

## **HEAD OF THE DEPARTMENT OF RUSSIAN**

**BERDIYEVA MUKARRAMA  
ANVAROVNA**



**Reception hours: Monday – Friday 14-00-16-00**

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**Berdiyeva Mukarrama Anvarovna** was born in 1965. The higher education. Candidate of Pedagogical Sciences, Associate Professor. In 1987 she graduated from the Moscow State Pedagogical Institute. From 1987 to the present day it has been operating in the higher education system.

In 2009, she successfully defended her thesis for the degree of candidate of pedagogical sciences on the topic: “Formation of the professional competence of law students by means of the Russian language” - code - 13.00.02 - Theory and methodology of training and education (Russian language).

The author of 2 textbooks, 1 monograph, 1 patent, 5 manuals, 3 educational and methodical grants. The textbook “Russian Language” (co-authored with V. Yanchenko) based on Order No. 892 of the Ministry of Higher and Secondary Specialized Education of October 4, 2019, as well as 2 textbooks “Russian Language” (co-authored with Sh. Makhkamova) Order No. 1000 dated December 25, 2018 and the “Workshop on the culture of lawyer's speech” Order No. 603 dated August 24, 2017 received the signature stamp of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan.

Over 40 scientific articles and abstracts published in international and republican VAK journals with a high impact factor

Since August, 2019 holds a position of the head of the department of Russian of Technical institute of YTIT to Tashkent to this day.

### **Responsibilities of the department head:**

1. Carries out the organization and management of all activities of the Department.
2. Bears full responsibility for the quality and timeliness of the tasks assigned by the Regulation to the Department, the implementation of the Department’s work plan in all areas of activity.
3. If necessary on the basis of representation of the head of the department in coordination with a course by the leader and on the basis of his order the head of the department can delegate a part of functions on management of department to other staff of department.

4. Reports on the activity to the Academic council of higher education institution, the academic council of faculty, the vice rector, the rector.
5. Responsible for appropriate and timely performance by department of the requirements provided by situation is born by the head of the department.
6. Personal responsibility is conferred on the head of the department for:
  - the organization of activity of department for performance of the tasks and functions assigned to department;
  - the organization at department of expeditious and high-quality preparation and execution of documents, record keeping according to the existing rules and instructions;
  - observance by employees of department of labor and production discipline;
  - ensuring safety of the property assigned to division and observance of fire safety regulations.