

Unofficial translation

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



**AGREED**

**general meeting of the Founders  
Institutions "Salymbekov University"**

**Protocol No. \_\_\_\_\_ dated on  
"\_\_\_\_" \_\_\_\_\_ 20\_\_**

**APPROVED**

**Rector of the Institution "Salymbekov  
University "Zhumadilov E.Zh.**

**dated on "\_\_\_\_" \_\_\_\_\_ 20\_\_**

**RULES  
OF USING LIBRARY OF THE "SALYMBEKOV UNIVERSITY"  
INSTITUTION**

**Bishkek 20\_\_**

## **1. General provisions**

1.1. The Library of the Salymbekov University Institution (hereinafter referred to as the library) is an independent subdivision of the University, which forms, stores funds in the thematic areas of the educational process and research activities of the University and organizes access to them.

1.2. The Rules for Using the Library determine the procedure for servicing readers, the rights and obligations of the Library and its users.

1.3. The Library is managed by the Head of the Library.

1.4. These Rules are developed in accordance with the Law of the Kyrgyz Republic "On librarianship".

## **2. Rights and obligations of users (readers)**

2.1. Students of all forms of education, master's students, graduate students, doctoral students, applicants for a candidate's and doctoral degree, faculty, researchers, employees of the University have the right to use the main types of library and information services free of charge.

2.2. Users (readers) of the University Library have the right to:

- use all types of library and information services provided by the Library;
- receive complete information about the composition of funds through a system of electronic catalogs, open archives, file cabinets, databases, and other forms of library information;
- receive for temporary use documents (books, other printed publications and other information materials) from the Library's fund for a certain period;
- to receive any documents from the Library's collection for temporary use in the reading room, with the exception of especially rare and valuable editions and manuscripts;
- receive consulting assistance in the search and selection of printed publications, electronic and other documents;
- extend the period of use of documents in the prescribed manner;
- enjoy computer equipment intended for users of the Library;
- get access to local and remote electronic resources, access to which is organized in the reading room and computer classes of the University;
- use documents from the collections of other libraries, in the absence of a single collection of the Library, using the interlibrary loan system (IBA), electronic document delivery (EDD) in the prescribed manner;
- use in the reading room personal technical devices that support wi-fi, on autonomous power without sound signals (laptops, smartphones, tablets, etc.);
- use in the reading room the publications received on the loan and the sector of foreign literature, personal and library books, magazines, newspapers, other printed publications, informing the librarian;
- take part in the work of the Library Council. Make suggestions for improving the activities of the Library.

2.3. Readers can receive additional library and information services for a fee, according to the list of additional services approved by the orders of the University.

2.4. Library services for cooperatives and other organizations established at the University on a commercial basis are carried out on contracts.

2.5. Students and students of other educational institutions are granted the right to service on subscriptions on a paid basis, in the reading room - free of charge.

2.6. The right to use the subscription and the reading room of the Library is granted to all categories of full-time students (with the exception of clause 2.8); students of correspondence courses; students undergoing an internship at the University for a period of a semester or more, as well as full-time teachers and employees of the University.

2.7. Teachers and employees working at the University on the terms of a civil law contract and not in the staff, part-time teachers and part-time teachers granted the right to use library and information resources in the reading room on the basis of documents confirming their temporary attachment to the University.

2.8. Applicants; students undergoing an internship at the University for up to a semester; full-time and part-time graduate students, students of additional professional education and preparatory courses, students of distance learning, students of colleges and institutes of the University granted the right to use library and information resources in the reading room on the basis of documents confirming their temporary attachment to the University.

2.9. Members of the University Alumni Association are granted the right to use library and information resources in the reading room on the basis of a membership card.

2.10. Right of Use library and information resources in the reading room Libraries can be provided, for a limited number of visits, to students, teachers or researchers of other educational and research organizations on the basis of a written request.

