



Housing Accommodation Policy of Samarkand State University

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Approval Authority	
University's Council	
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Vice-Rector, Youth, Spirituality, and Enlightenment Affairs	
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Chapter 1. General rules

1. This Regulation defines the general rules of living in the student residence of Samarkand State University (hereinafter referred to as the residence), the rights and obligations of the university's professors and students, and the procedure for organizing its activities.
2. Conditions are created for students to live, work independently, relax, participate in sports, art and other clubs at the residence.
3. The place of residence conducts its activities in accordance with the Constitution and Laws of the Republic of Uzbekistan, Chambers and Decisions of the Oliy Majlis of the Republic of Uzbekistan, Decrees, Decisions and Orders of the President of the Republic of Uzbekistan, Decisions and Orders of the Cabinet of Ministers of the Republic of Uzbekistan, Oliy Majlis of the Republic of Uzbekistan and conducts in accordance with the decisions and orders of the Board of the Ministry of Secondary Special Education, the decisions of the University Charter, Council, the orders of the rector of the university and this regulation.

4. Residents of the place of residence are temporarily registered based on the rules established by the Ministry of Internal Affairs of the Republic of Uzbekistan. Organization of registration is provided by the head of the residence
5. It is strictly forbidden to allow university employees and students' family members and strangers to live in the residence.
6. Determination of the fee for living in the residence and its amount is determined by the decision of the University Council.

Chapter 2. Rights and obligations of residents of the residence.

1. Rights of residents of the accommodation:

- use of cultural and household equipment in residential buildings;
- applying to the management of the residence for repair, renewal of equipment, furniture and other properties that have become unfit for use, as well as elimination of deficiencies in the use of household services;
- public, cultural, sports and educational events held at the residence
- participation in events;
- making proposals to the university management based on the created conditions;
- Election of members of the student council and election to it;
- Through the student council, participation in the discussion of issues related to the improvement of the household supply of the residence, the organization of educational activities and cultural recreation, and the furnishing of living rooms.

2. Responsibilities of residents.

- this charter and internal rules of the residence, as well as the university compliance with the terms of the contract concluded with;
- according to the duty schedule in living rooms, floors, general
- to be on duty in places of use (toilet, washroom, kitchen and other places);
- organization of exemplary cleanliness in common areas, living rooms and recreation areas, correct and efficient use of equipment;
- to the rules of use of gas, electric equipment and heating system
- strict compliance and their reasonable use;
- leaving the place of residence for a long time (summer and winter vacation, vacation,
- practice, cases of academic leave), to notify the head of the residence in writing two days in advance;
- handing over large amounts of personal and valuable items that do not have daily needs to the storage room of the residence;
- always keep the living room and other common areas clean and tidy;
- to always have a friendly and harmonious relationship with the residents of the residence;
- maintain all available equipment in the residence at an exemplary level;
- lighting, electricity and gas installed in common areas
- not to break the plates, to use the washroom, kitchen, and spiritual and enlightenment rooms correctly;
- in the khashar held at the residence, greening of the surroundings and
- regular participation in landscaping works;

- correct and efficient use of property of the residence and not to cause damage;
- graduated or expelled from the ranks of students, academic leave
- in the case of receiving, within two days, as well as before leaving the residence for a long period of time (summer and winter vacation, rest, practice), return the equipment and the room key to the head of the residence.

3. Residents are prohibited from:

- moving from one room to another without the permission of the head of the residence;
- laundry in the living room;
- moving things from the room to another room without permission;
- optional change of electrical networks in the room and addition
- installing lighting, drawing and pasting pictures on the walls;
- use of loudspeakers, loud singing and playing of musical instruments (with the exception of residences of students of the department specializing in music and art, group, faculty);
- use of electric heaters and tools that work using kerosene;
- providing a place for strangers to spend the night in the living room;
- consumption, storage, sale of alcohol, drugs
- and playing card and gambling games, etc.;
- events and gatherings related to religious ceremonies in residence rooms,
- giving and learning religious lessons.

4. A student with exemplary behavior who has shown active participation in residence activities will be encouraged in the following manner.

