

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION**

**OF THE REPUBLIC OF UZBEKISTAN**

**JIZZAKH POLYTECHNIC INSTITUTE**



**INTERNAL LABOR REGULATIONS**

**OF JIZZAKH POLYTECHNIC INSTITUTE**

|  |  |  |
| --- | --- | --- |
| **“APPROVED”****Rector of Jizzakh Polytechnic Institute****\_\_\_\_\_\_\_\_ A. Usmankulov****“\_\_\_” \_\_\_\_\_\_\_ 2025** |  | **“AGREED”****Chairman of the Institute's Trade Union Committee****\_\_\_\_\_\_\_\_\_ X. Ulug‘murodov****“\_\_\_” \_\_\_\_\_\_\_\_2025** |
|  |  |  |
|  |  | **“AGREED”**Legal Advisor \_\_\_\_\_ D. Ergasheva«\_\_» \_\_\_\_\_\_\_\_\_ 2025 |

**JIZZAKH – 2025**

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION**

**OF THE REPUBLIC OF UZBEKISTAN**

**JIZZAKH POLYTECHNIC INSTITUTE**

INTERNAL REGULATIONS OF JIZZAKH POLYTECHNIC INSTITUTE

These Internal Labor Regulations (hereinafter referred to as «Regulations») have been developed based on the Labor Code of the Republic of Uzbekistan, the Law «On Education», and other laws and by-laws related to higher education. They serve as a local normative document that regulates employment, educational-methodological, scientific, and educational processes at Jizzakh Polytechnic Institute (hereinafter referred to as “the Institute”).

 Any employment-related matters that are not covered by these internal regulations shall be resolved based on the applicable laws and regulations.

**Chapter 1. General Provisions**

1.1. The following basic concepts are used in these Regulations:

**Employee** – citizens of the Republic of Uzbekistan, foreign citizens, and stateless persons who have reached the legal working age as specified by labor legislation and who have entered into an employment contract with the institute;

**Employment contract** – a document expressing the agreement between the employee and the institute, under which the employee agrees to perform work for a specific specialty, qualification, or position while observing internal rules, and the institute agrees to pay wages and provide working conditions in accordance with labor legislation and other regulatory documents;

**Professors and Teacher**s – employees appointed to the positions of department head, professor, associate professor, senior lecturer, or assistant;

**Basic Doctoral Studies (PhD**) – a postgraduate form of education for the preparation of highly qualified scientific and academic staff in a specific field, organized without combining with production activity for those seeking the academic degree of Doctor of Philosophy (PhD);

**Doctoral Studies (DSc)** – a postgraduate form of education for those aiming to achieve the academic degree of Doctor of Science (DSc), organized without combining with production activity;

**Doctoral Student** – a person admitted to a higher education institution's PhD or DSc program in accordance with the established procedure;

**Intern-Researcher** – a person accepted as a research intern in a scientific organization or educational institution in accordance with the established procedure;

**Independent Research** – a form of postgraduate education for those aiming for the academic degrees of PhD or DSc, conducted without leaving production, in a specific specialization for highly qualified scientific and academic personnel;

**Independent Researcher** – a person admitted to independent research at a higher education institution in accordance with the established procedure;

**Student** – citizens of the Republic of Uzbekistan, foreign citizens, and stateless persons admitted by the institute to receive education in the appropriate educational field or specialty.

1.2. These Regulations constitute the main internal normative document governing:

The internal rules of the institute;

The responsibilities of the administration, academic staff, employees, and students;

Procedures for recruitment, modification, and termination of employment contracts;

Organization of the educational and upbringing process;

Labor and academic discipline;

Working hours, rest periods, and their usage;

Incentives for achievements in work and study;

Disciplinary actions for violations of labor and academic discipline;

Order within the institute's premises and buildings;

Other legal relations arising between the employer and academic staff, employees, and students.

1.3. The InternalLaborRegulations shall come into effect from the date they are approved by the head of the Institute in coordination with the Institute’s Trade Union Committee.

