

# Administration



**Appointment days:** Monday, Thursday

**Time of receipt:** 15:00-17:00

**Contact phone:** (+99871) 230-28-06

## **SHERMANOV ELDOR URALOVICH**

### **Acting rector**

Graduated from the National University of Uzbekistan. Doctor of Philosophy in Educational Sciences (PhD). Honorary Professor of the Kazan State Institute of Culture, Honorary Professor of the Chelyabinsk State Institute of Culture, and Honorary Professor of the Korean University of Media Culture.

Awarded the badge "20 years of Independence of the Republic of Uzbekistan".

Author of 3 methodical manuals, 2 textbooks, more than 50 international and republican articles, 42 theses, and 2

monographs.

Work experience:

- 1998-2000 – Secretary of the trade union of the ISHB named after Z.M. Bobur, Jizzakh region

2004-2004 – Deputy Chairman of the Jizzakh regional Council of the Liberal Democratic Party of Uzbekistan

2004-2006 – Teacher of the 34th secondary school of Jizzakh region

2006-2007 – Lecturer, head of the Department of Social Sciences and Spirituality of the Jizzakh regional Institute for training and improving the qualification of pedagogical personnel

2009-2015 – Acting Director, Director of Jizzakh College of Law

2015-2017 – Head of the department “Organization of the educational process” of the Central Institute for Retraining and Advanced Training of Public Education Staff named after A.Avloni

2017-2019 – Head of the educational and methodological department, magistracy department, department for work with youth, spirituality and enlightenment of the Tashkent State University of Uzbek Language and Literature

2019-2020 – Chief Specialist of the Department of Spiritual and Moral Education of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan

2020 – pr.t. – Vice-rector for work with youth of the Uzbekistan State Institute of Arts and Culture

## Responsibilities:

- – organization of implementation of the Laws of the Republic of Uzbekistan, Presidential Decrees, Resolutions of the Oliy Majlis, and the Cabinet of Ministers in the field of education and upbringing of the younger generation;
- ensuring compliance with State educational standards during the phased implementation of the National Personnel Training Program;
- organizing the work of employees and the educational process for trainees, improving the quality of the educational process, and increasing labor productivity, as well as creating the conditions provided by regulatory documents, an employment contract, and a contract for training specialists on a paid contract basis;
- ensuring timely and full payment of wages to employees in accordance with the terms of payment for the work performed, as well as the provision of student scholarships on time;
- ensuring labor, executive, educational discipline, and labor protection conditions;
- management of economic and financial activities in the manner prescribed by law, maintenance of all material and technical bases and property of the educational institution, its effective use, as well as reporting on decisions made on the results of financial and economic activities;
- resolving issues of financial and economic activity within the powers determined by law and the Charter of the Institute, appointing responsible deputies and heads of departments in certain areas of activity, and

ensuring that they fulfill their duties;

- ensuring the implementation of the right of workers to rest in accordance with the law, the collective agreement, and the payment of guaranteed and insurance contributions to them;

- compensation to employees for damage caused to them in connection with the performance of their job duties;

- respect for the rights of authorized bodies of workers and students, support for their activities, negotiations on work, study, and socio-economic issues;

- conclusion of a collective agreement in accordance with the Labor Code;

- organization of educational work, culture, and discipline of work and study, improving the quality of education, and improving the professional skills of employees;

- organization of work on professional training, retraining, and advanced training of employees;

- organizing the participation of teaching staff in competitions of the “Istedod” Foundation, students in competitions for state and personal scholarships, various grants, and other competitions;

- management of the scientific, trustee, and specialized councils of the institution;

- management of faculties, departments, and other structural divisions;

- ensuring the implementation of the right to work of disabled employees in the manner prescribed by law, preventing refusal to conclude an employment contract with a disabled employee or promoting him in a position

due to length of service, his dismissal on the initiative of the administration, transferring him to another job without his consent in connection with his disability (except for cases where, according to the conclusion of a medical and social examination, the health status of a disabled employee does not allow him to perform his professional duties or their performance threatens the health and safety of the employee himself or other persons);

- registration of leaves of all employees in the prescribed manner;

