

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
"SALYMBEK UNIVERSITY" INSTITUTION**



APPROVED
at the meeting of the Academic Council of
"Salymbekov University" Institution
Protocol No. _____ "____" _____ 20____

APPROVED
President of the "Salymbekov University"
Institution Zhumadilov E.Zh.
Order No. _____ "____" _____ 20____

INTERNAL LABOR REGULATIONS

Bishkek 2019

1. General regulations

1.1. In accordance with the Constitution of the Kyrgyz Republic, everyone has the right to work, that is, to receive a guaranteed job with wages in accordance with its quantity and quality and not less than the minimum amount established by the state, including the right to choose a profession, occupation and work in accordance with the vocation, ability, training, education and taking into account social needs.

1.2. The employer is obliged to create all the conditions necessary for the observance of labor discipline by employees. One of these conditions is the regulation of the organization's internal regulations through the development and approval of the most important local regulatory act - the Internal Labor Regulations.

1.3. The internal labor regulations (hereinafter referred to as the Rules) are a local normative act of the "Salymbekov University" Institution (hereinafter referred to as the University), which regulates, in accordance with the Labor Code of the Kyrgyz Republic, the procedure for admitting and dismissing employees of the University, working hours, rest time, incentives applied to employees, and penalties, as well as other issues of regulation of labor and relations closely related to them.

1.4. The internal labor regulations at the University should contribute to the further strengthening of labor discipline, the correct organization of work, an increase in the efficiency of the educational process, and a high quality of work and training.

1.5. Labor discipline at the University is based on a conscious and conscientious performance of teachers and employees of their duties, compulsory rules of conduct for all employees in accordance with the Labor Code of the Kyrgyz Republic, agreements, local normative acts, employment contract and job description.

1.6. Compliance with labor discipline allows the rational use of working time, contributes to the protection of the health of workers, instilling in them the need for conscientious performance of duties.

1.7. Labor discipline is ensured by the creation by the Administration of the necessary organizational and economic conditions for normal, highly productive work, a conscientious attitude to work, as well as encouragement for conscientious work. Disciplinary sanctions are applied to violators of labor discipline.

1.8. The employees of the University, who are subject to these Rules, include all categories of persons working at the University under an employment contract (or agreement), including a fixed-term one, and holding positions of scientific and pedagogical, administrative and managerial, engineering and technical, educational and auxiliary and other personnel according to the staffing table, approved in accordance with the established procedure, or performing work in a certain profession, specialty (indicating qualifications), or hired to perform a specific type of work.

1.9. Issues related to the application of the Rules are resolved by the University Administration independently within the powers granted to it, and in cases stipulated by the current legislation of the Kyrgyz Republic and the Internal Regulations, jointly or in agreement with the relevant governing bodies and representative bodies of the University employees.

1.10. The rules, as well as all changes and additions to them, are developed taking into account the opinion of the governing bodies and representative bodies of the University employees and are approved by the order of the Head of the University.

1.11. These Rules are uniform and binding for all structural divisions of the University. In the separate structural divisions of the University, due to the peculiarities of the working hours and rest hours of certain categories of employees established by labor legislation and other regulatory legal acts, internal regulations of a separate structural division may be developed that do not contradict these Rules. The specified internal regulations of separate structural divisions are approved by the head of the University.

1.12. The University Administration, represented by the President or a person authorized by him acts as an employer in relations with employees of the University, as well as person who organizes and controls the activities of the University.

1.13. The head of the University is the President of the University, who exercises general management and control of the University within the limits of his competence in accordance with the Charter of the University.

2. The procedure for the admission, transfer and dismissal of employees. Labor contract

2.1. Labor relations in accordance with the Labor Code of the Kyrgyz Republic and the Law of the Kyrgyz Republic "On Education" are regulated by an employment contract.

Employment contract is an agreement between the administration and an employee of the University, in accordance with which the administration undertakes to provide the employee with work for a specified labor function, pay wages, provide working conditions stipulated by labor legislation, other local regulations and this contract, and the employee undertakes to personally fulfill certain with this agreement, the labor function, to comply with the internal labor regulations in force at the University.

The parties to the employment contract are the head of the University (or a person authorized by him) and the employee being hired.

2.2. The employment contract specifies:

- surname, first name, patronymic of the person hired in accordance with the passport or other document proving his identity, as well as the data of the document itself (the authority that issued this document, document number and date of issue), the postal address at which the employee is registered, and the postal address of his actual residence;
- surname, name, patronymic of the head who concludes the employment contract, the full name of the University, its location and postal address, taxpayer identification number (TIN);
- place and date of the conclusion of the employment contract. The place of work, structural unit of the University or a separate structural unit (branch, representative office located in another locality) is indicated;
- position in accordance with the staffing table or a specific type of work, specialization and qualifications according to the qualification handbook;
- start date of work (day, month and year). When concluding a fixed-term employment contract, the period of its validity and the reason that served as the basis for concluding a fixed-term employment contract are indicated;
- conditions of payment, in accordance with the order of the University;
- working hours and rest hours;
- guarantor of AI and compensation for work in harmful and (or) dangerous working conditions, if the employee is employed under appropriate conditions, indicating the characteristics of the working conditions at the workplace;
- conditions that determine, if necessary, the nature of work (business trips, mobile, traveling, etc.);
- a word on compulsory social insurance, to which an employee has the right in accordance with the Labor Code of the Kyrgyz Republic and other laws;
- working conditions at the workplace;

In addition to the above, an employment contract with a foreign employee includes:

- information on a work permit or patent, on the basis of which such an employee has the right to carry out labor activities in the Kyrgyz Republic;
- information about a temporary residence permit in the Kyrgyz Republic or a residence permit in the Kyrgyz Republic;
- a condition on indicating the grounds for providing medical care to a foreign worker during the term of the employment contract (including the details of the contract (policy) of voluntary medical insurance).

Additional conditions may be included in the employment contract: on clarification of the place of work, the specific period of testing, non-disclosure of state, official and commercial secrets, on compulsory work after training at the expense of the University and other conditions.

The terms of the employment contract can be changed only by agreement of the parties in writing. Changing the terms of the employment contract on the initiative of the University administration is allowed in the manner prescribed by the Labor Code of the Kyrgyz Republic.

2.3. Documents to be presented when concluding an employment contract:

- passport or other identity document; work book, except for cases when an employment contract is concluded for the first time or when an employee starts working on a part-time basis;
- military registration document for persons liable for military service and persons subject to conscription; a document on education and (or) on qualifications or availability of special knowledge (when applying for a job requiring special knowledge or special training); health certificate;
- foreign citizens in the cases established by the legislation of the Kyrgyz Republic, before entering into an employment contract, are obliged to provide the university administration with a health insurance policy valid in the territory of the Kyrgyz Republic and providing for the provision of such an employee with primary health care and specialized medical care in an emergency form.