1.4. Compliance with the InternalLaborRegulations is mandatory for the administration, faculty members, technical and administrative staff. Failure to comply shall serve as grounds for disciplinary action as established by the law.

**Chapter 2. Conclusion, amendment and cancellation of the employment contract**

**Conclusion of an employment contract**

2.1. At the time of hiring (employment), the candidate must submit the following documents:

Passport or another document replacing it;

Employment record book (except for those applying for their first job);

Military ID card or a certificate of military registration for conscripts or those liable for military service;

A diploma certifying graduation from a higher or professional (secondary specialized or vocational) educational institution (if the individual studied abroad, a certificate of recognition of the foreign diploma in the Republic of Uzbekistan must also be provided);

A certificate granting the right to perform specialized work, if required.

2.2. Individuals applying for part-time (secondary) employment must provide a reference letter from their primary place of work instead of an employment record book.

2.3. It is prohibited to demand documents not specified in legislation during the hiring process.

2.4. If the applicant fails to submit the required documents within the designated timeframe, employment shall be denied.

2.5. Once the completeness of the submitted documents is verified, the applicant must write an application, which is registered in the HR department of the Institute. The application must include the applicant’s full name (without abbreviations) and the position being applied for, which must correspond to the staffing schedule.

2.6. An employment contract is concluded between the employee and the employer, specifying:

The job position and place of work;

Duration of the employment contract;

Starting date of work;

Rights and responsibilities of the parties;

Working hours and procedure for granting vacation;

Payment procedures;

Other conditions provided for by labor legislation and regulations.

2.7. If no duration is specified in the employment contract, it shall be considered as concluded for an indefinite period.

2.8. Fixed-term employment contracts shall be concluded in accordance with labor laws and other regulatory documents.

2.9. An employment contract must be drawn up in at least two copies with equal legal force (including for part-time employees), and one copy shall be provided to each party for safekeeping.

2.10. Upon the employee’s request, the employment contract may be concluded in a language they understand and shall have the same legal force as the version in the state language.

2.11. The employment contract must include the addresses of both parties.

2.12. The employment contract is validated by the signatures of the employee and the rector of the Institute. The rector's signature must be confirmed with the official seal of the Institute.

2.13. The employment relationship between the employee and the employer (including conclusion, amendment, and termination of the employment contract, and the creation and maintenance of the electronic employment record book) is registered in the “Unified National Labor System” interagency software-hardware complex, in accordance with the Regulation approved by Resolution No. 971 of the Cabinet of Ministers of the Republic of Uzbekistan dated December 5, 2019.

2.14. An employment contract concluded in accordance with legal regulations shall come into legal effect from the date it is signed by both parties. The employee must begin fulfilling their work duties from the date specified in the employment contract. If no start date is specified, the employee is required to begin work no later than the day after the contract is signed (i.e., the next working day or shift).

2.15. If a person begins working with the employer’s permission but without formalizing the hiring process in the prescribed manner, the employment contract shall be considered concluded from the first day they begin work.

2.16. After the employment contract is concluded, the employer shall issue an official hiring order in accordance with the contract’s content and familiarize the employee with it. The employee confirms their acquaintance with the order by signing it.

2.17. If a job applicant submits a written application, they have the right to request a written explanation from the employer justifying the reasons for refusal of employment.

2.18. Pregnant women and women with children under three years of age must be provided with a written explanation of the reasons for refusal of employment, even if they did not specifically request such an explanation.

2.19. During the hiring process, a probationary period may be established in the employment contract in accordance with labor legislation.

2.20. During the hiring process, or when transferring an employee to another job (with the employee’s consent), the following must be explained to the employee:

The Institute’s Internal Regulations;

The Institute’s Code of Ethics;

The scope of duties, rights, and responsibilities of the employee, as well as terms of employment and remuneration;

The job description and other documents related to the employee’s professional activity;

Occupational safety, technical and fire safety regulations, sanitary rules, norms, and hygiene standards.

