

**MINISTRY OF HEALTH AND SOCIAL PROTECTION OF THE
POPULATION OF THE REPUBLIC OF TAJIKISTAN**

Avicenna Tajik State Medical University



**REGULATION ON
DEPARTMENT OF DERMATOVENEROLOGY**

DUSHANBE 2021

MINISTRY OF HEALTH AND SOCIAL PROTECTION OF THE POPULATION OF THE
REPUBLIC OF TAJIKISTAN

Avicenna Tajik State Medical University



APPROVED
Chairman of the Academy Council,
Rector of the AJSMTU

Gulnoda M.K.


2021

REGULATION ON
DEPARTMENT OF DERMATOVENEROLOGY

DUSHANBE 2021

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REGULATION ON DEPARTMENT OF DERMATOVENEROLOGY

I. General provisions


1. Regulations on the Department of Dermatovenereology of the SEI "Tajik State Medical University named after Abualilbni Sino" (hereinafter Regulations) are compiled on the basis of the Law of the Republic of Tajikistan "On Education", the Law of the Republic of Tajikistan "On Higher and Postgraduate Education", the State Standard "On Higher Education", the Charter of the Tajik State Medical University named after Abuali ibn Sino and other legal documents in the field of science and education.

2. The Department of Dermatovenereology of the State Educational Establishment "Tajik State University named after AbualiIbni Sino" was established in accordance with the established procedure on the basis of the decision of the Academic Council in 1939.

3. Department of Dermatovenereology of the State Educational Institution "Tajik State University named after Abuali Ibn Sino", being considered the main educational and scientific division of the university, carries out its activities in the direction of scientific, methodological, research, social, educational and international relations. Scientific-methodical and research work are among the main activities of the department, which correspond to the curriculum of the specialty "dermatovenereology", the training of which is established by the university.

4. The Department of Dermatovenereology is located on the basis of the State Institution "City Clinical Hospital of Skin Diseases" in Dushanbe and uses the equipment and premises specified in the Agreement on the organization of practical training of students, concluded between the State Educational Institution "TSMU named after Abu Ali Ibn Sino" and the State Institution "City Clinical Hospital of Skin Diseases".diseases", which operates in the field of providing dermatovenereological care to patients and protecting public health.

5. The Department has 12 teachers, 9 of which have Academic degrees and titles. 6. The Department is headed by the head of the department, elected from the most qualified and authoritative specialists who meet the established qualification requirements: higher professional education;

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having an academic degree; experience of scientific and pedagogical work or work in organizations in the direction of professional activity corresponding to the activities of the department, at least 5 years.

7. The Head of the Department is elected for one term at a meeting of the Academic Council by secret ballot. Persons with an academic degree and title have the right to participate in the competition for only 2 terms.

8. The election of the Head of the Department is made on a competitive basis.

9 The announcement of the competition for filling the vacant position of the Head of the department is published by the State Educational Institution "TSMU named after Abuali ibn Sino" on the media pages a month before the competition:

10. Specialists in the profile of the department can participate in the competition: the Head of the Department is a candidate who receives two-thirds of the votes of the members of the Academic Council of the University who took part in the meeting.

11 The head of the Department of Dermatovenereology may be recalled in the following cases:

- failure to fulfill the obligations established by this Regulation;
- negative assessment of the activities of the Department;
- for health;
- upon reaching retirement age;
- at your own request;
- for other reasons established by a certain Labor Code of the Republic of Tajikistan and current legislation.

12 The age limit for the election to the position of the Head of the Department is established by the Law of the Republic of Tajikistan "On pensions for citizens of the Republic of Tajikistan".

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13 The activities of the department are carried out according to the work plan, which provides for the implementation of educational, methodological, research, social and educational work and international relations.

14 Issues related to the activities of the department carried out under the direct supervision of the head are considered at meetings of the department.

15. Professors and teachers invited from other departments, other Higher Educational Institutions or enterprises and institutions can take part in the meetings of the Department


16. The Department must have all the documentation that reflects the content and methods of organizing all types of activities of the department, the list of which is determined by the current legal documents.

17. The activities of the department are carried out in the direction of training students, bachelors, masters, interns, clinical residents, graduate students, applicants, PhD doctors, doctors in the specialty, with deep professional knowledge, skills and abilities, as well as aimed at developing their creative potential and scientific abilities and the formation of their civic position.

18. The department implements its activities on the basis of the Laws of the Republic of Tajikistan, recommendations and instructions of the President of the Republic of Tajikistan, model Regulations on higher professional educational institutions of the Republic of Tajikistan, decisions of the collegium of the Ministry of Education and Science of the Republic of Tajikistan, decisions of the collegium of the Ministry of Health and Social Protection of the Republic of Tajikistan, orders Minister of Education and Science of the Republic of Tajikistan, orders of the Minister of Health and Social Protection of the Population of the Republic of Tajikistan, Charter of the decisions of the Academic Council of the State Educational Institution "Tajik State Medical University named after Abu Ali Ibn Sino".

