scientific process;
- in the conditions of modern globalization and democracy, the formation of high professional training, the ability to work in the chosen direction (specialty);
- knowledge of at least one or two foreign languages on the basis of literacy in the field of foreign languages and information technology;
- formation of students' independent thinking, initiative, creative abilities;

- Participation in the "Teacher-student" system, conducting scientific, spiritual, educational, educational work with students assigned to him;
- be an example with your manners, culture, spiritual level;
- compliance with the dress code;
- unconditional observance of the internal regulations of the institution and the rules of etiquette;
- to be aware of the reforms being carried out in the republic and the news taking place in the world;
- active participation in cultural, spiritual, educational events organized by the institute, faculty, department;
- to enrich the scientific program he teaches on the basis of regular scientific and technical advances;
- take classes at a high level;
- search for new sources related to the field of science, and acquaintance of students with them;
- before the start of each academic year, develop a working curriculum, a calendar plan and a rating checklist for the subject (subjects) taught by him and approve them at a meeting of the department;
- timely holding of rating events;
- objective assessment of students' knowledge;
- application of new pedagogical technologies during the lesson;
- increase scientific potential and pedagogical skills;
- management of student research work;
- have information and ideas about existing problems in a manufacturing enterprise and institutions in their specialty, as well as have a research topic related to solving existing problems in the production process;
- have their own or co-authored developments and technologies on the research topic;
- improve qualifications or undergo an internship in the relevant higher educational institutions and industrial enterprises in the specialty;
- active participation in the reforms carried out in the higher education system;

31. The Institute provides a guarantee of advanced training of teaching staff at least once every three years.

32. The rights and obligations of the management, technical, service, teaching staff and other employees of the institute are determined by the internal order and rules of etiquette and job descriptions of the higher educational institution. .

IV. Educational and scientific-methodical work

33. The Institute provides training on the basis of the following types of education:
higher education;

postgraduate education;

retraining of personnel and their advanced training;

The Institute trains highly qualified personnel in the areas of bachelor's and master's programs in higher education.

Persons receiving general secondary education (eleven years of education),

secondary special education (nine years of basic secondary and two years of secondary specialized education), primary vocational education (nine years of basic secondary and two years of primary vocational education), as well as persons receiving secondary specialized, vocational education (nine-year general secondary and three-year secondary specialized, vocational education) before entry into force

The Institute implements the main educational programs of study in two stages: undergraduate and graduate.

A bachelor's degree is a basic higher education that provides in-depth knowledge, qualifications and skills in one of the areas of higher education, with a study period of at least 3 (three) years.

Graduates who complete a bachelor's program are awarded a bachelor's degree in education based on the results of state certification, and are also awarded a state diploma.

A master's degree is a higher education with a duration of at least 1 (one) year of study in a specific specialty based on the corresponding bachelor's degree.

The list of specialties of the magistracy and areas of bachelor's degree in accordance with them is determined by the competent state administration body in the field of education.

Graduates who graduate from the magistracy are awarded a master's degree in a certain specialty, prepared on the basis of the results of state certification, and a state diploma is awarded.

A state-recognised bachelor's and master's degree entitles its holders to engage in professional activities or continue their studies at the next levels of educational institutions in accordance with the chosen direction and specialty, or work in the specialty they occupy.

Primary education in basic education programs at different levels of higher education is not considered as obtaining a second higher education.

34. The organization of the educational process at the institute is regulated by the curricula and programs of disciplines developed and approved in the prescribed manner, the annual training schedule and the training schedule approved by the rector of the institute (vice rector for academic affairs).

Through the targeted organization of the educational process, i.e., through the choice of educational forms, methods and means, it is necessary to create the necessary conditions for the students of the institute to master the basic professional educational programs of higher education .

35. The institute defines the following main types of training: lecture, consultation, seminar, practice, laboratory work, individual training (in artistic areas related to practical performance), test work, colloquium, independent work, practice, course project. (term paper), bachelor's and master's thesis.

For all types of classroom studies, an academic hour is set for 80 minutes (a joint lecture without a break). The break between workouts will be at least 10 minutes.