2.21. For all employees who have worked at the Institute for more than five days (excluding part-time workers), the HR department shall maintain an employment record book in accordance with the Guidelines on the Procedure for Maintaining Employment Record Books (Registration No. 402, dated January 29, 1998).

2.22. In addition, in accordance with the Regulation on the Procedure for Registering Employment Contracts and Maintaining Electronic Employment Record Books approved by Resolution No. 971 of the Cabinet of Ministers of the Republic of Uzbekistan dated December 5, 2019, electronic employment record books shall be created and maintained within the “Unified National Labor System” interagency software-hardware complex.

2.23. The employer and other officials of the Institute are not entitled to require the employee to perform duties not included in their job responsibilities, to carry out actions that are contrary to the law, or to engage in activities that endanger the life or health of the employee or others, or that may violate the employee’s dignity and honor.

**Changing and canceling the employment contract**

2.24. Changes to the terms of the employment contract shall be made in accordance with the requirements of the Labor Code of the Republic of Uzbekistan.

2.25. An employee may perform several occupations or positions simultaneously during their working hours, along with the duties of their main job as specified in the employment contract.

2.26. Employment in multiple occupations or positions may be established for a fixed or indefinite period. Upon expiration of the agreed term, the contract regarding multiple roles is considered terminated.

2.27. Employment in multiple roles and its termination must be documented in the employment contract and formalized by an official order of the rector of the Institute.

2.28. The employment contract may be terminated on the grounds stipulated by the Labor Code of the Republic of Uzbekistan, and in the case of academic personnel, in accordance with the Regulation «On the Procedure for Hiring Academic Staff in Higher Education Institutions Based on Competition» approved by Resolution No. 20 of the Cabinet of Ministers of the Republic of Uzbekistan dated February 10, 2006.

2.29. The employee must submit a written request to the employer to terminate the employment contract.

2.30. The notice period shall begin the day after the application is submitted, regardless of the date of registration.

2.31. The application submitted by the employee must be delivered to the rector of the Institute (or the acting official) no later than the day it was written or the following day.

2.32. If the employee's application is due to valid reasons that make it impossible to continue working, the application shall be submitted to the rector (or acting rector) on the same day. Valid reasons include:

Military service;

Admission to educational institutions;

Retirement;

Election to a position or appointment to a role within the governing bodies;

Health conditions of the employee or their close relatives requiring care, confirmed by a medical conclusion issued by the TMEK or TMK (Medical Expert Commissions);

A court ruling that imposes a sentence preventing the employee from continuing in their previous position, once that sentence enters into legal force;

A court decision requiring the employee to be sent to a specialized treatment or preventive institution;

Any other valid reasons making it impossible to continue working.

2.33. The employee has the right to submit an application for termination of the employment contract at any time, including during temporary disability, vacation, or business trips. These periods shall be included in the notification period.

2.34. During the notification period, both parties must continue fulfilling the terms of the employment contract under normal conditions.

2.35. Early termination of the employment contract at the employer's initiative is permitted only in the following cases if the employee fails to fulfill obligations to the required extent:

Changes in the organization of labor at the Institute, reduction in the number of employees (staff), or reduction in the scope of duties resulting in changes to the nature of work, or elimination of structural units;

The employee is deemed unfit to perform their duties due to insufficient qualifications or health reasons;

The employee fails to perform duties specified in their job description to the required standard;

The employee repeatedly violates work responsibilities (if they have already been subject to disciplinary or material liability, or other measures under labor law within the previous year, and commits another disciplinary offense, it is considered repeated violation);

The employee commits a gross violation of work duties even once.

 2.36. Termination of the employment contract at the initiative of the employer is not permitted during periods of temporary incapacity for work or during leave granted under labor legislation and other normative acts, except in cases where the organization is being liquidated.

