

WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services (CEES)

D 3.2 Guideline on careers, employability and enterprise services

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Table of Contents

1. Welcome note
2. The overall concept on careers, employability and enterprise services offered by HEI
3. PART I: services for students
4. PART II: services for HEI staff
5. PART III: services for other stakeholders:
6. Map, contact information
7. Visualization

1. WELCOME NOTE

Dear student! Namangan Institute of Engineering and Technology congratulates you with joining its community and is pleased to welcome you to enjoy your student life!

At the start of your journey at NIET, you might be interested in having information about the available facilities, conditions and services available for you at the institute.

This guideline presents information about careers, employability and enterprise services at NIET. The use of the available services can make it more convenient for you to make up your mind on your future career development, guide and help you develop necessary skills and provide information about the vacancies.

In addition, this guideline illustrates information on services available for staff, enterprises, map and contact information. Along with the reforms taking place in Uzbekistan in the field of higher education, NIET also has been enriching its facilities to improve conditions for students and staff to study and carry out activities, as well as developing cooperation with companies, and proceeds upgrading its services for all stakeholders and hopes to contribute in the well-being of the society in the region.

Have a great study journey with us!

Please refer to www.nammti.uz for more information and social network at:

Facebook: fb.com/nammtiuz

Twitter: twitter.com/nammtiuz

Instagram: instagram.com/nammtiuz

Telegram: t.me/nammtiuz

YouTube: youtube.com/c/nammtiuz

2. The overall concept on careers, employability and enterprise services offered by NIET

NIET has a career center which was organized with the intention of providing you with the necessary support to start your career and to develop it further. The center is open for alumni and companies as well. You can get guidance and counselling services at the center. In free times, you can visit the center and introduce with all available information and opportunities. The center has a database of companies, vacancies as well as alumni database. There is also an opportunity for you to use the counselling services of the center's experts through appointment. The center also has a program of developing students' soft skills. Through participating in the program students can equip themselves with the preparedness for job interviews, ability to fill applications, to prepare their CV or resume, knowledge of dress codes and self conduct.

Studies at the institute are organized in a way that enables you to get equipped with practical skills along with theoretical knowledge in their field of specialty. Furthermore, NIET has been organizing its courses that focus on developing entrepreneurial skills in students. The purpose of this action is to increase graduate's chances to get engaged in an activity benefiting society not only by getting successfully employed but also by initiating new ideas for production or services either in the form of new projects or in the form of new own or shareholding companies.

NIET has been expanding its cooperation with companies both in terms of the number of companies and in terms of the types of cooperation. During the studies you can visit and conduct their internships in different companies. Moreover, fairs are organized in the campus with the participation of partnering companies in order to introduce their activities and opportunities to students. Besides that some hours of lectures in the courses are conducted by specialists invited from companies. This also serves as a bridge between theory and practice as the specialists pursue lectures based more on their practical knowledge. Another important aspect of university-company relation is to be well-aware of the needs of the companies. Staying in touch, organizing meetings and conducting surveys with companies gives a chance to universities to determine needed skills and skills mismatches, which leads universities to organize study programs and courses accordingly. While it saves the efforts of companies to teach new employees, it also helps increase employment rate of university graduates leading to the rise of attractiveness of the university for new applicants. In wider scope, it is beneficial for smooth development of the society.

3. PART I: services for students

In order to provide you with suitable learning environment, NIET organized several services in its campuses. NIET currently has 3 campuses including 11 study buildings in total. Campuses 1 and 2 include dormitories as well.

Career services.

The service is conducted by the Career center of the institute. It includes providing information on companies and vacancies, career counselling, career guidance, soft skills development. The center is open from 8:00 to 17:00, Monday to Saturday.

Information resource center - library.

NIET has 3 IRCs in its two campuses: 2 in the main campus, 1 in the second campus. The libraries are open from 8:00 to 17:00 Monday to Saturday. The books are paper based or electronic, mainly in Uzbek, Russian and English languages. The rooms are equipped with computers connected to internet, scanners and printers.

Sports facilities

Two campuses of the institute have one stadium and one sports hall. Out of course hours, students can reserve the stadium or sports hall if they wish to play football, volleyball, handball, etc.

In the last decade NIET has been occupying high ranks in Muaytay competitions. Interested students have been attending the course run by a coach of the institute, and have been achieving successful results in competitions.

Culture.

In dormitories of the institute, you can enjoy your free time by playing on musical instruments, practice singing and dancing in the hall dedicated for these activities.

Fairs. In addition to services above, job fairs, student work exhibitions, holiday parties are also organized in the campuses of the institute.