2.11. Users (readers) are obliged to:

- get acquainted with these Rules when registering with the Library and confirm the obligation to fulfill them with a personal signature in the reader's forms;
- comply with these Rules;
- present a library card when applying for library and information services at the Library;
- do not take documents out of the Library premises if they are not recorded in forms or other user records;
- do not take documents out of the reading room, regardless of the type of information carrier, without a form for taking out documents issued by the Library employee, as well as technical means and components that are the property of the University;
- be responsible for the safety of a single library card, promptly report loss or damage at the place of issue;
- take care of equipment, library documents, furniture and other material values located in the Library;
- return documents on time;
- annually, before July 1, return library documents or, if necessary, further use of the document, extend them within the period established by the Library;
- annually, in the new academic year before the end of the academic year, re-register their unified library cards. Pre-registration is subject to the full return to the Library of the documents issued to the reader within the time limits established by the Library. Users who have not passed re-registration are not served by the Library, are considered debtors and compensate for the damage caused to the Library in the form of payment of penalties for violation of the terms of use of books and other publications;

- in case of leaving the University or a long absence (expulsion from the University, academic leave, dismissal, going on a long-term business trip, internship, etc.), return to the Library the documents assigned to them;
- when leaving the University, users (readers) are required to sign a bypass sheet and return your library card;
- comply with the norms of public behavior in the premises of the Library, be correct and polite in dealing with employees and visitors of the Library;
- do not make notes, printing, underlining in documents; do not tear, cut, fold pages, do not tear off bar codes, magnetic markers, etc.;
- do not violate the arrangement of documents in open access funds;
- do not remove cards from catalogs and file cabinets;
- turn off mobile phones when entering the Library's reading room;
- comply with the rules for the use of technical means;
- observe public order, silence and cleanliness in the Library;
- hand over bags to the left-luggage office and outerwear to the cloakroom. Do not enter the Library premises in outerwear and headdresses, with the exception of religious symbols. In addition, you cannot enter the reading room with briefcases, backpacks and bags of any size, incl. with opaque plastic bags and folders;
- not to bring food, drinks (with the exception of bottled water with a cork) and not to use them in the premises of the Library;
- do not leave things at the entrance to the Library;
- inform the Library about a change in the place of work, study, surname, home address;
- upon receipt of documents and / or technical means - carefully check them and, if any defects are found, report this to the librarian on duty. Otherwise, the responsibility for damage to documents and / or technical means is borne by the user who used them last.

2.12. Users responsible for the loss/damage of documents or technical means are obliged to replace them with documents or technical means recognized by the Library as equivalent, and if it is impossible to replace - to reimburse the real market value documents or technical means.

2.13. Users who caused damage to the Library (including those who violated the deadlines for returning documents) compensate for it in the amount and form established by these Rules and the List of Additional Services, and also bear other liability in cases provided for by the current legislation of the Kyrgyz Republic.

2.14. Present a library card or a document replacing it at the first request of a library employee.

2.15. In case of violation of these Rules, the Library administration, in agreement with the management of the unit to which the violator is assigned, may deprive the reader of the right to use the Library for a period of 1 month to 1 year, and for systematic violations of the Rules for Using the Library, exclude the perpetrators from the number of readers without recovery rights.

2.16. Users (readers) do not have the right to transfer the reader's document to another person, as well as to use someone else's reader's document. In case of violation users(readers) are deprived of the right to use the library for a period of one year, while paying monetary compensation for violation of this rule.

### **3. Responsibility of users (readers)**

3.1. Users (readers) are liable under the current legislation of the Kyrgyz Republic, regulations of the University, for violation of these Rules, causing material damage to the Library.

3.2. Users (readers) are responsible for:

- loss, damage to library documents, compensating for the damage caused to the Library;
- replacing a document with an identical document or an equivalent document recognized by the Library;
- reimbursement of the actual cost of the publication, or withheld from the amount of the deposit;
- violation of the established deadlines for the return of documents, while paying fines or withholding from the pledge the amount for each day of delay in using the documents in the prescribed manner and amount;
- violation of the rules of the reading room: readers are obliged to compensate for the damage caused to the library for the unauthorized removal of library materials by deprivation of the right to use the reading room for a period of 1 month. In case of repeated violation, readers are deprived of the right to use the reading room for a period of one year;
- loss of a single library card, paying the cost of a library card, or withheld from the deposit in the prescribed manner and amount.

