**MINISTRY OF HIGHER AND SECONDARY SPECIAL EDUCATION OF THE REPUBLIC OF UZBEKISTAN**

**MINISTRY OF HEALTH CARE OF THE REPUBLIC OF UZBEKISTAN**

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|  «**CONFIRM »** **Tashkent Medical Academy vice-rector for educational affairs prof. Sh.A. Boymuradov «\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_2022 y.** . | **Prepared on the basis of the appendix on the "Procedure for evaluating the activities of departments of higher education institutions under the jurisdiction of the Ministry" approved by the order of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan dated April 28, 2017 No. 267** |

**TASHKENT MEDICAL ACADEMY FACULTY OF MEDICAL PREVENTION AND PUBLIC HEALTH**

**BYLAW ON THE SCHOOL OF PUBLIC HEALTH**

**Discussed at a meeting of the School of Public Health, Protocol №\_\_\_\_\_\_\_\_\_**

 **«\_\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022 y.**

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**TASHKENT MEDICAL ACADEMY**

**DEPARTMENT OF MEDICAL PREVENTION AND PUBLIC HEALTH**

**ABOUT THE SCHOOL OF PUBLIC HEALTH**

**BYLAW**

 The present regulation is prepared on the basis of the appendix "the order of evaluation of the activity of departments of higher educational institutions under the Ministry", approved by the order of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan on April 28, 2017, № 267.

**I.General rules**

1. This regulation (procedure) organizes the activities of departments of higher education institutions under the jurisdiction of the ministry, strengthens the responsibility, position and role of department heads, strictly defines their functional tasks, as well as educational, educational-methodical, scientific - determines the procedure for further improvement of research, organizational and spiritual-educational work and evaluation of the activities of department heads.

2. The School of Public Health is a structural unit of the Faculty of Medical Prevention and Public Health of TTA, which includes Scientific Research Methodology, Health Management and Economics, Quality Management of Medical Care, Methodology of Teaching Special Sciences, Population Health study and evaluation, management in health care, management in nursing (elective subject) educational, teaching-methodical, scientific-research, organizational and spiritual-educational works, as well as scientific - training, retraining and upgrading of pedagogic personnel, as well as spiritual, educational and educational activities are carried out.

3. Professors and teachers of the public health school "Regulation on the procedure for recruitment of teaching staff to higher education institutions on the basis of competition" approved by the decision of the Cabinet of Ministers of the Republic of Uzbekistan on February 10, 2006 No. 20 will be hired on the basis of selection.

4. The department has 5 classrooms and offices that provide educational and scientific processes. Departments where classes are conducted in specialized and specialized subjects can establish branches in the territory of the enterprises that are the employers of personnel and use their material and technical base by agreement.

5. Higher education institutions not under the jurisdiction of the Ministry are recommended to use this Regulation based on the orders of the subordinate Ministry.

**II. Organization and management of the department**

6. Department, when there are at least seven professors, one of them usually has the scientific title of professor or doctor of science and at least two of them have the scientific degree of candidate of science or associate scientific degree or the scientific degree of foreign countries in the relevant specialty (PhD) is established. The department has classrooms that support the educational and scientific process. 6 teachers work in the department, including 1 professor, 1 associate professor, 1 senior teacher and 3 assistants.

7. The department is subordinate to the dean of the Faculty of Medical Prevention and Public Health.

8. The structure and staff of the department are approved by the rector. The department is established and terminated by the order of the Rector based on the decision of the Scientific Council of the Academy.

9. The department was opened on July 10, 2007, by the candidate Ph.D. Professor Mamatkulov B.M. is managing.

10. In the absence of the head of the department (vacation, illness, business trip, etc.) or in the case of early dismissal, his duties are assigned to a person appointed by the rector on the recommendation of the dean of the faculty or the vice-rector for academic affairs based on the proposal of the department team. temporarily loaded.

**III. Duties of the head of the department**

11. Head of department:

participates in the discussion and resolution of issues related to the activity of the department at the academy level;

approves the work plan of the department, personal work plans of professors and employees, and other documents within the scope of the department's activities;

the department distributes educational workloads to pedagogic staff and monitors their timely and high-quality performance;

establishes and regularly develops cooperation with production organizations;

submits proposals to the leadership of the academy regarding recruitment, dismissal and appointment of employees to new positions, their moral and financial incentives, as well as disciplinary measures;

together with the relevant service units of the academy, takes measures to ensure the necessary conditions for conducting the educational and scientific research process at the level of demand;

prepares the report of the department on the activities of the academic year in the specified order and time, reports at the meetings of the Scientific Council.

