

*2022 of the rector of the institute
to order No. 160-T of May 28
Appendix 2*

**REPUBLIC OF UZBEKISTAN
MINISTRY OF HEALTH**

ANDIJAN STATE MEDICAL INSTITUTE

RULES OF ETIQUETTE

Andijan

Section 1. General rules

1.1.The rules of conduct of the Andijan State Medical Institute (hereinafter referred to as "Rules") are based on the Constitution of the Republic of Uzbekistan, "On the National Personnel Training Program", "On Education", "On the Basics of State Policy Regarding Youth" and "Freedom of Information". "On Principles and Guarantees" Laws, relevant orders of the Ministry of Higher and Secondary Special Education, Code of Ethics of Medical Staff, Charter of the Institute, rules of internal procedure and generally recognized moral and ethical principles were developed.

In the development of the "Rules" in the legal documents of the Republic of Uzbekistan on education, it is necessary to determine the legal basis of education, training, vocational training of citizens and to ensure the constitutional right of everyone to receive education, to develop effective forms and methods of spiritual and moral training of students and educational work, and since it is aimed at introduction, it is assumed that the main function of the institute is to provide education and training.

1.2."Rules" come into force after approval by the Council of the Institute, and changes and additions to it are carried out according to the Council's decision.

1.3."Rules" define the principles of etiquette, rules of conduct and obligations of the Institute's administration, professors, employees and students (members of the community) in their interactions with the Institute.

1.4Compliance with the "Rules" is mandatory for all employees of the Institute (professors, heads of offices, laboratory assistants, secretaries, department employees) and students.

1.5. To the studentand every person who is being recruited is obliged to familiarize himself with the "Rules" and to sign under his responsibility to comply with them.

1.6.The Institute is interested in compliance with the instructions in the "Rules" in its relations with public, state and non-state organizations, educational and scientific institutions, business entities, mass media and students' parents.

Section 2. Goals and objectives

2.1.The purpose of the "Rules" is to create a healthy spiritual and socio-psychological environment in the institute, to preserve its authority and reputation, to support the training of highly qualified personnel who meet high moral and ethical requirements, and to further increase the prestige of the institute in society and the educational system.

2.2.The main tasks of "Rules":

- a person with high spiritual and moral qualities, who feels his responsibility towards society, state and family, who understands the domestic and foreign policy of the state correctly, who is patriotic and people-loving, who takes the initiative and is an entrepreneur, who is armed with modern knowledge and who has high human qualities, strong will, full of faith and training conscientious professionals;

- forming, maintaining and protecting the moral immunity of the team members of the institute;

- prevention of any actions aimed at breaking morals among young people,

including promoting violence, indecency and cruelty, including protecting young people from the evils of alcoholism and drug addiction, various other deadly threats and religious and extremist influences that are foreign to us, fundamentally " is to help protect against "mass culture" attacks.

Section 3. General rules of conduct of team members

3.1.In the institute, solidarity, mutual trust, respect, care for each other and harmony are important conditions in the interaction of team members.

3.2.The main principle of mutual relations in the institute is that the right of one person should not override the right of another person, including the freedom of speech of a community member does not guarantee him the right to slander someone, insult him, use obscene words expressed in demonstrative disregard for generally accepted moral rules in mutual relations, freedom of belief is a religious ritual. does not guarantee the right to come to the institute in uniform, freedom of dress does not guarantee the right to negatively influence the educational process in the educational institution.

3.3.It is forbidden for team members to come to the institute wearing transparent clothes that show the body that attracts people's attention, shoulders, chest and stomach, as well as parts above the knees, and too tight clothes or religious prayer clothes, metal chains, anklets, various beads attached to the body, sports clothes and shoes. . Members of the team must come to the institute in appropriate clothes.

3.4.In order to respect the honor and value of the members of the team and to preserve the spiritual heritage of our nation, it is strictly forbidden for members of the team to disrespect each other, use obscene words, and address each other as "You" in the institute.

3.5.The members of the institute's team are obliged to treat speakers with respect at various events (meetings, solemn meetings, practical meetings, holidays) and observe domestic peace. If necessary, it is possible to leave the hall during the interruption that occurs before one speaker finishes his speech and another begins.

3.6.If there is a traffic jam at the entrances to the buildings, students should let faculty and staff, and men should let women go before them.