Languages of teaching and learning: Uzbek, Russian and English.

36. Personnel training at the institute is carried out separately and on the job.

For all forms of education within the framework of the main professional educational program of the institute, the state educational standard is used, developed in the prescribed manner and registered by the state in the prescribed manner.

37. The academic year at the institute is divided into two semesters, in each of

which students are trained in the form of rating control.

The transfer of mastering students from one course to another is carried out by order of the rector on the recommendation of the dean of the faculty. Students cannot be conditionally transferred from course to course.

Approval of the educational programs of the institute, approved by the Cabinet of Ministers Resolution No. 824 of December 31, 2020 "Regulations on the procedure for introducing a credit-modular system into the educational process in higher educational institutions" and "Regulations on the system for monitoring and assessing the knowledge of students in higher educational institutions" (list No. 3069 of September 26, 2018).

The final certification of graduates at the institute is carried out in accordance with the provisions of the Regulations on the final state certification of graduates of higher educational institutions of the Republic of Uzbekistan (list No. 1963, June 5, 2009).

38. The institute conducts scientific and methodological work aimed at improving the quality of training of specialists through the use of advanced pedagogical and information technologies, individualization of education and self-study tools, a modular system and distance learning.

39. Training of scientific and scientific and pedagogical personnel in accordance with the "List of specialties of scientific and scientific and pedagogical personnel of the highest qualification", approved by the Higher Attestation Commission under the Cabinet of Ministers as part of postgraduate education at the Institute, as well as the degree of Doctor of Philosophy (PhD) and Doctor of Science (Attaching doctoral students and independent researchers to a higher educational institution for the preparation and defense of dissertations for the degree of Doctor of Science).

40. Decree of the President of the Republic of Uzbekistan dated August 27, 2019 No. DP- 5789 "On the introduction of a system of continuous training of leaders and teachers of higher educational institutions" and the Cabinet of Ministers of September 23, 2019 "On the system of continuous training of leaders and teachers of higher educational institutions" In accordance with the decision No. 797 "On additional measures for further improvement", vocational training programs for retraining and advanced training of personnel are being implemented. .

41. Participants of retraining and advanced training courses who have successfully passed certification at the network center for retraining and advanced training of teaching staff at the institute are issued a qualification certificate, which is a state document.

42. The Institute widely attracts students, graduate students, researchers and independent researchers, conducts research and creative work, while ensuring the quality of work on topics and plans approved by the Council, as well as labor safety.

V. The composition of the institute

43. The Institute independently forms its organizational and structural structure.

The Institute independently determines the list of employees based on the volume and forms of work performed, concludes and terminates employment contracts with employees, distributes labor duties.

The institute may have various structural units that carry out educational, scientific and other activities (branches, representative offices, departments, faculties, research centers, design bureaus, circle courses, innovation-technological, educational and

methodological departments, research laboratories, educational and practical workshops, educational and experimental-educational laboratories, training grounds, scientific bases for educational and scientific practice, educational and demonstration centers, information resource centers, digital technology centers, museums, printing houses, sports sections, sports and recreation complexes, hostels, psychological and social pedagogical services, adaptation and rehabilitation centers for those who need them, parks, fields, small (unitary) enterprises, mini-workshops and other structural units provided for by local regulations).

The constituent subdivisions of the institute are not legal entities (structures with the status of legal entities can be created in the institute in accordance with the law. The legal status of structures of this category is determined in its charter or regulations).

The legal status, goals and objectives, rights and obligations of the structural divisions of the institute are determined by the relevant regulations and rules approved in the prescribed manner.

44. The Academic Lyceum of the Institute was attached to the management of the Institute by the Decree of the President of the Republic of Uzbekistan dated September 26, 2017 "On further improvement of the system of targeted training of candidates for admission to higher educational institutions" No. DP-3290.

The Academic Lyceum is considered an independent legal entity and operates in accordance with the Law of the Republic of Uzbekistan "On Education", decrees and decisions of the President of the Republic of Uzbekistan, other regulatory legal acts, as well as on the basis of its Charter.

