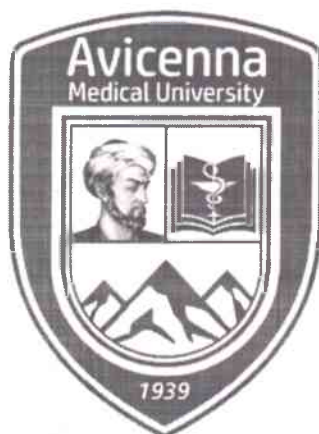


**MINISTRY OF HEALTH AND SOCIAL PROTECTION OF THE
POPULATION OF THE REPUBLIC OF TAJIKISTAN**

**STATE EDUCATIONAL INSTITUTION «AVICENNA TAJIK STATE
MEDICAL UNIVERSITY»**



**REGULATION
DEPARTMENT OF PROPAGANDICS OF CHILDREN DISEASES**

**MINISTRY OF HEALTH AND SOCIAL PROTECTION OF THE
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**STATE EDUCATIONAL INSTITUTION «AVICENNA TAJIK STATE
MEDICAL UNIVERSITY»**

"APPROVED"

**Chairman of the Academic council,
rector of the SEI «ATSMU»
d.m.s., professor**

Gulzoda M.K.

« _____ 2021y




**REGULATION
DEPARTMENT OF PROPADEUTICS OF CHILDREN DISEASES**

DUSHANBE-2021



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1. GENERAL PROVISIONS.

1. Regulations on the department of propaedeutics of children diseases of the SEI “ATSMU ” (hereinafter referred to as the Regulations) compiled in accordance with the Health Code of the Republic of Tajikistan, the Law of the Republic of Tajikistan “On education”, the Law of the Republic of Tajikistan “On higher and postgraduate education”, “Model Regulations on higher educational institution of the Republic of Tajikistan”, “State Standard “On higher education of the Republic of Tajikistan”, Regulations of the department of higher educational institution of the Republic of Tajikistan, “Charter of the State Educational Institution “Avicenna Tajik State Medical University”, Internal labor regulations of the SEI «Avicenna Tajik State Medical University», the Collective agreement between the TUEC (trade union employee committee) and the University and other normative legal acts in the field of science and education.

2. The department, being considered the main educational and scientific subdivision of the University, carries out its activities in the direction of scientific and methodological, research, social - educational work and international relations agreement with the administration of the University. The educational, methodological and research work of the department should correspond to the main directions and curricula of the specialty of the department of propaedeutics of children diseases, the training of personnel, which is determined by the university.

3. The department is created or liquidated in accordance with the current regulation on the basis of the decision of the Academic council of ATSMU, in order of the rector of the university agreement with the founder.



4. The department is organized based on the existing requirements for its creation.
5. The department is headed by the head, whose candidacy is nominated from among the teachers or persons with academic degrees and titles, and is elected by secret voting at a meeting of the Academic council of the University for a period of 5 years.
6. The head of the department is elected to the position on the basis of these Regulations and an employment contract from among the doctors of sciences and candidates of sciences.
7. Persons with an academic degree and the title can take part in the competition for filling the vacant position of the head of the department. They have the right to participate in the competition for filling the vacant position of the head of the department only for 2 terms.
8. After the election of the head of the department, the rector of the university concludes an employment contract with him. The results of the fulfillment of the terms of the contract, as well as the activities of the head of the department in the first year are considered by the personnel department and a special review commission (consisting of 3 people), created by order of the rector of the higher educational institution and considered at a meeting of the Academic council of the University.
9. The head of the department is elected on a competitive basis.
10. The announcement of the competition for the vacant position of the head of the department is published by the University one month before the competition in the media:
 - candidates can participate in the competition in accordance with the specialties and specialties of the department;
 - the head of the department is elected by the candidate who received two thirds of the votes of the members of the Academic council of the University.

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11. The head of the department of propaedeutics of children's diseases is removed from the position in the following cases:

- failure to fulfill the tasks established by these Regulations;
- non-compliance with the requirements of the employment contract;
- negative assessment of the department's activities
- due to health problems;
- reaching retirement age;
- if desired;
- other provisions determined by the Labor code of the Republic of Tajikistan and the current legislation.


12. Age limits for the election and dismissal of the head of the department are determined in accordance with the requirements of the Labor code of the Republic of Tajikistan and the Law of the Republic of Tajikistan "On pensions for citizens of the Republic of Tajikistan".

13. The activities of the department are established in accordance with work plans, including the implementation of educational-methodical, scientific-research, medical, 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, higher educational institutions or institutions and organizations can take part in the meetings of the department.

16. The department should have all the documentation reflecting the content and methods of organizing and conducting all types of activities of the department, a list which is determined by the current normative-legal documents.