The department head's personal work plan is approved by the faculty dean.

Based on the nature of the departments, the head of the department may be assigned additional tasks related to education by the rector of TTA or the ministry.

**IV. Organization of department activities**

12. The activity of the department is carried out in accordance with the plans for the prospective and current academic year, covering educational, educational-methodical, scientific-research, organizational and spiritual-educational work.

Implementation of these plans and other tasks related to the activity of the department are discussed at meetings chaired by the head of the department. Employees from other departments and higher education institutions can be invited to the meetings of the department.

The personal work plans of professors and teachers and employees are considered the main document, which includes educational, teaching-methodical, scientific-research, organizational and spiritual-educational work.

The level of fulfillment of personal work plans of professors and teachers is one of the main criteria in the process of selection and recommendation for positions.

13. The main activities of the department are as follows:

- to carry out the specified types of training in the subjects of the curricula compiled in accordance with the state educational standards of higher education in terms of educational forms at a high theoretical, scientific-methodical and professional level, to teach the quality of education provide;

- organization of educational, teaching-methodical, scientific-research, organizational and spiritual-educational work of professors-teachers;

- training highly qualified competitive personnel who meet high moral and ethical requirements;

- Development of state educational standards, qualification requirements, curricula and programs, as well as regular comparative analysis with educational programs of developed foreign countries, improvement and submission for approval in the prescribed manner;

- giving reviews and conclusions to educational programs prepared by related departments;

- preparation of educational literature and giving conclusions to educational literature;

- supervising students' independent works, master's theses, and scientific research works;

- ensuring and controlling impartial and objective assessment of students' knowledge;

- selection of talented students and their training, including preparation for participation in various international and national competitions, science Olympiads, scholarships of the President of the Republic of Uzbekistan, state scholarships and others;

- introduction of modern pedagogical and information and communication technologies, providing practical assistance to young teachers who have started to engage in pedagogical activities in acquiring pedagogical qualifications and skills;

- to establish the effective use of modern technical tools, individual teaching and independent learning methods in training sessions, to develop the elements of distance learning with modern teaching methods and tools;

- Organizing regular contacts with TMA graduates and those who are independent researchers, basic doctoral students and doctoral students in this department, monitoring graduates;

- ensuring complete and high-quality conduct of laboratory work in the subjects taught at the department;

- continuously filling the information resource center of the academy with new educational, scientific-technical and periodical literature related to the educational directions and specialties of the department and continuous monitoring of its updating;

- participation in expert groups to determine whether educational documents meet standard requirements;

- training of scientific-pedagogical personnel, discussion of dissertations in scientific seminars on specialties corresponding to the specialty of the department or similar;

- organization of systematic training of professors and teachers in the republic and abroad;

- conducting fundamental and applied scientific research, strengthening cooperation with leading foreign higher education institutions and scientific centers in the fields of science and higher education;

- discussion of completed scientific and research works, recommendations for publication and implementation of their results in production, ensuring effective integration of education, science and production.

Depending on the characteristics of the departments, educational additions to the main areas of activity of the department may be introduced by the rector of the TTA or the ministry.

14. The school of public health must have the following documents:

- regulatory and legal documents necessary for the activity of the department;

- work plans and reports covering educational, teaching-methodical, scientific-research, organizational and spiritual-educational work;

- study loads, personal work plans of department members, reports on their implementation;

- a journal of recording lessons held by professors and teachers;

- journal of monitoring of students' knowledge in the subjects taught by professors and teachers of the department;

- the list of the department's staff with application data (for independent researchers, basic doctoral students and doctoral students, research topics, supervisors, and the period of completion of the research must be indicated);

- Protocol of department meetings.

**V.** **Evaluation of the activity of the head of the department**

15. The activity of the department is studied and evaluated during the academic year by the Special Commission established by the order of the rector of TTA.

16. The professors and teachers of the department are annually approved by the Cabinet of Ministers of the Republic of Uzbekistan on February 10, 2006 No. It is evaluated based on the indicators and criteria for evaluating the activity of professors and teachers of the department of the educational institution.

17. The average of the results of the evaluation of the performance of the professors and teachers of the department is the rating given to the performance of the head of the department.

18. According to the information of the Special Commission, the rector of TTA will discuss the results of the activity of the head of the department in the Council of TTA and determine the appropriate measures.

**VI. Final Provisions**

19. Disputes according to the provisions set forth in this Regulation shall be resolved on the basis of current legal documents.

***Organizational documents:***

1. The Constitution of the Republic of Uzbekistan, the Law of the Republic of Uzbekistan "On Education", the main provisions of the state educational standards, the Regulation on Higher Education.