- to give thanks;
- giving a certificate of appreciation;
- awarding with souvenirs;
- financial incentive

5. The following measures will be taken against a student who violates the rules of the internal order of the residence, the rules of etiquette of the university:

- - to issue a warning;
 - - eviction
6. A student who has been expelled from the university after the issuance of an order in this regard, or a student who is scheduled to leave the residence for other reasons, will be removed from the residence within a week.
7. The student is obliged to pay the real damage caused directly to the property used in the residence

Chapter 3. Duties and functions of residence

1. The main tasks of the residence are:

- creating suitable conditions for students to receive education and training;
- placement of students recommended for residence, effective work with their contingent;
- organization of student self-management in the residence hall and ensuring compliance with established internal rules

- The place of residence performs the following functions in order to fulfill the tasks assigned to it:
 - a) in creating suitable conditions for students to receive education and training in their accommodation:
 - to prepare and approve the residential work plan taking into account today's requirements and the wishes of students, reforms in our society;
 - creating conditions for students to live, work independently, relax and participate in sports, art and other circles in the residence;
 - material and technical provision of the residence by the university, its capital and current repair, hard and soft furniture in the building, room equipment (beds, blankets, etc.), maintenance and repair of equipment, territory beautification, cleanliness, utility services (hot and cold water supply, sewerage, repair of hot water pipes) and other conditions;
 - keeping the study and lesson preparation room, rest room, medical room, washroom, storage room, kitchen, sports and cinema halls and parents' rooms suitable for regular use;
 - organization of planned and unplanned spiritual and educational events by the university and various organizations to meaningfully organize students' free time;
 - b) Placement of students recommended for residence,
 - in effective work with their contingent:
 - with the students recommended to live in the residence, the work related to drawing up the contract "On the provision of rooms and equipment from the student residence" and the documents "Handing over and accepting the room and equipment from the student residence" and conducting a medical examination organization;
 - placement of students in living rooms;
 - ensuring the fulfillment of sanitary and hygiene standards;
 - provision of necessary equipment for each living room based on the capacity of the room;
 - keeping a personal sheet of students living in the residence, general information about them and statistical tables;
 - c) organization of self-management of students in the residence and ensuring compliance with established internal rules;
 - in order to form and implement self-government of students in the residence - to establish a Student Council (hereinafter referred to as the Council);
 - ensuring compliance with the rules of the internal procedure established in the residence

Chapter 4. Organization of residential activities

2. The rector of the university is personally responsible for the functioning of the residence hall based on the established requirements.
3. Five initiation rooms, recreation rooms, medical room, kitchen, toilet, washroom, study hall, library, sports hall, storage room and other rooms will be organized in the residence.
4. The place of residence must be provided with kitchen gas stoves, tables and chairs, water supply, sanitary equipment and must meet fire safety and sanitary requirements.
5. The residence is managed by the head of the student residence who is appointed and dismissed by the rector of the university. The headmaster is responsible for the use of the residence, ensuring compliance with internal rules, and organizing the creation of comfortable conditions for students. creation and social protection, as well as organizational, economic, legal-educational work among students is carried out by the head of the residence.

6. At the place of residence, the staff determined according to the staffing table work under the management of the leader.
7. The responsibility of coordination and control of work carried out at the place of residence is assigned to the vice-rector of the university for work with youth.
8. The pedagogue-educator is personally responsible for the effectiveness of spiritual and moral education in the university residence. The work plan of the pedagogue-educator is approved by the vice-rector of the university for work with youth and coordinates his activities.
9. A contract "On the provision of rooms and equipment from the student accommodation" and "Delivery and acceptance of rooms and equipment from the student accommodation" will be drawn up with the students who are recommended to live in the accommodation, and the students will undergo a medical examination. work related to transfer is organized.
10. The amount of payment to be paid by students for living at the residence is determined by the relevant decision of the University Council at the beginning of each academic year. The terms of making payments for living at the place of residence are determined in the contract. Students will not be paid for the summer vacation period.
11. The following categories of students of the university may be granted benefits by the University Council when paying the specified fees for living at the residence:
 - 1-2 group disabled persons, true orphans and orphans (one of their parents died), wards of the Charity House and low-income students are exempted from payment due to eye diseases;
 - disabled people of the 2nd group in terms of general diseases, their role is exemplary
 - 50 percent discount from the total fee for the acting Council chairman, floor captains, and students responsible for the residence hall library.
12. In cases where the need and demand is higher than the available places, pupils and students will have priority based on the sequence of the following criteria:
 - Truly orphaned students (regardless of course);
 - Pupils of "Mercy Houses";
 - Students with disabilities (regardless of course);
 - Students who are in need of social protection and have a difficult financial situation (as well as if 2 or more people in one family are studying on the basis of a payment contract);
 - Students studying abroad;
 - 1st-2nd year students;
 - Female students;
 - Activists of the Youth Union;
 - Students who won international science Olympiads
 - students.
 - During the summer vacation, students who participated in the repair of student residences as part of the "Fidokor" youth labor squad;
 - Students who are constantly active in the student residence with the chairman of the student council, floor captains and other aspects.
13. The annual work plan of the residence is approved by the rector of the university and reports on its activities to the Council of the rector of the university every six months. The annual work plan of the residence also covers spiritual, educational and educational work. The work plan is implemented in cooperation with other structural divisions of the university and public organizations.