3.3. Users (readers) are prohibited from:

- spoil library documents, make notes on the document; underline, tear out and fold pages; subject to mechanical action a barcode pasted on a library document;
- use for commercial purposes licensed, electronic, information products, to which the University Library has a subscription, as well as use special software that allows automatic downloading of information from these products;
- transfer a library card to another person, use someone else's library card;
- take out library documents from the reading room without the permission of the librarian, without making an entry in the reader's form for home delivery;
- film, photo, video filming without the consent of the Library administration;
- place advertising materials, engage in commercial activities in the premises of the Library;
- change computer settings technical means, install and uninstall software;
- use a mobile phone to talk, talk loudly, eat food in the Library premises, smoke, move furniture and equipment, insult the Library staff;

3.4. Materials about violations of these Rules by individual users are transferred to the appropriate authorities of the University and are deprived of the right to use the library for a period of 4 weeks to 1 academic year.

### **4. Rights and obligations of the library**

4.1. The Library ensures the implementation of the rights of users in accordance with these Rules and the current legislation of the Kyrgyz Republic.

4.2. The library has the right:

- determine the content and specific forms of their activities in accordance with the goals and objectives specified in these Rules;

- develop and submit for approval University leadership rules of use, timetable, list of basic and additional services, types and amounts of compensation for material damage caused to the Library, including the equivalence of a replacement proposed by the reader instead of a lost document, forms and types of liability for violation of the order and use of resources, other organizational documents. Violation of the deadlines for the return of documents, loss of a library card is equated to damage to the Library;

- determine the order of issue, terms of use of library documents and the number of documents issued for users (readers) of the Library;

- apply administrative and financial measures to violators of the Rules of Use;
- provide users with additional services for a fee, provided List of additional services;
- impose restrictions on the use of especially valuable and rare documents;
- conduct a sanitary day, informing users (readers) about it;
- write off documents from their funds in accordance with the procedure for excluding documents;
- upon registration in the Library and annual re-registration of users (readers), require the presentation of documents provided for by these Rules;
- require readers to comply with these Rules.

4.3. Library staff are required to:

- inform users (readers) about all types of services provided by the Library;
- perform library and information-bibliographic services to users (readers);
- promote the library fund and provide a high culture of user (reader) service by organizing book exhibitions, information days, presentations and other events;
- exercise constant control over the timely return to the Library of issued documents;
- form library resources, carry out accounting, storage and use of documents in accordance with these Rules, standards and legislation of the Kyrgyz Republic;
- timely fulfill the orders of users (readers) for information documents through the interlibrary loan system (ILO) and the electronic document delivery system (EDD);
- create and maintain in the Library comfortable conditions for the work of users (readers);
- regularly make changes to the reference and search apparatus of the Library (traditional and electronic catalogs, databases);
- inform users (readers) about new arrivals, about the Library's collection and resources, types of services provided, changes in the working hours and procedures for servicing;
- ensure the confidentiality of personal data of users (readers) of the Library;
- provide users with free access to documents and information;
- to improve library and information-bibliographic services for readers, using modern equipment and modern technologies;
- provide high quality service;
- ensure the safety of funds that are part of the national cultural heritage;
- provide users with information about their activities in the formation and use of funds;
- assist in the selection and search for the necessary information, publications and other materials, by conducting oral consultations, providing electronic catalogs and databases and other forms of information.

## **5. Order of registration in the Library**

5.1. The library card is the main document giving the right to use the Library.

5.2. Registration of users who have the right to use the subscription and the reading room of the Library is carried out during the academic year in the subdivision of the Library.

5.3. To obtain a library card, the following documents are presented:

- ✓ Students, master's degree students, graduate students - a passport, a student card or a certificate from the study department, a receipt for a deposit for the use of library documents, 2 photo cards 2x3 cm;

- ✓ Teaching staff, scientists, employees of the University - a passport or official ID, a certificate from the HR department, 2 photographs of the size 2x3 cm;

- ✓ One-time library cards are issued; students of distance learning, students of colleges and institutes of the University, upon presentation of a passport and student ID; part-time and hourly teachers, applicants, students of additional education programs, upon presentation of a passport and a certificate from the HR department or the educational unit.

5.4. When enrolling in the Library, permanent or temporary library cards of the established form are issued.

5.5. A permanent library card gives the right to use a subscription of scientific, educational and fiction literature, a reading room of the Library and is issued to all categories of full-time students (with the exception of clause 2.8), as well as to full-time teachers and employees.

5.6. A temporary library card gives the right to use a subscription of educational literature and the reading room of the Library and is issued to students of correspondence courses; students undergoing an internship at the University for a period of more than 1 semester.

5.7. For readers referring to clause 2.6 of these Rules, a library card is the only document giving the right to use the Library.