45. Colleges of the Institute are independent legal entities and carry out their activities in accordance with the Law of the Republic of Uzbekistan "On Education", decrees and decisions of the President of the Republic of Uzbekistan, other regulatory legal acts, as well as on the basis of their Charter.

46. The network center for retraining and advanced training of teaching staff at the institute operates in accordance with the Decree of the President of the Republic of Uzbekistan dated June 12, 2015 "On measures to further improve the system of retraining and advanced training of leading and teaching staff of higher educational institutions" No. DP-4732 shows.

VI. Institute management

47. In accordance with the Decree of the President of the Republic of Uzbekistan dated December 24, 2021 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" No. performed by the rector. In the absence of the rector, his duties are temporarily performed by one of the vice-rectors (according to his position) in accordance with the decision of the Supervisory Board.

48. The rector carries out general management of the activities of the Institute and performs the following tasks and powers assigned to the Institute in accordance with the requirements of legislative documents:

determines the powers of the vice-rectors, distributes tasks between them, determines the powers of the heads of the structural divisions of the Institute, their responsibility for the activities of the structural divisions;

organizes the implementation of the laws of the Republic of Uzbekistan, decisions of the chambers of the Oliy Majlis, decrees, resolutions and orders of the President of

the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers, orders of the Minister of Higher and Secondary Special Education, decisions of the Board and Supervisory Board of the Institute;

approves regulations on the structural subdivisions of the institute, creates and abolishes faculties, departments;

issues orders and instructions that are binding on all teachers, staff and students of the institute;

Appoints and dismisses heads of structural subdivisions of the institute and deans of faculties;

In agreement with the Ministry of Higher and Secondary Specialized Education, appoints and dismisses the directors of the Network Center for Retraining and Advanced Training of Teachers and the Academic Lyceum at the Institute;

Draws up and terminates employment contracts with employees of the Institute;

determines the amount of bonuses and other types of material incentives for employees in order to attract highly qualified specialists and improve the quality of educational services provided;

introduces the practice of concluding labor contracts between the institute and professors in order to select professors and teachers who are able to widely use modern pedagogical technologies and conduct scientific research;

decides, in accordance with the established procedure, issues of organizational and financial activities of the Institute;

makes decisions on the management and disposal of the property of the Institute in the prescribed manner;

approves the chairmen of the final state attestation commission established at the institute;

Determines the internal regulations of the Institute in agreement with the Trade Union Committee and the Council of the Institute;

revoke orders issued contrary to the current legal acts and orders of the Minister of Higher and Secondary Specialized Education;

resolves issues of encouragement and disciplinary action against the employees of the Institute, makes proposals for conferring titles on exemplary employees of the Institute and awarding them with state awards of the Republic of Uzbekistan;

professors and lecturers develop standards for the inclusion of state units;

Approves the chairman and executive secretary of the admissions committee of the Institute, as well as the chairman and members of the admissions committee for examinations conducted by the Institute, the schedule of examinations, the programs of subjects to be taken and the assessment criteria;

Approves and organizes the procedure for the practice of interns at the institute;

carries out academic mobility with other higher educational institutions (granting financial independence) on the basis of mutual agreements;

creates and publishes textbooks and other educational and scientific literature for the institute and educational institutions that are part of it;

defines and implements mechanisms for internal control of the quality of education;

implements joint educational programs on the basis of agreements concluded with foreign higher educational institutions;

organizes the reception of citizens of a foreign state on a paid-contract basis and training in the form of distance learning;

transfers the education of foreign citizens from foreign higher educational institutions to state higher educational institutions of the republic;

draws up and implements all types of public-private partnership agreements, including for the construction and operation of buildings and structures of the Institute and the academic lyceum attached to it;

attracts to the educational process on a contract basis domestic and foreign professors and specialists who are able to apply modern pedagogical technologies and conduct scientific research;

exercise other powers in accordance with the law.

49. The rector is not allowed to work temporarily in a paid managerial position, except for scientific and scientific and methodological guidance.