- cooperation with trade unions of employees and students of the institution; timely consideration of mutual proposals and demands;

- compliance with the conditions stipulated by the Law of the Republic of Uzbekistan “On compulsory insurance of civil liability of employers” for compensation in accordance with the procedure established by law for harm caused to the life or health of an employee in connection with the performance of his labor duties, in connection with the occurrence of disability, occupational disease, or other harm to his health;

- ensuring timely consideration of written and oral appeals from citizens in the prescribed manner and within the time frame in accordance with the Law of the Republic of Uzbekistan “On Citizens’ Appeals”;

- provision in the established order to the Ministry of Higher Education, Science and Innovation, other higher ministries and departments, in accordance with the nomenclature, candidates for the positions of vice-rector and dean, conclusion of employment contracts with candidates appointed (or agreed upon for deans) by their decisions;

– fulfillment of other official duties arising from the resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January 12, 1999, “On measures to strengthen executive discipline”, provisions on executive, labor, and educational discipline, labor protection, safety, and industrial sanitation, the Charter of the Institute, Internal regulations, and Decisions of the Academic Council.



**Appointment days:** Wednesday, Saturday.

**Time of receipt:** 12:00-16:00

**Contact phone:** (+99871) 230-28-08

**NURULLAEV ABDULAZIZ SIROJIDDINOVICH**

**Vice Rector for Academic Affairs**

Graduated from the Tashkent Financial Institute. Candidate in Economic Sciences, Associate Professor.

Awarded the badge “25 years of Independence of the Republic of Uzbekistan”.

Author of two methodical manuals, one educational manual, more than 35 international and republican articles, and 42 theses.

Work experience:

- 1999-2000 – Lecturer at Kattakurgan Commercial College of Samarkand Region.

2000-2008 – post-graduate student, assistant, senior lecturer and associate professor of the department “Tax and insurance business” of the Tashkent Institute of Finance.

2008-2010 – Vice Director of Educational Affairs, Acting Director of the Tashkent College of Banking Accounting and Credit .

2010-2011 – Vice Director of Educational Affairs of Tashkent Professional College of Communications.

2011-2013 – Director of the Khamza Professional College of Computer Technologies.

2013-2017 – Head of the Department of Educational Institutions of the Ministry of Culture and Sports affairs of the Republic of Uzbekistan.

2017-2018 – Head of the Department of Secondary Special Education of the Tashkent Region.

2018-2019 – Associate Professor of the Department of Finance and Taxes, Tashkent State Economic University.

2019-2021 – Head of the Department of Preschool Management, Institute for Retraining and Advanced Training of Heads and Specialists of Preschool Educational Institutions.

2021 – pr.t. – Uzbekistan State Institute of Arts and Culture, Vice-Rector of Educational Affairs.

#### Responsibilities:

- – organization of implementation of the Laws of the Republic of Uzbekistan, Decrees and Orders of the President, Resolutions of the Oliy Majlis, and the Cabinet of Ministers in the field of education and training, regulatory legal documents, and instructions of the Ministry of Higher Education, Science and Innovation;
- organizing the educational process on the basis of state educational standards and ensuring the training of qualified personnel, ensuring that all deans, heads of departments, and teaching staff fully master the set of requirements for the content of knowledge and the level of training of qualified personnel in accordance with state educational standards;
- organization of the implementation of decisions of the academic council of the institute and orders of the rector on issues of the educational process;
- studying trends in the development of the education system of advanced countries, organizing the development of methods and means of implementing the tasks provided for by the Law “On Education”, the National Personnel Training Program, and other legal documents related to education, ensuring their implementation;
- organization of advanced forms of training, effective use of new pedagogical and information and communication technologies in the educational process;
- organization of work on the creation of textbooks and educational and methodological literature in accordance



with the requirements of the concept of creating a new generation of educational literature for the system of continuous education, organization of publishing work to provide textbooks, educational and methodological complexes;

- organization of training of teaching staff and specialists, their retraining and advanced training, development and implementation of plans for advanced training of teaching staff;

- provision of all educational areas with curricula and programs;

