

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ
REPUBLIC KYRGYZ REPUBLIC
JALAL-ABAD UNIVERSITY NAMED AFTER B.OSMONOV**

Reviewed and recommended for
approval by the Academic Council of
Jalal-Abad
State University named after B.Osmonov
Protocol No 5
Dated “ 31 ” 01 2025

APPROVED

Rector of Jalal-Abad State
University named after B. Osmonov
doctor of technical sciences, professor
Usenov K. Zh. 3 “ 02 2025 (Date line)



**INTERNAL REGULATIONS OF JALAL-ABAD STATE UNIVERSITY NAMED AFTER
B. OSMONOV**

Approved at the meeting of the Academic Council Jalal-Abad State University (JASU),
Protocol No. 7 of 28.04.2017

An addition was made at the meeting of the Academic Council of Jalal-Abad State University
(JASU), Protocol No. 6 dated 01.04.2019

Internal regulations of Jalal-Abad state university named after B.Osmonov

1. General Provisions

1.1. The Internal Regulations of Jalal-Abad State University named after B. Osmonov (hereinafter referred to as the University, JASU) aim to contribute to the fostering of a conscious attitude towards work and study among the staff and student body, strengthen labor and academic discipline, ensure the rational use of working and academic time, achieve high quality of work, increase labor productivity, enhance production efficiency, improve the quality of the educational process, and fully realize the main tasks of the University arising from the fundamental legislation of the Kyrgyz Republic (hereinafter referred to as KR) on education.

1.2. Issues related to the application of the internal regulations shall be resolved by the Rector of JASU within the scope of the rights granted to him, and in cases stipulated by the current legislation and the internal regulations, either jointly or in agreement with the trade union committee. These issues are also resolved by the labor collective in accordance with its authority.

1.3. The Internal Regulations have been developed based on and in compliance with the Constitution of the KR, the Labor Code of the KR, the Law on Education, the Regulation on an educational organization of higher professional education of the Kyrgyz Republic, and the Charter of JASU.

1.4. The Regulations are unified and mandatory for all services, structures, and departments included in the University, including separate educational units (colleges, etc.). They are mandatory for all employees and students, taking into account the specifics of the type, level, and form of education received. In separate educational units of JASU (institutes and colleges), if necessary, internal labor regulations for the respective unit may be adopted. The specifics of labor and study in the unit are additionally regulated by the Regulation on the corresponding unit, other regulations, job descriptions, schedules, academic timetables, etc., approved by the Rector of the University or by orders (directives) of the heads of the educational units, issued within the scope of the rights granted to them. The internal labor regulations of a separate educational unit shall be approved by the head of the respective unit in agreement with the Rector of JASU and taking into account the opinion of the elected trade union bodies of that unit.

1.5. The resolution of conflicts of interest and relations between employees is carried out on the basis of the Collective Agreement of JASU; between the faculty (teaching staff) and students regarding knowledge assessment, on the basis of the Regulation on the rating system for assessing student performance; other conflicts of interest and relations between various categories of employees and students shall be resolved by the decision of the Public Commission, or in the manner established by the Legislation of the Kyrgyz Republic.

2. Main Duties of the University Administration and Employees

2.1. Duties of the JASU Administration

The Administration of JASU, guided by the norms of civil and labor legislation, legislation on education, and these Regulations, is obliged to:

2.1.1. Organize the labor of the faculty (professor and teaching staff) and other employees of the educational institution so that everyone works according to their specialization and qualification, and has a fixed workplace.

2.1.2. Timely provide employees with tasks, supply them with all necessary materials and equipment, and ensure safe and healthy working conditions.

2.1.3. Create conditions for improving the quality of specialist training, taking into account the requirements of modern production, science, technology, culture, and the prospects for their development and the scientific organization of labor.