5.8. The user is entitled to receive one library card. If the user has several library cards, it may serve as a basis for depriving the reader of the right to use the Library for a period established by the Library administration.

5.9. If you lose your library card, you should immediately inform the Library employee about it. A duplicate is issued if there is a certificate of no debt in the Library with a note on the payment of compensation for the loss of a library card and the issuance of a duplicate.

5.10. When enrolling in the Library, users must familiarize themselves with these Rules and confirm their obligation to comply with them with their signature in the library card and reader form.

5.11. Readers who have the right to use only the reading room of the Library are registered and served on the basis of a passport (or a document replacing it) and the documents specified in paragraphs. 2.7-2.10 of these Rules.

5.12. Readers registering at the Library should be familiarized by the Library staff with the order of service in the reading room.

## **6. Terms of use of the subscription**

6.1. A loan is a form of service that provides for the ordering and issuance of library documents for use outside the library for a certain period and under certain conditions.

6.2. To order and receive books, other publications and subscriptions, readers present an identity card (passport and relevant documents, in accordance with these Regulations), fill out the reader's requirement and sign the reader's or book form for each copy of the publication.

6.3. Educational literature is issued at the oral request of the reader, who must correctly indicate the author and the title of the book. When receiving educational literature, the reader signs in the book form, putting down the date and number of the library card.

6.4. Literature from the scientific and artistic fund is selected and issued on the basis of a correctly completed requirement. Upon receipt of publications, the reader signs the reader's request.

6.5. The reader's requirement or the list of references are drawn up in legible handwriting, the cipher of the publication, the author, the title, if necessary, the volume number, the year of publication are indicated.

6.6. The listed data is filled in on the basis of the bibliographic description of the document on the card in traditional catalogs or an electronic catalog.

6.7. In exceptional cases, publications may be issued upon oral request.

6.8. The subscription fund consists of:

- ✓ textbooks;
- ✓ Educational and methodical materials;
- ✓ Reference publications, etc.

6.9. To order and receive library documents, a library card is presented on the subscription.

6.10. Teaching staff and staff documents are issued for the academic year, with the right to extend for the next academic year.

6.11. Educational literature is issued to students per semester or per session in the amount defined curricula and training programs, depending on the availability in the Library's funds. The period of use of educational materials with a limited number of copies is determined by the Library employee, taking into account reader demand. Reference publications are issued for a period of 5-10 days.

6.12. Editions with supplements (CD, DVD, etc.) are issued together with the supplement.

6.13. Fiction, including literary, artistic and popular science periodicals of the current year, visual aids, electronic books (CD, DVD, video materials, etc.) are issued to users who have a permanent library card for up to 4 weeks.

6.14. Scientific literature is issued to users who have a permanent library card for up to 1 month.

6.15. Rare and valuable publications and documents, the only and last copies, manuscripts, books from collections kept on loan, as well as copies received by MBA from other libraries, are issued only for work in the reading room or for faculty and staff for 1 hour for official or educational purposes. In exceptional cases, publications received under the MBA can be issued at home for a specified short period of time on a paid basis.

6.16. Literature ordered and unclaimed within 5 days is returned to the book guard. Each title of a book or periodical may be issued to the reader in only one copy.

6.17. The period of use of scientific and fiction literature can be extended by 2 weeks, upon presentation, if they are available in sufficient quantity and / or there is no demand for them from other users.



6.18. Literature in disciplines, the study of which is completed in odd semesters, students must return to the Library annually until February 01 inclusive.

6.19. For the period of summer holidays, all literature issued for the academic year must be returned to the Library no later than July 01.

6.20. An exception to par. 6.18. and 6.19. of these Rules is done only for students with academic debts or going on an internship - for these categories of readers, the deadlines for submitting literature are extended, subject to the submission to the Library of an application certified by the responsible person of the dean's office.

6.21. Faculty and staff can extend the period of use of documents during the summer holidays in agreement with the head of the Library.

6.22. Scientific literature is issued:

- teachers, researchers in the amount of not more than 15 copies;
- graduate students, graduate students in the amount of not more than 5 copies;
- other categories of readers, including undergraduate students up to 3 copies.

