

REGULATION OF THE VICE-DEAN OF SOCIAL WORK

Regulations of vice-dean of the social work of OshSU (*This regulation is approved on September, 30th, 2009 at meeting of Academic Council of OshSU №1*)

General provisions

1.1 Deputy dean on educational work (further - deputy dean) organizes, directs and is responsible for educational process at faculty;

1.2 Since the education system is a key component of higher education, the educational work of the faculty is a very important and responsible work. For this reason, the Deputy Dean is selected on a competitive basis from among the faculty's experienced and respected faculty members. Candidates are nominated by the chairs and appointed by the dean of the faculty with the consent of the Department of Education of the University by order of the Rector;

1.3 The deputy deans are administratively supervised by the dean of the faculty, and methodologically and functionally by the director of the University Office of Education. The deputy dean receives an additional monthly salary;

1.4 At the end of the academic year, the deputy dean reports to the Faculty Academic Council on the educational work conducted and submits his/her report in writing to the University Education Department.

2. Duties of the vice-dean of social work

2.1 Develops, approves and executes by the dean the plan for faculty academic activities in accordance with the University concept of educational work and the social work plan;

2.2 Examines, analyzes and submits to the dean for approval the curatorial education plan (the curatorial work plan must be approved by the dean no later than the first week of the academic year);

2.3 Schedules curatorial hours for all student groups of the faculty once a week and monitors its regularity;

2.4 Increases the effectiveness of curatorial work;

2.5 Supervise the Faculty students' compliance with the academic disciplines. At the end of each month to conduct educational work with students who do not succeed and make recommendations to the dean to expel students who miss more than 60 hours per semester;

2.6 To educate students of faculty in all directions of education (intellectual, civil-patriotic, labor, moral, political-legal, aesthetic, physical education) and organization of concrete events according to it;

2.7 Development of student self-government: improvement of the work of the Faculty Youth Committee, student ombudsman, involvement of students in public activities;

2.8 Working with the heads of the faculty student detachments on issues of training and discipline. 2.9;

2.9 Formation of a healthy lifestyle among students. Prevention of social negative phenomena (drug addiction, alcoholism, AIDS, etc.);

2.10. Be aware of the students' life. Organize regular updates from the dormitories by the supervisors;

2.11. Increase students' responsibility for careful handling of furniture at the faculty and in the dormitories;

2.12. Regular monitoring of student behavior in faculty and dormitories, taking action against students who violate the rules, and improving students' ethical behavior;

2.13. Work with students in need of social protection (making lists and assistance to orphans, disabled and students from low-income families); 2.14. Collection, analysis

and actions on information about academic discipline, behavior of students;

2.15. Organization of events to improve the intellectual and cultural level of students (discussions, debates, brain-rings; meetings with prominent figures of science, culture, politics, competitions, sports competitions, etc.), Clubs;

2.16. Taking students to city, university and faculty clearing days.

3. Rights of of the vice-dean of social work

3.1 To receive all necessary information about the academic disciplines of the faculty students;

3.2 To give specific instructions to supervisors on organizing and preparing educational events;

3.3 To nominate curators and students for moral and material remuneration;

3.4 To issue a statement on administrative penalties, expulsion of curators, students, to participate in meetings of the dean's office, which considers these issues;

3.5 To nominate faculty and staff for the position of dean for the appointment of curators of student groups;

3.6. To apply to the administration with suggestions for improving the educational process;

4. Vice-dean of social work carry out their activities in accordance with the following documents

4.1 Constitution of the Kyrgyz Republic;

4.2 Law of the Kyrgyz Republic "On Education";

4.3 National idea (ideology) of the Kyrgyz Republic;

4.4. Law of the Kyrgyz Republic on the Basis of State Youth Policy;

4.5. Charter of Osh State University;

4.6. Concept of educational work of OshSU;

4.7. OshSU Educational Work Plan.

4.8 Regulation on the vice-dean of social work OshSU;

4.9 Regulation on curators of student groups of OshSU;

4.10. Regulations on the Student Ombudsman of OshSU;

4.11. Internal Regulations of OshSU;

4.12. Regulation on competitions to promote educational work at OshSU;

4.13. Regulations on the Youth Committee of OshSU;

4.14. Orders, instructions of the Rector of OshSU;

5. Report of the vice-dean of social work.

5.1 Analysis of the effectiveness of educational work of departments;

5.2 About pedagogical quality of educational hours of curators of student squads;

5.3 What each curator did each month with the most missed and understaffed students in their group;

Registration of students who have violated the rules and the educational work done with them;

5.5 Contacts of deputy dean, curators with parents of students for educational purposes;

5.6 Work of deputy dean and curators with dormitories;

5.7 Organization of visits to museums of Osh city (which student groups visited);

5.8 Organization of mass visits to the theater once a month (names of performances);

5.9 Student self-government is organized at the faculty: educational sector, scientific sector, sports sector, cultural and organizational sector, social sector, girls' council, "Brain-ring" sector, discussion club; debate club, KVN;

5.10. Status of the publication of newspapers for student research;

5.11. Organization of group, inter-course sports competitions once in a semester, the success of the faculty sports teams;

- 5.12. Organization of poetry evenings with mass participation of students once a semester (with the participation of a artist);
- 5.13. Educational, cultural and mass events are held in the faculty;
- 5.14. Participation of the faculty in cultural events organized at the level of the university;
- 5.15. Assistance is provided to students with disabilities, living conditions at the faculty are very difficult, without parents;
- 5.16. Educational activities of the Faculty Women's Council;
- 5.17. Organization of KVN team of the faculty, their successes;
- 5.18. Organization of intellectual "brain rings" once a semester on lessons, vision issues;
- 5.19. Creation of discussion clubs. Once a month, on what topic the discussion was organized, how many students participated in it;
- 5.20. Creation of discussion clubs. Organization of debate competitions once a semester, the topic of the debate;
- 5.21. Organization of meetings with scientists, post-graduate students on specialties (with whom);
- 5.22. Whether the teams of the faculty successfully passed cultural and mass competitions of city and university levels;
- 5.23. Organization of the Faculty honorary board, its updating;
- 5.24. The reasons of non-fulfillment of the annual plan of the Faculty educational work, etc.