2.37. A single gross violation of labor duties that may lead to termination of the employment contract includes the following:

* Violation of executive discipline (failure to timely and fully implement tasks assigned by Presidential decrees, resolutions, orders, instructions; Government resolutions and orders; or legal instructions and directives from the Ministry of Higher Education, Science and Innovation — hereafter «the Ministry»).
* Absence from work without valid reasons:
* Absence for more than 3 hours continuously or cumulatively within a single workday.
* For academic staff: failure to commence or attend scheduled classes during one workday as per the official timetable.
* Reporting to work under the influence of alcohol, narcotics (psychotropic substances), or in a state of intoxication.
* Causing damage to or misappropriation of institute property (including theft or embezzlement).
* Abuse of official duties (using powers contrary to official interests), as well as unethical conduct incompatible with the status of an institute employee.
* Sexual harassment, degrading actions against women's dignity and honor, applying pressure, violence, or otherwise violating their rights.
* Engaging in unjustified or unethical actions — including public statements via mass media or social networks — that damage or may damage the business reputation and interests of the institute.
* Gross violations of safety protocols, including:
* Fire safety,
* Technical safety,
* Sanitation regulations,
* Hygiene norms, in a way that endangers the lives or health of others (including the employee themselves).
* Committing corruption-related offenses, such as:

Failing to inform supervisors, anti-corruption units within the Ministry, or law enforcement about any person who attempted to involve the employee in a corrupt act or about known instances of similar acts by other officials.

Using one’s official position to gain personal benefit by directly or indirectly receiving money, valuables, gifts, loans, or services of material value from individuals or legal entities in return for performing or omitting certain actions.

Coercing subordinates to commit illegal acts or engage in corrupt activities.

Waiving state-mandated fees for public services or gaining improper benefits or privileges by abusing official authority.

Failing to report to relevant structural unit heads about crimes against public administration, including abuse of office, which may contribute to corruption.

2.38. The termination of the employment contract is formalized by an order of the employer.

2.39. The last working day is considered the date the employment contract is terminated. On this day, the institute provides the employee with their employment record book and a copy of the order regarding the termination of the employment contract, and all settlements are completed with the employee.

**Chapter 3. Working time, rest time, and their use**

3.1. Working time is the period during which the employee is required to fulfill their labor duties according to the work schedule or the terms of the employment contract.

3.2. For institute employees, the start and end time of each working day, as well as breaks for rest and lunch, are determined based on the start time of work and must not exceed a total of 8 hours. Each workday includes a 1-hour break for rest and meals.

3.3. The working hours of professors and lecturers are determined under an accumulated working time regime.

3.4. The general day off is Sunday. Declaring Saturday as a day off is made by agreement and the order of the rector of the institute.

3.5. If necessary, the workday schedule may be changed by an order of the institute rector.

3.6. Professors and lecturers carry out their activities throughout the workday based on a plan for educational, scientific-methodological, research, organizational-methodological, spiritual-moral, and educational activities.

3.7. The implementation of the class schedule, work plan, and duty schedule by professors and lecturers is monitored by the Vice-Rector for Academic Affairs, the relevant faculty dean and deputy dean, as well as the head of the department.

3.8. The following employees are entitled to reduced working hours:

Employees aged 16 to 18 – 35 hours per week;

Employees with disabilities in groups I and II – 35 hours per week;

One parent of a child under 3 years of age – 35 hours per week.

3.9. Based on mutual agreement between the employee and the employer, the following may be established either at the time of employment or later: part-time working days or weeks, remote work, flexible working schedules, or work-from-home arrangements.

3.10. The employer must, upon request and based on medical conclusions or other cases provided for by law, establish reduced working hours for:

pregnant women;

women with children under 14 (or under 16 with disabilities), including those caring for such children;

employees caring for sick family members.

3.11. Engaging employees in work outside of regular working hours must be done in accordance with procedures established by law.

3.12. The duration of annual leave, procedures for calculating and paying for it, and the calculation of employment tenure entitling one to leave are governed by legal regulations.

