

SOUTH KAZAKHSTAN STATE PEDAGOGICAL UNIVERSITY

FACULTY OF PHYSICS AND MATHEMATICS

DEPARTMENT OF INFORMATICS

Approved by:

The Faculty of physics and mathematics

Dean, candidate of Pedagogical Sciences _____ Ibashova A.

" ____ " _____ 2022.

**PLAN OF EDUCATIONAL AND METHODOLOGICAL WORK OF THE
DEPARTMENT OF INFORMATICS FOR THE 2022-2023 ACADEMIC YEAR**

At the meeting of the Department,

submitted for approval.

Protocol No. 1 "August" 2022.

Head of the Department: _____ Suleimenova L.A.

№	Works to perform	Execution period	Responsible persons	Completion Object	Execution mark
1	2	3	4	5	6
1	<p>1.1. Preparation and approval of the educational and methodical work plan of the department.</p> <p>1.2. Training and work programs, syllabuses, elective courses catalog, training programs and work plans of pedagogical and educational practice, educational and methodical, scientific and educational work plan, QMS-goals and implementation plan, group mentors ' work plan, Academic mobility Plan, Osip, Submission of SRS schedules for approval.</p> <p>1.3. Supervision of compliance of topics of theses with the specialty qualification.</p> <p>Submit for approval the Topics of theses offered in the 2021-2021 academic year.</p>	August 2022	<p>Suleimenova L. A., Kaldarova B. S.</p> <p>Suleimenova L. A.,</p>	<p>Plan of educational and methodical work.</p> <p>Educational, training and work program, syllabus.</p>	
2	<p>2.1. Quality and compliance with the program of exam tickets in the fall semester in the disciplines conducted at the department.</p> <p>2.2. Improving the effectiveness of the educational and methodological process in the specialties developed by the department:</p>	September 2022	<p>Suleimenova L. A., Kaldarova B. S.</p>	Information, report.	

	<ul style="list-style-type: none"> - Replenishment of the educational and methodological complex of disciplines with new methodological guidelines; - Publication of teaching aids; - Preparation of distance learning courses; - Systematic organization of the educational process using distance learning technologies, placement of electronic educational and methodological complexes and cases in the automated information network "Univer"; 		Myrzakhmetova B. Sh		
3	<p>3.1. The level and quality of training of educational and methodical complexes in the disciplines held at the department.</p> <p>3.2. Quality of passing lectures, laboratory and practical classes</p> <p>3.3. Discussion of the results of the first border control.</p> <p>Quality of passing lectures, laboratory and practical classes in master's and doctoral programs</p>	October 2022	<p>Suleimenova L. A., Myrzakhmetova B. Sh</p> <p>Alieva A. O.</p>	<p>Subject complexes</p> <p>Opinion</p> <p>Protocol</p> <p>Work plan</p>	

4	<p>4.1. Case studies, courses and electronic educational and methodical complexes prepared for students on the basis of distance learning technologies and their quality.</p> <p>Case studies, courses, and electronic teaching materials that prepared for Master's and doctoral students and their quality.</p>	November 2022	<p>Suleimenova L. A., Myrzakhmetova B. Sh.</p> <p>Alieva A. O.</p>	Electronic educational-methodical complex.	
5	<p>5.1. Course of work of educational and methodical seminars organized in the academic year.</p> <p>5.2. Discussion of the results of the second border control.</p> <p>5.3. On the implementation of the academic mobility plan.</p> <p>5.4. Acceptance of the final report of pedagogical and educational practice, approval of the composition of the commission, reporting on the results.</p> <p>5.5. Progress of the department's implementation of the quality goals planned for the 2021-2022 academic year.</p>	December 2022	<p>Suleimenova L. A.,</p> <p>Group Mentors</p> <p>Suleimenova L. A.,</p> <p>Adylbekova E. T.</p>	<p>Information, report.</p> <p>Information, report.</p> <p>Opinion</p> <p>Protocol</p> <p>Work plan</p>	

	5.6. Semi-annual report of educational, methodical, scientific and educational work.		Kaldarova B., Bimanova J., Kulzhataeva K.		
6	6.1. Provision of students with teaching aids on distance learning technology. 6.2. Quality of educational and methodical documentation and work programs for students ' pedagogical practice in the organization of professional practice. 6.3. Analysis of academic performance of students of study groups and specialties based on the results of the winter examination session.	January 2023	Myrzakhmetova B. Sh Adylbekova E. T. Group Mentors	Educational and methodical manuals. Teaching practice documents Information, report.	
7	7.1. Progress in the implementation of the plan for the release of teaching aids at the department for the 2nd half of the year. 7.2. Provision of methodological manuals necessary for the completion of theses and state examinations. 7.3. The level and quality of training of educational and methodical complexes in the disciplines held in the spring semester.	February 2023	Suleimenova L. A., Kaldarova B. S. Myrzakhmetova B. Sh	Educational and methodical manuals. Educational and methodical manuals. Subject complexes	
8	8.1. Organization of independent work of	April 2023	Suleimenova L. A.,	Educational and methodical	

	<p>students at the department and provision of teaching aids.</p> <p>8.2. Organization of independent work of undergraduates and doctoral students at the department and provision of teaching aids.</p> <p>8.3. Progress in professional development of teachers of the department.</p> <p>8.4. On the progress and results of theses.</p> <p>8.5. Summer session on the quality of exam tickets and test questions.</p> <p>8.6. Results of the first border control in the spring semester.</p>		<p>Alieva A. O</p> <p>Suleimenova L. A.,</p> <p>Group mentors.</p>	<p>manuals.</p> <p>Registry Information</p>	
9	<p>9.1. Use of information and communication technologies and interactive whiteboards in the learning process.</p> <p>9.2. The course of implementation of educational and methodical works in the personal workload of teachers of the department.</p> <p>9.3. Results of the second border control in the spring semester.</p>	April 2023	<p>Baiyrbekova L</p> <p>Group mentors.</p>	<p>Protocol</p> <p>Information and protocol of the department</p>	
10	10.1. Progress in the implementation of plans for the publication of textbooks and	May 2023	Suleimenova L. A.,	Educational and methodical manuals.	

	<p>manuals, electronic textbooks planned at the department.</p> <p>10.2. Conducting career guidance work at the department.</p>		Raimbekov M. B.	<p>Scheduled tracking</p> <p>Protocol</p>	
11	11.1. Preparation for the new academic year	June 2023	Suleimenova L. A.,	Act of preparation, annual report.	

Responsible for the educational and methodical work of the department: B. S. Kaldarova

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