

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

**STATE EDUCATIONAL INSTITUTION  
“AVICENNA TAJIK STATE MEDICAL UNIVERSITY”**



**REGULATIONS ON THE  
DEPARTMENT OF CHILDREN'S DISEASES №2**

**Dushanbe 2021**

**MINISTRY OF HEALTH AND SOCIAL PROTECTION OF POPULATION  
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**“I APPROVE”**

**Chairman of the Academic Council,  
Rector of SEI «Avicenna Tajik State  
Medical University»**



**Gulzoda M.K.**

**2021**

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**DUSHANBE - 2021**

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## **I. General provisions**

1. Regulations on the Department of children's diseases №2 of the State Educational Institution "Avicenna Tajik State Medical University" (further-Regulations) is drawn up 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 Statute of Avicenna Tajik state medical university and other legal documents 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, 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 "Children's diseases", the training of which is established by the university.
3. Department of Children's diseases №2 of the State Educational Institution of Avicenna Tajik state medical university was established in accordance with the established procedure on the basis of the decision of the Academic Council in 2007.
4. The department has 14 teachers, 9 of which have academic degrees and titles.
5. The department is headed by the head, who has a degree of candidate of medical sciences, elected for 5 years by secret ballot at a meeting of the Academic Council of the university from among the teaching staff.

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6. The head of the department is elected to the position on the basis of this Regulation and an employment contract from among doctors and candidates of sciences.

7. Persons with an academic degree and title may participate in the competition for the vacant position of the head of the department. 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. 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 checked by the personnel department and a special commission of reviewers (consisting of 3 people), created by order of the rector of the higher educational institution and considered at a meeting of the Academic Council.


9. The election of the head of the department is made on a competitive basis.

9.1. The announcement of the competition for filling the vacant position of the head of the department is published by the higher educational institution on the pages of the media a month before the competition:

- 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.

9.2. The head of the department of Children's diseases №2 may be recalled in the following cases:

- failure to fulfill the obligations established by this Regulation;
- failure to comply with the terms of the employment contract;
- negative assessment of the activities of the department;
- for health;

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- 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.

9.3. 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".


10. 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.

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

12. Professors and teachers invited from other departments, other higher educational institutions or enterprises and institutions can take part in the meetings of the department

13. 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.

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


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15. 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 board of the Ministry of Education and Science of the Republic of Tajikistan, decisions of the board 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 Republic of Tajikistan, Statute of Tajik state university, decisions of the Academic Council of Avicenna Tajik state university and this Regulation.

## **II. Goal and tasks**


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. To achieve the main goals, the department performs the following **tasks**:

- creating favorable conditions for professional development and improvement, teaching students the basic principles in the activities of the structure of PHC institutions, the process of separate research, differential diagnosis, treatment, prevention, rehabilitation and medical examination of children of all age groups suffering from diseases most common in medical practice;


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### **III. Functions of the department**


- organization and conduct of lectures, seminars, 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;
- compilation and publication of curricula;
- compilation of reviews on curricula compiled by other departments;
- preparation for printing of textbooks, teaching aids and other educational material and the introduction of scientific achievements in the educational process;
- participation together with the vice-rector for science and publishing in the selection of candidates for filling vacant positions in the department (competition committee);
- organization of scientific and methodical conferences;
- providing support and assistance to young and inexperienced teachers in improving their teaching skills;
- discussion of individual curricula and programs, scientific, methodological, educational work of teachers and staff of the department;
- discussion and holding of events on the use of modern teaching aids in practical and theoretical classes;
- development of educational and methodological material for all types of educational activities, organization of independent work of students, ensuring the rational use of the training system, modern laboratory equipment and communication technology;

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- systematic improvement of the level and quality of education based on the introduction of various technologies, including communication ones,
- raising the level of lectures as an important form of educational work, activation of practical, seminar, laboratory classes, independent work of students under the guidance of a teacher, as a form of knowledge consolidation; formation of professional skills and abilities of students, contributing to the development of their creative potential;
- implementation of scientific and methodological work on the basis of approved plans;
- management of research work of students, organization and holding of scientific and practical conferences;
- recommendation for printing completed works;
- control of the process of preparation of doctoral students, graduate students, applicants and improvement of the scientific specialty of teachers of the department;
- holding scientific events (scientific-practical conferences);
- attestation of scientific degrees in coordination with the department of science and publishing of the university;
- organization and conduct of research work of professors, teachers and employees of the department in accordance with projects and contracts;
- discussion of the achieved results of research work, preparation of recommendations for publication, participation in the practical implementation of the results of the research;
- providing the department with classrooms, equipment, educational supplies, etc.