2.1.4. Organize the study and implementation of advanced teaching methods.

- 2.1.5. Timely consider and implement proposals from the labor collective aimed at improving work and education at JASU, and put into practice the decisions of production meetings, support and encourage the best employees of the educational institution.
- 2.1.6. Fully strengthen labor and academic discipline.
- 2.1.7. Improve working conditions, strictly comply with labor legislation, ensure the proper technical equipment of all workplaces, and create working conditions that comply with labor protection rules (safety regulations, sanitary norms and rules, etc.).
- 2.1.8. In the absence of requirements in the Regulations, the observance of which is necessary for ensuring safe working conditions during work, the University Administration shall take measures to ensure safe working conditions.
- 2.1.9. Ensure the proper maintenance of premises, heating, lighting, ventilation, and equipment, and create normal conditions for storing the outer garments of employees, students, and visitors to the educational organization.
- 2.1.10. Implement modern safety equipment to prevent industrial injuries, and ensure sanitary and hygienic conditions to prevent the occurrence of occupational and other diseases among employees and students.
- 2.1.11. Constantly monitor the compliance of employees and students with the norms and rules of sanitation, occupational hygiene, fire protection, and internal security.
- 2.1.12. Ensure the timely provision of annual leave to all JASU employees.
- 2.1.13. Timely issue salaries and stipends.
- 2.1.14. Create conditions for the comprehensive increase of labor productivity and improvement of work quality: enhance the role of moral stimulation of labor.
- 2.1.15. Ensure the systematic improvement of the professional (production) qualifications of the faculty and other employees of JASU.
- 2.1.16. Contribute to the creation of a businesslike, creative atmosphere in the collective, support and develop the initiative and activity of employees, fully utilizing production meetings and other forms of social activity, timely consider critical remarks from the University's labor collective, and take necessary measures.
- 2.1.17. The University Administration shall ensure the accessibility of and familiarization of university staff, students, and their parents or other legal representatives with the Internal Regulations of the educational organization.

2.2. Duties of All JASU Employees

2.1. All employees of JASU are obligated to:

- 2.2.1. Conscientiously perform their labor duties stipulated by the employment contract.
- 2.2.2. Comply with the internal regulations.
- 2.2.3. Observe labor discipline.
- 2.2.4. Fulfill the established work norms.
- 2.2.5. Comply with requirements for labor protection and safety.
- 2.2.6. Treat the property of the employer and other employees with care.
- 2.2.7. Immediately notify the employer or direct supervisor of the emergence of a situation posing a threat to the life and health of people or the safety of the employer's property.

2.3. Duties of the JASU Faculty (Professor and Teaching Staff)

The faculty of JASU are obligated to:

- 2.3.1. Perform the work specified in the employment contract in accordance with the individual work plan, documented decisions of the department, and orders of the Rector, Vice-Rector for Academic Affairs (AA), Faculty Dean, or Head of Department.
- 2.3.2. Within the framework of the current Educational Module-Rating System (MRS), organize the assessment of students' knowledge according to the module schedule and timely enter the assessment results into the "AVN" Information System program, identify the causes of student

underperformance, assist them in organizing independent study, and participate in the University's career guidance work.

2.3.3. Ensure the high efficiency of the educational, pedagogical, and scientific processes, develop students' independence, initiative, morality, and creative abilities, and supervise the research work of students.

2.3.4. Carry out the upbringing and education of students and trainees, both in the process of instruction and during other pedagogical, cultural, and mass events provided for by the plans of the educational management bodies, and organize and control students' independent work.

2.3.5. Observe the rules of conduct and courtesy, avoid creating conflict situations, and adhere to the principles of tolerance.

2.3.6. The instructor, while performing their job duties, must adhere to a strict business style in dress.

2.3.7. Conduct educational work among students and introduce innovative technologies into the educational process.

2.3.8. Systematically improve their pedagogical and professional level, and regularly, at least once every five years, undergo the legally established forms of professional development. All university employees are obliged to: work honestly and diligently, observe labor discipline, timely execute the orders and directives of the administration, and comply with these Regulations, the Charter, the collective agreement, and other local regulatory acts of JASU.