50. To consider the main issues of the Institute's activities, the Council of the Institute (hereinafter referred to as the Council) is created, headed by the rector (Chairman of the Council).

The Council is a permanent collegial body of the Institute and makes collegial decisions on topical issues of educational, methodological, scientific and innovative, spiritual and educational, financial and economic activities of the Institute.

The composition of the council is approved by the rector. The charter of the Council and its regulations are approved by the Council.

The council consists of vice-rectors, deans of faculties, academic secretary, heads of specialist training departments, heads of some structural divisions, leading professors and teachers and other employees. The Council may include representatives of the Ministry of Higher and Secondary Specialized Education and other interested ministries and departments, as well as experienced specialists.

The implementation of the decisions of the Council is ensured by vice-rectors and other leaders.

The main powers of the Council include: approval of the work plan of the Institute and the Council;

Conducting a competition for the recruitment of faculty at the institute on a competitive basis;

Consideration and decision-making on the applications of the students of the institute on the transfer of education to the form of correspondence education during the period of academic leave;

Approval of reports on the activities of the admission committee of the institute; Graduate Qualifications, Curriculum and Training program approval;

approval of programs and criteria for evaluating the final state certification tests for undergraduate, graduate and special programs;

Determination of the form of the final state certification at the institute;

Recommendation of candidates for receiving state scholarships named after the President of the Republic of Uzbekistan;

submission of a submission to the Higher Attestation Commission under the Cabinet of Ministers on the recommendation of candidates for the academic titles of associate professor and professor;

confirmation of the results of admission to basic doctoral studies, doctoral studies and independent educational institutions;

Database of topics of dissertations, database of doctoral students, doctoral students

and independent researchers, approval of topics of dissertations, scientific supervisors and scientific consultants;

approval of topics for master's and final theses and reports of the state attestation commission;

listening to reports of vice-rectors of institutes, deans of faculties, as well as heads of departments and heads of other structural divisions;

determining the amount of student accommodation fees; recommend the publication of educational literature;

making decisions on issues within its competence.

The Council has the right to consider and decide on any other issue of the Institute's activities that requires collegial discussion.

The Board also exercises the powers granted by the Supervisory Board of the Institute.

51. The Institute organizes the activities of the Academic Councils to award the degree of Doctor of Philosophy and Doctor of Science.

52. The Institute creates a Supervisory Board, whose composition is approved by the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan. The Regulations on the Supervisory Board are approved by the Supervisory Board.

The Supervisory Board has the right to delegate its powers to the Council of the Institute, as well as to assume the powers belonging to the Council of the Institute.

53. The main powers of the Supervisory Board are: approval of the long-term and medium-term program of the Institute's strategic development, establishment of targeted measures to obtain a place in the top positions of the rating of internationally recognized organizations and control over its implementation;

approval of the medium-term business plan of the institute and indicators of income and expenses, discussion of their implementation;

making a decision on determining the parameters of admission to study on the basis of a paid contract in the areas of education, specialties and specializations;

study and hear information from the rector and vice-rectors regarding the fulfillment of the tasks set for the institute, the achievement of target indicators;

giving an additional task to the internal audit and financial control service of the financial control institution and receiving a report on the results of control activities;

resolving issues related to the development of the institution and its financial activities, including the formation of a target capital fund in the form of a non-state non-profit organization;

based on the priorities of the development of science and innovation, independent determination of the procedure and direction of spending the funds of innovative and other funds of the institute;

evaluate the activities of the head and staff of the institute, as well as the teaching staff, approve the criteria for evaluating the effectiveness of their activities (KPI);

independent determination of the incentive procedure based on the amount of remuneration and performance criteria for the leaders and employees of the institute and its educational and scientific institutions, teaching staff, as well as foreign specialists;

independent determination of the procedure for using the funds of the extra-budgetary fund for the development of the institution, including the share of distribution of expenses.

VII. Public organizations

54. In accordance with the Decree of the President of the Republic of Uzbekistan No. DP-3775 dated June 5, 2018, in order to introduce effective public control at the institute, a Public Council was created, which included students, parents, activists of the Youth Union at the institute, recruiters, professors and teachers, representatives of civil society institutions ..