3.13. Upon the employee's request, unpaid leave may be granted. Its duration is determined by mutual agreement but must not exceed a total of three months within a twelve-month period.

3.14. The annual basic leave is granted as follows:

After six months of continuous employment for the first working year (except in cases specified by law);

For the second and subsequent working years, at any time in accordance with the leave schedule (except in cases specified by law).

3.15. The scheduled time for using leave may be changed by mutual agreement between the employee and the employer.

3.16. Based on the employee's written request, the leave can be divided into parts. In such cases, the duration of the leave shall be determined in accordance with labor legislation.

3.17. An employee may be recalled from leave only with their consent. The unused portion of the leave must be granted to the employee within the current work year or transferred to the next year in accordance with the rules for postponing leave.

3.18. At the employee’s request, financial compensation may be paid for the part of annual leave exceeding the minimum duration (21 calendar days).

3.19. The employee must be informed of the leave period no later than fifteen days before the leave begins.

**Chapter 4. Procedure for organizing education, labor and academic discipline**

4.1. The academic year at the institute begins on September 2. Educational activities are conducted according to class schedules prepared in accordance with the curriculum and study programs.

4.2. Class schedules for the semester are created electronically on the institute’s education platform, approved in the prescribed manner, and distributed to students, faculty members, faculty deans, and other departments before the start of the semester. Elective courses may be included in the curriculum based on the Ministry’s instructions, decisions of the Academic Council, or recommendations from the educational-methodical department.

4.3. Students are granted two vacations per academic year with a total duration of 8–10 weeks.

4.4. The duration of one academic hour is set at 40 minutes, and double classes without a break last for 80 minutes. There is a 10-minute break between class sessions.

4.5. If classes are organized in two shifts, the break between the shifts is set at 40 minutes.

4.6. The academic year is divided into two semesters, each of which ends with the assessment of students' academic performance.

4.7. To assist with community, organizational, and administrative tasks and to effectively organize student self-governance, faculty deans appoint group leaders temporarily until officially elected.

4.8. Group leaders perform their duties based on the institute's charter, this Regulation, and other internal legal documents. Group leaders are elected by open vote during a general meeting of the group. For first-year students, the dean appoints temporary group leaders, who must then be elected through open vote within one month.

4.9. A group leader may be dismissed early based on their own written request or if they fail to perform their duties properly or commit actions that damage their reputation, upon recommendation by the faculty dean. Group leaders are responsible for:

Representing the group at meetings;

Submitting proposals to the dean's office to improve educational and disciplinary work;

Communicating students’ opinions on the quality of lectures and fairness in grading to the dean’s office;

Proposing disciplinary measures to the dean’s office for students who fail to fulfill their duties as outlined in this Regulation.

4.10. Employees and students must:

Notify the faculty dean immediately and submit supporting documents if they are unable to attend classes due to valid reasons;

Be informed about the effectiveness of the institute's operations and have access to information about the leadership (rector, vice-rectors, deans, department heads, and heads of other structural units).

4.11. Employees (or students) who are absent due to valid reasons must notify the head of their department (or dean of the faculty) or the HR department, and submit supporting documents on the day they return to work (or study).

**Chapter 5. Encouragement for Achievements in Work and Study**

5.1. Employees are rewarded in the following forms:

Nomination for state awards for outstanding services to the state and society;

Recommendation for honorary certificates and other awards for exemplary labor performance;

Awarding honorary certificates and diplomas in various categories from the Institute's rector to staff and students who contribute significantly to the institute's effectiveness and complete assigned tasks on time;

Monetary bonuses and gifts on the occasion of anniversaries;

Awards on professional holidays;

Awards on national holidays and other forms of recognition.

5.2. Salaries, additional payments, bonuses, and other payments provided by labor legislation are not considered part of the incentives outlined in this Regulation.