2.4. When entering into an employment contract for the first time, work book and a certificate of insurance compulsory pension insurance are made at the University by Administration (HR department). If a person applying for a job does not have a work book due to its loss, damage or for another reason, the University administration is obliged to issue a new work book on a written statement of this person (indicating the reason for the absence of a work book).

2.5. An employment contract is concluded in writing, drawn up in two copies, each of which is signed by the parties. One copy is given to the employee, the other is kept by the HR Department of the University. The receipt by the employee of a copy of the employment contract must be confirmed by the employee's signature on the copy of the employment contract kept by the employer.

2.6. Obligatory preliminary medical examination (examination) when concluding an employment contract are subject to all persons applying for work at the University, in particular foreign citizens, persons under the age of eighteen, as well as persons employed in jobs with harmful and / or dangerous working conditions and teaching staff.

2.7. The conclusion of an employment contract is allowed with persons who have reached the age of sixteen years. Persons who have reached the age of fifteen and have received a general education or receive a general education can conclude an employment contract with the administration of the University to perform light work that does not harm their health.

2.8. The heads of structural divisions and heads of the University, faculties and institutes have the right to admit employees to perform their labor functions after briefing on labor protection and fire safety at the workplace and registration with the HR Department.

2.9. Recruitment to any department of the University is formalized by the order of the head of the University or a person authorized by him on the basis of a concluded employment contract. The order of the administration on employment is announced to the employed person against signature no later than within three days from the date of the actual start of work.

2.10. The University administration, prior to concluding an employment contract, is obliged to familiarize the hired employee against signature with the University Internal Regulations, job descriptions and other local regulations of the University.

2.11. An employment contract for filling the posts of scientific and pedagogical workers related to the teaching staff is concluded both for an indefinite period and for a period determined by the parties to the employment contract. The end of the term of the employment contract in this case, as a rule, should coincide with the end of the academic year. For scientific and pedagogical workers, before the conclusion of an employment contract, a competitive selection of applicants is carried out.

2.12. The term of the employment contract concluded with the employee (an indefinite period or a certain period of not more than five years) after passing the competitive selection is determined by agreement between the employee and the University Administration, taking into account the opinion of the academic council that conducted the corresponding competitive selection.

2.13. An employee has the right to conclude labor contracts for performing other regular paid work at the University (internal part-time job) and (or) with another employer (external part-time job) during his free time from his main job. Scientific and pedagogical workers, as well as employees of other categories determined by the Administration of the University, can work part-time for another employer in the prescribed manner with the obligatory notification of the University Administration about the place of part-time work, the amount of employment and the position held.

2.14. The recruitment of the teaching staff is formalized by the order of the Rector or another official authorized by him on the basis of a written employment contract. The order is announced to the employee against signature.

2.15. Persons are not allowed to pedagogical activity:

- deprived of the right to engage in pedagogical activity in accordance with a court verdict that has entered into legal force;
- who have or have had a criminal record, who have been prosecuted (with the exception of persons whose criminal prosecution has been terminated on rehabilitating grounds) for crimes against life and health, freedom, honor and dignity of the individual (with the exception of illegal hospitalization in a medical organization that provides psychiatric care in inpatient conditions, and slander), sexual inviolability and sexual freedom of the individual; against the family and minors, public health and public morality, the foundations of the constitutional order and security of the state, peace and security of mankind, as well as against public security, with the exception of the cases provided for in paragraph four of this paragraph;
- having an unexpunged or outstanding conviction for other intentional grave and especially grave crimes not specified in the third paragraph of this clause;
- recognized as legally incompetent;
- with diseases provided for by the list approved by the executive authority responsible for the development of state policy and legal regulation in the field of healthcare.

2.14. To preserve the continuity of the educational process when hiring part-time jobs for a period of not more than one year, and to replace a temporarily absent employee, for whom, in accordance with the law, a place of work is retained, before this employee leaves work, teaching staff without being elected by competition.

2.15. To fill the vacant positions of the teaching staff, the head of the University has the right to conclude an employment contract for a period of one academic year without a competition with practitioners working directly in production, wishing to combine teaching activities with their main work, as well as with teachers working in terms of hourly wages.

2.16. The faculty of the University includes: assistants, teachers, senior teachers, associate professors, professors, heads of departments, deans of faculties, who, in accordance with the established procedure, on a contractual and competitive basis, occupy this position.

2.17. Positions of the rector, pro-rectors, heads of branches, institutes, centers and other departments of the University not specified in clause 2.16. of this Rule are assignable. The procedure for appointing persons to these positions is established by the Charter of the University and the Regulations adopted in accordance with it.

2.18. The Rector of the University is appointed and dismissed by the President of the University in agreement with the General Meeting of Founders. The appointment of the rector takes place upon the recommendation of the General Meeting of Founders or at the personal choice of the President by concluding an employment contract for a period of 5 (five) years with the issuance of an appropriate decision on his approval as the Rector of the University.

2.19. Termination of the rector's activities occurs in the following cases: by the decision of the President; at a personal request, according to the submitted application; in connection with the

expiration of the term of the employment contract; in case of death or illness, which prevents him from fulfilling the duties of the Rector on other grounds provided for by this Charter and other local acts of the University.

2.20. Vice-rectors, heads of branches, institutes, centers and other departments of the University who are not part of the teaching staff of the University are appointed and dismissed by the President of the University in agreement with the General Meeting of Founders. Appointment or dismissal from office takes place on the recommendation of the Rector or at the personal choice of the President with the publication of a corresponding decision.

2.21. A fixed-term employment contract is concluded with vice-rectors, heads of branches, institutes, centers and other departments of the University who are not part of the teaching staff of the University. The expiration date of the employment contract concluded with them cannot exceed the expiration date of their powers.

2.22. **Administrative and managerial, engineering and technical, educational and support** and other personnel performing work in a certain profession, specialty, or hired to perform a specific type of work, are appointed and dismissed by the President of the University or a person authorized by him in agreement with the General meeting of Founders.

2.23. The transfer to another job within the University or the transfer of an employee is formalized by an order of the head of the University (another authorized official), which is announced to the employee against signature and on the basis of which an entry is made in the employee's work book (except in cases of temporary transfer).

2.24. The transfer of employees to another job (another position, another structural unit) can be made only to a job that is not contraindicated for him for health reasons.

2.25. The transfer of employees related to management personnel from one division of the University to another is carried out by the head of the University in agreement with the General Meeting of Founders.

