

# Administration



**Appointment days:** Wednesday, Friday

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

**Contact phone:** (+99871) 230-28-02

## **SAYFULLAEV NODIRBEK BAKHTIYOROVICH**

### **Rector**

Graduated from the Tashkent State Institute of Culture (1996), Academy of Public Administration under the President of the Republic of Uzbekistan (2005), candidate of historical sciences, professor.

### **Work experience:**

- 1993-1998 – Director of the Republican Palace of Pupils under the Ministry of Public Education.
- 1998-2014 – Chief specialist, deputy head of department,

deputy general director of the Uzbektheatre association.

2014-2016. – Chief expert on culture and art in the Sector for the development of culture and sports of the information and analytical Department for Culture, Education, Health and Social Protection of the Cabinet of Ministers of the Republic of Uzbekistan.

2016-2017. – Head of the Sector for culture and art, deputy head of the information and analytical Department for youth policy, culture, information systems and telecommunications of the Cabinet of Ministers of the Republic of Uzbekistan.

2017-2018. – Head of the Sector of culture, art and media development of the information and analytical Department for the development of culture, art and tourism of the Cabinet of Ministers of the Republic of Uzbekistan.

2018-2019. – Head of the Sector for the development of culture and art of the information and analytical Department for Culture, Art and Youth Policy of the Cabinet of Ministers of the Republic of Uzbekistan.

2019-2021. – Rector of the Institute of National Art and Design named after Kamoliddin Bekhzod.

2021-2024 – Head of the Sector for the development of culture and art of the Administration of the President of the Republic of Uzbekistan.

2024. – present – Rector 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:** Tuesday, Thursday

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

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

## **ERGASHEV SHOKHBEK MUZAFFAROVICH**

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

Graduated from the Uzbekistan State Institute of Arts and Culture, specializing in Management of Culture and Arts.

#### **Work experience:**

- 2011-2013 – Prop master-decorator of the Republican

Satire Theater named after A. Kahhar

2016-2017 – Assistant director of the Tashkent State Theater of Musical Comedy (Operetta)

2018-2020 – General Director of QUATTRO LLC

2019-2020 – Chief specialist for work with five initiatives and primary organizations of the local council of the Youth Union of Uzbekistan Mirzo Ulugbek district

2020-2022 – Head of the Department of Work with Youth, Spirituality and Education of the National Institute of Art and Design named after Kamoliddin Behzod

2021-2023 – Postgraduate student of the Uzbekistan State Institute of Arts and Culture

2022-2023 – Chief specialist of the department for coordination of projects of five initiatives of the Central Office of the Agency for Youth Affairs of the Republic of Uzbekistan

2024-2024 Chief specialist of the department of youth morale and full-fledged organization of free time of the Central Office of the Agency for Youth Affairs of the Republic of Uzbekistan

2024 – present – First Vice-Rector for Youth Affairs and Spiritual and Educational Work of the State Institute of Art and Culture of Uzbekistan

#### 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:** Monday, Wednesday

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

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

## **MADIEV SOBIR XAITKULOVICH**

### **Vice Rector for Academic Affairs**

Graduated from the State Conservatory of Uzbekistan,  
specializing in musical performance.

#### **Work experience:**

▪ 2004-2008 – Teacher at the Karshi College of Arts.

2008-2009 – Director of the Central House of Culture of  
the Guzar District.

2017-2017 – Teacher at the Republican Specialized Music  
Academic Lyceum named after R. Glier.

2017-2018 – Chief Specialist of the Department of  
Methodological Support of Educational Institutions and

Networks of the Ministry of Culture.

2018-2018 – Deputy Head of the Department of Methodological Support of Educational Institutions and Networks of the Ministry of Culture.

2018-2019 – Deputy Head of the Department for the Development of Concert and Audience Institutions of the Ministry of Culture.

2019-2021 – Head of the Department of Methodological Support of Educational Institutions and Networks of the Ministry of Culture.

2021-2024 – Director of the Network Center for Retraining and Advanced Training of Teaching Staff at the Uzbekistan State Institute of Arts and Culture.

2024 – present – Vice-Rector for Academic Affairs 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;
- 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.



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

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

## **YAKUBOV BAXTIYOR CHORIEVICH**

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

Graduated from the Uzbekistan State Institute of Arts and Culture, specializing in theater studies. Doctor of Philosophy (PhD) in art history, associate professor.

He defended his PhD thesis on the topic "Modern Uzbek drama and its stage interpretation", is the author of 2 methodological manuals, 2 collective monographs, 56 international and national scientific articles, 35 theses.

**Work experience:**

- 2008-2009 – Correspondent of the Adolat newspaper.

2011-2012 – Lecturer at the Department of Art History of

the State Art Institute of Uzbekistan.

2012-2015 – Lecturer at the Department of Art and Cultural Studies of the Uzbekistan State Institute of Arts and Culture.

2015-2017 – Senior Researcher-Researcher at the Uzbekistan State Institute of Arts and Culture.

2018-2023 – Lecturer, Senior Lecturer, Associate Professor in the Department of Art History and Cultural Studies of the Uzbekistan State Institute of Arts and Culture.

2023-2024 – Associate Professor in the Department of Art History of the Uzbekistan State Institute of Arts and Culture.

2024 – present – Vice-Rector for Research and Innovations 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;
- 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.