5.3. Students are rewarded for high academic performance, participation in research, and active involvement in the institute’s social life in the following ways:

Public acknowledgment;

Cash bonuses or valuable gifts;

Honorary certificates and diplomas of various levels and categories.

5.4. In addition, talented students, winners of national, international, and institutional academic or sports competitions, or students facing specific circumstances (such as the death or disability of parents or financial hardship), may be granted one-time rewards or financial aid based on criteria set by the Academic Council.

5.5. Student awards are implemented by the order of the institute rector based on the recommendations of the Vice-Rector for Youth Affairs and Spiritual-Educational Work and the relevant faculty deans.

**Chapter 6. Responsibility for violations of Labor and educational discipline**

6.1. If an employee violates labor discipline for the first time or commits a violation due to negligence, the institute may apply the following measures:

Warning;

Deprivation of a one-time bonus (if provided by internal regulations);

Deprivation of incentives.

6.2. For violating labor duties, the institute has the right to apply the following disciplinary penalties to an employee:

Reprimand;

Fine not exceeding 30% of the average monthly salary (deductions from salary are made in accordance with labor laws);

Termination of the employment contract.

6.3. Disciplinary penalties and measures are enforced by the order of the institute rector. Both disciplinary and other measures cannot be applied simultaneously for a single violation.

6.4. A fine as a disciplinary penalty may be applied regardless of whether the employee has previously received a reprimand for similar misconduct.

6.5. Before applying disciplinary action, a written explanation must be requested from the employee. Refusal to provide an explanation does not prevent the application of disciplinary measures. Refusal is documented with an official record.

6.6. When applying disciplinary penalties, the severity of the misconduct, circumstances of its occurrence, and the employee’s prior work and behavior are taken into account.

6.7. Disciplinary measures are applied within one month after the misconduct is detected, excluding time spent by the employee on sick leave or vacation.

6.8. Disciplinary penalties cannot be applied if more than six months have passed since the misconduct occurred, or two years after its detection during financial or administrative audits. The time of criminal proceedings is not included.

6.9. The order on disciplinary penalties is communicated to the employee, and a receipt is obtained. If the employee refuses to sign, this is documented.

6.10. Only one disciplinary penalty may be applied per misconduct.

6.11. The validity period of disciplinary penalties cannot exceed one year. If the employee is not subjected to disciplinary action within this period, they are considered not to have been penalized. In such cases, no order is issued for removing the penalty.

6.12. The rector may remove the disciplinary penalty before the expiration of its term, at the employee’s request or upon the direct supervisor’s recommendation.

6.13. Employees have the right to appeal disciplinary penalties according to labor law procedures.

6.14. If an employee causes direct damage to the institute or its property, they may also be held materially liable regardless of disciplinary action.

6.15. During the validity of a disciplinary penalty, no incentives may be given to the employee.

For Students:

6.16. For violating this regulation, the institute’s Code of Conduct, the decisions of the Institute Council, rector’s orders, job descriptions, departmental regulations, and other local normative documents, students may face:

Expulsion from the institute (repeating the course);

Reprimand for missing more than 30 hours of classes without valid reasons, imposed by the faculty dean as a disciplinary measure;

Expulsion from the student body for missing more than 74 hours of classes without valid reasons.

6.17. Disciplinary penalties must be applied within one month after detection of misconduct, and within six months from the date of the violation, excluding the student’s time on sick leave, vacation, academic leave, or maternity leave. Expulsion cannot be applied during these leave periods.

6.18. The validity of disciplinary penalties cannot exceed one year. If a student is not penalized within this period, they are considered not to have been penalized. No order for removal of the penalty is issued.

6.19. Students may be expelled from the institute in the following cases:

a) At their own request;

b) Transfer to another educational institution;

c) Violation of educational discipline and the institute’s Code of Conduct or these rules;

d) Missing more than 74 hours of classes without valid reasons in one semester;

e) Non-payment of tuition fees on time (for contract students);

f) Imprisonment by court sentence;

g) Violation of admission exam procedures by court decision (in such cases expelled students cannot be reinstated);

j) Death.