2.26. To arrange a transfer to another job in writing, an additional agreement is concluded, drawn up in two copies, each of which is signed by the parties (the employer and no one works). One copy of the agreement is handed over to the employee, the other is kept by the HR Department. The receipt by the employee of a copy of the agreement is confirmed by the employee's signature on the copy kept at the University.

2.27. The transfer of an employee to another job is formalized by an order issued on the basis of an additional agreement to the employment contract. The transfer order is announced to the employee against signature.

2.28. An employment contract can be terminated by agreement between the employee and the University administration, as well as on other grounds stipulated by the Labor Code of the Kyrgyz Republic.

2.29. The dismissal of employees of the University in all cases is made as a result of termination of the employment contract. An employment contract can be terminated on the grounds provided for by the employment contract itself, the Labor Code of the Kyrgyz Republic and other laws of the Kyrgyz Republic. In all cases, the day of dismissal of an employee is the last day of his actual work, regardless of the date of issue of the corresponding order of dismissal.

2.30. Additional grounds for terminating an employment contract with scientific and pedagogical workers, in addition to the general grounds provided for by the Labor Code and other laws, are:

- repeated gross violation of the University Charter and these Rules within one year;
- application, including one-time, methods of influence associated with physical and (or) mental violence against the personality of the student.

The procedure for terminating an employment contract at will (Article 82 of the Labor Code of the Kyrgyz Republic)

An employee who decides to terminate the employment contract of his own free will inform the immediate supervisor about this and send a written application to the HR and Records Management Department no later than 14 days before the date of dismissal. The course of the specified period begins on the next day after the registration of the application with HR.

When sending the application to the notice by mail at the following address: city of Bishkek, str. Fuchik 3, in HR - the date of informing the employer is the date specified in the postal return receipt.

Based on the request of the employee and within three calendar days from the date of receipt of the application, order is issued.

Having received information (order) on the dismissal of an employee who is a materially responsible person, the Department of administrative affairs within three calendar days, in agreement with the head of the unit, issues an order to conduct an inventory of material assets assigned to the leaving materially responsible person by the forces of the commission, the chairman of which is appointed the head of the unit ... In the absence of a materially responsible person during this period (for valid reasons or without such), the inventory is carried out after the fact. The result of the inventory is drawn up by an inventory list and signed by the members of the commission. The head of the department is obliged to ensure the safety of the capitalized property, organize the transfer of material assets to another person or provide the values to the warehouse.

The head of the department, no later than six calendar days before the upcoming dismissal, is obliged to ensure the delivery to HR and the accounting department of the timesheet for the leaving employee for the period of time remaining before the dismissal. On the basis of the filed report card and the order of dismissal, the accounting department pays all the amounts due to the employee on the day of the employee's dismissal.

Until the appointment of a new materially responsible person in accordance with the established procedure, the safety of material assets is ensured by the head of the unit.

Upon dismissal of the head of a department, the responsibility for the transfer of affairs rests with the head in charge of this department.

Termination of the employment contract by agreement of the parties (Article 80 of the Labor Code of the Kyrgyz Republic)

An employee proposing to terminate an employment contract by agreement of the parties sends his immediate supervisor a written statement about this to the name of the rector (vice-rector for subordination).

Head of unit, no later than the day following the receipt of notice of resignation by agreement of the parties, provides transmission of the statements in HR for publication, not later than two days from the receipt of the application, order or refuses to dismiss on this basis.

When dismissing an employee who is financially responsible person, dismissal date is set the head unit in coordination with the HR for the purpose s ensure the inventory of material assets. HR records information about the forthcoming dismissal of the material - the responsible persons in the log, which indicates termination date agreed upon and, in consultation with the head unit, ensures the preparation of the order of inventory of material assets.

Until the appointment of a new materially responsible person in accordance with the established procedure, the safety of material assets is ensured by the head of the unit.

In case of dismissal by agreement of the parties of an employee who is not a materially responsible person, the date of dismissal is determined upon receipt of an application by HR, taking into account the time required to issue a dismissal order and determine the procedure for settling accounts with the dismissing employee, but no later than 3 business days.

The head of the department, no later than six calendar days before the upcoming dismissal, is obliged to ensure the delivery to HR and the accounting department of the timesheet for the leaving employee for the period of time remaining before the dismissal.

2.27. Termination of the employment contract is formalized by the order of the head of the University.

With the order to terminate the employment contract, the employee must be familiarized with the signature. At the request of the employee, the University administration is obliged to issue him a duly certified copy of the said order. In the event that the order to terminate the employment contract cannot be brought to the attention of the employee or the employee refuses to familiarize himself with it under the signature, a corresponding act is drawn up.

2.28. The day of termination of the employment contract in all cases is the last day of the employee's work when the employee did not actually work.

2.29. On the day of termination of the employment contract, the University administration is obliged to issue the employee with a work book and calculate all amounts of payments due to the employee. At the written request of the employee, the administration of the University is also obliged to issue him duly certified copies of documents related to the work.

2.34. An entry in the work book about the basis and reason for terminating an employment contract must be made in strict accordance with the wording of the Labor Code of the Kyrgyz Republic or another law and with reference to the relevant article, as well as part of the article, paragraph of the article of the Labor Code of the Kyrgyz Republic or another law.

In the event that, on the day of termination of the employment contract, it is impossible to issue a work book to an employee due to his absence or refusal to receive it, the University administration is obliged to send the employee a notice of the need to come for the work book or agree to send the work book by mail to the employee.

3. Basic rights and obligations of employees

3.1. All employees of the University have the right to:

- conclusion, amendment and termination of an employment contract in the manner and under the conditions established by the Labor Code of the Kyrgyz Republic, other regulations and an employment contract;
- provision of work stipulated by an employment contract;
- a workplace that meets the state regulatory requirements for labor protection and the conditions provided for by the employment contract.
- full receipt of wages in accordance with their qualifications, quality and quantity of work performed;
- rest, provision of days off, non-working holidays, paid vacations;
- complete reliable information about working conditions;
- professional training, retraining and advanced training in the manner prescribed by the Kyrgyz Republic, other laws;
- use, in accordance with the procedure established at the University, library and information funds, equipment, office equipment, information resources provided to employees, including Internet resources, e-mail, telephone and mobile communications, as well as services of social - household, medical and other structural units The University, in the manner prescribed by the local regulations of the University;
- participation in the discussion and solution of the most important issues of educational, scientific and production activities of the university and its structural units, including on the basis of membership in public organizations and as part of the collective management bodies of the university;
- resolution of individual and collective labor disputes, including the right to strike, in accordance with the procedure established by the Labor Code of the Kyrgyz Republic, other laws;
- protection of their labor rights, freedoms and legal interests in all ways not prohibited by law;
- material, technical and organizational support of their professional and scientific activities;
- choice of teaching methods and means that best meet their individual characteristics and ensure high quality of the educational process;

- participation in ongoing scientific research, providing a high scientific level of educational content and obtaining new fundamental knowledge;
- compensation for harm caused to the employee in connection with the performance of labor duties, and compensation for moral damage in the manner prescribed by the current legislation;
- other rights established by the legislation of the Kyrgyz Republic, the Charter and local normative acts have ATU, the employment contract.