2.3.9. Protect and rationally use material assets, equipment in classrooms, laboratories, auditoriums, dormitories, academic buildings, technical teaching aids, electricity, and other material resources. In case of damage to property or equipment, bear material responsibility as stipulated by law.

2.3.10. Comply with the requirements for labor protection, safety, occupational hygiene, and fire protection provided for by the relevant rules and instructions.

2.4. Prohibitions for Instructors During Classes

Instructors are **prohibited** from:

- Smoking or consuming alcoholic beverages on University premises.
- Removing property, items, or materials belonging to the University from the workplace without appropriate permission.
- Conducting telephone conversations during class.
- Using the Internet and other forms of communication for personal purposes.

2.5. Instructor's Presence and Classroom Access

The instructor must be in the auditorium 5 minutes before the start of the lesson. The instructor must not be late for classes. The instructor is forbidden to leave the auditorium (even temporarily) before the lesson is completed.

Without the instructor's permission (consent), their classes and extracurricular activities may be attended by the Administration of the University, Faculty (Institute, College), Heads of relevant Departments (Divisions), and employees of the Academic Department and Quality Department. Visits to classes by the University Administration and employees of the relevant departments are carried out for the purpose of checking student attendance, evaluating the quality of teaching, and familiarizing themselves with the conditions for organizing the educational process.

Heads and employees visiting the class are, if necessary, allocated a separate desk behind the group in the auditorium.

Unauthorized persons not related to the educational process are not allowed to attend classes and events (Supplement introduced at the Academic Council meeting, Protocol No. 6, 01.04.2019).

2.6. Instructor's Required Materials and Conduct During Class

During class, the instructor must have:

- An approved working program (an instructor without an approved program is not allowed to conduct classes).
- For a lecture class – the text of the lecture and visual aids.

- For a practical or seminar class – the development plans for the practical and seminar class.
- For a laboratory class – the instructor must supervise and control students' performance of the laboratory work.
- They should use additional teaching materials (handouts, slides, etc.) during the class.
- The instructor must start the class on time and not release students during the class without a valid reason.
- In case of a class overlap in the timetables of different faculties, the instructor is obligated to immediately report this to the relevant Dean's office or the University's Academic Department.

2.7. Student Tardiness

The right to admit a student who is late for class is given to the instructor of that discipline.

2.8. Instructor's Code of Ethics

The instructor must comply with the norms of official ethics, including:

- Behaving with dignity and composure, showing mutual politeness, respect, tolerance, and observing official discipline regardless of the position held.
- Not disseminating information characterizing the work of the University and observing the confidentiality of information capable of damaging the University's authority.
- Conducting academic, scientific, and methodological work in their specialty at a high level.

2.9. Curator (Class Advisor)

The main indicator of the Curator's effective work is the level of the group's academic, scientific, educational work, discipline, and social activity. The Curator's activity is systematically discussed at department meetings, faculty (college) councils, and the Rectorate.

In their activities, the Curator (Class Advisor) is guided by:

- The Charter and decisions of the JASU Academic Council, orders and directives (including verbal ones) of the Rector (Vice-Rectors), Director, these Regulations, and the Laws of the KR.

Duties of the Curator (Class Advisor):

- Know well the socio-psychological and age characteristics of the students, their living conditions, and health status.
- Be able to implement an individual approach to each student, paying special attention to first-year students and students living in the dormitory.
- Carry out daily supervision of the group's academic and educational work, inform students about the deadlines and rules for passing exams and credit tests, about the timing of the module-rating assessment (MRS), holidays, internships, and other changes and innovations in the group's academic life.
- Be responsible for the group's performance in academic, educational, scientific, and social activities.
- Conduct organizational and educational work jointly with student self-government bodies.
- Inform students of their rights and obligations stipulated by the laws of the KR, the JASU Charter, and these Regulations.
- Assist the group's leadership in composing and implementing the group's work plans.
- Periodically report on their work at department or faculty (college) council meetings.
- Systematically improve their pedagogical skills by participating in the work of curator seminars, scientific and methodological conferences on youth education, and studying best practices in educational work.