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- timely maintenance and overhaul of classrooms used for educational and pedagogical and research purposes;
- the university administration, together with the heads of departments, ensures the implementation of safety regulations, labor protection and fire safety;
- organization of medical and diagnostic work according to the plan approved by the department;
- holding clinical conferences on topical issues of childhood diseases;
- systematic conduct by the head of the department and associate professors with the participation of students of clinical consultations of patients on the basis of the department, in city health centers;
- introduction and correct use of modern methods;  
diagnostics and treatment of patients who turn to a pediatrician;
- creating conditions for students to master the practical skills of a pediatrician;
- provision of medical and advisory assistance to medical institutions in the city of Dushanbe;
- organization and implementation of work aimed at expanding the department's relations with industrial enterprises, scientific, educational institutions and providing practical assistance to them in the training and retraining of personnel, the implementation and examination of research work.

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#### **IV. Structure and organization of the department**

1. The structure of the department, its composition depends on the volume of hours and the characteristics of the teaching load and research work.
2. The department includes professors, associate professors, senior lecturers, assistants, trainee researchers, graduate students, doctoral students, as well as educational and scientific support staff.
3. 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.
4. The duties of teachers and employees of the department are determined by the "Job Instructions" approved by the Rector of the University.
5. 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 ATSMU".
6. The department can create educational and scientific laboratories, methodological rooms, classrooms for disciplines, computer classes and representations in secondary and general educational institutions and manufacturing enterprises.
7. At the department, the rector of the university can allocate the position of deputy head, if there are more than 15 staff positions.
8. Circles and seminars are created at the department in order to consider educational and methodological and research works.


#### **V. Rights and obligations**

##### **Duties of the head of the department**

- drawing up a work plan of the department;
- approval of the individual work plan of teachers and other documentation of the department;

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- conducting lectures and practical classes;
- control over the educational process at a high professional level;
- determination of the direction and common theme of scientific research of the department;
- distribution among the staff of the department of teaching load and other functional duties;
- management of the activities of employees in the preparation of textbooks, methodological and visual aids;
- submission to the Rector of the University in accordance with the established procedure of proposals for employment, dismissal, awards, and disciplinary punishment of employees;
- management of activities to improve teaching skills, scientific specialization and comprehensive development of the staff of the department;
- organization of educational work among students, control of its rational and high-quality implementation at lectures and practical classes, as well as in curatorial groups attached to the department;
- creation of a student scientific society (SSS) at the department;
- holding meetings and production meetings of the department;
- organization of circles, 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;


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- 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;
- the requirement to comply with the rules of internal university regulations, labor discipline, performance of official duties and rational use of resources that ensure the activities of the department;
- the terms and forms of the report of the head of the department on the activities of the department are established by the leadership of the university.

## **V. Rights and duties of the department**

### **5.1. Rights of the department**

- 5.1.1. Use the most expedient and effective forms and methods of training and education;
- 5.1.2. To carry out the selection and placement of personnel in compliance with the requirements and procedures established by the university;
- 5.1.3. Make proposals on the formation of a list of names of optional disciplines and elective courses, the number of hours for their study within the framework of the requirements of the state educational standard of higher education;
- 5.1.4. Develop and make proposals for improving educational, scientific and pedagogical, research and educational activities;

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5.1.5. Choose topics, methods and means of conducting scientific research, develop new scientific directions, take part in state and international scientific programs, in inter-departmental, inter-university scientific research;

5.1.6. Choose the most effective forms and methods of monitoring the educational work of students;

5.1.7. Participate in the development and approval of draft instructions, regulations and other internal regulatory documents on the activities of the department, institute and University;

## **5.2. The department is obliged:**


5.2.1. 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 Statute and Regulations of the University and the instructions of the rector.

5.2.2. 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, socio-educational and international activities of the department, ensure labor discipline, report to the management.