3.7.Every person entering the building must show his identity document openly to the responsible person or duty officer appointed to control the entry and exit of the building.

3.8.Team members should walk on the right side of the road on the territory of the institute. When meeting each other, it is recommended that students greet each other first, teachers and staff, men and women, and young adults. An exception to this is handshakes, which can only be reciprocated after the older person shakes hands first.

3.9.It is prohibited to place issues on the Internet or use it for various purposes that are not specific to national and universal values or relate to the internal problems of the institute.

3.10.It is strictly forbidden to prepare, store, distribute and promote on computers information that does not belong to the institute, as well as various movies, illegal religious information, obscene pictures, any materials promoting national, racial, ethnic, religious hatred.

3.11.It is forbidden to conduct activities that disrupt educational activities and work, as well as the peace of team members (unintended use of radio receiver, television, tape recorder and other sound amplification devices).

3.12.The members of the team of the institute must come to class and work on time according to the set agenda.

3.13.It is forbidden to commit any offense in the institute, including defamation, insult, spreading information that can cause moral or material harm to a member of the team, causing physical injury, entering into relationships related to the means removed from civil circulation (narcotic drugs, psychotropic drugs, etc.), drunkenness, drunkenness, violation of domestic peace, fighting, gambling and playing other games based on risk are strictly prohibited.

3.14.By exerting physical, mental, sexual or economic influence on women-girls or by threatening to use measures of such influence, their life, health, sexual integrity, honor. Not to commit illegal acts (inactions) that violate dignity and other rights and freedoms protected by law.

Section 4. Interactions between professors and students in the educational process

4.1.Interaction between professors and students in the educational process should be based on the national traditions of "Teacher-student".

4.2.When the professor-teacher enters the auditorium, all students should stand up and say hello, then take their seats.

4.3.The use of cell phones during class is prohibited for all.

4.4.If a student interferes with classes with his/her inappropriate actions, the professor may suspend such a student from classes after informing the dean's office about the situation and with his/her permission.

4.5.The need for the student to communicate with the professor-teacher outside of the training sessions If so, then the student must comply with the following rules, namely:

- that the professor-teacher engages with the student in classes, consultation hours, independent work, rating control, or at a time determined by mutual agreement in accordance with the class schedule;

- it is necessary to know exactly the position, name, patronymic and surname of the professor-teacher with whom he wants to communicate.

4.6.If the student comes to the professor-teacher without prior agreement, is late or does not come to the general or mutually agreed consultation hour, he does not have the right to demand from the professor-teacher even a short conversation.

4.7. In some cases, students can apply for a change of professor. For this, it is necessary to show serious reasons (rudeness, arrogance, evidence of regular interruptions in classes due to the teacher's fault) and to have a unanimous opinion of the group.

4.8.In case of a conflict between the professor and the student regarding the transfer of rating control, the student may contact the head of the department with a request for permission to transfer the rating control to a special commission. The appeal must be based on this. Such issues are resolved by the dean of the faculty based on the presentation of the head of the department.

Section 5. Relations of professors and teachers

5.1.The principles of unity, mutual respect and attention, friendship, solidarity, honesty and justice should be followed in the relations between professors and teachers.

5.2.Disrespecting human dignity, humiliating personality, appropriating someone else's intellectual property, rudeness, using obscene words, fighting, causing moral, material or physical harm to others are strictly prohibited in professor-teacher relations.

Section 6. Student interaction

6.1.The principles of a single team, mutual respect and attention, friendship, solidarity, honesty and justice should be followed in the relations of students.

6.2.In student relations, disrespecting human dignity, belittling the personality, appropriating someone else's intellectual property, being rude, using obscene words, fighting, causing moral, material or physical harm to others;

-Harm the institution's reputation, including by filming cases of violence and vandalism and later showing them to others;

- Exhibitions, background images, audio-video recordings, drawings, and images containing materials that violate moral and moral qualities among young people, contain violence, cruelty, and pornographic, as well as reactionary-sectarian, false religious ideology, and encourage others to negative actions. , it is strictly forbidden to display, distribute, use audio videos.

Students who violate these rules will be dealt with in accordance with the institute's internal procedures.