In working with the academic group, the Curator must combine high culture, organization, correctness, respect, and exactingness towards the students.

The Curator has the right to:

- Participate in the meetings of the faculty/university management bodies and in the work of the university's public organizations when discussing issues concerning the curated group or its individual students.
- Submit proposals to the Dean's office, Rectorate, and public organizations of the university concerning the study, living, and recreation of students.

- Take part in all events conducted in the group, in the work of student self-government bodies, and submit proposals for improving the work of these bodies.
- Submit proposals for the encouragement of the best students and for the imposition of penalties on persons violating discipline and the university's internal regulations.
- Establish contact, if necessary, with any university unit to protect the interests and rights of the group's students.
- Engage parents, instructors, university staff, and students from other groups in conducting educational activities.

Organization of the Curator's Activity:

- The Curator coordinates the implementation of educational tasks at the level of the primary student collective, developing the initiative and independence of future specialists.
- The Curator directs their activity towards forming a cohesive student collective in the group, creating an atmosphere of goodwill, mutual assistance, creativity, mutual responsibility, and social activity.

3. Main Duties of Students

3.1. Students at JASU are obligated to:

- Attend academic classes and complete all types of assignments stipulated by the curricula and programs within the established deadlines.
- Deeply master theoretical knowledge, practical skills, and modern methods for working in their chosen specialty.
- Complete all types of assignments stipulated by the relevant curricula and training programs within the established deadlines.
- Undergo the module-rating (using the "LUK" IS program) and final knowledge certification within the established timeframe in accordance with the curricula, programs, and the University Charter.
- Comply with the calendar schedule of the educational process and pass exams and credit tests within the established deadlines and in accordance with the timetable.
- Observe generally accepted norms of public behavior, and be polite in relations with university employees.
- Constantly strive to enhance their general culture, morality, and physical development.
- Show intolerance towards deficiencies in the educational process and daily life, and take an active life stance.
- Treat academic and other premises, equipment, teaching aids, literature, instruments, and other JASU property carefully and neatly. Students are prohibited from removing items and equipment from laboratories, offices, auditoriums, academic, residential, and other buildings without appropriate permission.
- Comply with labor protection requirements, safety regulations, and fire safety.
- Observe the prescribed dress code established at the University during study.
- Switch off mobile (cellular) phones during lectures, practical classes, boundary, and final control.
- Counteract conditions that lead to corruption.
- Comply with the requirements of the JASU Charter, the JASU Code of Ethics, these regulations, and the rules of residence in dormitories.
- JASU graduates of the pedagogical specialization who studied on a budgetary basis are subject to mandatory assignment and employment according to the concluded agreement.

3.2. Absence from Classes

In case of absence from classes due to valid reasons, the student must inform the Faculty Dean and, on the first day of return to the educational institution, present data on the reasons for the absence. In case of illness, the student must provide the Faculty Dean with a certificate of the established format from the relevant medical institution. For systematic absences from classes without valid reasons, the student will be expelled from the University (without warning).

3.3. Conduct in the Classroom

Upon the entrance of instructors, as well as university and faculty heads, into the auditorium, students are obligated to stand up.

3.4. Students at the university must be disciplined and tidy, and conduct themselves with dignity at JASU, on the street, in public places, and in daily life.

3.5. Group Head (Starosta)

In each group, upon the recommendation of the group's curator, the Faculty Dean, the head of another separate educational unit, appoints a **Group Head** from among the most successful, active, responsible, and disciplined students/trainees. The Group Head is directly subordinate to the group's curator, the Faculty Dean, or the head of another separate educational unit and ensures the execution of their directives and instructions. The Group Head directly interacts with the employee (secretary, methodologist, curator) of the academic unit and executes their instructions.

