

SHYMKENT UNIVERSITY



Faculty of Science and Humanities



**Annual plan of educational and methodical work
Departments of "Natural Sciences"
for the 2022-2023 academic year**

Discussed at the department meeting

Protocol No 1 2022 «26» 08

Approved at the meeting of the Methodological Council of the Faculty

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I. PLAN OF EDUCATIONAL AND METHODOLOGICAL WORK OF THE DEPARTMENT

№	Work in progress	Term of performance	In charge	Completion form
1	Discussion, approval of the work plan and composition of the educational and methodical commission of the department	August	Head of the department	
2	Approval of work programs, syllabuses, calendar and thematic plans of disciplines studied in 2022-2023 academic year	August	Teaching staff	
3	Preparation of a set of teaching methods for the subjects taught by the optional component	August	Teaching staff	
4	Approval of the list of disciplines taught at the department in 2022-2023 academic year	August	Head of the department	
5	Approval of the topic and heads of dissertation works of master's and diploma works of students	October	Head of the department	
6	Discussion of results in the rating week, preparation and holding of the examination session, summing up the results	All year round	Head of the Department, Teaching staff	
7	Performance of the work of the teaching staff of the department of open lessons, mutual attendance of classes according to the schedule	All year round	Master, Senior Lecturer Balgabekova A. M.	
8	Confirmation of scientific leaders of students, control over publication of their works	All year round	Candidate of Technical Sciences, Senior Lecturer Tuleshova K. T.	
9	Discussion of the report on the work of the department for the I, II half of 2022-2023 academic year	December-May	Head of the department	
10	Participation in educational seminars, conferences	All year round	Teaching staff	
11	Preparation of examination tickets, test questions for state examinations	November-April	Head of the department	
12	Participation of students of educational programs 6B01503-Chemistry, 6B01504-Biology, 6B05101-Biology in republican student subject Olympiads	All year round	Teaching staff	
13	Hearing of the annual report on the work done by the department in 2022-2023 academic year	June	Head of the department	
14	The direction of highly rated professors, teachers of the department for the exchange of experience in universities of the far, near abroad and Kazakhstan on the credit system of education	All year round	Head of the Department, Teaching staff	

II EDUCATIONAL AND METHODOLOGICAL WORK

2.1 Publication of textbooks, teaching and teaching aids, methodological guidelines, electronic teaching aids

№	Name of authors	Job title	Type of EML	Publication volume, pr.	Language of publication	Date of publication
1. Textbook						
1	Isaeva A.U.	Гидробиологические методы анализа активного ила в биологической очистке сточных вод	Textbook	9,0	russian	november, 2022 yr.
2	Zhumadulaeva A.I.	Комплексные соединения	Textbook	7,5	russian	april, 2023 yr.
3	Ashirbayeva S.B., Orazymbetova G.A.	Ландшафтты дизайн	Textbook	7,0	kazakh	may, 2023 yr.
4	Kenesova A.P., Sultanova Sh. Zh.	Флористика	Textbook	7,0	kazakh	may, 2023 yr.
5	Ashirbayeva S.B., Orazymbetova G.A.	Көгалдандыру негіздері	Textbook	7,0	kazakh	may, 2023 yr.
2. Lecture collection, methodological guidelines						
1	Tuleshova K.T.	Химия пәнінен зертханалық жұмыстарды орындауға арналған	methodological guidelines	2,5	kazakh	december, 2022 yr.
2	Ashirbayeva S.B., Patashova A.N.	Ғылыми-зерттеу жұмысты ұйымдастыру және жоспарлау	lecture collection	2,5	kazakh	december, 2022 yr.
3	Balgabekova A.M.	Адам анатомиясы зертханалық жұмыстарды орындауға арналған	methodological guidelines	2,5	kazakh	december, 2022 yr.
4	Balgabekova A.M., Basarova G.E.	Гистология	lecture collection	4,5	kazakh	april, 2023 yr.

