


# 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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## 1. Welcome note

Dear Student,

Welcome to M. Nazarshoyev Khorog State University. In the economic and social development of GBAO State University has an honorable place, strategically important for the mountainous region of the country.

Our university provides training in various directions and 60% of the direction of pedagogical directions also includes, natural sciences, information technology, humanities, economics, art, sports and tourism, tourism and hospitality, tourism management.

This Guide will help you understand careers, employment and the services provided by the University. Further information is available from the Careers and Internships Office.

Important information is also available on the university's website <https://khogu.tj/tj/home2/> and on social media: Facebook <https://www.facebook.com/khogu.tj/>

Instagram <https://www.instagram.com/explore/locations/106587054924363/khorog-state-university/?next=%2Fkatariabobby%2F>

We hope this guide will help you at the University and answer your questions about careers, employment and services.



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

Explanation: Please outline what is a Career Guidance and Counseling concept at your university? How this concept support student during them study at university? which competences and how university will help to improve skills? Why Career guidance and counseling programs need to student? What is a benefit for students?

Maximum: 2 pages

We welcome you to Khorog State University M. Nazarshoyev! We are proud that our university plays a key role in the economic and social development of Gorno-Badakhshan Autonomous Oblast and occupies an honorable place among the educational institutions of the strategically important mountainous region of our country.

Our university offers a variety of educational fields, including pedagogy, natural sciences, information technology, humanities, economics, arts, sports and tourism, and tourism management. We aim to provide our students with a wide range of opportunities to develop and grow in different areas of knowledge and skills.

This guide has been created to help you understand the careers, employment and services available at the University. You can get more information from the Careers and Internships Office. Also, useful materials and updates are always available on our official website <https://khogu.tj/> and on our social media channels: Facebook and Instagram.

We hope you find this guide useful during your time at university and that it helps answer questions about career prospects, job opportunities and other services we provide. Should you have any questions, don't hesitate to contact us - we're always here to help!

I would like to share with you the unique concept of career guidance and counseling offered by our university. We attach great importance to your success as students and future professionals, and therefore we have developed a comprehensive approach covering several key aspects.

### 1. Skills Development:

We provide training and resources to develop your key skills such as communication, leadership and adapting to change. We believe these skills play an important role in your personal and professional growth.

### 2. Employment Preparation:

We are here to help you build your resume, prepare for interviews, and develop the skills you need to be successful in the workplace. Our partner HR agencies and HR departments of employing

organizations provide trainings and workshops to prepare you for the challenges of today's job market.

### 3. mentoring and counseling:

We offer mentoring support and counseling so you can discuss your career issues and get advice from experienced professionals. We are committed to being your partner in planning your career path.

### 4. Networking:

With us, you will have access to a network of peers, alumni and members of the business community to help you make valuable professional connections. The Alumni Association, Employer Council and various interest clubs will help you expand your professional environment.

The Office of Careers and Internships is constantly working on everything

### 3. PART I: services for students

**Explanation:** Please outline the services offered by your university for student; it should be services available to students on campus. For example: career service, e-service, library, sport club and so one

Khorog State University M. Nazarshoyev is focused on creating a comfortable and productive learning environment for students by offering them a wide range of services available right at the university. The university is student-centered and offers you a variety of services.

Let's take a look at some of them:

#### Student Services Center:

- Registration and Document Processing: The center provides services for registration, storage and processing of students' personal documents, ensuring that they are up to date and properly filed.
- Issuance of Orders: In accordance with the legislation on the contingent movement of students, the center is engaged in issuing orders for admission, expulsion, re-admission, and granting of academic vacations.
- Issuance of duplicate diplomas: Students can apply to the center to obtain a duplicate of their diploma in accordance with the legislation.

#### Department of International Cooperation:

- International Programs: The University offers students to participate in various international programs, trainings and conferences to enhance their academic experience and cultural exchange.
- Visiting Foreign Scholars: Students can avail the opportunity to interact with foreign scholars through visiting foreign experts programs.
- inturnship programs
- annual job fairs

- Academic Mobility: Students have the opportunity to participate in the academic mobility program to share their knowledge and experience with students from other countries.

Head of Department: Gulamadshoeva Lola Email: [lola05.05@mail.ru](mailto:lola05.05@mail.ru) Phone: +992 156 87 20

#### Department of Youth Policy:

- Event Organization: The department actively organizes social and socio-cultural events at the university, promoting community spirit and active student participation.

- Student Clubs: The university supports a diversity of student clubs, allowing students to choose and participate in areas of activity that interest them. Opportunities include clubs in debate, creative writing, philanthropy, sports, community service, and many others. Student Climate Change Club, Dastoni Mohir Student Club, Student Talent Club, and Young Developers Club.

These services and programs aim to create a supportive and encouraging environment for students, helping them to unlock their potential and successfully achieve their educational and professional goals.

Head of the Center: Saidrahmonov Nasim First floor E-mail: [saidrahmonov2018@mail.ru](mailto:saidrahmonov2018@mail.ru) Tel: +992 93 156 20 44

These services and programs aim to create a supportive and enabling environment for students, helping them to reach their potential and successfully achieve their educational and professional goals.

#### 4. PART II: services for HEI staff

**Explanation:** Please outline the available services at the university for support the staff. It should be long distance learning, library, antiplagiarism system at university and so one.