6.23. Fiction literature is issued in no more than 2 copies.

6.24. Popular scientific publications are issued in the amount of 2 copies.

6.25. Literary, artistic and popular science periodicals of the current year are issued in the amount of 2-3 copies.

6.26. The fund of foreign literature consists of:

- ✓ textbooks;
- ✓ Educational and methodical materials;
- ✓ Reference publications;
- ✓ Periodicals;
- ✓ Electronic books (CD, DVD, etc.) and other documents in foreign languages.

6.27. To order and issue documents in a foreign language, a library card is presented.

6.28. Multiple copies of foreign documents are issued per semester or per session in accordance with the curricula and study programs.

6.29. Educational foreign literature with a limited number of copies, as well as foreign fiction, reference books, visual aids, documents with applications (CD, DVD, etc.) are issued for a period of 10 days to 30 days, with the right to extend for a certain period, if not demand from other users (readers).

6.30. Electronic books in a foreign language (CD, DVD, video materials, etc.) and periodicals (newspapers, magazines, etc.) are issued for a period of 1 to 10 days.

6.31. The teaching staff and employees, documents in a foreign language (except for electronic books, periodicals and documents in a single copy) are issued for the academic year, with the right to extend for the next academic year.

6.32. Documents in a single copy are issued only for work in the reading room or for faculty and staff for 1 hour for official or educational purposes.

## **7. Order of service in the reading rooms**

7.1. The reading room is a department of the Library that provides for the work with library documents in a room specially equipped for this. When completing the Library, from each purchased

title of printed matter, it is mandatory to transfer to the reading room fund from 1 copy. up to 5 copies. Thus, the fund of the reading room reflects the entire range of printed publications of the Library as a whole.

The general fund consists of textbooks, teaching aids, reference books, periodicals; scientific papers, abstracts of dissertations and dissertations, etc.

7.2. When visiting the reading room, the user (reader) presents a library card. All categories of readers have the right to use the reading room of the Library.

7.3. The reading room is divided into sectors of periodicals, reference and bibliographic, foreign literature, general and rare books.

7.4. In the reading room, you can use any library documents, including rare and especially valuable documents, single copies, scientific papers, documents received by interlibrary loan and electronic document delivery.

7.5. PhD and doctoral dissertations, scientific works of the teaching staff, are issued for work in the reading room at the request of the head of the department, with the permission of the head of the Library.

7.6. Master's theses and abstracts of dissertations are issued for work in the reading room on a common basis.

7.7. The number of documents issued in the reading room is not limited. If there is a simultaneous increased demand for documents on one topic, the number of copies issued to one reader can be limited to 5.

7.8. Documents issued from security books can be reserved for 5 days. Literature issued to the reading room from the main fund can be reserved at the request of the reader for a specified period, but not more than a day.

7.9. In the section of materials for open access of the reading room, the user himself selects the documents he needs from the shelf and, after working with them, puts them into specially installed carts.

7.10. To obtain documents from the general sector, the user fills out a reader requirement. Upon receipt of the document, the user leaves the library card or passport to the librarian, for the categories of readers specified in these Rules, signs the reader's request. The book form and the reader's requirement are documents certifying the date and fact of the issuance of documents to the user and their acceptance by the librarian.

7.11. In the sectors of periodicals and reference and bibliographic materials, the reader can use documents located in the public domain, the auxiliary fund and the fund of dissertations.

7.12. In open access, the user himself picks up the documents he needs from the shelf and, after working with them, returns them to their place without disturbing the arrangement. At the same time, the librarian of the hall puts the forms of reference and bibliographic materials into the reader's document.

7.13. For temporary removal of documents from the reading room, the user must fill out a special request form. The librarian indicates the time of removal of documents and puts his signature. The reader must return the documents no later than 1 hour after the time indicated by the librarian.

7.14. When leaving the reading room, for a short time, the user can hand over all the documents and technical means received by him for storage to the librarian on duty, by booking it for a specified period. It is not recommended to leave literature on the tables unattended for safety reasons.

7.15. To receive documents from the dissertation fund, the user fills in the reader's requirement and, upon receipt of the dissertation, signs it. The reader's requirement is a document certifying the date and fact of issuing a dissertation to the user.

7.16. Periodicals from the auxiliary fund are issued at the oral request of the reader, who must correctly indicate the title, year of publication and its number.

7.17. It is possible to take out library documents from the reading room fund, except for rare and valuable documents, dissertations, only with the permission of the librarian, in accordance with these Rules.

7.18. By agreement with the librarian, the reader can take a book, another edition from the reading room for the night, weekends, holidays, sanitary days for a fee provided for List of additional services.