2. Qualification descriptions (qualification characteristics) of specialists in the fields of study, state education standards.

3. Comprehensive work plan of the Academy for the academic year.

4. History of the department.

5. Regulations on the department (with functional duties of department employees). The position structure of the department by state.

6. Information about the number of hours in the department's subjects, the distribution and implementation of the educational load among professors and teachers.

7. Teacher's personal work plan. Rating of professors and teachers of the department.

8. 6-hour work schedule of teachers.

9. Comprehensive annual and future plans of the department covering educational, educational-methodological, scientific-research, work with talented students, economic development, spiritual-educational, coaching, economic and other types of work. Calendar-thematic work plan of department meetings.

10. Work plan with young pedagogues, schedule of advanced training courses, reports of advanced teachers and documents on the results of advanced training.

11. Educational process schedule; trainings, consultations, "O" groups, organization of teachers' duty, schedules of public lectures.

12. Annual report of the department.

13. Record book of department meetings.

14. Information about the material-technical and educational-laboratory base of the department. The book of accounting and deregistration of material assets.

15. Agreements with training and practice bases.

16. Incoming documents (academy, faculty orders, decrees, decisions of the Scientific Council).

17. Documents related to the control of the execution of the decisions of the scientific and rectorate councils.

18. Documents from the department.

***Documents related to educational and methodological work:***

1. Sample and working programs. An in-depth special work study program for gifted students.

2. Calendar-thematic plan of lectures and practical sessions.

3. Theme of independent work.

4. List of science textbooks and teaching-methodical literature. Card of providing students with textbooks, educational manuals; The list of textbooks, teaching-methodical manuals published by the staff of the department.

5. List of practical skills and competencies in science. Criteria for evaluating practical skills.

6. Rating Regulations for evaluating student knowledge (academy and department Regulations with specific evaluation criteria).

7. Students' mastery screen.

8. Final control records.

9. Group journal.

10. Book of students' participation in lectures.

11. Schedule and book of re-admission of lessons missed and not mastered by students.

12. Open classes (practical, lecture), control visit, journal of teachers' mutual visits. Reviews of open classes.

13. Educational technology models, Educational-methodological complex, electronic educational modules.

Methodical guide, instructions and recommendations for students' independent work.

14. Texts of lectures, multimedia versions of lectures.

***Documents on issues of spirituality and enlightenment***

1. A plan of educational activities conducted among students and residents of student residences.

2. Spirituality and Enlightenment Corner (there are: Flag, Coat of Arms, Anthem of Uzbekistan in the form of posters), Constitution, newspapers, various political and literary literature on the development of our country.

3. Plans and work documents, journals, reports on the activities of each of the coaches assigned to a specific group from the department.

4. Spirituality-enlightenment rooms and corners in the department

5. Documents on the activities of coaches (plan, minutes of events, minutes of coaching meetings, reports, etc.)

***Documents related to scientific research works***

1. Thematic card of the department (state number and expiration date must be indicated).

2. Individual thematic cards of personnel.

3. Prospective plan of scientific research.

4. Reports on scientific research for the last 5 years.

5. Reports on the implementation of scientific research.

6. Prospective plan for the training of scientific personnel.

7. The plan for publishing monographs, methodical manuals and its implementation.

8. Analysis of performance of contractual works and their results.

9. The list of scientific personnel prepared in the department.

10. Documents reflecting the activities of researchers and doctoral students.

11. Information on scientific relations (folder).

12. Copies of scientific works published by the department staff (in the last 3 years):

13. Abstracts of defended dissertations.

14. Grants

***Master's degree***

1. State standards for professionals.

2. Forms for accreditation (application)

3. Study plan.

4. Sample training programs

5. Working educational programs

6. Schedule of theoretical seminars

7. List of seminars held independently by residents

8. Study material for each seminar

9. A bank of tests for each seminar

10. Appropriation table

11. Resident rotation schedule

12. Examination paper (assessment of practical skills and theoretical knowledge of residents after practical rotations)

13. Agreements with the institution where the rotation will be held

14. Personal sheet of the resident

15. Certificate of resident

16. Regulation on Master's research project

17. The department's curriculum for master's degrees

18. List of topics of scientific projects

***On the training course***

1. Model and working program of science (separately for professors, associate professors and teachers)

2. Science plan, lesson schedules.

3. List of teachers designated for professional development.

4. Regulation of rating and evaluation of advanced training providers.

5. Providing the lessons with educational literature, lecture texts and methodical manuals.

6. Journal of professor-teacher.

**Director of JSSM, professor, Ph.D. B.M. Mamatkulov**