

MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

SHYMKENT UNIVERSITY

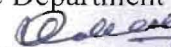
FACULTY OF PEDAGOGICAL SCIENCES



"I approve"  
Dean of the Faculty of Pedagogical Sciences,  
Dr. Hd Dzhanabaev D.Zh.  
" 29 " 08 2023.



The plan  
of educational and methodical work for the 2023-2024 academic year of the Department of Pedagogy

Considered at the meeting of the department,  
Protocol No. 1 dated "28.08" 2023.  
Head of the Department  
Ibrahim K. A. 

Shymkent, 2023.

№	The work performed	Due date	Responsible persons	Completion Form
1	Preparation and approval of the plan of educational and methodical work of the department	August	Head of the department Ibrahim K.A., Tavbayeva D.B.	August
2	Discussion and commissioning of working curricula in selected elective subjects for the 2023-2024 academic year. Discussion and approval of educational, work programs, syllabuses of disciplines, catalogs of elective disciplines, curricula and work plans of pedagogical and educational practice, works on specialties developed by the department for the 2023-2024 academic year. Mutual visits of the teaching staff of the department, approval of the schedule of open classes.	August	Head of the department Ibragimov K.A. , responsible for educational and methodological work Tavbayeva D.B.	August
3	Development and approval of an educational and methodological document on the subjects taught in the full-time 2.3-year form of study. Systematic organization of the educational process on a 2.3-year full-time basis, preparation of electronic educational and methodological complexes and cases.	August	Head of the Department Ibrahim K.A., Teaching staff	August
4	Organization of independent work of students. Approval of the schedule of mutual visits and open classes of the faculty of the department for the 2023-2024 academic year.	September	Teaching staff	September
5	Development of textbooks, teaching aids and teaching aids, including didactic materials.	September	Head of the department Ibrahim K.A., Tavbayeva D.B. Teaching staff	September
6	Updating information on the university's website related to career guidance.	September	Bayymbetova K.M. Raimbekova A.	September

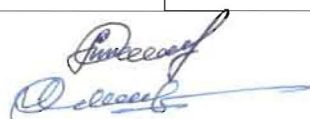
7	<p>1.2023-analysis of the progress of the mutual attendance plan in the 2024 academic year.</p> <p>2. Discussion, analysis of the results of boundary control in the disciplines held at the department.</p> <p>3. The level and quality of training of educational and methodological complexes in the disciplines held at the department.</p>	October	Head of the department, responsible for educational and methodological work	October
8	Discussion of the result of the I current control (block rating).	October	Head of the Department, Teaching staff	October
9	<p>1. On the preparation of the teaching staff of the department for the winter session.</p> <p>2.2023-analysis of the progress of the plan of open classes in the 2024 academic year.</p>	November	Head of the department, Teaching staff Tavbayeva D.B.	November
10	<p>1. Discussion, analysis of the results of boundary control in the disciplines held at the department.</p> <p>2. Discussion of the results of the examination sessions in the discipline held at the department.</p> <p>3. Analyze and approve the semi-annual report of the educational and methodological work of the department.</p> <p>4. Report on the educational and methodological work performed in the first half of the year.</p>	December	Head of the department, Teaching staff Tavbayeva D.B.	December
11	<p>1. Requirements for the preparation of an educational and methodological complex of disciplines studied in the second half of the 2023-2024 academic year.</p> <p>2. The level of training and the quality of educational and methodological complexes in the disciplines taking place in the spring semester.</p> <p>3. The progress of the implementation of the plan for the release of teaching aids at the department for the 1st half of the year.</p>	February	Head of the department Ibrahim K.A., Tavbayeva D.B.	February
12	A report on the progress of open classes held in the first half of the year.	February	Master's degree teacher Tavbayeva D.B.	February

13	Discussion at the meeting of the department on improving educational and methodological work.	February	Teaching staff	February
14	1. Organization of independent work of students at the department and provision of teaching aids. 2. The progress of work on professional development of teachers of the department. 3. On the progress of the master's thesis, theses. 4. The results of the first boundary control in the spring semester.	March	Head of the Department and Teaching staff	March
15	The progress of the educational and methodological work in the personal workload of the teachers of the department.	April	Head of the department Ibrahim K.A., Tabayeva D.B.	April
16	Supervising the research work of students.	All year round	Teaching staff Kubeeva M.	All year round
17	The progress of the implementation of the personal plan of teachers at the department	May	Head of the Department, Ibrahim K.A., Tabayeva D.B.	May
18	Preparation for the summer session. About the quality of assignments for the summer examination session	May	Head of the Department, Ibrahim K.A., Tabayeva D.B.	May
19	About the independent work of students	May	Responsible teacher Kubeeva M.	May
20	The results of the educational and methodological work of the University in the 2023-2024 academic year and the tasks of the next academic year	May	Dyusenova R.B.	May
21	Conducting explanatory and campaigning work with graduates of district and city schools of the Turkestan region in the areas of choosing a profession.	May	The responsible teacher is Osanova G.K. Bayymbetova K.	May
22	1. The annual report of the Faculty of the department for the 2023-2024 academic year. 2. Preparation for the new academic year.	May	Head of the Department, Ibrahim K.A., Tavbayeva D.B.	May

## Annual publication plan of educational and methodical literature for the 2023-2024 academic year Department of Pedagogy

№	Authors Surname	The name of the work	Type of educational and methodical literature (textbook, textbook, methodical manual, methodical manual)	EML volume (ed. sheets)	Edition circulation	Publication language	Publication date
2		3	4	5	6	7	8
<b>2. The textbook</b>							
<b>2. Training manual</b>							
1	Bektaeva N.T. Dildabekova A.S. Nurzhygitov A.S.	"Fundamentals of art therapy"	Electronic training manual	17,5	50	In the Kazakh language	September 2023
2	Aitkulova G.A.	"Psychology of elementary school"	Training manual	7,0	20	In the Kazakh language	December 2023 r.
3	Bektaeva N.T. Rayymkulova A.B.	"Social Psychology"	Training manual	7,0	20	In the Kazakh language	February 2024.
4	Baymukhambetova K.M.	"Methods of innovative teaching of the Kazakh language in primary school"	Training manual	7,0	10	In the Kazakh language	Mart 2024
5	Asantaeva U.S. Babanova A.	"Music Theory"	Training manual	7,0	10	In the Kazakh language	Mart 2024
6	Mamaeva A.E.	"Methods of teaching the Kazakh language in a small school"	Training manual	7,0	10	In the Kazakh language	April 2024
7	Shilibayev N. Suleyman A.M.	"Methods of teaching drawing"	Training manual	7,0	10	In the Kazakh language	May 2024.

**Chairman of the EML:**  
**Head of the Department:**  
**Agreed:**  
**Head of the educational and methodological department:**



**Tavbaeva D.B.**  
**Ibragim K.A.**



**Dyusenova R.B.**