

No.	Work to be done	Deadline	Responsible	Deadline
1	Creation and updating of the educational and methodological complex of the department "Law and History" in subjects of study (work programs, periodic thematic plan, curriculum, guidelines and teaching aids, assessment criteria, tests, cases, etc.)	August 2022	teaching staff	№1 protocol 25.08.2022g
2	Creation of an electronic version of educational and methodological complexes for disciplines studied in 1-4 courses using modular technology. Embedding in the portal application.	August 2022	teaching staff	№1 protocol 25.08.2022g
3	Approval of the preparation plan for the training seminar	August 2022	teaching staff	№1 protocol 25.08.2022g
4	Carry out the work of the department on the use of interactive teaching methods.	Whole year	teaching staff	2022-2023g.g.
5	Creation and approval of educational programs 1-UMK, 2-UMK educational program of law in elective subjects.	September 2022	teaching staff	№2 protocol 23.09.22g
6	Approval of topics, supervisors and lists of reviewers of graduate students' theses in the subjects "Civil Law and Civil Procedure of the Republic of Kazakhstan" and "Criminal Law and Criminal Procedure of the Republic of Kazakhstan" in the full-time department.	September 2022	Head of the department	№2 protocol 23.09.22g
7	Approve the plan for printing textbooks, teaching aids and educational materials for the 2022-2023 academic year	September 2022	Responsible teacher	№2 protocol 23.09.22g
8	Formation and approval of individual work plans for faculty members of the department.	September 2022	teaching staff	№2 protocol 23.09.22g
9	Create a schedule of open classes at the department and participate in mutual classes, draw up a schedule for SROs and USROs.	September 2022	Responsible teacher	№2 protocol 23.09.22g
10	Participation in mutual classes and implementation of the schedule of open classes planned for the first and second half of the 2022-2023 academic year by the faculty of the department	October 2022	Responsible teacher	№3 protocol 14.10.2022g

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12	Conducting a seminar for teachers of the department on interactive methods of conducting SRO on the credit system	November 2022	teaching staff	№4 protocol 14.11.2022g
13	Preparation for printing of textbooks, teaching aids, methodological instructions that were developed by the department staff	Whole year	teaching staff	2022-2023g.g.
14	Admission rate for advanced training courses for teaching staff	Whole year	teaching staff	2022-2023g.g.
15	Submitting winter exam questions for approval	November 2022	teaching staff	№4 protocol 14.11.2022g
16	Report on the results of the first half of the educational and methodological work of the department	January 2023	Responsible teacher	№6 protocol 29.12.2022g
17	Discussion of examination questions in complex subjects at the final certification at a department meeting	March 2023	teaching staff	№8 protocol 13.03.2023g
18	Final report on educational and methodological work at the department	June 2023	Responsible teacher	№11 protocol 23.06.2023g