3.2. All employees of the University are obliged to:

- comply with the legislation of the Kyrgyz Republic, the Charter of the University, these Rules and other local regulations of the University;
- work honestly, conscientiously fulfill the labor duties assigned to them by the employment contract, comply with the Code of Business Ethics, the requirements for the teaching staff of the University to ensure the quality of the educational process;
- comply with legal, moral and ethical standards, follow the requirements of pedagogical, official and academic ethics, respect the honor and dignity of students, University employees, and other participants in the educational process;
- not to allow actions and (or) statements containing motives of political, ideological, racial, national or religious hatred or enmity, or motives of hatred or enmity in relation to any social group, including actions and (or) statements of a discriminatory nature by sex, race, skin color, nationality, language, origin, property, family, social and official status, age, place of residence, attitude to religion, political beliefs, affiliation or non-affiliation with public associations;
- show tolerance and respect for the customs and traditions of nationalities and other states, take into account the cultural and other characteristics of various ethnic, social groups and confessions, promote interethnic and interfaith harmony;
- to carry out educational, methodological and scientific work in accordance with an individual plan (for faculty members);
- to show care and attention to students at the University, to promote their successful studies, healthy life and exemplary behavior;
- timely and accurately execute orders of the University administration;
- comply with labor protection and labor safety requirements established by laws and other regulatory legal acts, as well as labor protection rules and instructions;
- comply with the legislation of the Kyrgyz Republic on fire safety, regulations and other legal requirements of state inspectors for fire supervision, local legal acts, including orders of the Rector of the University, regulating issues of labor protection and fire safety;
- observe labor discipline and maintain order on the territory of the University (in auditoriums, laboratories, departments, etc.);
- take care of the property of the University (including the property of third parties, which is under the control of the University, if the University is responsible for the safety of this property) and other employees;
- not to disclose information protected by law (state, commercial, official and other), which became known to the employee in connection with the performance of his job duties, including not to disclose personal data to other staff and students, to ensure the protection obtained, in connection with the performance of their duties, personal data of employees from their unlawful use or loss;
- not to disseminate information discrediting the business reputation of the University, officials, including in the media, Internet resources;
- immediately inform the administration of the University or the immediate supervisor about a situation that poses a threat to the life and health of people, the safety of the property of the University;
- notify the employer of all cases of appeal of any persons in order to induce the commission of corruption offenses in the performance of their labor duties;

- comply with the requirements of the labor contract and job description, comply with the established labor standards;
- within a month from the date of change of their personal data, provide written information to the Administration and HR of the University (full name; passport data; educational documents; documents on academic degree, title; data on the place of registration);
- timely provide other information, including information on the presence of disability, information on changes in the composition of the family in order to exercise the rights and provide guarantees stipulated by the legislation of the Kyrgyz Republic.
- undergo mandatory preliminary and periodic medical examinations (examinations) in accordance with the schedule of medical examinations established at the University;
- conclude an agreement on full material responsibility with the University administration and ensure the safety of the property entrusted to it;
- timely get acquainted with the orders for hiring, transfer to another position (unit), dismissal, granting leave, etc.
- fulfill other obligations established by the legislation of the Kyrgyz Republic, these Rules, the Charter and local acts of the University, labor contract, job description.
- create in the team a climate of mutual trust, respect, mutual assistance and support, high culture, patriotism and pride in belonging to the team;
- to increase the prestige and authority of the University in every possible way, to preserve, protect and increase the property and funds of the University.

3.3. All employees of the University are obliged to comply with the established requirements:

- not to use the employer's tools, devices, machinery and equipment for personal purposes;
- do not use working hours to resolve issues not related to labor relations, do not use the Internet for personal purposes, do not play computer games;
- do not consume alcoholic beverages, narcotic and toxic substances during working hours, do not come to work in a state of alcoholic, drug or toxic intoxication;
- not to take out or transfer to other persons official information on paper and electronic media, if this is not directly related to the implementation of labor activity;
- do not leave the workplace for a long time without informing your immediate supervisor and without obtaining his permission;
- perform other duties stipulated by the legislation of the Kyrgyz Republic, these Rules, other local regulations of the University and an employment contract.

3.4. In addition, scientific and pedagogical workers are obliged:

- carry out their activities at a high professional level, ensure the full implementation of the taught subject, course, discipline (module) in accordance with the approved work program;
- use the most effective forms, methods and means of teaching, new pedagogical technologies that contribute to the development of creative, analytical and personal abilities of students;
- develop students' cognitive activity, independence, initiative, creativity, form a civic position, the ability to work and live in the modern world, form students' culture of a healthy and safe lifestyle;
- to ensure high efficiency of the educational and pedagogical process, to achieve complete assimilation by students of the necessary theoretical and practical knowledge in the disciplines taught;
- take into account the peculiarities of the psychophysical development of students and their state of health, observe the special conditions necessary for education by persons with disabilities, interact, if necessary, with medical organizations;
- take an active part in the methodological work of departments, improve the educational process, search for new more effective forms and methods of teaching students, listeners, graduate students and other categories of students, apply modern technologies and technical teaching aids in teaching;

- conduct methodological work, take part in the writing of textbooks, teaching aids, teaching materials, improve the educational material base of training, use computer technology and other technical teaching aids;
- to educate students both in the learning process and during other educational, cultural and other events provided for by the plans of the educational authorities, the plans of the University;
- ensure the assimilation of educational programs by students at a level not lower than the requirements of state educational standards;
- carry out educational and methodological work, organize and control the independent work of students;
- to respect the personal dignity of students, to take care of their cultural and physical development, to assist them in organizing independent work, to constantly improve the level and quality of the professional knowledge acquired by students;
- conduct scientific research that ensures a high scientific level of the content of education, actively involve students in them;
- carry out research work in a timely manner at a high scientific and methodological level;
- ensure the introduction of research and development in the practice of business entities, state and municipal authorities, law enforcement agencies, in the educational process;
- be responsible for the implementation of research and development in a timely manner, the reliability and quality of the results obtained;
- constantly improve their professional, political and general cultural level, regularly undergo various forms of advanced training: at least once every five years, undergo the forms of advanced training established by law;
- not to allow the use of emotional, mental, physical violence against students;
- fulfill other obligations in accordance with the legislation of the Kyrgyz Republic, this Charter and local regulations of the University, as well as labor contracts.