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17. The activities of the department are carried out in the direction of training candidates of sciences, doctors (PhD), doctors in the specialty, deep professional knowledge, skills, and also aimed at developing the creative potential of students, scientific abilities of graduate students, PhD doctoral students, aspirants, the formation of their civil position.

18. The department works on the basis of the Laws of the Republic of Tajikistan, the 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 of the Ministry of education and science of the Republic of Tajikistan, Charter of the SEI “Avicenna Tajik State Medical University”, decisions of the Academic council of the SEI “Avicenna Tajik State Medical University” and current Regulations.

2. PURPOSE OF THE DEPARTMENT OF PROPAEDEUTICS OF CHILDREN'S DISEASES

19. The main goal of the department of propaedeutics of children diseases is to improve the quality of academic performance, educational, scientific, medical and educational work for the training of highly qualified personnel.

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3. STRUCTURE OF THE DEPARTMENT

20. The structure of the department, its composition depends on the number of hours and the nature of the teaching load, scientific-research, educational and medical work.

21. The staffing of the department is established in accordance with existing requirements and approved by order of the rector.

22. The duties of teachers and employees of the department are determined by the "Job descriptions" approved by the rector of the University.

23. The procedure for holding a competition for filling a vacant position of teachers of the department is established in accordance with the "Regulations on filling vacant positions in the department of a higher educational institution of the Republic of Tajikistan". To create educational and scientific laboratories, methodological classrooms, classrooms for disciplines, computer classes and representative offices in secondary and general educational institutions and manufacturing enterprises.

24. At the department, the rector of the university can allocate the position of deputy head of the department, if there are more than 15 staff positions.

25. Seminars and student clubs are created at the department in order to consider educational and methodological and research works.

26. The department includes professors, associate professors, senior lecturers, assistants, trainee researchers, graduate students, doctoral students, as well as educational and scientific support staff.



4. FUNCTIONS OF THE DEPARTMENT OF PROPAEDEUTICS OF CHILDREN DISEASES

27. At the department of propaedeutics of children diseases, favorable conditions have been created for professional development and improvement, teaching students the main anatomical and physiological features of the child's organism, the peculiarities of the methods of investigations a healthy and sick child of different ages, semiotics and syndromes of main disorders of organs and systems in children, nutrition of a healthy child.

28. Department of propaedeutics of children diseases performs the following functions:

- organization and conducting lectures, seminars and practical, laboratory and other types of educational classes according to the curriculum of the university;
- management of educational independent work of students, organization and conduct of current exams and tests;
- organization and conduct of educational work among students;
- compiling and publication of curricula;
- compiling reviews of curricula compiled by other departments;
- preparation for printing textbooks, teaching aids and other educational material and the introduction of scientific achievements in the educational process;
- together with the vice-rector for science and publishing, participation in the selection of candidates for filling vacant positions at the department (competition committee);
- organization of scientific and methodical conferences;
- providing support and assistance to young teachers and teachers with less experience in improving their teaching skills;



- discussion of individual plans and programs, scientific, methodical and educational work of teachers and staff of the department;
- discussion and holding of activities on the use of modern teaching aids in practical and theoretical classes.


29. Scientific activity of the department:

- implementation of scientific and methodological work on the basis of approved plans;
- management of research work of students, organization and holding of scientific-practical conferences;
- discussion of research works and their application in practice;
- recommendation for printing completed works;
- control of the process of preparation of doctoral students, graduate students, aspirants and improvement of the scientific specialty of teachers of the department;

30. Economic activity of the department of propaedeutics of children diseases:

- provision by the university of the department with offices, equipment, educational supplies, etc.;
- timely maintenance and overhaul of classrooms used for educational and pedagogical and research purposes;
- control and maintenance to ensure the quality of the educational process and scientific research;
- The administration of the university, together with the heads of departments, ensures compliance with the rules of safety, labor protection and fire safety.

31. Medical activity of the department:

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- organization of medical and diagnostic work according to the plan approved by the department;
- holding clinical conferences on topical issues of children's somatic diseases;
- systematic clinical consultations of patients in the children's somatic departments of the 7th corps of the State Institution "Istiklol Medical Complex", which is the clinical base of the department, the head of the department, professor and associate professors with the participation of students;
- introduction and correct use of modern methods of diagnostics and treatment of patients who visit a pediatrician;
- creating conditions for students to master the practical skills of a pediatrician;
- provision of medical and medical consultations to the medical institutions in Dushanbe;
- organization and implementation of work aimed at expanding the relationship of the department with industrial enterprises, scientific, educational institutions and providing practical assistance to them in the training and retraining of personnel, the implementation and expertise of research work.

