

**Department of Statistics and Documentation of students**

**2022-2023 academic year**

The Department of Statistics and Documentation of Students (hereinafter referred to as OSiDO) of the OR performed the following types of work:

- control and compilation of statistical reports of the contingent of students;
- preparation of reports: Form 3NK (Annual Report), Form 1NK (Annual Report);
- preparation of statistical data requested by the university management on all forms of education;
- preparation of orders for the student body and distribution of copies to the departments of the university;
- organization of the issuance of duplicate diplomas;
- confirmation of university graduates' diplomas;
- preparation of responses to incoming correspondence from third-party organizations.