The main tasks of the public council:

systematically control the quality of education, knowledge and pedagogical skills of professors, conditions created for students;

Give recommendations to candidates recruited to the institute as professors and teachers;

consideration of students' applications, conducting social surveys in order to fully study their opinions about teaching staff;

Preparation of proposals for improving the educational process at the institute and submitting them for discussion by the relevant council of the educational institution.

55. The institute has trade unions and other public organizations.

The central council of the trade union for the protection of labor rights and interests of the teaching staff and employees and their elected representative at the institute carry out their activities on the basis of the current legislation.

VIII. Financial and economic activity and material and technical base of the Institute

56. In order to carry out and use the activities provided for by this Charter, the state assigned to the institute buildings, structures, property complexes, equipment in accordance with the passport of the institute, as well as property necessary for consumer, social, cultural and other purposes.

The Institute is included in the number of facilities to be removed from state administration and privatization by decision of the Cabinet of Ministers. The land plots allocated to the institute are fixed for gratuitous use for an indefinite period.

57. Below are the sources of funding for the activities of the Institute:

funds of the state budget of the Republic of Uzbekistan; funds from the training of students and graduate students, as well as post-secondary education on a paid-contract basis;

funds in foreign currency received from the training of foreign citizens on the basis of a payment-contractual form, to the currency account of the Institute;

funds from the off-budget development fund;

funds allocated for fundamental, applied and innovative research based on the results of grant competitions held within the framework of state scientific and technical programs;

all funds received from the organization of paid courses and the provision of other types of services;

grants from international financial organizations;

charitable donations and targeted contributions from individuals and legal entities;

Commercialization of scientific, educational and other innovative developments carried out in the activities of the Institute, as well as funds received from the lease of the Institute's property, on the basis of an agreement, by providing services permitted by

title documents;

other means not prohibited by law.

58. The remuneration of labor at the institute is determined in accordance with the current legislation. The remuneration to the employee of the institute is paid for the performance of his functional duties and work stipulated by the employment contract.

59. At the institute, in order to attract highly qualified specialists, improve the quality of educational services provided, a special fund has been created for teachers and staff, as well as material incentives (in the amount of 30% of the proceeds from payment - contract training).

The funds of the special fund are directed to the establishment of monthly bonuses and other types of material incentives for the management, pedagogical, scientific, technical and service personnel in the state, and their amount is determined on the basis of the procedure (regulation) approved by the Supervisory Board of the Institute.

The procedure for the formation and use of the funds of the material incentive fund, as well as the criteria for establishing a monthly bonus are determined by the Supervisory Board of the Institute independently.

Employees of the institute may be provided with other measures of material incentives and material support in the manner prescribed by law.

60. The Institute independently makes decisions on the following issues: accumulation and expenditure of funds from the sale of fixed assets and material assets (with the exception of buildings and structures and educational and scientific laboratory equipment) on the personal treasury account of the fund for their development;

determination of the share of spending all funds received by the development fund for strengthening the material and technical base, for social protection and material incentives for its employees, for other activities related to the effective organization of activities;

determination of the amount of remuneration for the work of highly qualified foreign teachers and specialists involved in the educational process, based on market conditions (in the amount not less than the amount established by regulatory documents);

direct purchases of educational and scientific literature, textbooks and teaching aids from foreign countries from manufacturers who own copyrights;

determination of the procedure for the provision of paid services in free buildings and structures;

determination of the annual limit of vehicles and requirements for their maintenance;

maintenance costs, fulfillment of duties and responsibilities, introduction of innovative forms and methods of training and retraining of employees and improvement of their qualifications, strengthening of the material and technical base, software, modern information and communication tools, educational and scientific laboratories and disposable laboratories materials (reagents, independent spending of funds for the purchase and printing of chemical containers, components, biological materials and other objects), including books, magazines, educational literature;

Provision of special types of services to the infrastructure of the institute, including the operation of buildings and structures, student dormitories, sports facilities, their cleaning, repair, maintenance of computer equipment and telecommunications networks, as well as the organization of legal services on an outsourcing basis.