5. RIGHTS AND OBLIGATIONS OF THE DEPARTMENT OF PROPADEUTICS OF CHILDREN DISEASES

32. Collection of material from the departments of the university on the organization of the educational process and problems associated with the activities of the department.
33. Organization of work on the passage of advanced training courses for scientific and pedagogical personnel.
34. Studying, supplementing and reviewing the experience of teachers with experience, providing practical assistance to young teachers in acquiring teaching skills.



35. Discussion of final works of bachelors, candidate works and doctoral dissertations in the specialty of members of the department or persons sent to the department on behalf of the university management.


36. Consideration of issues related to the activities of the department in accordance with the current legislation of the Republic of Tajikistan.

37. Participation in the Academic, scientific and methodical councils of the faculty and meetings of other departments of the university.

6. DUTIES OF THE HEAD OF THE DEPARTMENT OF PROPADEUTICS OF CHILDREN DISEASES

38. The head(s) of the department is obliged to:

- participate in the meetings of the University, where issues related to the activities of the department are discussed.
- drawing up a work plan of the department;
- holding meetings and productive meetings of the department;
- organization of student clubs, methodological commissions, scientific and methodological seminars, round tables and other events on educational, methodological, research and social and educational issues of the department;
- submission of proposals to the Academic council of the faculty and the university on making changes and additions to the curricula, work plans of existing specialties and other problems related to the activities of the department;
- approve the calendar plans of the department, individual plans of teachers, work programs of academic disciplines (syllabuses) and reviews of the department;
- distribution among the staff of the department of the teaching load and other functional duties;
- in case of production need, organize the position of deputy head of the department and head of the club on a voluntary basis
- control the quality and timeliness of the teaching load, job duties, conducting all forms of educational and scientific

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research work by the faculty and staff of the department;

- submission to the Rector of the University in accordance with the established procedure of proposals for employment, dismissal, awards, and disciplinary punishment of employees;

- provide documents of teachers and employees for employment at the department in accordance with applicable requirements;

- apply to the head of the department and administration of the University with a proposal to reward or punish professorial - teaching staff and employees;

- the requirement from the heads of the relevant departments of the university of the material and technical equipment of the department, the provision of information and communication equipment, in order to fruitfully organize and conduct scientific, methodological, research work of the faculty and staff of the department;

- make proposals for improving the educational process, organization of research work, training of scientific and pedagogical personnel at meetings of the Academic council of the faculty and the University;

- the requirement to comply with the rules of the intra-university routine, labor discipline, the performance of official duties and the rational use of resources that ensure the activities of the department.

7. RESPONSIBILITY OF THE DEPARTMENT OF PROPADEUTICS OF CHILDREN DISEASES

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.

The head of the department is obliged to organize the activities of the department, select and move personnel, ensure the quality of planning and organization of the educational process, organize research, social-educational and international activities of the department, ensure labor discipline, report to the management.



The duties of the head of the department, the teaching staff and other employees 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” approved by the head of the department and the rector of the University.

8. LIST OF REGISTRATION OF CHANGES

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

9. APPROVAL LIST

No	Position	FULL NAME.	Date of approval	Signature
1.	Vice-rector for academic and methodical work	Ibodzoda S.T.		
2.	Vice-Rector for Science and Publishing	Muhabbatzoda J.Q.		
3.	Vice-rector for educational work	Qurbonbekova P.Q.		
4.	Vice-rector for medical work	Qobilov Q.K.		
5.	Vice-Rector for Economic Affairs	Khokiroev T.Z.		
6.	Head of Rector's Service	Nosiri Q.N.		
7.	Head of Human Resources Department	Abdullozoda S.M.		
8.	Head of Legal Support	Saidzoda J.Z.		



10. INTRODUCTION LIST

No	Position held	FULL NAME.	Acquaintance date	Signature
1.	Dean of the pediatric faculty	Usmanova G.M.		
2.	Dean of the medical faculty	Khojaeva N.M.		
3.	Dean of the pharmacology faculty	Saidzoda B.I.		
4.	Dean of the stomatology faculty	Yuldosheva U.P.		
5.	Dean of the faculty of preventive medicine	Mirzoev Kh.M.		
6.	Center for strategic development and management	Mahmudzoda H.R.		

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. To write a candidate's work, doctoral dissertation, compiling educational literature, teaching aids, teachers of the department can go on sabbatical for a period of three to six months.

The annual activity of the department is determined by questioning students from vice-rectors and departments of the university. In case of failure to perform official duties, the employee is liable in accordance with the legislative acts of this Regulation.

The regulation was considered at a meeting of the department of propaedeutics of children's diseases.

Protocol №1 from August 28, 2021 y.