6.20. Students who fail to master subjects within the set time (academic debt) are held back a course by the order of the rector.

6.21. Students held back due to academic debt may retake only the failed subjects (modules) starting from the corresponding semester.

6.22. Expulsion at the student’s initiative is done with the student’s written consent.

6.23. Students subjected to disciplinary penalties may appeal the legality and fairness of the penalty according to law.

6.24. Information about disciplinary penalties is kept in the student’s personal file.

6.25. Upon expulsion, the student is given personal documents and an academic certificate in the prescribed form; copies are filed in the personal file.

6.26. Academic leave may be granted for military service, health recovery, pregnancy and childbirth, childcare leave, and care for a sick family member (parents, spouse, children).

**Chapter 7. Special rules**

7.1. During quarantine or similar situations where an employee cannot perform their work duties at the workplace (in the institute building), and restrictions are imposed as per legislation, the employer may, with the employee's consent, transfer them to remote work, a flexible work schedule, or a work-from-home arrangement. In such cases:

Necessary equipment or technical means required for the employee to fulfill their work duties shall be provided by the employer upon the employee’s written request;

If the equipment or technical means provided by the employer are damaged due to the employee's fault, the employee must compensate for the damage according to applicable laws;

If there is a production necessity, the employer must notify the employee one day in advance via communication tools and transfer them back to the regular workplace by order;

Communication and exchange of electronic documents between the employee and employer shall be carried out in accordance with the institute’s internal regulations and applicable laws;

Employees transferred to remote work (work from home) retain their rights to annual leave, temporary disability benefits, and other rights as stipulated by law.

7.2. Remote work means performing labor duties specified in the employment contract outside the location of the employer, away from the direct or indirect control of the employer’s permanent workplace, area, or object.

7.3. Priority for remote work, flexible schedule, or work-from-home rights is given first to pregnant women, elderly employees, persons with disabilities, and employees with chronic illnesses.

7.4. When temporarily transferring an employee to remote work, the employer issues an order indicating the duration of the temporary remote work regime.

7.5. The reception of citizens by the institute rector and vice-rectors is conducted according to an approved schedule.

7.6. All new employees and students are introduced to these Rules by the HR department via signature confirmation.

7.7. Every employee has the right to protect their rights through means and procedures established by law and may independently appeal to the employer if they believe their rights have been violated. Such appeals shall be reviewed according to established procedures, and the employee will be informed of the outcome.

7.8. Institute management, faculty, staff, and students must strictly comply with these Rules, the institute charter, the institute Code of Conduct, decisions of the Institute Council, rector’s orders, job descriptions, departmental regulations, and other local normative documents.

7.9. An employee on medical leave must notify their immediate supervisor, department head, and the HR department of the institute and submit the temporary disability certificate to the HR department upon return.

7.10. Compliance with technical and fire safety rules, sanitary regulations, standards, and hygiene norms is mandatory.

7.11. Without the approval of the institute management, no equipment or unauthorized persons should be brought into or taken out of the educational buildings and classrooms.

**Chapter 8. Dispute Resolution**

8.1. In the event of disputes arising under these internal labor regulations, the parties shall take measures to resolve them before going to court, in accordance with the Rules.

8.2. Disputes not resolved between the parties shall be settled in civil court according to the procedures established by law.

This INTERNAL RULES document

Discussed and approved at the extended meeting

No. 01 of the Scientific Council of Jizzakh Polytechnic Institute

 on August 29, 2025.

AGREED BY:

Vice-Rector for Academic Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ M. Ochilov

First Vice-Rector for Youth and

Spiritual-Educational Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ S. Eshbekova

Vice-Rector for Scientific Work and Innovations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ J. Abdunazarov

Vice-Rector for Finance and Economics: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y. Rajabov

Head of Anti-Corruption and

Compliance Control Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X. Khaitov

Head of Personnel Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A. Hazratqulov