14. The spiritual and educational work carried out at the place of residence can be carried out on the basis of a plan involving various organizations.
15. Spiritual-educational and educational activities conducted at the residence are coordinated by the vice-rector of the university for work with youth.

Chapter 5. Organization of self-management of students at the place of residence

1. Formation of self-management of students at the place of residence and
2. Council is established for the purpose of implementation.
3. The Council shall conduct its activities at the University of the Youth Union of Uzbekistan
4. organizes and conducts on the basis of the regulations on the primary organization and the Student Council.
5. The chairman of the council is a youth adviser to the head of the settlement during his term of office.
6. The work plan and program of the Council is developed by the Chairman of the Council
7. it is issued and discussed with the board members, pedagogue-educator and approved by the vice-rector of the university for working with youth.
8. The issue of incentives or disciplinary measures for residents will be decided in consultation with the Council

Chapter 6. Control of residence activities

1. The activity of the residence hall is studied by the university management and public organizations based on a special plan, and its results are discussed at the meetings of the university council.
2. He is constantly monitored by the relevant vice-rectors of the university and makes proposals to the rector regarding the implementation of tasks in his direction.
3. There should be a notebook (sealed) for recording comments and opinions expressed at the place of residence.
4. Acceptance of students' opinions on social networks is organized, and opinions expressed by residents are studied and discussed once a week in the residence hall in cooperation with the management of the relevant faculty and the head of the residence hall and the Council, and appropriate measures are taken.

Chapter 7. Final Rules

Reorganization and liquidation of the place of residence shall be carried out in accordance with the procedure established by law.

INTERNAL RULES OF STUDENT RESIDENCE OF Samarkand State University

Chapter 1. General rules

1. These Rules form and develop a culture of interaction and a healthy spiritual and social-psychological environment in the student residence (hereinafter referred to as the residence), as well as living in the residence, using equipment, common areas, In order to regulate the rights and obligations of the residents and employees of the residence, the rules

of internal procedure that must be followed by all employees and students of the university in the area of the residence

2. **These Rules use the following basic concepts:**

employee - a citizen who has reached the specified age and has signed an employment contract with the university;

duty officer - a pedagogue who is on duty according to the duty schedule and another employee;

student - a citizen admitted to the university as a student;

resident - a university student living in a residence;

The commission for placement of students in student housing - in order to provide social protection of students, ensure their safety and tranquility, to be constantly aware of living conditions and to ensure social justice, equality, humanity and transparency in housing placement. the commission formed at the beginning of the academic year by order of the rector of the university.

Chapter 2. The procedure for obtaining and returning space and equipment from the accommodation

1. Placement of students in residences is carried out at the beginning of each academic year in accordance with the decision of the commission on placement of students in student residences (hereinafter referred to as the commission). The decision of the commission is formalized with a statement. The commission is chaired ex officio by the vice-rector of the university for working with youth. In order to get a residence permit, students apply to the commission. The commission performs its activities during one academic year. The commission considers the issue of granting (rejecting) permission for students to live in the residence. Based on the principles of social justice in its activities, the Commission first of all considers true orphans, orphans, those who have lost their breadwinners (when a certificate of the death of their parents is presented), disabled persons of II or III group (disability is (when a document is presented), pays attention to first allowing accommodation for foreign students from low-income families. According to the decision of the commission, a mutual agreement will be concluded with the university so that the students who are allowed to live in the residence will receive space and equipment, and use common areas. The decision of the commission to grant permission to live in the residence is valid until the student completes his studies. If the resident's residence violates the rules of internal procedure or other requirements, does not make payments within the terms specified in the contract, the contract concluded with him will be canceled and the resident will be evicted from the residence.
2. After signing the contract with the student, the head of the university provides the place and equipment and introduces these Rules.
5. After the permission to live in the residence, the resident's stay in the residence, activity in public affairs, etc. cases are constantly monitored. At the end of the academic year, the results of the monitoring will be discussed and the management of the university and residence will consider and announce to the resident whether or not to extend the contracts concluded with the resident.
6. Persons in need of social protection defined by law, including orphans, orphans, children of orphanages, disabled, bereaved, low-income students, will have the right to priority in obtaining space and equipment from the residence.