5.2.3. The duties of the heads of subdivisions of the department, seminars that are part of the department, as well as auxiliary educational and scientific personnel are determined in accordance with the "Job Instructions for Employees of a Higher Professional Educational Institution".

## **VI. Duties of the department**


1. 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.

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2. Organization of work on passing advanced training courses for scientific and pedagogical personnel.
3. Studying, supplementing and reviewing the experience of teachers with experience, providing practical assistance to young teachers in acquiring teaching skills.
4. Discussion of final works of bachelors, candidate, and doctoral dissertations in the specialty of members of the department or persons sent to the department on behalf of the university management.
5. Consideration of issues related to the activities of the department in accordance with the current legislation of the Republic of Tajikistan.
6. Participation in the Academic, scientific and methodical Councils of the faculty and meetings of other departments of the university.

## **VII. Interaction with departments**

1. The department accepts for execution all administrative documents of the top management, the management of the university, relating to its activities.
2. The department accepts for execution all decisions of the Academic Council of the University.
3. The department interacts with the administrative and functional structural units of the university and regulates its relations with them in accordance with the structure of the university, management procedures, certain and local regulations, organizational and administrative documents and the Statute of the university.
4. The interaction of the department with responsible officials is based on the mutual exchange of information, if it is necessary to solve problems and perform the functions assigned to the department.

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5. The interaction of the department with external organizations, enterprises, institutions is carried out within the framework of the powers granted to the department.

**Note:**

The department holds a meeting once a month according to the work plan.


In the absence of the head of the department, his/her duty is performed by one of the experienced teachers of the department.

To write a candidate's, 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 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.

The regulation was considered at the meeting of the department of Children's diseases №2. Protocol №1, August 28, 2021.

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### VIII. Agreement list

<b>№</b>	<b>Position</b>	<b>Full name</b>	<b>Date</b>	<b>Signature</b>
1.	Vice-rector for Educational - methodological work	Ibodzoda S.T.		
2.	Vice-rector for science and publication	Mukhabbatzoda J.K.		
3.	Vice-Rector for ideological and educational work	Kurbonbekova P.K.		
4.	Vice-rector for medical work	Kobilov K.K.		
5.	Vice-rector for economic and administrative part	Khokiroev T.Z.		
6.	Head of the Rector's Service	Nosiri K.N.		
7.	Head of personnel development department	Abdullozoda S.M.		
8.	Head of Legal Support	Saidzoda J.Z.		
9.	Dean of Pediatric faculty	Usmanova G.M.		
10.	Dean of Medical faculty	Khojaeva N.M.		
11.	Dean of Pharmaceutical faculty	Saidzoda B.I.		
12.	Dean of Stomatological faculty	Yuldosheva U.P.		
13.	Dean of Medical prevention faculty	Mirzoev Kh.M.		
14.	Director of the center for strategic development and management	Makhmudzoda Kh.R.		
15.	Head of the department of foreign languages	Mukhamadieva Z.A.		


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### IX. List of registration of changes

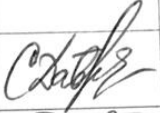

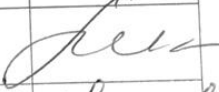

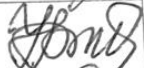
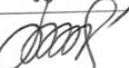


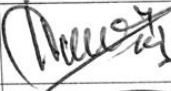
<b>№ i/o</b>	<b>Reason for making changes</b>	<b>Page number</b>	<b>Summary of the change</b>	<b>Date of making</b>	<b>Full name, signature of the person who made the change</b>

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### X. Acquaintance list

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### X. Acquaintance list

№	Position held	Full name	Date	Signature
1.	Head of department Associate Professor, c.m.s.	Davlatova S.N.		
2.	Professor of department, d.m.s.	Ismailov K.I.		
3.	Associate Professor, c.m.s.	Tajibaeva Z.A.		
4.	Associate Professor , c.m.s.	Yusupova M.A.		
5.	Associate Professor , c.m.s.	Khojaeva N.N.		
6.	Assistant, c.m.s.	Muhammadnabieva F.A.		
7.	Assistant, c.m.s.	Rasulova S.A.		
8.	Assistant, c.m.s.	Sharipova M.M.		
9.	Assistant, c.m.s.	Davlatov S.T.		
10.	Assistant	Kurbonov N.M.		