3.5. Specific labor (job) duties of employees are determined by labor contracts and job descriptions.

4. Basic rights and obligations of the University administration

4.1. The University administration (in this case) includes the founders, the president, the rector, vice presidents, vice-rectors, chief accountant, deans, heads of departments, the head of the educational and methodological department, heads of departments, directors of institutes and branches and other persons authorized by the president.

4.2. The University administration has the right to:

- independently plan and carry out the educational process, selection and placement of personnel, scientific and educational, financial, economic and other activities in accordance with the legislation of the Kyrgyz Republic, the Charter, internal regulations and local regulations of the University;
- develop and adopt the Rules and the internal labor regulations, the Rules and the internal regulations of students, other local regulatory and individual legal acts;
- conclude, amend and terminate labor contracts and agreements with employees in the manner and on the terms established by the current Labor Code of the Kyrgyz Republic, other laws and the labor contract;
- require employees to fulfill their labor duties and respect the property of the university, employees, students and other (third) parties, to comply with internal regulations;
- to control, monitor and evaluate the progress and intermediate certification of students, establish their forms, frequency and procedure;
- to control, monitor and evaluate the activities of the University employees, as well as to establish their forms, frequency and procedure;

- take part in various meetings, meetings and sessions of the structural divisions of the University, as well as convene and organize such meetings.
- in order to control the activities of teachers and increase the efficiency of the results of the university's work, attend classes without warning;
- create associations of employers in order to represent and protect their interests and join them;
- to encourage employees of the University for conscientious and effective work;
- to conduct collective bargaining and conclude collective agreements, agreements;
- to bring employees to disciplinary and material liability in the manner prescribed by the Labor and Civil Codes of the Kyrgyz Republic, the Charter of the University, the labor contract and other normative acts of the University;
- to make deductions from the employee's salary to pay off his debt to the University: to reimburse the unearned advance paid to the employee on account of the salary; to repay an unspent and not returned advance payment within three days after the end of the business trip issued in connection with a business trip; to return amounts overpaid to an employee due to counting errors; upon dismissal of an employee before the end of the working year for which he has already received paid leave ; for unworked vacation days;
- exercise other powers in accordance with the legislation, the charter of the university, these Rules, issued in accordance with them by the local acts of the university.

4.3. The University administration is obliged to:

- create the necessary conditions for the normal work of employees and employees in accordance with the internal regulations, job descriptions and the current labor legislation of the Kyrgyz Republic;
- comply with labor laws and other regulations and legal acts, local regulations, terms of agreements and employment contracts;
- ensure strict adherence to labor and production discipline, constantly carry out organizational, economic and educational work aimed at strengthening it, eliminating the loss of working time, forming stable labor collectives, and taking action against violators of labor discipline;
- provide employees with work stipulated by the employment contract;
- ensure safety and working conditions, constantly monitor the knowledge and observance by employees of all requirements of safety instructions, industrial sanitation and labor hygiene, fire safety;
- be attentive to the needs and requests of employees;
- maintain in proper condition dormitories, sports facilities, university canteens;
- to issue timely wages and pay leave;
- monitor the labor discipline of employees;
- compensate for harm caused to employees in connection with the performance of their labor duties, as well as compensate for moral harm in the manner and under the conditions established by the Labor Code of the Kyrgyz Republic and other laws;
- Consider appeals from employees of the University or their representative body about violations of labor legislation revealed, take measures to eliminate the identified violations and report on the measures taken;
- to acquaint employees, under signature, with the adopted local regulations directly related to their work activities;
- prohibit smoking in unauthorized places, carry out measures to suppress manifestations of drunkenness, the state of narcotic or toxic intoxication;
- for failure to comply with these rules, apply disciplinary measures, up to and including expulsion from the University;
- carry out other obligations in accordance with the legislation, the charter of the university, these Rules, issued in accordance with them by the local acts of the university.

5. Working time and its use

5.1. Working hours - the time during which employees of the University must perform their labor duties in accordance with these Internal Labor Regulations or the work schedule or the terms of the employment contract.

5.2. The University sets the length of the working week:

- for the administration of the University, not engaged in pedagogical activity (except for deans, heads of departments, head of educational institutions) - a **five-day working week** with days off on Saturday and Sunday.
- for the teaching staff (teaching staff), as well as for employees and officials associated with the organization and maintenance of the educational process - a **six-day working week** with one day off on Sunday;
- for employees of the University departments not related to the educational process (the list of departments is announced by the order of the President) - a **five-day working week** with days off on Saturday and Sunday.

5.3. The University has the following working hours:

- for the teaching staff - 36 hours per week;
- for employees aged 14 to 16 - no more than 24 hours a week;
- for employees aged 16 to 18 - no more than 36 hours per week;
- for employees who are persons with disabilities of I and II disability groups - no more than 36 hours per week;
- for workers engaged in heavy physical work, work with harmful or hazardous working conditions - no more than 36 hours per week.
- for all other employees and administration of the University - 40 hours per week.

5.4. The University establishes the following duration of daily work:

- for the teaching staff - on Saturday no more than 6 hours, on other days of the week no more than 8 hours.
- for employees and officials associated with the organization and maintenance of the educational process - on Saturday no more than 6 hours, on other days of the week no more than 10 hours.
- for the administration and employees of the University departments not related to the educational process - no more than 8 hours 30 minutes.
- for employees aged 14 to 16 - no more than 5 hours;
- for employees aged 16 to 18, as well as for disabled people of groups I and II - no more than 7 hours;

5.5. The University sets the following start and end times for work:

- for the teaching staff - from 8 h. 00 min. up to 17 hours 00 min. with a lunch break 60 minutes;
 - for employees between the ages of 14 and 16 - from 10:00 am. up to 16 hours 00 min. with a lunch break 60 minutes;
 - for employees aged 16 to 18 - from 9:00 a.m. up to 17 hours 00 min. with a lunch break 60 minutes;
 - for employees who are persons with disabilities of I and II disability groups - from 9:00 a.m. up to 17 hours 00 min. with a lunch break 60 minutes;
 - for workers engaged in heavy physical work, work with harmful or hazardous working conditions - from 9 h. 00 min. up to 17 hours 00 min. with a lunch break 60 minutes;
- for teaching staff and employees working with students enrolled in part-time and part-time education, as well as on the night shift, the working day is set individually in accordance with curricula and class schedules.
- for individual units and employees, by order of the president or a person authorized by him, a different operating mode may be established;
 - for all other employees and administration of the University - from 9:00 am. up to 18 h. 30 min. with a lunch break 60 min.

- 5.6. A break for rest and meals of 60 minutes shall not be included during working hours. The time for granting a break is determined by the head of the structural unit.
- 5.7. The head of the structural unit, in case of production or service needs and in agreement with the superior manager, can set a different start and end time for employees of his unit within the normal working time.
- 5.8. For some categories of employees, based on the order of the president or the rector (with the consent of the president), a sliding (shift) work schedule is established within the normal working hours for the accounting period. Shift schedules and the duration of daily work (shift) shall be brought to the attention of employees no later than one month before they are put into effect.
- 5.9. Individual employees of the University, by order (order) of the president or the rector (with the consent of the president), if it is necessary to occasionally engage in the performance of their labor functions outside the established working hours, an irregular working day may be established for them.
- 5.10. Involvement of employees on the initiative of the University Administration to work on weekends and non-working holidays is allowed in exceptional cases in accordance with the labor legislation of the Kyrgyz Republic.
- 5.11. Within the working day teachers must conduct all kinds of educational and methodical, scientific research and other work in accordance with the position, individual educational plan, and the plan of scientific - research work.
- In the working hours of teaching staff, depending on the position held, educational (teaching), educational work, individual work with students, scientific, creative and research work, as well as other pedagogical work provided for by labor (official) duties and (or) an individual plan, are included, - methodical, preparatory, organizational quo constant prices, diagnostic, work on monitoring, the work in the plan of educational, sports - recreational, sporting, artistic and other activities carried out with the students.
- 5.12. The heads of the structural divisions of the University are obliged to keep records of the time actually worked by each employee in the prescribed manner. For some categories of workers, a summarized accounting of working hours can be established.
- 5.13. The University administration constantly monitors working hours, timely attendance at work and leaving work.
- 5.14. The teaching staff are allowed to work part-time, including in a similar position, specialty.
- 5.15. The work in a part-time job, permitted by the current legislation, by the teaching staff, workers and employees, should be performed outside of the working time in the main position.
- 5.16. The teaching load for teaching staff is set depending on their qualifications and the profile of the department
- 5.17. The administration has the right to involve students, graduate students and trainees outside the classroom in economic work on the improvement of the territory and classrooms with their consent and for an appropriate material reward.
- 5.18. The duration of the working day immediately preceding a non-working holiday is reduced by one hour for all categories of employees of the University.
- 5.19. If a day off and a non-working holiday coincide, the day off is not transferred to the next working day.
- 5.20. Heads of structural divisions are obliged not to allow an employee to work:
- appeared at work in a state of alcoholic, drug or toxic intoxication. The employee is not paid for this working day;
 - has not passed in the prescribed manner a preliminary or periodic medical examination;
 - who did not undergo training and testing of knowledge and skills in the field of labor protection in the prescribed manner;
 - if contraindications are identified in accordance with the medical report for the employee to perform the work stipulated by the employment contract;

- in case of suspension of the employee's special right (license, right to drive a vehicle, other special right) for a period of up to two months, if this entails the impossibility of fulfilling the employee's obligations under the employment contract and if it is impossible to transfer the employee from his written consent to another the work available at the University that the employee can perform taking into account his state of health;
- at the request of bodies or officials authorized by laws and other regulatory legal acts of the Kyrgyz Republic;
- in other cases stipulated by laws and other regulatory legal acts of the Kyrgyz Republic.

Along with the cases specified in this paragraph, the University administration is obliged to remove from work (not allow to work) a pedagogical worker upon receipt of information from law enforcement agencies that this employee is subject to criminal prosecution for crimes specified in the second paragraph of Article 377 of the Labor Code of the Kyrgyz Republic and in The list of relevant medical contraindications and types of crimes approved by the Government of the Kyrgyz Republic.

5.16. During the period of suspension from work (non-admission to work), the employee's salary is not charged, except for cases provided for by the Labor Code of the Kyrgyz Republic or other laws.

5.17. If a teacher does not appear for work, the head of the department is obliged to immediately take measures to replace him with another teacher.

6. Work at night

6.1. Night time - time from 22-00 to 6-00 o'clock. Duration of work at night is reduced by one hour without further work.

6.2. The following are not allowed to work at night: pregnant women; employees under the age of 18; women with children under the age of 3; disabled people; employees with disabled children; employees caring for sick members of their families in accordance with medical evidence.

7. Overtime work

7.1. Overtime - work, performed by an employee on the initiative of the administration or employee of the University of non-standard for an employee working hours.

7.2. For overtime work is made on the proposal, order or consent of the employer and the written consent of the employee. Employees under the age of 18 are not allowed to work overtime;

7.3. The University administration has the right to engage an employee without consent to overtime work in the following cases:

- when performing work necessary to prevent a catastrophe, industrial accident or natural disaster;
- in the production of socially necessary work to eliminate unforeseen circumstances that disrupt the normal functioning of water supply systems, gas supply, heating, lighting, sewage, transport, communications, an integrated computer network;
- in the performance of urgent work in emergency conditions, that is, in the event of a disaster or threat of disaster (fires, floods, hunger, earthquakes, epidemics) and in other cases that endanger the life or normal living conditions of the entire staff of the University.

7.4. The heads of the structural divisions of the University are obliged to ensure accurate accounting of the duration of overtime work of each employee.

8. Rest time

8.1. Rest time - the time during which the University employee is free from work duties and which he can use at his own discretion.

8.2. The types of rest time are: breaks during the working day, daily rest, weekends (weekly uninterrupted rest), non-working holidays, vacations.

8.3. During the working day, the University employee is provided with a break for rest and meals lasting no more than 60 minutes in total and not less than 30 minutes, which is not included in working hours.

8.4. All employees are provided with weekends. With a five-day working week, the employee is given two days off per week, with a six-day working week - one day off.

8.5. Non-working holidays are the days established by the Labor Code of the Kyrgyz Republic. Work on weekends and non-working holidays is prohibited, with the exception of cases provided for by the Labor Code of the Kyrgyz Republic. Attracting employees to work on weekends and non-working holidays is carried out in accordance with the Labor Code of the Kyrgyz Republic.

8.6. For the purpose of rational use of weekends and non-working holidays by employees, the University administration has the right to postpone weekends to other days.

8.7. The involvement of employees in work on weekends and non-working holidays is carried out with their written consent. Exceptional cases of involving employees without their consent to work on weekends and non-working holidays, namely: to prevent a disaster, industrial accident or eliminate the consequences

catastrophe, prevention of an accident or natural disaster (fire, flood, hunger, earthquake, epidemic) and / or in other cases that endanger the lives of employees and students of the University.

In other cases, involvement in work on weekends and non-working holidays is allowed with the written consent of the employee.

8.8. If the employee's job description provides for shifts (for example, in dormitories and University buildings), including on weekends and non-working holidays, work days are compensated by other days of rest (time off).

9. Holidays

9.1. Employees of the University are provided with annual leave with preservation of their place of work (position) and average earnings. The duration of the paid main vacation cannot be less than 28 calendar days.

9.2. The grounds and procedure for granting, as well as the duration of annual basic and additional leaves, as well as unpaid leave to employees of the University is determined by the legislation of the Kyrgyz Republic and other regulations of state authorities, the Charter of the University, these rules, collective and labor contracts, and other local regulations University.

9.3. The main annual leave for the teaching staff and teaching support staff of the University is provided, as a rule, during the summer vacation period. If a teacher is involved in work within a specified period of time (for taking exams, training at preparatory courses, conducting all types of practices, etc.), the University Administration is obliged to provide the employee with a vacation at another time period during the year.

9.4. Vacation periods established for students, pupils of educational institutions, which do not coincide with the annual paid basic and additional leaves of teachers, are working hours for them. During the vacation period, teaching staff carry out research, educational and methodological and other types of work in the usual way in accordance with individual work schedules.

9.5. Employees of the University may be granted unpaid leave, the duration of which is determined by agreement between the employee and the administration of the University. The time spent on such leave is not included in the length of service.

9.6. Workers admitted to the degree of PhD or PhD, are entitled to be provided with additional leave of respectively one and three months without storing the I average earnings.

9.7. In exceptional cases, when the granting of leave to an employee in the current working year may adversely affect the normal course of work of the University, it is allowed, with the employee's consent, to postpone the vacation to the next working year. In this case, the vacation must be used no later than 12 months after the end of the working year for which it is granted.

9.8. Failure to provide basic annual paid leave for two consecutive years, as well as failure to provide basic annual paid leave to employees under the age of eighteen and employees engaged in work with harmful and (or) hazardous working conditions is prohibited.

10. Rewards for success in work

10.1. For success in educational, methodological, scientific, educational activities, as well as for exemplary performance of work duties, innovation in labor and other statutory activities, the following types of incentives are established for the University employees:

- announcement of gratitude;
- bonuses;
- rewarding with a valuable gift;
- rewarding with the Certificate of Honor;
- submission to the title of the best in the profession;
- rewarding with the Badge of Honor;
- and other incentives.

10.2. Incentives are established in accordance with the regulation on this type of incentive, announced by order of the President or the Rector (with the consent of the President), if necessary, are brought to the attention of the entire team and are entered in the employee's ore book.

10.3. For special labor services to society and the state, employees of the University can be nominated in the prescribed manner for departmental and state awards.

11. Responsibility and penalties for violation of labor discipline

11.1. Violations of labor discipline entail the application of disciplinary measures, as well as the application of other measures provided for by the legislation of the Kyrgyz Republic.

11.2. For the commission of a disciplinary offense, which I expressed in non-fulfillment or improper fulfillment by the employee of his labor duties according to the position determined by the employment contract, as well as for violations of the University charter, internal regulations, labor protection instructions and other documents defining the internal order at the University, to him the following disciplinary actions apply:

- remark;
- reprimand;
- dismissal according to the Labor Code of the Kyrgyz Republic.

11.3. Prior to the application of a disciplinary sanction, the administration of the University must request an explanation from the employee in writing. An employee's refusal to provide an explanation is not an obstacle to disciplinary action.

11.4. For committing a disciplinary offense, an employee may be dismissed on the grounds provided for by the Labor Code in the following cases:

- 1) systematic neglect of official duties or repeated non- performance by the employee without good reason of work duties;
- 2) a single gross violation of labor duties by an employee:

a) truancy, that is, absence from the workplace without good reason during the entire working day, regardless of its length, as well as in the case of absence from the workplace without good reason for more than four hours in a row during the working day;

b) the appearance of an employee at work (at his workplace or on the territory of an organization - an employer or an object where, on behalf of the employer, an employee must perform a labor function) in a state of alcoholic, drug or other toxic intoxication;

c) disclosure of secrets protected by law (state, commercial, official and other), which became known to the employee in connection with the performance of his labor duties, including the disclosure of personal data of another employee;

d) committing at the place of work theft (including minor) of someone else's property, embezzlement, deliberate destruction or damage, established by a court verdict that has entered into legal force or by a decision of a judge, body, official authorized to consider cases of administrative offenses;

e) violation of labor protection requirements by the employee established by the labor protection commission or the labor protection authorized by the employee, if this violation entailed grave consequences (industrial accident, accident, catastrophe) or knowingly created real threats for the occurrence of such consequences.

3) from the commission of guilty actions by an employee who directly serves monetary or commodity values, if these actions give rise to the loss of confidence in him on the part of the employer;

4) the employee performing educational functions committed an immoral offense incompatible with the continuation of this work and committed by the employee at the place of work and in connection with the performance of his labor duties.

11.5. In addition to the grounds provided for in clause 11.4. of this Rule, in accordance with the Labor Code of the Kyrgyz Republic and other laws, the grounds for terminating an employment contract with a teacher are:

1) repeated gross violation of the University Charter within one year;

2) counterfeiting and falsification of scientific research results;

3) extraction of illegal benefits from the educational process, including falsification of certificates, diplomas and degrees in exchange for monetary reward;

4) serious financial violations, sexual or other harassment against students, colleagues, making serious threats against them;

5) insult and humiliation of the dignity of the student, the use, including one-time, methods of influence associated with physical and (or) mental violence against the personality of the student, pupil;

6) reaching the age limit for filling the relevant position in accordance with the Labor Code of the Kyrgyz Republic;

7) non-election by competition for the position of a scientific and pedagogical worker or expiration of the term for election by competition.

11.6. An act drawn up by the administration of the University and signed by at least two witnesses serves as proof of the appearance of an employee in a state of intoxication.

11.7. The fact that an employee is absent from work is recorded by one of these options:

- data of the electronic system installed at the checkpoint (checkpoint);
- memo (service) note of the direct supervisor of the truant;
- a certificate of absence from the workplace, drawn up by an employee of the personnel department or the immediate supervisor of the absent employee in the presence of two witnesses;
- indication in the time sheet of the actual time spent by the employee at work (in case of being late or early leaving).

11.8. Recording of other types of disciplinary offense is carried out in one of the following ways:

- Memorandum;
- memo;
- conclusion of a special commission;
- act on violation of labor discipline by the employee;

- statement and testimony of the employee;
- eyewitness testimony;
- information from video recorders and checkpoints;
- and other methods not prohibited by law.

11.9. Disciplinary sanctions may be imposed by the University administration no later than one month from the day the misconduct was discovered. Only one disciplinary sanction may be applied for each disciplinary offense.

11.10. The order of the administration on the application of a disciplinary sanction is announced to the employee against his signature within three working days from the date of its publication. If the employee refuses to sign the specified order, an act is drawn up. The act is signed by at least three people.