II. Goal and tasks

19. The main activity of the department is based on the implementation of the Law of the Republic of Tajikistan "On Education" and the main goals are the training of competitive specialists with deep theoretical and practical training, strong professional knowledge, skills and abilities that correspond to the state educational standard of specialties.

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III. Structure and organization of the Department

20. The structure of the department, its composition depends on the volume of hours and the characteristics of the teaching load and research work.
21. The department includes professors, associate professors, senior lecturers, assistants, trainee researchers, graduate students, doctoral students and support staff.
22. The table of staff units of the department is approved by the order of the rector, in accordance with the requirements established in the higher educational institution.
23. The duties of teachers and employees of the department are determined by the "Job Instructions" approved by the Rector of the University
24. The procedure for holding a competition for filling the position of a teacher of the department is established in accordance with the "Regulations on filling the positions of the department of the State Educational Institution "TSMU named after Abu Ali Ibn Sino".
25. Seminars are held at the department in order to consider educational and methodological and research works.
26. If there are more than 15 positions, a deputy head of the department can be elected to the department by the university management
27. The department consists of professors, associate professors, senior lecturers, assistants, trainee researchers, graduate students, PhD students and support staff.

III. Functions of department

- 28 The department carries out educational, educational-methodical, scientific work in the disciplines assigned to the department, at a high scientific and methodological level using modern means, methods and teaching technologies.
- 29 Conducts training sessions in accordance with the teaching load and according to the schedule approved by the rector (vice rector for academic affairs) of the university.
 - Provides practice, workshops, seminars, and other types of educational activities provided for by the curriculum in the structural unit. Creates a safe learning environment.
 - Carries out, in accordance with the established procedure, consulting students, residents, graduate students, as well as those studying in programs of additional professional education in the disciplines and courses taught in the amount determined by the current standards of the teaching load.

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- 30 Rationally organizes and regularly monitors classroom and extracurricular independent work of students.
 - Carries out the observance of special conditions for the education of students with disabilities.
 - Carries out current and intermediate (tests and exams) certification of students for mastering the programs of disciplines, practice programs.
 - Performs the necessary amount of educational and methodological work to conduct the educational process at a high level:
 - develops and submits for approval in the prescribed manner standard and work programs, thematic and calendar plans;
 - prepares and updates educational and teaching aids, methodological developments for conducting various types of training sessions and performing independent work by students, visual aids, software and information materials necessary for the electronic information and educational environment.
 - Carries out educational work among students, interacting with the student scientific society, participating in the events provided for by the annual plans for educational and extracurricular work with university students.
 - Develops annual and long-term plans for advanced training of the department's employees, submits them for approval, organizes and controls their implementation;
 - Assists the employees of the department in their creative growth, including by attaching novice teachers to leading professors and associate professors, holding and discussing methodological seminars, round tables of open lectures and other types of training sessions, studying and disseminating pedagogical experience;
 - Creates the necessary conditions for the work of teachers and researchers on candidate and doctoral dissertations, organizes interested discussions of dissertations, promotes the participation of department employees in conferences and publications of research results.
 - Carries out scientific, research work in the field of the theory of methodology of higher education corresponding to its profile; attracts students, residents, graduate students to research work; participates in the discussion and examination of completed research papers and dissertations; makes conclusions about their scientific and practical significance, and also gives recommendations for their implementation in practice and publication.
 - Carries out work on the development of the departmental material and technical and educational bases.

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V. Rights of the department

- 31 Department staff have the right to:- to elect and be elected to the governing bodies of the faculty, university; - participate, in agreement with the head of the department, in scientific, technical and scientific-methodical conferences, seminars, meetings;
- publish the results of research conducted in accordance with the plans and programs of research work of the department;
 - to request and receive information necessary for the performance of their functions on the work of the university departments;
 - to address with proposals, complaints, statements and receive answers to their appeals.
 - use the most appropriate and effective forms and methods of training and education;
 - to carry out the selection and placement of personnel in compliance with the requirements and procedures established at the university;
 - make proposals on the formation of elective courses, the number of hours for their study within the framework of the requirements of the state educational standard of higher education;
 - to develop and make proposals for the improvement of educational, scientific and pedagogical, research and educational activities;
 - choose topics, methods and means of conducting scientific research, develop new scientific directions, take part in state and international scientific programs, in interdepartmental, interuniversity scientific research;
 - choose the most effective forms and methods of monitoring the educational work of students;
 - participate in the development and approval of draft instructions, regulations and other internal regulatory documents on the activities of the department and the university;
- 32 Employees of the department have other rights provided for by the labor legislation of the Republic of Tajikistan and the Charter of the university.
- 33 The teaching staff and staff of the department are obliged to carry out their activities on the basis of the current legislation of the Republic of Tajikistan, the Charter and Regulations of the university and the instructions of the Rector.
- 34 The Head of the department is obliged to organize the activities of the department, select and move personnel, ensure the quality of planning and

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organization of the educational process, organize research, socio-educational and international activities of the department, ensure labor discipline, report to the management.