Job fairs are usually organized by the end of academic year, 3-4 times. Employers in the fields of textile, engineering, energy and agriculture advertise their jobs, and you can introduce with their profile, jobs and available vacancies. Some graduates find a path to start their employment in these fairs. You can get their contacts and make a appointments to visit their companies as well in order to clarify your future career decision.

4. PART II: services for NIET staff

Staff of NIET have access to several following services of the institute:

Training.

Academic department of NIET organizes training for academic staff to get training based on the governmental requirement, designed to keep updating their knowledge, skills, and new teaching methodologies every three years. Training normally lasts for a month and conducted by appointed university of the republic. Upon getting training, participants pass exams and gain a certificate. Only those who qualify in this process, can continue with their activities at the institute after finishing training.

Stemming from contemporary demand, academic staff of NIET requires its staff to develop their computer and English skills. Therefore, during long holidays for students, NIET organizes computer and English courses for academic staff, where course teachers are NIET's departments of information technologies and languages.

Another recent course, which was also organized based on Ministry's instructions, was on entrepreneurship. The idea coherent with this TRIGGER project's idea, i.e. it will be useful if academic staff of non-economic spheres also have entrepreneurial mindset. The courses were conducted for two weeks, and held by teachers of the departments of Marketing and Economics.

Information resource center. Library.

Similarly to students, staff also have access to information resource centers of the institute to read book, use internet facilities, prepare their lessons or articles.

Access to grant programs.

NIET management highly supports and urges its member staff to participate in different local and international, scientific and educational grant programs. The information about calls for programs is announced by the department of sciences and international relations department. These departments also render assistance to teachers and staff in preparing documents for applying to grant programs.

Anti-plagiarism.

The department of sciences help researches of the institute to use the system of antiplagiarism in preparing dissertations and articles. There is a system at national level, where academic staff and researchers can get their access, upload their research papers and get them checked for plagiarism the system online. The official web page of the system: antiplag.uz

Computer and internet facilities.

Information Technology Center (ITC). By its name it can easily be confused with Information Resource Center (IRC). Differently from IRC, the ITC is responsible for smooth functioning of all the equipment related to computer facilities, and internet service within the campus. If needed, the center can give a technical support for organizing online meetings and seminars.

5. PART III: services for other stakeholders:

NIET has following services for other stakeholders:

Services for applicants

Applicants of NIET can get initial information from the information center of the institute organized during the application period to the institute. During this period other services, such as photo, printing, scanning, data entry are also organized in order to support successful submission of documents for enrollment.

Services for companies

If companies are looking for scientific solution to their problems, the department of sciences can render assistance in organizing meeting with relevant scientists of the institute.

In case of looking for competent graduate, companies can meet with academic department which has a list bright students, and which also organizes meeting with relevant department's teachers and students. The information can also be obtained from Career center of the institute.

Job fairs. Partnering companies and other companies also show their interest in participating in job fairs of the institute. With the initiation of the authorities the career center and specialty departments can organize job fairs and invite companies to participate.

Vacancy announcement. The career center of the institute announces the vacancies of companies upon companies' request as well. In case of vacancies, companies can get in touch with career center and provide information about vacant positions. Career center can also help organize interview with graduates if needed by interested companies.

Library outside

NIET organized a small library in a neighborhood in Namangan city for people's use as well. The purpose is to serve for well-being of the society through easing access for people to literatures.

People can enjoy different fiction books, history books and some scientific books as well. NIET intends to widen its opportunities to open its libraries in other areas of the region as well.

Services for alumni

Career center services are also open for the alumni of the institute as well. In case of applying to further studies, alumni contact the institute for some documents for confirmation of previous studies. Academic department renders needed service to approaching alumni based on the documents provided by archive of the institute.

Services for guests

NIET has a meeting hall, where guests can meet with students or staff and make their presentations. Excursion is also organized by relevant departments in order to introduce guests with the facilities of the institute.

Reporting to ministry

NIET is a public university and carries out activities under the Ministry of higher education and innovation. Regular reporting system function is always active.

6. Map, contact information

CONTACTs of Career Center of NIET

Room 102, Building 7, Campus 2
Namangan Institute of Engineering and Technology
(Namangan Muhandislik-Texnologiya Instituti)
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Uzbekistan
Tel: +998692287671

Email: niei_info@edu.uz

Website: www.nammti.uz

Links of social network:

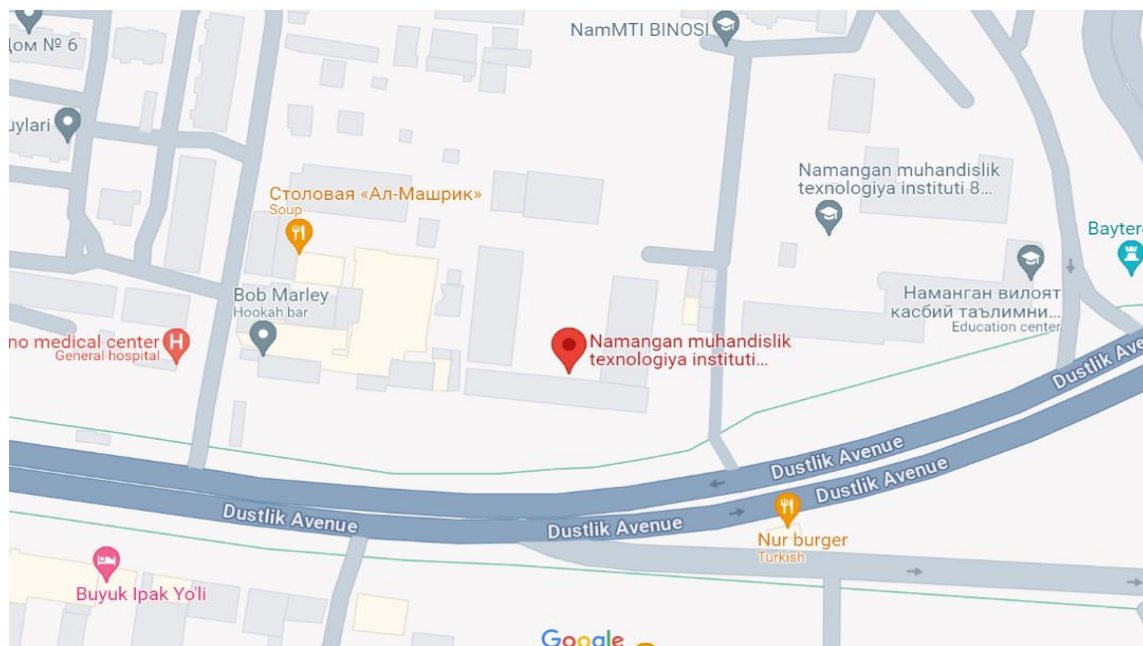
Facebook: fb.com/nammtiuz

Twitter: twitter.com/nammtiuz

Instagram: instagram.com/nammtiuz

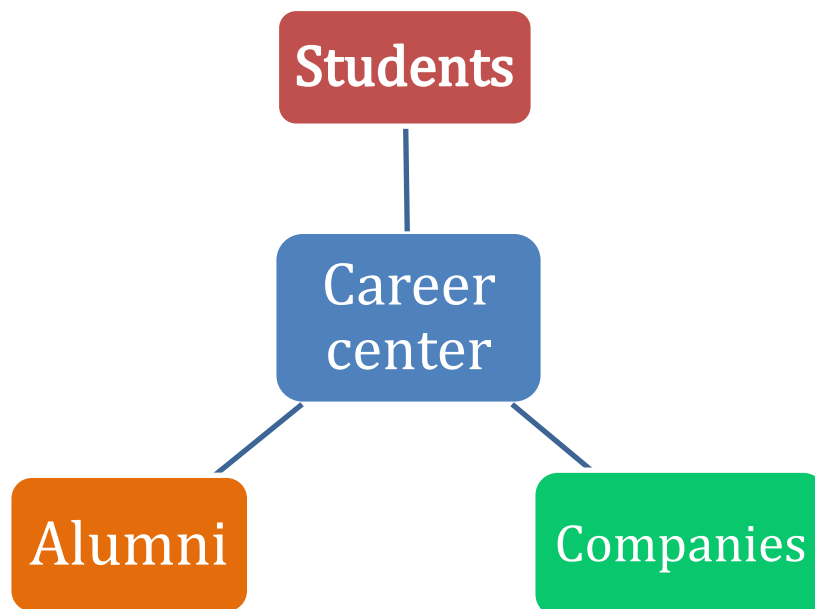
Telegram: t.me/nammtiuz

YouTube: youtube.com/c/nammtiuz