- management of the methodological council, coordination, organization, and control of the work of departments and dean's offices that provide the educational process;

- approval of work plans for educational and methodological departments, faculties, and departments and management of their implementation;

- organization of educational and practical training for students;

- improving the quality of classes, monitoring the content of the personal work plans of the teaching staff and their implementation;

- preparation of proposals for improving curricula;

- organization of educational and educational-methodological conferences, management of the work of the methodological council of the institute, generalization of advanced methodological experience;

- together with the Vice-Rector for Research and Innovation, targeted preparation of students for republican and international olympiads and competitions,

analysis of the results of olympiads, organization and management of the preparation of students for Presidential and state scholarships;

- introduction of modern rating systems for assessing students' knowledge, organizing an objective assessment of students' knowledge;

- expulsion from the institute of students who are not capable of mastering subjects, reinstatement, in accordance with the established procedure, of expelled students, transfer of students from course to course, organization and control of the appointment of scholarships;

- drawing up a training schedule, approval and monitoring of implementation, analysis of the teaching load and annual reports of departments, and development of proposals for improving the educational process;

- organizing the introduction of modern methods and means of self-learning for students;

- development of proposals for staffing of teaching staff and support staff, organization of provision of departments and departments with qualified personnel, organization of targeted training of promising youth for the positions of department head and dean of the faculty;

- organizing recruitment on a competitive basis for vacant positions of teaching staff, preparing proposals for the recruitment of masters;

- development of proposals on the effective use of educational premises;

- organizing the admission of first-year students, considering deans' proposals for expelling students, and

granting academic leaves;

- organization of high-quality and timely preparation of issues related to the educational process, in accordance with the plan of the Academic Council of the Institute;

- organization of internships for students and integration with institutions involved in the educational process;

- ensuring the submission of educational and methodological reports to the administration in the established forms;

- monitoring the activities of departments for the effective and high-quality organization of the educational process;

- taking measures against teachers who violate labor and academic discipline and preparing proposals to terminate contracts with them;

- conducting, analyzing, and drawing up conclusions on annual reports on the activities of departments and faculties, assessing the educational and methodological activities of teachers using modern methods;

- implementation of constant cooperation with higher educational institutions in educational and methodological areas, ensuring the active participation of teaching staff in conferences and seminars, and working in collaboration with local governments;

- in accordance with the established procedure, regular internal certification at the institute, participation in the preparation and conduct of external certification;

- fulfillment of other official duties arising from the resolution of the Cabinet of Ministers of the Republic

of Uzbekistan No. 12 of January 12, 1999, "On measures to strengthen executive discipline", provisions on executive, labor and educational discipline, labor protection, safety and industrial sanitation, the Charter of the Institute, Internal regulations, and Decisions of the Academic Council.



**Appointment days:** Monday, Thursday

**Time of receipt:** 15:00-17:00

**Contact phone:** (+99871) 230-28-06

## **SHERMANOV ELDOR URALOVICH**

**First Vice-Rector for Youth Affairs and Spiritual Enlightenment Affairs**

Graduated from the National University of Uzbekistan. Doctor of Philosophy in Educational Sciences (PhD). Honorary Professor of the Kazan State Institute of Culture, Honorary

Professor of the Chelyabinsk State Institute of Culture, and  
Honorary Professor of the Korean University of Media Culture.

Awarded the badge “20 years of Independence of the Republic of  
Uzbekistan”.

Author of three methodical manuals, two textbooks, more than  
50 international and republican articles, 42 theses, and two  
monographs.

#### Work experience:

- 1998-2000 – Secretary of the trade union of the ISHB  
named after Z.M. Bobur, Jizzakh region

2004-2004 – Deputy Chairman of the Jizzakh regional  
Council of the Liberal Democratic Party of Uzbekistan

2004-2006 – Teacher of the 34th secondary school of  
Jizzakh region

2006-2007 – Lecturer, head of the Department of Social  
Sciences and Spirituality of the Jizzakh regional  
Institute for training and improving the qualification  
of pedagogical personnel