61. The provision of additional educational services, advanced training of specialists in the economic sector and the introduction of other paid services are additional tasks of the Institute.

62. The Institute can commercialize scientific, educational and other innovative developments, as well as provide other services permitted by law, on the basis of an agreement, carry out other entrepreneurial activities within the goals specified in its charter.

The Institute independently disposes of all funds received from the sale of fixed assets and material assets, the organization of paid courses and the provision of other types of services, and the leasing of the Institute's property.

63. The Institute maintains accounting records of the results of its activities in accordance with the established procedure, maintains financial and statistical reporting.

IX. The international cooperation

64. The Institute has the right to establish relations of mutually beneficial cooperation with educational and scientific centers of foreign countries, international funds and other organizations in accordance with legal acts and this Charter.

Training, retraining and advanced training of foreign citizens at the institute, as well as the implementation of pedagogical and research work of scientific and pedagogical personnel of a higher educational institution in foreign countries is carried out on the basis of institute agreements (agreements, memorandums) with educational and scientific centers of foreign states, international funds and other organizations concluded in accordance with the law, directly concluded agreements with foreign citizens and foreign legal entities.

65. When carrying out international activities, the Institute has the following rights:

- membership in international non-governmental non-profit organizations in the field of education in agreement with the Ministry of Higher and Secondary Specialized Education;
- conclusion of contracts (agreements, memorandums) on mutually beneficial cooperation with educational and scientific centers and organizations of foreign countries;
- attract highly qualified professors and scientists from foreign universities and research centers to the classes, in cooperation with the implementation of educational literature and research work;
- organization of structural subdivisions of the Institute (joint faculties, joint educational programs, centers and other subdivisions) with the participation of foreign cooperation in accordance with the law;
- Send professors and teachers, employees and doctoral students of the Institute to foreign countries for training and internships, ensure that they receive education in Doctor of Philosophy (PhD) and Master's programs;
- To ensure the direction of students of the institute to foreign countries for internships, internships, conferences and competitions;
- Organization of bilateral exchange programs with students of the institute and foreign universities, basic doctoral and doctoral students, faculty and researchers;
- Admission of foreign citizens to the Institute in accordance with the established procedure and creation of conditions for their education.

The Institute has the right to establish relations of mutually beneficial cooperation

with institutions and organizations of foreign states in other areas in the manner prescribed by law.

66. Foreign business trips of the teaching staff and students of the institute are carried out on the basis of existing legal documents, as well as relevant departmental legal documents of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan.

In order to accelerate the process of studying and implementing advanced foreign experience in improving the quality of education, the rector and vice-rectors of the institute will go on a business trip to foreign countries after informing the Ministry of Higher and Secondary Specialized Education. At the same time, the main information, including the name of the country, the purpose and plan of the visit, as well as the report submitted to the Board of the Institute on the results of the trip, on activities and expenses, will be posted on the website of the Institute.

67. In cases where managers, professors, faculty and students (bachelors and masters) sent on business trips abroad do not carry out the planned work and damage the honor of the Institute by their actions, appropriate measures are taken against them on the basis of the law.

68. Institute tashqi iqtisodiy faoliatidan tushgan currency, moddiy tushumlar konunchilikka binoan mazkur charter belgilangan Institute faoliatini moddiy ta'minlash uchun ishlatiladi.

X. final rules

69. The Institute responds to the following in the manner prescribed by the legislation of the Republic of Uzbekistan:

- non-fulfillment of the volume of educational programs in accordance with the curriculum and schedule during the educational process;
- life and health of students and employees of the institute during the educational process;
- violation of the rights and freedoms of students and employees;
- non-fulfillment of other obligations stipulated by the current legislation.

70. The Institute may be reorganized or liquidated in accordance with the legislation of the Republic of Uzbekistan.

71. The Charter comes into force after approval by the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan in accordance with the Law of the Republic of Uzbekistan "On Education" and after registration in the prescribed manner.

Changes and additions to the Charter of the Institute are made by order of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan.