Duties of the rector of Tashkent Medical Academy:

* Organization of implementation of the laws of the Republic of Uzbekistan, presidential decrees and orders, decisions of the Oliy Majlis and the Cabinet of Ministers in the field of education and training;
* Ensuring the training of highly educated qualified personnel of high spiritual and moral qualities, leading to independent thinking, mastering the methods of organizing work in market conditions;
* Organization of training of highly qualified personnel based on state educational standards;
* Ensuring the implementation of the tasks set in the Tashkent Medical Academy in the "Educational program" of the Republic of Uzbekistan and the" National Program of training;
* Determination of the powers of all units in the structure of the Tashkent Medical Academy, planning, coordination of activities, preparation of appropriate personnel for the positions of head of the higher educational institution, selection of personnel, recommendation for the post of headmaster and admission to work;
* Material and moral ragging of employees, provision of Social Protection, use of disciplinary measures;
* Control over the formation and effective use of income of the Tashkent Medical Academy;
* Organization of research work, increasing their effectiveness and wide introduction of research results into practice, ensuring the mutual integration of Higher Education, Science and production;
* Organization of creation, translation and publication of textbooks and educational-methodical literature in accordance with the requirements of the concept of creating a new generation of educational literature for the system of continuing education;
* Organization of the introduction and effective use of advanced forms of teaching in the educational process, including distance learning, new pedagogical and information and communication technologies;
* Leadership of spiritual and educational work, formation of a national idea in employees and students;
* Admission of students, Masters and trainees, researchers to the institute, removal from study, restoration, ensuring compliance with the internal order;
* Ensuring professional training of professors and teachers;
* Organization of domestic services and head-type conditions for students, trainee-researcher, scientific and pedagogical staff, ensuring their social protection;
* Ensuring constant control of the quality of activities of faculties and departments, educational process, lectures, practical and laboratory classes, educational and production practices, head-type training;
* Organization of events aimed at determining the development wishes of the sphere of directions and specialties in which specialists are trained in an educational institution (holding scientific and practical conferences) participation in international conferences, creating conditions for the use of information space, bringing literature, information materials related to the development of Science and technology), ensuring improvement of state educational standardsand programs;
* Organization of development of Marketing Service, study of the demand and need for education and specializations, evaluation of the actual employment of graduates, conclusion of cooperation agreements on maximum training of specialists;
* Development and implementation of measures to strengthen and develop the material and technical base of the Tashkent Medical Academy, leadership of the Scientific Council of the higher educational institution, improvement of the structure of the higher educational institution, organization, liquidation, transformation of structural units;
* Development of scientific and creative relations with foreign partners, ensuring the attraction of investments and grants, joint venture (department, scientific center, scientific studies, projects and etc.) implementation of organization activities;
* Conducting cooperation activities with public organizations, the board of trustees and other similar non-governmental organizations;
* Ensuring the execution of duties to the head, established by the competent authorities for the management of the educational process.

**Duties of the vice-rector (deputy branch director):**

* Laws of the Republic of Uzbekistan, Presidential decrees andorders, education and personnel of the OliyMajlis and Cabinet of Ministersorganizing the implementation of decisions in the field of training;
* Based on the state educational standards, academic, scientific, financial and spiritualorganization of education and training of qualified personnel;
* Knowledge content and preparation according to state educational standardsall deans and departments of the department set the requirements for the level of burningensuring the knowledge of managers and pedagogic students;
* Orders, orders of official higher organizations and Tashkent medicine on issues related to training and educational processesthe implementation of the decisions of the Scientific Council of the academy and the order of the rector organization
* Trends in the development of the educational system of advanced countriesstudy, Law "On Education", "National Program of Personnel Training" and othersthe method of implementation of the tasks specified by the laws on education anddeveloping tools and ensuring their implementation;
* Advanced forms of education in the process of education, includingdistance learning, new pedagogy and information-communicationintroduction of technologies and organization of their effective use;
* Preparation of proposals and organization of work in this field of activity;
* Departments, dean's work that ensures the study processcoordination, organization and control;
* Approving work plans of departments, faculties and departments and theircontrol the implementation;
* Improving the quality of the lessons taught by professorscontrol and ensure the implementation of personal plans;
* Organization of studies and scientific conferences, Tashkent medicineMethodical council of the academy and management of pedagogical skills improvementgeneralization of advanced methodological experiences;
* Educational-methodological and scientific work materials, including juridical andcollections of scientific works by the staff of the Tashkent Medical AcademyAll of the Tashkent Medical Academy in the process of preparation and publicationeducational and scientific periodicals in this directiongeneral management of filling the library fund with publicationsto carry;
* Processes of recruiting, sorting and working with talented young peopleteaching and assisting them, students and intern-researchersamong the President of the Republic of Uzbekistan, Navoi, Beruni, Ulugbek, Zulfiaand the process of training prestigious scholarship awardees in other namesshackling;
* Staffing of professors and teaching assistantsdevelopment of proposals in this regard, departments, departments with qualified personnel organization of supply works;
* Bush to accept jobs on the basis of competition, intern-researcher-proposals for the recruitment of researchers and masterstraining, improving the composition of professors and improving their qualificationsdevelop and lead the implementation of plans;
* Effective use of classrooms, auditoriums and laboratoriesdevelopment of technical equipment improvement issues;
* Take action against employees who violate executive discipline, with thempreparation of proposals for contract cancellation;
* Improvement of educational content, internationalization of specialist fellow foreign countries in order to provide training based on the requirementsestablishment of faculties and departments in cooperation with higher education institutionspreparation of proposals for this;
* Annual activity reports of departments, faculties and departmentstransfer, analysis and drawing conclusions, the study of professors-teacher evaluation of methodological activity in modern methods;
* Constant in educational and methodological direction with higher education institutions implementation of cooperation, conferences, seminars, professor-to ensure the active participation of listeners, with local authoritiesworking in partnership;
* The annual rating of the higher education institution in the established ordercarry out activities related to identification, analysis, improvement of activitiesincrease;
* Permanent admission to the Tashkent Medical Academy in the prescribed mannerActive participation in certification transfer, preparation for external certification and transfer.

**Duties of the Secretary of the Council:**

* Scientific Council of the Tashkent Medical Academy held every monthdraft decisions on the work plan of the meeting to the relevant officialsreport on preparation and control it;
* Members of the scientific council of the Tashkent Medical Academy in the scientific councilensuring their participation and informing them about the day and time of the meeting;
* Receiving the draft decisions of the Scientific Council from the officials on time andformalize them;
* After the draft of the decisions of the Scientific Council is formalized and ready, alldistribution to board members;
* Regular monitoring of the implementation of the decisions of the Scientific Councilincrease;
* Draft decisions of the Scientific Council by the responsiblereport to the chairman of the academic council in writing or orally in case of failureto give
* Officialization of the decisions of the Scientific Council with minutes.The reports are signed by the chairman and scientific secretary of the scientific councilensure approval;
* All Tashkent Medical Academy approved by the Scientific Councilto certify a copy of the documents from the report;
* To receive the academic title of professor, associate professor in accordance with the decision of the Scientific Councilchecking the documents of the applicants and in the prescribed mannersubmission and sending of documents to OAC for confirmation of scientific title;
* Doctoral and candidate's thesis that won the discussion of the scientific councilapprove a copy of the report on the subjects;
* Head of the department, professor and associate professorformalize the selection process for vacant positions by closed voting;
* Approving the list of scientific works of professors-teachers;
* A summary volume of academic council minutes at the end of the academic yeararchiving;
* After the academic council plan is developed by the academic council Confirmation by the Rector of the Tashkent Medical Academy;
* Orders of the President of the Republic of Uzbekistan, MinistersDecisions of the Supreme Court, Decisions of the Board of the Ministry of Higher and Higher Special Educationmaking changes to the work plan based on orders;
* Scientific Council to maintain the nomenclature of collective volumes on a permanent basis andmonitoring of all documents.

**Duties of the faculty dean:**

* General management of the activities and employees of the faculty dean's office;
* To ensure the training of qualified specialists at the faculty, direct supervision of educational, methodological, scientific, spiritual and educational work, to ensure the implementation of state education standards, educational plans, educational programs;
* Organizing and supervising the preparation of training schedules, monitoring of students' progress and attendance, rating control, disciplinary control:
* Preparation of draft orders for transfer of students from one course to another;
* Preparation of a proposal for granting scholarships to students;
* Organization of defense of graduation qualification works of students and participation in state attestation;
* Search for talented students, identify them and organize individual, purposeful work activities with them, prepare them to participate in Olympiads, competitions of various foundations (including foreign ones);
* Preparation of interns-researchers-researchers, coordination of the work of improving the qualifications of professors-educators;
* Coordinating and managing the preparation of textbooks, textbooks and methodological tools related to educational meetings within the faculty;
* Ensuring the widespread application of new information technologies to the learning process, the acquisition of new information technologies by professors;
* Managing the activities of the Scientific Council of the Faculty;
* Scientific and methodological conferences, interdepartmental meetings, seminars, discussions (discussions) with the participation of faculty professors and students on current topics (including news and issues of scientific and technical development in the field of u3, issues of economic and social development of the country, etc.) organization and transfer;
* In cooperation with the marketing service of the Tashkent Medical Academy, to study the current and future demand for the specialties prepared at the faculty, to establish contacts with organizations, enterprises, and institutions that require specialists, to arrange employment opportunities for graduates (targeted contracts), to give practical recommendations;
* Establishment of cooperative relations with neighboring higher and post-special educational institutions and scientific institutions, including developed foreign countries;
* Organization of independent provision of additional educational services at the faculty level ("Center", "Course", etc., which has an account number), attracting grants, investments, ensuring the active participation of professors and students of the faculty;
* Organization of educational activities in student residences:
* Reviewing appeals within the scope of authority.

**Duties of the head of the educational quality control department:**

* The department's activities are governed by the laws of the Republic of Uzbekistan, decrees, decisions and orders of the President of the Republic of Uzbekistan, decisions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, as well as those related to education.

organization on the basis of other applicable regulatory and legal documents, orders and instructions of the Head of the Inspectorate and the Rector of the Tashkent Medical Academy;

* Development of current and future work plans of the department;
* Analyzing the provision of educational programs and specializations with DTS, qualification requirements, study plans and science programs and their expertise;
* To study the quality of the educational process at the Tashkent Medical Academy, the level of its provision of study literature and study-methodical materials;
* Studying and analyzing the compliance of the knowledge of the students of the Tashkent Medical Academy with the state educational standards;
* Ensuring the implementation of regulatory and legal documents aimed at improving the quality of education;
* Monitoring the quality of personnel training;
* Organization of internal attestation of the Tashkent Medical Academy, identifying the factors that negatively affect the quality of education based on the results, presenting the data to the Rector of the Tashkent Medical Academy and the Inspectorate;
* Analyzing the effectiveness of using modern methods and methods in the process of improving the qualifications of professors-teachers in order to improve the quality of education;
* Monitoring the condition of the indicators determining the quality of education and making suggestions to the relevant structural structures regarding identified problems and deficiencies;
* Conducting internal monitoring, preparation of analytical data, identified deficiencies in the structural structures of the Tashkent Medical Academy (faculty, department, department, center, academic lyceum) in order to determine the professional qualification status of teaching staff, as well as the quality level in post-university education, professional development and retraining. and making proposals to the leadership of the Tashkent Medical Academy to eliminate these problems;
* The professor-teachers of the Tashkent Medical Academy are the support to analyze the suitability of their data for the subject of the relevant department or to find out whether they have passed the relevant retraining or have a scientific title or degree in the relevant specialty and inform the rector of the institute of the conclusions;
* To analyze the state of the material and technical base of the educational process, to make suggestions for its development and improvement;
* To monitor the organization of student practice at the Tashkent Medical Academy taking into account educational directions and specialties and its effectiveness;
* According to the task of the inspectorate, participation in the processes related to the identification and evaluation of the rating of Tashkent medical academies, the attestation and the study of the quality of education;
* Establishing control over the timely elimination of shortcomings and defects identified in the Tashkent Medical Academy during the processes related to attestation and study of the quality of education;
* To improve the professional skills of the employees of the department, to study the experience of prestigious educational and scientific centers of developed countries on the basis of the "Iste'dod" fund of the President of the Republic of Uzbekistan or international projects and the Tashkent Medical Academy and apply them to the educational process;
* Active participation in the development of measures aimed at raising the rating of the Tashkent Medical Academy to the international level together with the leadership of the higher education institution and ensuring its implementation;
* Conducting seminars and trainings aimed at increasing the quality of education in cooperation with the relevant structures of the Tashkent Medical Academy;
* Monitoring of issues of integrated cooperation, innovative ideas, development and practical application of technologies in the process of development and production;
* Providing information about the results of studies and monitoring carried out by the department on improving the quality of education at the Council of the Tashkent Medical Academy, roundtable discussions and conferences;
* Submit proposals and recommendations to the Inspectorate and the management of the Tashkent Medical Academy in order to encourage them or take disciplinary measures based on the results of the performance of the tasks of the employees of the department;
* Performing other tasks assigned to the department in the field of quality control of education.

**Professor position duties:**

* Conducting lectures, laboratory, practical and other types of training at a high theoretical, scientific methodological and professional level in accordance with the state educational standards of higher education in all forms of training (separated from production and not separated from production), established in structured training plans;
* Leadership in the qualification practice of students, coursework (work), graduate qualification work, master's dissertations, as well as independent work;
* Conducting rating control of student knowledge;
* Holding events to organize the activities of students outside the auditorium;
* Training highly qualified personnel who meet high moral requirements at the level of developed democratic states;
* Development of educational programs in the disciplines of the department and submission to approval in the prescribed manner, as well as preparation of reviews and conclusions on educational programs prepared by related departments;
* Preparation of textbooks, educational, methodological and visual manuals, as well as drawing conclusions to those created in co-authorship with textbooks, textbooks and educational methodological literature, including foreign scientists, which are republished on the assignment of the rector of the higher educational institution; participation in the preparation of the necessary educational methodological literature on the orders of other educational institutions;
* Senior Scientific Officer-researchers, intern-researcher-researchers, independent researchers to guide, refer to the completed scientific research work and introduce their results into production, recommend the publication of the finished scientific work; ensure effective integration of Education, Science and production; guide the scientific research work of students;
* Study, generalization and dissemination of work experiences of experienced teachers, introduction of new pedagogical technology;
* To help teachers who have begun to engage in pedagogical activity acquire pedagogical skills;
* The creation of an information base, the use of modern educational technical means and means of individual training, independent education in the process of conducting training;
* Development of a distance education system;
* Studying the work experience of foreign educational institutions;
* Preparation of competitive scientific pedagogical personnel; review of dissertations submitted to the defense by members of the department or other researchers on the assignment of the rectorate;
* Participation in the composition of expert groups on determining the equivalence of educational documents;
* Communication with industries, agricultural enterprises, cooperatives, farmers, farmers and other farms in order to attract extra-budgetary funds, as well as provide scientific technical assistance;
* Communication with industries, agricultural enterprises, cooperatives, farmers, farmers and other farms in order to attract extra-budgetary funds, as well as provide scientific technical assistance;
* Organization of regular contacts with graduates of higher education and trainees of this department, those who have passed the research institute;
* Conduct activities on improving the skills of specialists according to the profile of the Department;
* Holding activities to improve the skills of specialists in the profile of the Department;
* Extensive development of the educational service system;
* Development of inter-governmental relations with foreign partners, scientific and educational institutions.

**Duties associate professor:**

* Conducting lectures, laboratory, practical and other types of training at a high theoretical, scientific methodological and professional level, established in educational plans compiled in accordance with the state educational standards of Higher Education on all forms of training (in cases separated from production and not separated from production);
* To guide the qualification practice of students, course studies (works), graduate qualification work, master's dissertations, as well as their independent work;
* Rating control of student knowledge;
* Holding events to organize the activities of students outside the auditorium;
* Development of educational programs in the disciplines of the department and submission to approval in the prescribed manner, as well as preparation of reviews and conclusions on educational programs prepared by related departments;
* Preparation of textbooks, educational, methodological and visual questionnaires, as well as textbooks, educational slavery and educational methodological literature, which are republished on the instructions of the rector of the higher educational institution, including drawing conclusions to those created in co-authorship with foreign scientists;
* Participation in the preparation of the necessary educational methodological literature on the orders of non-governmental educational institutions;
* To carry out scientific research work in accordance with the approved plan, to discuss the completed scientific research work and to introduce their results into production, to recommend the publication of the finished scientific work;
* To ensure effective integration of Education, Science and production; to lead the scientific research work of students; to lead the trainee-researcher, independent researchers;
* Study, generalization and dissemination of work experiences of experienced teachers, introduction of new pedagogical technology;
* To help teachers who have already begun to engage in pedagogical activity acquire pedagogical skills; to create an information base, to use modern educational technical means and individual training, means of obtaining education in the process of conducting educational exercises;
* Development of a distance education system; highlighting the work experience of foreign educational institutions;
* Preparation of competitive and scientific pedagogical personnel; review of dissertations submitted to the defense by members of the department or other researchers on the assignment of the rectorate; participation in the composition of expert groups on determining the equivalence of educational documents;
* Communication with industries, rural enterprises, cooperatives, dexkans, farmers and other farms in order to attract extra-budgetary funds, as well as provide scientific technical assistance;
* Organization of regular contacts with graduates of higher education and those who have passed the trainee-researcher Institute at this department;
* Holding events to improve the skills of specialists in the profile of the Department;
* Extensive development of educational services system;

**Duties of a teacher, assistant position:**

* Conducting laboratory, practical and other types of training at a high theoretical, scientific methodological and professional level, established in educational plans compiled in accordance with the state educational standards of higher education in all forms of training (separated from development and not separated from development);
* To guide the qualification practice of students, course studies (works), as well as their independent work;
* Rating control of student knowledge;
* Holding events to organize the activities of students outside the auditorium;
* Training highly qualified personnel who meet high moral and moral requirements at the level of developed democratic states;
* Preparation of textbooks, educational, methodological and visual manuals, as well as textbooks, educational surveys and educational methodological literature, which are republished on the instructions of the rector of the higher educational institution, including drawing conclusions to those created in co-authorship with foreign scientists;
* Participation in the preparation of the necessary educational methodological literature on the orders of non-governmental educational institutions;
* Working with talented students, preparing them for participation in the Olympics and competitions, including the competition of the “Iste`dod” Foundation, improving the forms and methods of independent training of students;
* Taking measures to increase the amount of independent preparation due to optimizing the work of the audience;
* In accordance with the approved plan, it is necessary to carry out scientific research work, to refer to the completed scientific research work and to introduce their results into production, to recommend the publication of the finished scientific work;
* Ensuring effective integration of Education, Science and production;
* Leadership of scientific research of students;
* Study, generalization and dissemination of work experiences of experienced teachers, introduction of new pedagogical technology;
* In the process of conducting training sessions, the use of modern educational technical means and means of individual training, Independent Education.