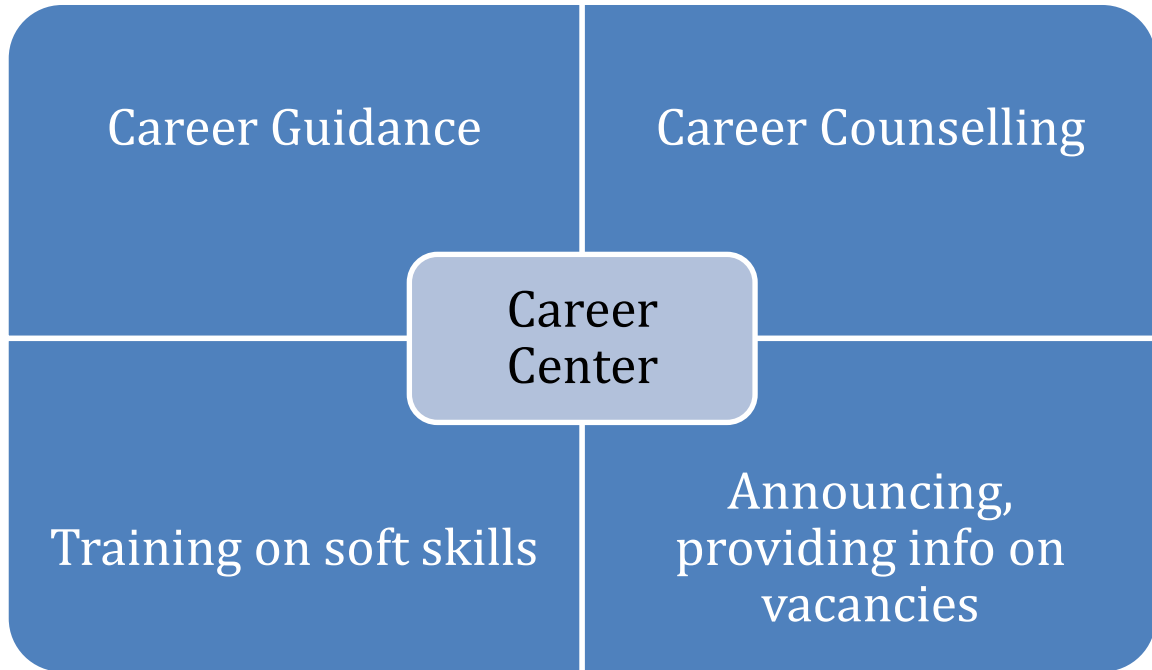


Picture 1. Map of the 7th building, Campus 2, NIET

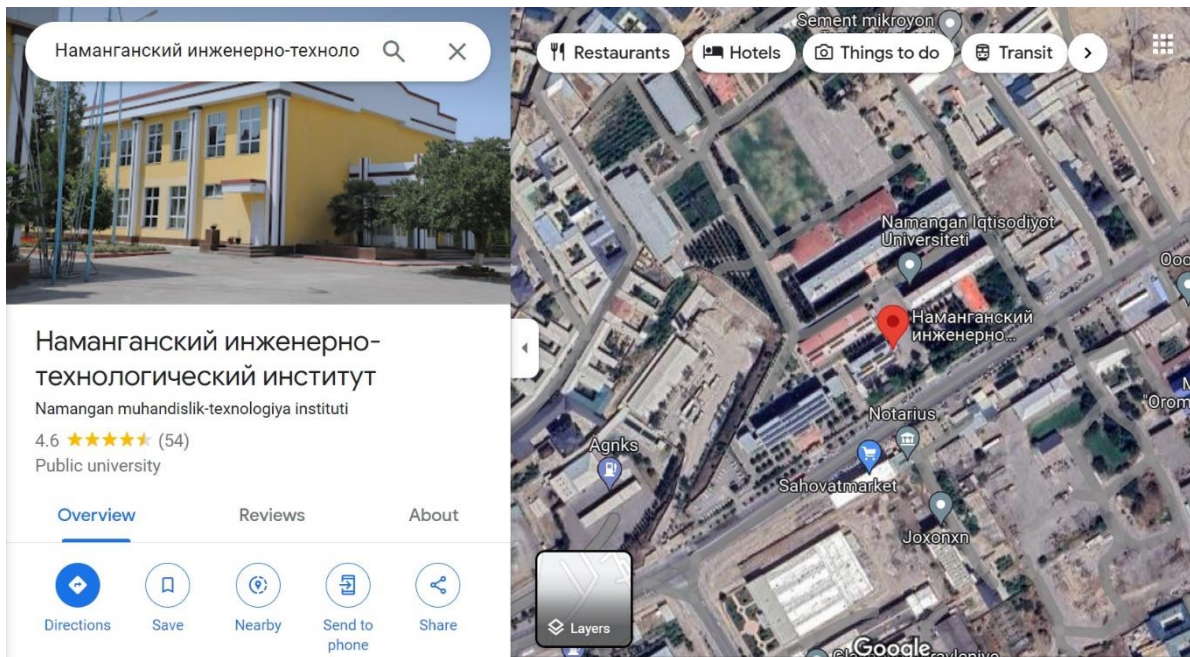
7. Visualization



Picture 2. Relations of Career Center



Picture 3. Career Center services



Picture 4. Map of the main campus