The functions of the Group Head include:

- Maintaining records of student attendance in the group journal and reporting on it to the curator and the Faculty Dean's office.
- Executing all types of assignments from the Dean's office, the University Administration, the group curator, and JASU student self-government bodies within the established deadlines.
- Daily appointment of the group's duty student.
- Ensuring the organization of obtaining academic literature, methodological materials, and technical teaching aids from the library, teaching and methodological offices, and departments.
- Notifying students of changes in the academic timetable.
- Providing necessary assistance to the instructor in the organization of the MRS.
- Coordinating the work of student self-government within the academic group.
- Fostering a careful attitude among students towards the University's educational and material base.
- Maintaining a list of their group with contact phone numbers, dates of birth, places of residence, and student health insurance (OMS) numbers.
- Monitoring the timely receipt and disbursement of stipends to budget-funded students.
- Serving as an example for students in academic, scientific work, and the social life of the group and faculty.
- Exerting efforts to form a healthy climate in the student collective and eliminate all negative and anti-social phenomena.
- Reporting on their work to the faculty youth committee, the curator, and the Dean's office.
- The directives of the Group Head, within the scope of the functions mentioned above, are mandatory for execution by all students of the group.

4. Procedure for Final Control (Exams and Credit Tests)

Final control is conducted in specially designated and technically prepared auditoriums, according to the compiled exam schedule, in the presence of an instructor or a duty staff member.

During the exam, students are prohibited from:

- Independently changing the place of the exam.
- Switching off or on the computer, or opening computer programs other than the testing program.
- Using textbooks, reference books, "crib sheets," mobile phones, handheld computers, communicators, and other electronic means.
- Connecting any electronic devices to the computer, including flash drives, CDs, external hard drives, and other storage devices.
- Changing computer settings.
- Using the Internet, using any local or global network resources, or connecting to a remote desktop.
- Exchanging messages.
- Exchanging paper notes.

- Talking on a mobile phone.
- Distracting others from the exam, talking loudly, behaving rudely, or violating ethical norms.
- Making audio and video recordings.

Students are obligated to:

- Appear for the exam within the time frames specified in the approved schedule.
- Have a document of the established format verifying their identity (student ID, record book, for distance-learning students - ID card, passport).
- Follow the instructions of the instructor or the duty staff member in the auditorium.

In case of non-compliance with the above points, as well as removal or unauthorized departure from the auditorium, computer testing hall, or unauthorized taking of the exam outside the places allocated by the schedule, or at a time not established by the schedule, the result of the final control is annulled. An act of identified violations shall be drawn up. A grade of "Unsatisfactory" or "0" shall be entered in the statement, which is considered an academic debt.

5. Responsibility for Violation of Internal Regulations (Labor and Academic Discipline)

5.1. Disciplinary Action for Employees

For violation of labor discipline, the JASU Charter, and the internal labor regulations, the University Administration may apply the following disciplinary sanctions to employees:

- Removal of incentive payments or reprimand.
- Censure (выговор - official reprimand).
- Dismissal on appropriate grounds.

5.2. Application of Disciplinary Action for Employees

Disciplinary sanctions are applied by the administration no later than **one month** from the date the offense is discovered, not counting the time of the employee's illness or being on leave, and if necessary, taking into account the opinion of the trade union committee.

5.3. Employee Explanation

Before applying a sanction, a written explanation must be requested from the employee who violated labor discipline. The employee's refusal to provide an explanation cannot be an obstacle to applying the sanction.

Furthermore, in case of a repeated disciplinary offense by a university employee within a calendar year, or a gross violation of these rules or the Labor Code of the KR, the full or partial removal of incentive and/or stimulating payments (surcharges) to the salary is stipulated in accordance with the provisions on labor compensation.