2009-2015 – Acting Director, Director of Jizzakh College  
of Law

2015-2017 – Head of the department “Organization of the  
educational process” of the Central Institute for  
Retraining and Advanced Training of Public Education  
Staff named after A.Avloni

2017-2019 – Head of the educational and methodological  
department, magistracy department, department for work  
with youth, spirituality and enlightenment of the  
Tashkent State University of Uzbek Language and  
Literature

2019-2020 – Chief Specialist of the Department of Spiritual and Moral Education of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan

2020 – pr.t. – Vice-rector for work with youth of the Uzbekistan State Institute of Arts and Culture

#### Responsibilities:

- – organization of implementation of the Laws of the Republic of Uzbekistan, Decrees and Orders of the President, Resolutions of the Oliy Majlis, and the Cabinet of Ministers in the field of education and training, regulatory legal documents, and instructions of the Ministry of Higher Education, Science and Innovation;
- ensuring the training of highly educated, qualified personnel with high moral and ethical qualities, capable of independent thinking;
- coordination of the activities of the departments of social and human sciences and ensuring their active participation in the spiritual and educational work of the institution;
- instilling the national idea in the consciousness of students, the formation of practical and effective mechanisms for the implementation of spiritual and moral education management, and consistent improvement of the spiritual and educational process;
- development of current and long-term plans for spiritual and educational work and creation of a system for monitoring their strict implementation;
- development of the necessary regulatory and

methodological documents and plans for the practical activities of the system of spiritual and educational work;

- organization of timely communication to students and teachers of decrees and decisions adopted by the President and Government of the Republic of Uzbekistan. Implementation of continuous improvement of legal literacy, organization of special courses, spiritual and educational meetings, debates, dialogues, conversations, and evenings of questions and answers on various topics;
- timely delivery to the staff of the institute of documents received from the Ministry on spiritual and educational issues and ensuring the implementation of the activities specified in them;
- creating the necessary conditions for the formation of a social environment that meets the requirements of the liberalization of society among the teaching staff of the institute;
- the formation of a constant desire for self-development and the elimination of a spiritless mood among students;
- work in cooperation with law enforcement agencies in order to provide legal education and crime prevention;
- organizing a system for conveying information about the country and international life to the general public, teachers, and students;
- preparation and publication of scientific, methodological, and practical literature and manuals on spiritual and educational issues;
- methodological and informational (literature, manuals, etc.) provision of departments of humanities and socio-

economic sciences, study, analysis, and preparation of relevant proposals on the potential and qualifications of teaching staff;

- preparation of appropriate proposals for the formation of the composition of the final state certification commissions in the humanities and socio-economic sciences;

- implementation of spiritual and educational activities, organization of creative, artistic, sports, and recreational clubs for the meaningful organization of students' free time;

- improving the activities of the institute's sports sections, preparing students for sports, and ensuring their active participation in the Universiade sports competitions;

- regular monitoring of the conditions of the student dormitories of the institute for their full compliance with the needs of the students living in them;

- paying special attention to reading and studying fiction among students, especially high-level works of art created during the years of independence of Uzbekistan. For this purpose, organizing special competitions, conferences of book readers, meetings with authors and writers for better interpretation, analysis, and review of works of art, encouraging winners, enriching the information and resource center of the institute with various artistic, journalistic, scientific, and popular publications;

- control over issues of ensuring the quality of systems of sports rehabilitation, consumer services, nutrition, recreation, and cultural leisure at the institute;

- obtaining information about the financial situation of



students from low-income large families and conducting regular work on their social protection;

- organization and control of the work of faculties and the institute in interaction with students' parents, local governments, charitable foundations, and the public;

- ensuring regular publication of large-circulation and wall newspapers covering the work carried out in an educational institution on spiritual and educational issues;

- organization of regular competitions, festivals, amateur art shows, and Olympiads;

- ensuring the active participation of teaching staff and students in various public works and events at the republican, regional, and city levels;

- making proposals to improve the effectiveness of spiritual, educational, and educational activities at the institute;

- establishing standards of etiquette and a culture of high behavior in relationships between teachers and students;

- sending employees and students of the institute abroad, as well as ensuring that events (seminars, meetings, interviews, etc.) are held at the institute in the prescribed manner with the participation of embassies, foreign organizations, and representatives of foreign states;

- fulfillment of other official duties arising from the resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January 12, 1999, "On measures to strengthen executive discipline", provisions on

executive, labor and educational discipline, labor protection, safety and industrial sanitation, the Charter of the Institute, Internal regulations, and Decisions of the Academic Council.