7. The amount of the fee for living in the residence is determined by the University Council.
8. Residents may move from one room of their residence to another room or from one building to another building in their residence, if necessary, with the permission of the head of the residence.
9. After the expiration of the contract, the resident returns the room and equipment to the head of the residence in perfect, clean and tidy condition. The resident must also return the equipment and the room key to the head of the residence within two days after graduation or in the case of being expelled from the student body, taking an academic leave, as well as before leaving the residence for a long period of time (summer and winter vacation, vacation, internship). must submit.
10. The use of private property by residents is carried out through a special registration document, and the person who has access to it is responsible for ensuring their preservation.

Chapter 3. Layout of accommodation, living rooms, common areas

1. It is necessary to ensure sanitary and hygienic requirements in living rooms, common areas (toilet, washroom, kitchen and other places).
2. Residents of the residence must keep the living room, equipment, and common areas clean, tidy and tidy.
3. Among the students in order to maintain public order and ensure cleanliness around the residence building, rooms, common areas
4. duty will be organized.

Chapter 4. Check-in and check-out procedure

1. Entry and exit of the student to the residence is carried out on the basis of the student ID card.
2. Residents of the residence are allowed to enter the residence until 22.00 in the summer and 21.00 in the winter. The list of residents who work in various organizations and participate in various activities during their free time from classes is compiled and approved by the head of the residence. As an exception, these persons may be allowed to enter and exit the residence 24 hours a day.
3. Guests, parents, relatives, friends, etc., who have come to the residence, can be allowed to enter and exit only by the head of the residence or the person on duty.
4. Information about those who came to the residence from another place (with the arrival and departure time, passport (identity document) information, room number indicated) is recorded in the relevant journal, and they must leave the residence by 20.00 must be under control. It is the responsibility of the offerer to ensure that they leave the accommodation on time.
5. Permitting or enabling the use of the dormitory room by the university student, as well as strangers who do not live in the dormitory, is considered a gross violation of these Rules, and appropriate disciplinary measures will be applied to such a person.
6. Residence guards, employees and residents should immediately report to the internal affairs bodies or relevant organizations and the university management if they see or feel suspicious people and objects in the vicinity of the residence.
7. The guard of the residence must be provided with an external and internal telephone network. On his desk are the work, home and mobile phone numbers of the emergency services, internal affairs bodies, fire safety, electricity and gas networks, authorities, the

Ministry of Higher and Secondary Special Education, the rector, vice-rectors, deans of the faculty, the head of the residence. must be.

8. Removal of items and equipment from the residence is permitted only on the basis of an accounting document issued in the appropriate manner (with the exception of personal items recorded in the appropriate manner).

Chapter 5. Rights and obligations of residents of the residence

Residents have the following rights:

- to live in a separate room in compliance with the established internal procedures;
- use of cultural and household equipment in residential buildings;
- applying for adjustment, renewal of unusable equipment, furniture and other items, as well as elimination of deficiencies in the use of household services;
- mass-cultural, sports and educational events held at the residence
- participation in events;
- making proposals to the university management based on the created conditions;
- Election of members of the student council and election to it;
- Through the student council, participation in solving issues related to the improvement of the household supply of the residence, the organization of educational activities and cultural recreation, and the furnishing of living rooms.