Section 7. Ethical obligations of professors and teachers

- to be an example to students in observing the rules of etiquette;
- to refrain from actions contrary to the interests of the institute;
- immediately report to the administration if any unpleasant incident or event occurs;

- prevention of any situations that tarnish the honor and prestige of the institute;
- not to use information about the institute to harm its interests and reputation or for one's own interests;

- to promote our national traditions, customs and values related to manners to students during the lesson;

- establishing a healthy lifestyle among young people, making them aware of the evils of alcoholism and drug addiction, various other deadly threats and religious and extremist influences alien to us, attacks of "mass culture";

- to assist in the development of effective forms and methods of spiritual and moral education of learners and educational work.

Section 8. Students' ethical obligations

a) In the territory of the institute:

- entering the territory by showing a student ID card;
- do not pollute the area and dispose of waste only in local urns;

- greet teachers when you meet them;
- not walking in the area during training sessions without reason;
- careful treatment of the institution's property (movable and immovable property, flora and fauna, etc.);
- observe the manners of dress and conversation;
- not to post various advertising media without the permission of the authorities;
- maintaining domestic peace;
- fight against consumption and distribution of narcotic and psychotropic substances, alcohol and tobacco products. It is specially noted that in accordance with the legislation of the Republic of Uzbekistan, failure to notify relevant organizations about the above situations in time is a cause of responsibility.

b) in the audience:

- turn off mobile devices;
- not talking during class;
- cultural attitude to equipment, do not write on desks;
- not to leave paper and other unnecessary things;
- not eating, not chewing gum.

c) in common dining places:

- follow the order of taking meals;
- show respect to teachers, women, and elders in traffic situations;
- do not make noise while eating;
- comply with the procedures established in the public catering branch.

g) in the information resource center:

- to communicate with ARM employees;
- taking care of books and equipment;
- do not speak loudly and do not disturb others;
- not to leave paper, chewing gum and other waste;
- follow the procedures of receipt and delivery of books.

d) in student residences:

- preserve the existing equipment, do not damage them;
- economical (reasonable) use of electricity, gas and water resources;
- follow the rules for using sanitary and hygiene rooms;
- strict adherence to the "Regulations" and "Rules of Internal Order" of the student residence.

e) in sports complexes:

- entering the sports complex in clothes and shoes;
- cultural attitudes towards sports equipment;
- return sports inventory to designated places after training;
- compliance with the established procedures of the sports complex.

j) in the Palace of Culture and other public events:

- cultural attitude towards seats and other equipment;
- during public events, do not whistle, do not shout, do not leave without a reason before the end of the event;
- do not sleep, do not lie on the seats, do not talk to each other, do not disturb the people around you.

also

- striving to create a high positive impression of the institute with his exemplary behavior and knowledge in various circles;
- a deep understanding of noble qualities such as always striving for perfection, living life with honesty and justice;
- To care about the interests of the institute, its honor and glorious traditions, reputation and prestige, to be eager to preserve them and treat them with respect.

Section 9. In the behavior of professors and students Prohibited circumstances

To the professor-teacher:

- belittling the personality and value of team members, discussing other people's personal and family problems;
- organizing various incitements, gossips and slanders against team members and others;
- discussing with students the professional and personal shortcomings of their colleagues;
- expelling students from unfounded educational activities;
- conducting commercial advertising during training sessions;
- carrying out religious propaganda in training sessions;
- coming to training sessions drunk, unshaven and not following the dress code;
- drinking and smoking are strictly prohibited in the premises.

To the student:

- being rude to professors and teachers, talking unreasonably during classes;
- discuss the assessment of others with the professor-teacher;
- committing any behavior related to lying, embezzlement or misleading professors and teachers;
- disrespecting employees and colleagues;
- getting help from outside, providing assistance to others during protection of written works and performance of other procedures related to rating control;
- submitting assignments or written works prepared by other persons on his behalf;
- skipping classes or arriving late;
- leaving the auditorium during classes without the teacher's permission;
- deliberately harming the efforts of another student;
- it is strictly forbidden to flaunt one's financial well-being in various ways.

Section 10. Ethical relations between administration, faculty and staff

10.1. The relationship between administration, faculty and staff is based on the principles of mutual respect, harmony, hard work, tolerance, humanity, caring and justice.

10.2. In the cooperation of the administration, professors, teachers and employees on issues related to work activities, one party does not allow one party to put pressure on another party or to act on it, as well as to prepare decisions that are contrary to the principles of justice and the interests of the institute.

10.3.It is recommended to solve problems between employees of equal positions in a working order. It is recommended that employees of equal positions solve various problems in the work process within the scope of their authority, without involving the administration.