35 Department staff are required to fulfill official duties, individual work plans, instructions of the head of the department, participate in general events of the department, faculty and university;

36. The duties of teachers who are part of the department, as well as auxiliary teaching and research staff, are determined in accordance with the "Job Instructions for Employees of a Higher Professional Educational Institution".

VI. Responsibility of the department:

37. The teaching staff and staff of the department are obliged that, in accordance with the current legislation of the Republic of Tajikistan, the Charter remains the internal regulations of the university.

38. The head of the department is responsible for organizing the activities of the department, planning and organizing the educational process, conducting research, social and educational work, labor discipline.

39. The duties of the manager, the college of professors, teachers and other auxiliary employees of the department are determined in accordance with the job descriptions approved by the rector of the university at the suggestion of the head of the department.

Note:

The department holds a meeting once a month on the basis of the work plan. In the absence of the head of the department, his duty is performed by one of the experienced teachers of the department. The annual activity of the department is determined by the vice-rectors and structural divisions of the University. In case of non-fulfillment of official duties, the employees of the department are liable in accordance with the legislative acts of this Regulation.






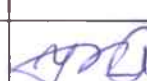
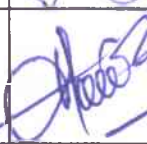




Minutes No.1 dated 27 August 2021

Change Registration Sheet

No.	Reason for change	Page number	Summary of change	Date of entry	Full name, signature of the person who made the change




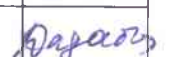
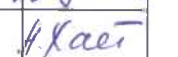
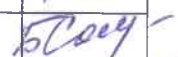
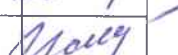
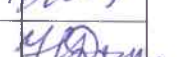
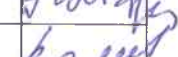
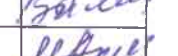
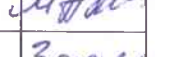
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VIII. Approval sheet

No	Jobtitle	Fullname	Date of approval	Signature
1.	Vice-rector for educational and methodological work	Doctor of Medical Sciences, Professor Ibodzoda S.T.		
2.	Vice-rector for scientific and publishing activities	PhD Muhabbatzoda J.K.		
3.	Vice-rector for medical work	PhD, Docent Kobilov K.K.		
4.	Vice-Rector for Educational Work	PhD, Docent Kurbonbekova P.K.		
5.	Vice-Rector for Economic and Administrative Department	PhD, Docent Khokiroev T.Z.		
6.	Head of Rector's Service	PhD, Docent Nosiri K.N.		
7.	Head of Human Resources Development Department	PhD Abdullozoda S.M.		
8.	Director of the Center for Strategic Development and Management;	PhD Mahmudzoda H.R.		
9.	Head of Legal Control Department	Saidzoda J. Z.		
10.	Decan of the Faculty of Preventive Medicine	PhD Mirzoev Kh.M.		
11.	Decan of faculty of Medicine	Doctor of Medical Sciences Khojarva N.M.		
12.	Decan of faculty of Pediatrics	Doctor of Medical Sciences Usmanova G.M.		

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IX. Acquaintance sheet

No.	Position held	Full name	Date	Signature
1.	Head of the Department, PhD	Mukhamadiyeva K.M.		
2.	Associate Professor of the Department, Ph.D.	Usmonzoda H.J.		
3.	Associate Professor of the Department, Ph.D.	Abdieva D.Kh.		
4.	Associate Professor of the Department, Ph.D.	Dadabaev R.D.		
5.	Associate Professor of the Department, Ph.D.	Aliyev H.I.		
6.	Associate Professor of the Department, Ph.D.	Saidzoda B.I.		
7.	Associate Professor of the Department, Ph.D.	Ismatulloeva S.S.		
8.	Associate Professor of the Department, Ph.D.	Dyrda N.I.		
9.	Assistant, Ph.D.	Valieva M.S.		
10.	Assistant	Akhmedov M.M.		
11.	Assistant	Zoirova N.P.		
12.	Assistant	Fayziev E.I.		