Residents of the accommodation undertake the following obligations:

- strict adherence to these rules;
- to be on duty in living rooms, floors, common areas (toilet, washroom, kitchen and other places) according to the duty schedule;
- organization of exemplary cleanliness in common areas, living rooms and recreation areas, correct and efficient use of equipment;
- strict compliance with the rules of use of gas, electrical equipment and heating system and their rational use;
- when leaving the residence for a long period of time (summer and winter vacation, vacation, practice, academic leave), to notify the head of the residence in writing two days in advance;
- handing over large amounts of personal and valuable items that do not have daily needs to the storage room of the residence;
- always keep the living room and other common areas clean and tidy;
- to always have a friendly and harmonious relationship with the residents of the residence;
- maintain all available equipment in the residence at an exemplary level; not to damage lighting fixtures, electric and gas stoves installed in common areas, proper use of washrooms, kitchens, and spiritual and enlightenment rooms;
- regular participation in hashars held at the place of residence, greening and beautification of the surroundings;
- correct and efficient use of property of the residence and not to cause damage;

- to return the equipment and the room key to the head of the residence within two days after graduation or in the case of being excluded from the ranks of students, taking an academic leave, as well as before leaving the residence for a long period (summer and winter vacation, rest, internship).

Residents of the residence are strictly prohibited from:

- throw garbage and other objects from the window;
- changing door locks without the permission of the head of the residence;
- washing clothes in the living room, changing energy networks (conductors) at will, connecting to them and installing additional lighting;
- use of office equipment in the living room, including copiers, color and monochrome printers, and various publishing equipment (except laptops, tablets);
- changing the appearance of the walls of the room, allowing the sound of speakers and other sounds to be heard from outside the room, and playing musical instruments;
- use or storage of dangerous and flammable substances, equipment that has not been properly inspected;
- allowing strangers to stay in the room without the permission of the head of the residence or the person on duty, giving room keys to strangers, arbitrarily changing living rooms;
- keeping domestic (wild) animals;
- arbitrary or unauthorized connection to the computer and cable networks belonging to the residence;
- large objects that can destroy other people in the living room storage;
- being drunk, keeping or consuming alcohol, tobacco products, narcotics and psychotropic substances in the area of residence.

Chapter 6. Rights and obligations of the head of residence

The head of the residence has the following rights:

- Making a proposal to the university management to encourage exemplary students who are actively participating in the life of the residence;
- moving residents from one room to another; unlocking rooms in emergency situations, when room keys are not delivered on time;
- submitting a proposal to the university management to take punitive measures in accordance with the established procedure in case of violation of the procedures and rules established by the resident or non-fulfillment of obligations.

Head of residence:

- provide the room and equipment to the resident in a timely manner in accordance with the established procedure;
- to control the cleanliness and orderliness of the residents' living rooms and to regularly check the living conditions;
- to take measures to improve living conditions and current and capital repairs in the residence;

- constant monitoring of the suitability of the equipment provided to the resident;
- organization of educational, cultural and sports-health events;
- ensuring fire safety and public order;
- taking measures to replace bedding in time;
- to ensure that the sanitary-hygienic condition of each room of the residence, including hygiene rooms (toilet, bathroom, kitchen, etc.), existing plumbing devices, heat, gas, electricity supply systems, is at the required level;
- quick elimination of disturbances in the residential energy supply system
- take measures;
- in the event of interruptions in communal services and other accidents and emergency situations, taking appropriate prompt measures, as well as informing the university management;
- preventing violations, interviewing students and providing relevant explanations, organizing consultations as necessary;
- control of visitors to the residence;
- undertakes to ensure compliance with these Rules.

Creating conditions for the safe operation of the residence, continuously ensuring the safety of students, increasing the effectiveness of educational work with young people, developing a culture of interaction between university employees and students, all residents In order to ensure compliance with the Regulations, these Rules and the university's rules of conduct and internal procedures, a duty consisting of pedagogues and other employees will be introduced in the residential buildings. Shifting of duty is carried out according to the established procedure.

Chapter 7. Final Rules

1. Residents who violate these Rules may be subject to the following liability measures:

- to announce shame;
- eviction;
- expulsion from the ranks of students.

3. Other liability measures established by law may be applied to the residents of the residence who violate these Rules.

REGULATION on the duty of Samarkand State University employees in the Student Residence

Chapter 1. General rules

- 1. This Regulation regulates the organization of duty at the university student accommodation (hereinafter referred to as accommodation), the rights and obligations of the duty officer.**
- 2. The following basic concepts are used in this Regulation:**
duty officer - a pedagogue and other employee on duty according to the duty schedule;
duty schedule - a schedule approved by the order of the head of the university for each academic year in order to ensure continuous control over duty;
A resident- is a university student living in a residence.