7.19. The use of remote electronic resources in the reading room, service in the remote access mode, is regulated by the relevant provisions of the electronic document delivery (EDD).

7.20. The issuance of documents in the reading room stops 30 minutes before closing, 15 minutes before closing, users (readers) are required to hand in library documents, complete work on the computer and / or technical means. When submitting documents and/or technical means, the librarian checks the documents and returns the library card or passport to the user.

7.21. At the exit from the reading room, an electronic system for protecting the Library's collections is installed. If the user tries to illegally take out or forgets to hand over the document received in the reading room, then the security system will work and an alarm will sound when leaving. In this case, the Library staff has the right to stop the user to find out the cause of the signal.

7.22. The last Friday of each month is a sanitary day, on this day internal work is carried out, and users (readers) are not served.

## **8. Rules for the use of bibliographic, full-text archives and the Internet**

8.1. Servicing users (readers) of the Library's electronic resources remotely is carried out by providing access to:

- ✓ electronic catalogs;
- ✓ full-text archives;
- ✓ subscription and free national and international databases;
- ✓ e-books and textbooks (CD, DVD, video materials, etc.).

8.2. To gain access to electronic resources, the user (reader) presents a library card.

8.3. Thematic search of electronic resources is carried out by the user (reader) independently.

8.4. If necessary, a specialist in the electronic library or an employee of the Library consults on the rules for working with electronic resources and documents.

8.5. To receive information documents from external sources, using the electronic document delivery system (EDD), the user (reader) first leaves an order for a specific document to a specialist in the electronic library. The terms of the order fulfillment are carried out in accordance with the rules and instructions of the EDD system.

8.6. Access to subscription national and international databases is provided in the reading room and computer classes by IP addresses.

8.7. To use electronic resources of subscription national and international databases through remote access, users (readers) receive a login and password for the database data.

8.8. Electronic books and textbooks (CD, DVD, etc.) are issued for temporary use in the sector of electronic resources of the reading room.

8.9. Users working at workstations in the Library's reading rooms are prohibited from:

- install any software on computers;
- play computer games;
- use the time of work on the computer to communicate in chats, on Internet forums;
- send e-mail and use text editors, in cases indicated by a digital library specialist;
- use computers and other technical means for purposes not related to the learning process or professional activities.

8.10. Users are allowed:

- bring portable computers and headphones into the reading rooms;
- bring optical discs, floppy disks, USB drives into the reading rooms;

8.11. Readers are required to report computer failures to the duty librarian or electronic library specialist, and not to fix them themselves.

8.12. In case of violation of paragraph 8.9. the reader may be removed from the Library, and in case of repeated violation - deprived of the right to use the Library for a period established by the head of the Library.

8.13. The working time of a user who has gained access to a computer is limited to 2 hours in a computer class and a common reading room. If there is no queue, the working time is extended.

8.14. Library staff is not responsible for user files stored on a computer or network folder.

8.15. The user is obliged to complete work on computers located in the common reading room 30 minutes before the hall closes.

## **9. Rules for the use of interlibrary loans (ILS) and electronic document delivery (EDD)**

9.1. In the absence of the necessary documents in the single collection of the Library, users (readers) can order documents from the collections of other libraries using the interlibrary loan system (ILO) and electronic document delivery (EDD) in the prescribed manner.

9.2. Interlibrary loan services are provided to faculty, staff, graduate students, master students, graduate students.

9.3. Documents provided by interlibrary loan are issued for temporary use for work in the reading room. The period of use of documents is determined by the library-fund holder.

9.4. In case of damage or loss of a document received by interlibrary loan, the user (reader) is obliged to replace it with an identical document by agreement with the holding library, or reimburse it on the terms of the holding library.

## **LIST OF APPROVAL AND FAMILIARIZATION**

**" " \_\_\_\_\_ 20\_\_**

**President of Salymbekov University Institution**

**E.Zh. Zhumadilov**

**Vice-President of the "Salymbekov University" Institution**

**U.E. Esenamanov**

**Faculty Dean**

**K.K. Kasymalieva**

**Head of EMD**

**A.T. Akmatova**

**Head HDD**

**K.K. Kasymalieva**

**Head of Development Department**

**A.A. Kazakov**

**Head of HR and office-work**

**N.M. Zhunushalieva**