2.2 Conducting educational and methodological seminars

№	Full name of teaching staff, post	Subject	Time of the event
1	Candidate of Technical Sciences, senior lecturer Tuleshova K.T.	Hair Care – Beauty through Chemistry	october, 2022 yr.
2	Doctor of Biological Sciences, professor Isaeva A.U.	Effect of lead-zinc slags on children's health in Shymkent	november, 2022 yr.
3	Candidate of Agricultural Sciences, senior lecturer Shimelkova R.Zh.	Preparation of scientific projects	november, 2022 yr.
4	Master, senior lecturer Akhynova U.S.	The effect of drinking water on human health	february, 2023 yr.
5	Candidate of Chemical Sciences, docent Iztleuov G.M.	Features of teaching electrochemistry by interactive method in English	april, 2023 yr.
6	Candidate of Agricultural Sciences, senior lecturer Zhumadulaeva A.I.	Using the STEM method in chemistry teaching	april, 2023 yr.

2.3 Quality Assurance and Open Learning

a) Mutual attendance of the faculty of the department

№	Full name of teaching staff	Sept	Oct	Nov	Dec	Feb	March	Apr	May	Methods of teaching the discipline used
1.	Tlegenova Kulaisha Beisenbayevna	L/3,6								presentation
2.	Zhumadulaeva Alisa Isaevna		P/4,5							brainstorming session, quiz lesson
3.	Isaeva Akmaral Umirbekovna			L/5,7						communicative method, quiz lesson
4.	Shimelkova Rosa Zhumakysh kyzy				L/9,1					case-method, dialogue with the audience
5.	Iztleuv Gani Moldakulovich					L/2,12				business play, innovative technologies

6.	Tuleshova Kulzeynep Tuleshovna					L/6,9			case-method, dialogue with the audience
7.	Mambetova Lazzat Maratovna						L/2,10		communicative method, quiz lesson
8.	Akhynova Ulbike Saulebekovna							L/4,12	communicative method, dialogue with the audience
9.	Ashirbayeva Saltanat Bibatrovna			L/1,5					case-method, dialogue with the audience
10	Berdimuratova Dilfusa Urazbayevna					P/3,9			brainstorming session, quiz lesson
11	Patashova Akerke Nurlankyzy						L/8,10		communicative method, dialogue with the audience
12	Orazymbetova Gulzhaina Abdynasyrkyzy							P/5,11	presentation

b) Plan of open teaching staff lessons

№	Name teaching	Date, venue	Subject name	Open Lesson Type	Lesson topic
1.	Master, lecturer Patashova A.N.	20.10.22, 325 classroom	Өсімдіктер аурула- ры мен зиянкестері	Practical class (practical analysis)	Diseases of fruit and grape crops
2.	Doctor of Biological Sciences, professor Isaeva A.U.	26.10.22 , 325cab	Genetics	Lecture (information)	Multiple allelity. Inheritance in blood groups
3.	Master, senior lecturer Akhynova U.S.	07.11.22 , 325cab	Adam of anatomy	Lecture (information)	Endocrine Glands. Groups of neurogenic, bronchiogenic, chrommaphin glands. Entodermal and mesodermal mixed glands

4.	Candidate of Agricultural Sciences, senior lecturer Shimelkova R.Zh.	16.11.22 yr., 330 classroom	Physiology of development of schoolchildren	Lecture (information)	Physiology and hygiene of the digestive system
5.	Master, lecturer Orazymbetova G.A.	24.02.23 yr., 330 classroom	Biology Auktu Adistemesi	Lecture (information)	Experimental study
6.	Master, lecturer Kenesova A.P.	27.04.23 yr., 330 classroom	Gylyl zertteu zhummysta uyimdastyru zhane josparlau	Practical class (practical analysis)	Stages of planning and organization of research work
7.	Master, senior lecturer Ashirbayeva S.B.	10.05.23 yr., 325 classroom	Optkalar Zoology	Lecture (information)	Systematics class of birds
8.	Candidate of Agricultural Sciences, senior lecturer Zhumadulaeva A.I.	23.05.23 yr., 325 classroom	Biochemistry	Lecture (information)	Nucleic acids

Head of the department

Responsible for the EMW

Tlegenova K.B.

Sultanova Sh. Zh