Chapter 2. Purposes and tasks of duty

1. **The purpose** of organizing duty is to ensure the safety of the residence creating conditions for their activities, continuously ensuring the safety of students, increasing the effectiveness of educational work with young people, developing a culture of mutual communication between employees and students of educational institutions, all residents Regulation on, ensuring compliance with the internal rules of the student residence and the rules of university etiquette.

2. Duty:

- cleanliness and order in the residence, keeping property;
- that there are no strangers and suspicious objects in the residence;
- maintenance of sanitary and hygienic conditions of residential buildings and adjacent areas at a satisfactory level, normal and safe functioning of heat supply, water and sewage, electricity, and telephone communication systems;
- when emergency situations occur, act quickly and appropriately
- to ensure taking measures.

Chapter 3. Organization of duty

1. The organization of duty and its management is assigned to the vice-rector of the university for working with youth.
2. Duty is organized every day during the full academic year, including holidays and weekends. Main staff of the university are involved in the duty.
3. According to the duty schedule, the duty is every day from 18.00 to 08.00 will be held until On weekends and holidays, duty lasts 24 hours starting at 08:00. Objections and suggestions regarding the transition of duty are recorded in the journal of duty registration kept in the room of the duty officer. The manager of the residence is responsible for keeping a journal of this duty. The journal of registration of duty shall be drawn up in accordance with the form given in Appendix 1 of this regulation.
4. Entry to the student residence is carried out according to the rules of the internal procedure of the student residence, based on the relevant document. In order to ensure security, foreigners may be prohibited from entering the residence. In some cases, the

person on duty must record the F.I.Sh., the purpose of arrival, the time of entering and leaving the residence, in the appropriate logbook, according to the established procedure.

5. The head of the residence supervises compliance with the duty schedule and informs the head of the Department of Work with Youth, Spirituality and Enlightenment if he is not on duty.
6. During the duty, the instructions of the duty officer are mandatory for residents.
7. The duty officer ensures that the external doors are locked in the residence at the appointed time and informs the residents about whether they are in their place or not, as well as whether or not strangers have come to the residence. gives information to. The duty officer is the person responsible for keeping property, fire safety equipment, telephone, light and documents in the duty room.
8. The head of the residence will help the duty officer in every way to ensure that the established procedures are followed during the duty.

Chapter 5. Final Rules

1. Non-observance of this regulation, the duty schedule, refusal to be on duty is irresponsible approach to duty and is the basis for disciplinary action in accordance with the rules of the internal procedure of the university. If this situation causes material damage, then the employee will be held financially responsible in accordance with the established procedure.
2. The duty officer is also responsible for violations committed during his work in accordance with the laws on civil, administrative, and criminal liability.

**SAMARKAND STATE UNIVERSITY OF THE MINISTRY OF HIGHER AND
SECONDARY SPECIAL EDUCATION OF THE REPUBLIC OF UZBEKISTAN**

STUDENT RESIDENCE No___

JOURNAL

OF RECORDING THE DUTY OF STAFF AT STUDENT RESIDENCE PLACE

SAMARKAND_____

**PROCEDURE for keeping a journal of staff duty at the student residence of Samarkand State
University**

1. This journal is a document for recording the shift of duty by the duty officer.
2. The duty officer's position, surname, first name, and patronymic are written in the journal, and the date and time of the start of the duty are indicated and confirmed by his signature.
3. Before the start of duty, the duty officer informs the head of the department of work with youth, spirituality and enlightenment of the university, relevant organizations, about the fact that he is on duty, and the necessary information conveys information. This situation is recorded in the journal, indicating which organization, when and by which phone number, as well as the content of the delivered information.
4. While on duty, the duty officer should inspect the territory of the Students` residence (hereinafter referred to as the residence) and report the results of the study, the state of compliance by the residents of the residence with the existing rules, in particular, regarding the Student residence It is indicated that the regulations, the rules of the internal order of the student residence and the rules of etiquette will be observed. In cases where certain violations are detected, including those reflected in the video surveillance devices carried out in the residence, they are recorded in the appropriate log.
5. Controls compliance with the passport regime at the residence of the duty officer during duty. In case of arrival of foreign persons, their document and the purpose of their arrival will be determined. In cases where the order of entering and exiting the residence is violated by a student or listener, the duty officer will receive an explanatory letter from them and write about it in the journal.
6. Having studied the conditions created for students on all floors, the duty officer determines whether they are at the required level or if there are any deficiencies. As a rule, the employee on duty personally enters each room and checks the correct use of the living rooms, rest areas, organization of cleanliness and order, correct and efficient use of the equipment in them, and enters the result in the appropriate journal.
7. While on duty, common areas, in particular kitchens, washrooms, toilets, as well as the cleanliness, cleanliness and tidiness of their equipment, sanitation and hygiene, including plumbing devices, heating, gas, and electricity supply systems should be checked.