10.4. The procedure for contacting the administration with any issue in the team is organized on the basis of the principle of subordination.

10.5.Initiatives and ideas of the professor-teacher and employee to further improve the spiritual and moral environment in the institute are encouraged.

10.6.The administration creates a comfortable workplace for the professional and intellectual development of professors and employees, free use of modern computers, the Internet, library fund and information resources, as well as all privileges for leisure, relaxation, and physical training.

Section 11. Behavior of the institution's employees and students, rules of dress code

11.1. Requirements for female employees and students working and studying in a medical institution:

11.1.1.Types of outerwear: a gown or medical special gown is white (other color special gowns between departments must be approved internally) made of natural fabric, easy and quick to clean, comfortable to wear, not tight, without excessive decorations, unattractive, classically shaped suit or gown be done

11.1.2. Suits, skirts and dresses should be made of classic fabrics with a bodice or stripes, and the blouse should be in a flowing color, the length of the skirt should not be above the knee.

11.1.3.Accessories (bags, glasses and jewelry) should also be chosen in accordance with the corporate style, free of unnecessary decorations, jewelry (rings, rings, etc.)

It should be worn inconspicuously, with hair gathered, braided or combed, free of unnecessary accessories.

11.1.4.The white gown and the matching headgear (medical cap) should be clean and special, the gown should be below the knee, the longest (depending on the season) in a classic style, without labels of foreign and different companies.

11.1.5.Shoes must be comfortable and easy to clean (easy to use disinfection methods) that do not make too much noise when walking.

11.2. Requirements for male employees and students working and studying in a medical institution:

11.2.1. The type of outerwear should consist of a classic suit, pants, shirt, and tie. Suits and pants should be made of striped or striped fabrics, and shirts should be in light colors.

11.2.2.Young students should carry a bag-portfolio that matches the color of their outerwear and can be used to carry school supplies.

11.2.3.The white coat and the corresponding headgear (medical cap) should be clean, straight, below the knee, the longest (depending on the season), classic style, free of foreign and various company labels.

11.2.4.Hair must be trimmed, cut short, and must have a shaved mustache.

Section 12. Circumstances prohibited in the clothing of employees and students of an educational institution:

12.1. For female employees and students:

12.1.1.Wear blouses and shirts with a length shorter than the knee, made of transparent and shiny fabrics, with a tight fit, open chest, stomach, and shoulders;

12.1.2.Walking in clothes made of (torn), (torn) and sexual fabric, with inscriptions incompatible with spiritual and moral education as decoration, various advertising information, state symbols, pictures and writings promoting violence, sexist elements;

12.1.3.Walking in sports clothes, shorts and sneakers on the territory of the institution (except for physical education classes and student accommodation building, sports fields after classes);

12.1.4.Carrying educational materials in bags intended for food and shopping;

12.1.5.Wearing jewelry or metal objects on different parts of the body except for the ears and fingers;

12.1.6.It is forbidden to have various foreign and other company labels on white coats and clothes.

12.2. For male employees and male students:

12.2.1.Clothes made of (torn), (torn) and made of sexual fabric with tight, shiny, body-hugging writings, various advertising information, state symbols, pictures and writings that promote violence, sex elements are displayed. walking;

12.2.2.Walking in sports clothes, shorts and sneakers on the territory of the institution (except for physical education classes and student accommodation building, sports fields after classes);

12.2.3.Carrying educational materials in bags intended for food and shopping;

12.2.4.The general appearance of employees and students working in the institution (beard, hair) must be neat and orderly, without various images on visible parts of the skin.

13. Promotion and action procedure.

13.1.During the academic year, the members of the team who have fully complied with the "Rules" and served to further establish and strengthen the high moral and ethical environment in the institute, on the recommendation of faculty deans, heads of departments and heads of departments, will be financially or morally encouraged in accordance with the internal rules of the institute.

13.2.When the members of the team violate these "Rules", measures will be taken according to the cases listed in the "Disciplinary measures" section of the internal rules of the institute.

Also, in order to ensure public control over the behavior of the team member, cases of non-compliance with these rules should be discussed in the institute's United Trade Union Committee, Youth Union BT, Women-Girls and "Parents" Councils, and according to their decision, the behavior of the team member the practice of sending a written message as information to the assembly of citizens of the neighborhood where he lives can be introduced.