**Appointment days:** Wednesday

**Time of receipt:** 15:00-17:00

**Contact phone:** (+99871) 230-28-03

## **JUMAEV SOBIRJON SAIDOVICH**

### **Vice-rector of Scientific Affairs and Innovations**

Graduated from the Tashkent State Institute of Culture.  
Professor.

Author of 1 textbook, 5 study guides, more than 20 international and national articles, and more than 10 theses.

Work experience:

- 1984-1986 – Methodist of the House of Culture of the Kiziltepa District of the Bukhara Region

1987-1998 – Concertmaster, teacher, senior teacher of the department of “Folk music” of the Tashkent State Institute of Culture

1998-2005 – Dean of the correspondence faculty “Culturology” of the Tashkent State Institute of Culture

2005-2012 – Dean of the faculty “Professional and pedagogical education”, acting vice-rector of educational affairs, acting Professor of the Tashkent State Institute of Culture

2012-2013 – Acting professor of the Department of “Instrumental Performance” of the Uzbekistan State Institute of Arts and Culture

2013-2014 – Acting Head of the Department of Musical and Theoretical Sciences, Uzbekistan State Institute of Arts and Culture

2014-2015 – Acting Professor of the Department of “Instrumental Performance”, Uzbekistan State Institute of Arts and Culture

2015-2017 – Dean of the faculty “Folk Art”, Uzbekistan State Institute of Arts and Culture

2017-2020 – Director of the Tashkent College of Culture

2020 – pr.t. – Uzbekistan State Institute of Arts and Culture, Vice-Rector of Scientific Affairs and Innovations.

#### Responsibilities:

- – organization of implementation of the Laws of the

Republic of Uzbekistan, Decrees and Orders of the President, Resolutions of the Oliy Majlis, and the Cabinet of Ministers in the field of education and training, regulatory legal documents, and instructions of the Ministry of Higher Education, Science and Innovation;

- general management and control of the activities of problem scientific laboratories, departments, and other scientific divisions of the institution, as well as attracting scientific projects and grants, regular monitoring of the effectiveness of research work, establishing innovative cooperation with manufacturing enterprises, resolving issues of introducing innovations into production, and ensuring scientific presentation and technical developments at various fairs and exhibitions;

- implementation of general management of the process of preparation and publication by employees of the institute of materials for scientific works, including journals and collections of scientific works, as well as replenishment of the library fund with educational, methodological, and scientific periodicals in all areas of educational and scientific activities of the institution;

- coordination of the planning, organization and conduct of scientific, scientific and practical conferences, ensuring the participation of the faculty and staff of the institute in scientific conferences held in other organizations and institutions, supporting the formation of scientific schools at the institute, carrying out work to stimulate all types of effective scientific activity;

- ensuring the training of highly qualified scientific and pedagogical personnel through the development of

master's and doctoral studies at the institute, providing assistance to institute employees in the timely receipt of academic titles, and the opening of specialized councils;

- management and support of the processes of search, selection, and work with talented youth; management of the process of candidates for state and personal scholarships from among students and research interns;

- together with the international department, participation in the formation and approval of topics and content of the research part of foreign grants, the implementation of all research works, projects, and grants, the organization of scientific conferences, and the generation and submission of all necessary reports for higher organizations;

- in accordance with the established procedure, determination of the annual rating of the institute, analysis, and implementation of measures related to its improvement;

- creation of the necessary material and technical base for the development of scientific activities at the institute, management and coordination of the supply and distribution of relevant scientific equipment;

- fulfillment of other official duties arising from the resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 of January 12, 1999, "On measures to strengthen executive discipline", provisions on executive, labor, and educational discipline, labor protection, safety, and industrial sanitation, the Charter of the Institute, Internal regulations, and Decisions of the Academic Council.