5.4. Disciplinary Action for Students

For violation of academic discipline, the JASU Charter, and these regulations, one of the following sanctions may be applied to students:

- Reprimand (замечание - warning).
- Censure (выговор - official reprimand).
- Expulsion from the University.

5.5. Application of Disciplinary Action for Students

A disciplinary sanction, including expulsion, may be imposed on a university student only after obtaining a written explanation from them. The student's absence or refusal to provide an explanation cannot be an obstacle to applying the sanction.

A disciplinary sanction is applied no later than one month from the date the offense is discovered, not counting the time of the student's illness or being on vacation (holidays). The expulsion of students is not permitted during illness, vacations, academic leave, or maternity leave.

Disciplinary sanctions are applied by the Rector of the University and are announced by order. The type of disciplinary sanction is determined by the administration.

6. Organization of the Educational Process

6.1. Academic Schedule

Academic classes at the University are conducted according to the **timetable** in accordance with the curriculum and programs approved in the established manner.

6.2. Vacation Duration

Reducing the duration of vacations established by the curricula is not allowed.

6.3. Timetable Publication

The academic timetable is compiled for the semester and the approved version is posted no later than 7 days before the start of each semester.

6.4. Class Schedule

The following class schedule is adopted at JASU: The duration of an academic hour is established as 50 minutes. After the first academic hour of classes, a break of 10 minutes is established. The break between paired classes is 10 minutes.

1st Class 08:00–08:50; 09:00–09:50

2nd Class 10:00–10:50; 11:00–11:50

Lunch Break 11:50–12:20

3rd Class 12:20–13:10; 13:20–14:10

4th Class 14:20–15:10; 15:20–16:10

Upon switching to a two-shift class mode (Effective 01.01.2017): The duration of an academic hour is established as 50 minutes. After the first academic hour of classes, a break of 5 minutes is established. The break between paired classes is 10 minutes.

1st Class 08:00–08:50; 08:55–09:45

2nd Class 09:55–10:45; 10:50–11:40

3rd Class 11:50–12:40; 12:45–13:35

4th Class 13:45–14:35; 14:40–15:30

First shift classes begin at 8:00 AM. Second shift classes begin depending on the academic group's timetable.

6.5. (Original numbering 6.5) Order During Class

After the start of classes, silence and order necessary for the normal course of academic classes must be ensured in all academic and adjacent premises. It is unacceptable to interrupt academic classes or to enter and leave the auditorium while they are being conducted.

6.6. Preparation for Classes

Before the start of each academic class (and during breaks between classes), the teaching support staff prepares the necessary teaching aids and equipment in the auditoriums, laboratories, training workshops, and offices.

6.7. Grouping for Practical Classes

For conducting practical classes in auditoriums, laboratories, and study rooms, each course is divided into **groups (subgroups)**. The number and composition of academic groups are established by order of the Rector or the head of a separate educational unit, depending on the nature of the practical classes and the academic disciplines being studied.

6.8. (Original numbering 6.8) Group Head (Starosta) Duties (Repetition/Detail)

In each group, the Faculty Dean appoints a Group Head from among the most successful and disciplined students, who works in close contact with the group curator.

The Group Head is directly subordinate to the Faculty Dean and informs the students in their group of all their directives and instructions. The functions of the Group Head include:

- Personal attendance tracking for all types of academic classes.
- Monitoring the state of academic discipline in the group during all types of classes, and the safety of academic equipment and inventory.
- Appointing a duty student from the group to prepare the board for classes.
- Notifying students of changes introduced to the class timetable.

- Organizing and conducting social events within the faculty and University.
- The directives of the Group Head, within the scope of the above functions, are mandatory for execution by all students of the group.

