

HEAD of ACADEMIC AFFAIRS DEPARTMENT
ALLABERGANOV ROMAN KURAMBAYEVICH



Office hours: Thursday-Friday 16⁰⁰-18⁰⁰

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Allaberganov Roman Kurambayevich was born in 1985 in Russian Federation; education-higher; married; has two children.

Employment:

2001 – 2002	Khorezm region, Bagat district, “Yoshlik” firm under the Kafolat fund, clerk
2002 – 2006	Tashkent Institute of Finance, “Banking” Bachelor’s degree student
2006 – 2008	Tashkent Institute of Finance, “International Banking” Master’s degree student
2008 – 2012	Tashkent Institute of Finance, department of “Bookkeeping and Bank audit”, assistant (part-time)
2008 – 2011	Tashkent Institute of Finance, graduate student
2012 – 2012	Tashkent Institute of Finance, deputy dean of Financial management faculty
2012 – 2015	Tashkent State University of Economics, deputy dean of Economics faculty
2015 – 2018	Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan, head of control and monitoring office
2018 – present	Yeoju technical institute in Tashkent, head of academic affairs department

Functional duties:

- ensuring the development and approval of curricula for the directions and specialities of the institute;
- ensuring the development, approval and study of the institute students’ timetable
- establishment of working hours for departments and teachers of the institute and preparation of suggestions on the formation of personnel units on its basis;
- preparation and introduction of the schedule of the educational process in the institute;
- study of the update and publication of the curricula on the subjects, taught at the institute;
- ensuring development, approval and full realization of the plan on study of methodological provision of the disciplines and specialties taught at the institute;
- study of methodological provision of the institute students and if necessary providing written information to the vice rector on academic affairs;

- control over planned methodological work of the institute departments, preparation of their results for timely consideration by the academic council of the institute;
- forming the database on the educational process and its methodological provision;
- leading activity of the department on the basis of legal norms on education;
- providing reports on the activity of the Department to the academic council of the institute in the set dates and forms;
- providing necessary amounts of required documents for effective organization of the department activity;
- organization and provision of effective functioning of the institute admission commission;
- creating working plan of the department and its approval in the set order and ensuring its effective implementation;
- making proposals on material and moral incentives to the workers, who achieved high results in the activity of the department;
- performance of other obligations provided by the legislature of the Republic of Uzbekistan