8. While on duty, the state of fire safety devices and alarms in the residence, the setting of video surveillance devices in the residence, and the possibility of providing first aid are studied, and the current situation is reflected in the log.
9. The employee on duty records the state of providing the latest issues of newspapers and magazines in the residence, in particular, which newspaper and the latest issue is available, the interview and explanation with the students. The topic, floor and room of the educational work are reflected in it, and the student's signature is recorded.
10. The employee on duty describes the shortcomings and situations that have arisen during the duty and makes his suggestions.
11. After the employee on duty enters the relevant notes in the logbook, the date and time of the end of the duty are clearly indicated and his signature is put. The record of the end of the duty is entered only after the end of the duty.

On duty _____

(position) (Name and surname.)

20__y. “_____” _____

(date and time of duty) (signature)

1. Delivery of information to the relevant organizations through designated phones before the start of duty (which organization, when and which phone number, the content of the delivered information) _____

2. Inspection and study of the area of student accommodation

status _____

3. Status of compliance with regulations, rules of internal procedure and rules of etiquette on student accommodation _____

4. The state of compliance with the passport regime (document of aliens and purpose of arrival), entry-exit procedure (including name and surname. of students who received an explanatory letter) _____

5. Conditions created for students on all floors _____

6. Correct use of living rooms, recreation areas and spiritual and enlightenment room, organization of cleanliness and order, correct and efficient use of their equipment

7. Common use areas (kitchen, washroom, toilet), as well as the completeness, cleanliness and orderliness of their equipment, sanitary-hygiene condition (including plumbing devices, heat, gas, electricity supply systems)

8. State of fire safety devices and alarms, setting of video surveillance devices in student accommodation, provision of first aid _____

9. Availability of the latest issues of newspapers and magazines (which newspaper and the latest issue) _____

10. Discussion, explanation, educational work with students (subject, floor and room and signature of these subjects) _____

11. Identified shortcomings and situations _____

12. Offers _____

20__ y. “ _____ ” _____

(date and time of end of duty) (signature)

**MINISTRY OF HIGHER AND SECONDARY SPECIAL EDUCATION OF THE REPUBLIC
OF UZBEKISTAN SAMARKAND STATE UNIVERSITY**

STUDENT RESIDENCE No ____

A JOURNAL

FOR THE PROTECTION OF STUDENTS LIVING IN STUDENT RESIDENCES

SAMARKAND _____

**PROCEDURE for keeping a logbook of students and trainees living in student accommodation
of Samarkand State University**

1. Registration of students and trainees living in the University Student Residence (hereinafter referred to as accommodation) logbook (hereinafter referred to as the logbook) to record the registration of students and trainees while on duty by employees is a document.
2. The student's and trainee's surname, first name, and patronymic are entered in the journal based on the approved list available at the residence. This list is formed and approved by the head of the residence on the basis of the decision of the commission for placing students in the residence.
3. The student residence officer on duty checks the attendance of students and listeners at the time specified in the rules of the internal procedure, and marks "y" (or "n/b") to students and listeners who are not in the residence. The mark "y" or "n/b" assigned to students and listeners who are not in residence for a reason will be removed from the circle after the presentation of the supporting document (reference).
4. As a rule, the duty officer personally enters each room and signs the evening check-in. The duty officer shall submit information about students who are absent without valid reasons to the university administration and the head of the residence hall the day after the duty day. The duty officer must fill in the journal on time.
5. The head of the residence examines the journal at the end of every week, analyzes the information included in it, makes appropriate conclusions and makes a proposal to the vice-rector for work with youth of the university regarding taking measures.
6. In the event that the person on duty is not on duty, the head of the residence will record the date in the journal and write "the person on duty did not come" and inform the vice-rector of the university for working with youth.

№	Name and surname of Students	room	Date					
2-store								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
3-store								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
4-store								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								

-End-