7. Rules for Using the Classroom (Auditorium, Lab)

7.1. Definition

A **Classroom (Auditorium)** is an academic premise of an educational institution equipped with visual aids, academic equipment, furniture, and technical teaching aids, where academic work is conducted with students in full compliance with current state educational standards, curricula, and programs, as well as methodological work on the subject to increase the effectiveness and efficiency of the educational process.

7.2. Purpose

The classroom functions to **create optimal conditions** for fulfilling modern requirements for the organization of the educational process.

7.3. Classroom Documentation and Key Management

Classroom documentation includes:

- Safety rules for working in the classroom and a log for introductory safety instructions for students.
- Rules for student use of the classroom.

Keys are issued to faculty, engineering and technical, administrative and economic, production, teaching support, and other personnel upon presentation of their service certificates (passes), with a record in the log clearly indicating the name and position of the person who received the key (the time of receipt and return of the key is also indicated).

The employee who received the keys to the premise (auditorium, laboratory, office) is responsible for the safety and good condition of the property, academic (scientific) equipment, and computer technology located therein. They are obliged to monitor compliance with these rules by the students (employees) present there.

Upon completion of classes (work), the keys are returned to the security desk only by the person who received them. Removing the key or transferring it to other persons is prohibited. Keys are not issued to students.

- Schedule of classroom occupancy according to the academic timetable.
- Classroom Passport.

7.4. Organization of Work in the Classroom (Auditorium, Lab)

- Classes in the classroom are conducted in accordance with the current class timetable.

Rules for using the classroom:

- The classroom must be opened and prepared for work 5 minutes before the start of classes.
- Students must be in the classroom only in the presence of an instructor.
- The classroom must be aired during every break.
- The cleaning of the classroom is done after the completion of classes in it.

7.5. Evaluation of Classroom Activity

The activity of the classroom is checked at the beginning of the academic year by a commission, established by the management's decision, based on the following indicators:

- Provision of the classroom with modern technical teaching aids (TTS).
- Completeness of the classroom with academic equipment and methods of its storage.
- Compliance with sanitary and hygienic norms.
- Compliance with safety regulations, availability of instructions and a safety log.
- Organization of the workplaces of the instructor and students.
- Condition of the classroom and its equipment.

7.6. Responsibility

- Responsibility for the amenities in the academic premises (availability of furniture, academic equipment, maintenance of normal temperature, lighting, etc.) lies with the Vice-Rector for Administrative and Economic Affairs and the heads of separate educational units.

- Responsibility for the good condition of the equipment in laboratories and offices and for the readiness of teaching aids for classes lies with the Heads of the relevant Departments, Laboratory/Office Heads, and methodologists.

8. Order in Premises

8.1. Equipment Responsibility

Responsibility for the good condition of equipment in laboratories and offices and for the readiness of teaching aids for classes lies with the **Heads of Departments**.

8.2. Prohibitions in Educational Institution Premises

- The following are forbidden in the premises of the educational institution:
- Walking around in headgear.
- Loud talking, noise, music.
- Smoking in all premises except places designated for these purposes.
- Consumption and possession of alcoholic beverages, including beer.
- Distribution and use of narcotics.
- Being in the University in a state of narcotic or alcoholic intoxication.
- Swearing/Obscenity.
- Playing cards and other gambling games.
- Eating, except in places designated for these purposes.
- Cracking nuts and seeds.
- Entering and exiting the University through windows and doors designated for economic purposes.
- Being in auditoriums after the University is closed.

8.3. Security and Maintenance

The Employer ensures the maintenance of law and order in the University, the safety of equipment, inventory, and other property, and the maintenance of necessary order in academic and residential buildings.

The security of buildings, property, and responsibility for their fire safety and sanitary condition is assigned to responsible persons; the safety of property and the maintenance of order in dormitories is assigned to the Student Campus Management.

8.4. Key Storage Keys to premises, auditoriums, laboratories, and offices are kept at the **security desk** of the academic buildings (in exceptional cases, with the permission of the management, at the department in a specially designated place).