12. Material liability of employees and the University

12.1. If employees cause damage to the University as a result of guilty unlawful behavior (actions or inaction), unless otherwise provided by the T ore Code of the Kyrgyz Republic or other laws, the employee becomes financially liable. An employee who has caused direct actual damage to the University is obliged to compensate it.

12.2. Written agreements on full individual or collective (brigade) material liability may be concluded with employees who have reached the age of eighteen and directly serve or use monetary, commodity values or other property.

12.3. The amount of damage caused by the employee is determined in accordance with the procedure established by the legislation of the Kyrgyz Republic.

12.4. It is mandatory to request a written explanation from the employee to establish the cause of the damage. In case of refusal or evasion of the employee from the submission of the specified explanation, a corresponding act is drawn up.

12.5. Recovery from the guilty employee of the amount of damage caused, not exceeding the average monthly salary, is carried out by order of the University administration. The order can be issued no later than one month from the date of the final determination by the University of the amount of damage caused by the employee. In order to establish the amount of damage caused, a special commission may be created at the University by order of the University administration.

12.6. If the monthly period has expired or the employee does not agree to voluntarily compensate the damage caused to the University, and the amount of damage caused to be recovered from the employee exceeds his average monthly salary, then the recovery can be carried out in court.

12.7. An employee guilty of causing damage to the University can voluntarily compensate it in whole or in part. By agreement between the employee and the University, damage compensation with payment by installments is allowed. In this case, the employee submits to the subordination manager a written commitment to reimburse damages with an indication of specific payment terms. In the event of the dismissal of an employee who gave a written commitment to voluntary compensation for damage, but refused to compensate for the specified damage, the outstanding debt is recovered in court.

12.8. With the consent of the University administration, an employee can transfer to him equivalent property for compensation for damage caused or fix damaged property.

12.9. Compensation for damage is made regardless of whether the employee is brought to disciplinary, administrative or criminal liability for actions or omissions that have caused damage to the University.

12.10. In the event of dismissal without good reason before the expiration of the term stipulated by the employment contract or the training agreement at the expense of the University, the employee is obliged to reimburse the costs incurred by the University for its training, calculated in proportion to the time actually not worked after the end of training, unless otherwise stipulated by an employment contract or a training agreement.

12.11. Material liability of the University occurs in the event of damage to an employee as a result of guilty illegal behavior (actions or inaction), unless otherwise provided by the Labor Code of the Kyrgyz Republic or other laws.

12.12. In the event of damage to an employee, the University compensates for this damage in accordance with the Labor Code of the Kyrgyz Republic and other laws.

12.13. The damage caused to the employee's property is reimbursed by the University in full. The amount of damage is calculated at market prices in effect on the day the damage is compensated. With the consent of the employee, the damage can be compensated in kind.

12.14. Termination of an employment contract after causing damage does not entail the release of the employee from material liability provided for by the Labor Code of the Kyrgyz Republic or other laws.

13. Order in the premises of the University

13.1. Responsibility for order and safety in administrative, classrooms and dormitories (the presence of furniture, educational equipment, adherence to the permissible temperature regime, lighting, ventilation, serviceability and availability of equipment in laboratories and classrooms) is borne by the heads of the departments in charge of these premises.

13.2. It is prohibited on the premises of the University:

- wearing coats, headgear (hats, caps, winter hats, hats, caps);
- noise in classrooms and corridors during classes;
- to organize and participate in gambling games, including cards and table games (playing cards, cards with pictures, chess, checkers, dominoes, etc.);
- to smoke in the premises of the University and in the adjacent territory (not closer than 10 m);
- consume alcohol and energy drinks, beer (including non-alcoholic beverages), bozo, narcotic drugs;
- to pass (pass) to animals;
- to have a firearm, an arrow - a metatarsal and a cold weapon, including its mock-up (by exception, if it is caused by the educational process) flammable and explosive substances;
- to distribute and distribute advertisements and obscene agitation without obtaining the appropriate permission;
- to take food out of allotted places for these purposes;
- to use as roller skates or other sports equipment and moving equipment in the premises of the University;
- to participate in the improvement of anti-corruption actions;
- to organize meetings, to hold rallies and demonstrations, dances, discos without the permission of the administration of the University;
- penetrate without permission in official premises and school auditoriums, as well as in attics, basements and other premises of the University;
- to use slang expressions, non-normative vocabulary, to speak in elevated tones;
- to produce actions contradicting the Charter, the Rules of Internal Order and the Law of the Kyrgyz Republic "On Education".

13.3. Ensures cleanliness and order in all educational and production premises and dormitories by technical staff.

14. Access system. The order of visiting dormitories of the University. Parking rules

14.1. University employees enter educational, administrative buildings and dormitories upon presentation of a pass of the established form. Passing the pass to another person and using it to another person is prohibited.

14.2. The entrance to the hostel for those living in it is open around the clock. For those who do not live in the hostels of the University, the visiting time is set until 23.00 hours (during the holidays until 24.00 hours).

The time of visiting the hostel of the University for persons not working and not studying at the University is set from 18.00 to 22.00 hours; on weekends and weekends - from 12.00 to 22.00 hours and only at the invitation of those living in this building of the hostel. Visiting rooms by persons who do not reside in them permanently is possible only with the written consent of the residents.

During the test and examination session, the reception of guests is prohibited.

14.3. Entry of transport to the territory of the university is carried out in accordance with the procedure established by the University. Travel and parking of personal vehicles of employees on the territory of the university is allowed if there is a pass of the established form, which indicates the permissible time of stay and parking places. Passes are issued at the university's pass bureau.

14.4. Private vehicles are parked in strictly defined places.

14.5. For the purposes of production needs, it is allowed to drive to the residential and educational buildings of the University for the cars of the University employees (according to a separate list) for a period of not more than 2 hours.

14.6. Invitation to the hostel of representatives of embassies, missions, delegations is carried out only with the written permission of the head of the Development Department.

15. Final regulations

15.1. For all issues not reflected in these Rules, the employees and administration of the University are guided by the provisions of the Labor Code of the Kyrgyz Republic, other regulatory legal acts of the Kyrgyz Republic and local regulatory acts of the University.

15.2. Changes and additions to these Rules are made in the manner prescribed by labor legislation and the Charter of the University.

APPROVAL AND RECOGNITION SHEET

"__" _____ 20__

Vice President of "Salymbekov University"

Institution

Esenamanov U.E.

Rector of "Salymbekov University"

Institution

Zhumadilov E.Zh.

Dean of the Faculty

Head of Educational-methodical department

Akmatova A.T.

Head of department NH

Kasymalieva K.K.

Head of Development department

Kazakov A.A.

Head of Administrative and management
department

Kulmatov A.Sh.

HR department

Registration of changes

[illegible]