**Maximum:** 2 pages

M. Nazarshoyev Khorog State University also provides a variety of services for its staff that help them in their professional development and improve the quality of their work. Here are some of them:

##### 1. Distance learning:

The university provides access to various online course meetings, conference, and training resources for staff. This allows staff to enhance their professional skills and competencies, as well as keep up with the latest trends in their field.



##### 2- Library:

Staff members have access to study materials, scholarly journals, and other resources in the university library. This helps them to keep abreast of the latest research and literature in their field. At present, the university has a central library, a state-of-the-art digital library and hostel libraries with a total collection of 93378 books.

##### 3. Anti-plagiarism system:

The University provides access to specialized anti-plagiarism systems that help staff to check the originality and uniqueness of their research papers and publications, reducing the risk of plagiarism and maintaining ethical standards of research. The University uses the StrikePlagiarism.com system - an anti-plagiarism program, an effective tool to search for plagiarism, analyze the source of borrowings and provide feedback to the Author. The contract is valid until 31.12.2024.

##### 4. Professional Development:

The University organizes various seminars, workshops and trainings for the staff for their professional development and growth. These events allow staff to share experiences, learn new techniques and technologies, and develop leadership and communication skills.

### 5. Psychological Support:

The University provides access to psychological support and counseling services for its employees. This includes counseling on personal and professional issues, assistance in dealing with conflict and stressful situations, and support for psychological well-being.

### International Cooperation:

The goal of the international cooperation department is to integrate into the international educational space in order to improve the educational process and enhance the quality of training of teachers and students using international experience. The duties of the department include serving the university staff:

- Participation of teachers in international programs, trainings, conferences
- Exchange of experience with foreign scientists through their invitation
- Academic mobility on programs on universities of Tajikistan, Erasmus+ and Russian universities
- English language courses for staff
- scientific and research projects
- business projects

### Technical support:

Staff can apply for technical support for assistance in working on the university's automated education management system. Also staff can apply for technical support.

For technical questions - Munosibshoev Muyassar.

[E-mailmunosibshoev@khorog.dev](mailto:munosibshoev@khorog.dev)

Tel: +992 111143040

These services are aimed at creating a favorable and supportive environment for the professional growth and development of university staff, which ultimately contributes to the quality of education and research.

## 5. PART III: services for other stakeholders:

**Explanation:** Please outline your university services which can support university stakeholders for sustainability, the university must maintain good relationships and attend to issues affecting

**Maximum:** 2 pages

Khorog State University M. Nazarshoyev is committed to maintaining open and mutually beneficial relationships with various stakeholders such as government agencies, the business community, community organizations and the local population. We recognize the importance of cooperation with these parties to ensure the sustainability and successful development of the university and the region as a whole.

- The University actively collaborates with businesses and organizations in the business sector to support innovation, regional development and the provision of quality education that meets the needs of the labor market. We offer various forms of partnership such as joint research, exchange of experience, professional practice for students and internship programs for graduates.
- The University actively interacts with public organizations and local communities through educational events, cultural programs, research projects and charitable activities. This allows the university to remain in the center of public life and contributes to the formation of a positive image of the university in society.
- The University supports cultural and educational exchange with other educational institutions, national and international organizations such as the National University of Tajikistan, Tajik Technical University, Institute of Entrepreneurship, as well as Altai Pedagogical University and other universities of the Russian Federation and foreign universities. This includes organization of events, exchange of students and teachers, as well as participation in international projects and program initiatives.

These and other services are aimed at creating partnerships and mutually beneficial cooperation with various stakeholders to ensure the sustainability and success of the university, as well as contributing to the public welfare and development of the region.

## 6. Map, contact information

Explanation: Please outline the physical address, mailing address, telephone number, facsimile number and email address of a department or persons with whom student/staff (other stakeholder can contact direct if they will have questions about services

#	Structure	Name	Phone number	Email
1	Coordinator of the TRIGGER project at Khorog State University	Tojigul Mardonova	+992 936004126	<a href="mailto:tojinisso85@mail.ru">tojinisso85@mail.ru</a>
2	Department of Internship and Work with Graduates of Khorog State University	Shoguzanfarov Saidmansur	+992935961349	<a href="mailto:lola05.05@mail.ru">lola05.05@mail.ru</a>
3	Center for Career Employability at KSU	To be identified		

### Contacting the Careers & Employability Service

The Careers and Employability building on 3rd floor of KSU is open Monday to Friday from 8.30am to 4.00pm during term time. (Please check our opening times during vacations).

If you're looking for 1-to-1 advice you can book an appointment with our advisers face to face, via phone or by video. You can book a 20 minute appointment online at [MyCareer](#) to talk to one of our Information and Employment Advisers, Student Enterprise or Volunteering team.(It will be created Later a separate webpage at KSU site)

We also offer longer guidance appointments - you can book these by visiting us, emailing [career@ksu.tj](mailto:career@ksu.tj) or call +992835222248

Information about the staff of the Center:

## Contacting the Careers & Employability Service

Information about the staff of the Center:



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There are 8 Faculties at the University.  
You can contact to the Deans as follows:

**Head of Department:**  
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## 7. Visualisation

**Explanation:** Please present the information in a visual form: in the form of diagrams and graphs, diagrams, tables. Infographics and illustrations (photo, drawing) can also to be used.



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