

MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

SHYMKENT UNIVERSITY

FACULTY OF PEDAGOGICAL SCIENCES



Dean of the Faculty of Pedagogical Sciences,  
Dr. PhD Dzhanabaev D. Zh.

"28" 08 2024



The plan  
of educational and methodical work for the 2024-2025 academic year of the Department of Pedagogy

Considered at the meeting of the department,  
Protocol No. 1 dated "28.08" 2024 y.

Head of the Department  
Ibrahim K. A. Ibrahim

Shymkent, 2024

№	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 2024-2025 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 2024-2025 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 full-time education. Systematic organization of the full-time educational process, preparation of electronic teaching materials and case studies	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 2024-2025 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	September	Yeszhanova G.S.	September

7	1.2024-analysis of the progress of the mutual attendance plan in the 2025 academic year 2. Discussion, analysis of the results of boundary control in the disciplines held at the department 3. The level and quality of training of educational and methodological complexes in the disciplines held at the department	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	1. On the preparation of the teaching staff of the department for the winter session 2.2024-analysis of the progress of the plan of open classes in the 2025 academic year	November	Head of the department, Teaching staff Tavbayeva D.B.	November
10	1. Discussion, analysis of the results of boundary control in the disciplines held at the department. 2. Discussion of the results of the examination sessions in the discipline held at the department. 3. Analyze and approve the semi-annual report of the educational and methodological work of the department. 4. Report on the educational and methodological work performed in the first half of the year	December	Head of the department, Teaching staff Tavbayeva D.B.	December
11	1. Requirements for the preparation of an educational and methodological complex of disciplines studied in the second half of the 2024-2025 academic year 2. The level of training and the quality of educational and methodological complexes in the disciplines taking place in the spring semester 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	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	February	Teaching staff	February

	educational and methodological work			
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.	March	Head of the department Ibrahim K.A., Tabayeva D.B.	March
16	Conducting explanatory and campaigning work with graduates of district and city schools of the Turkestan region in the areas of career choice	April	Responsible teacher Ospanova G.K.	April
17	Supervising the research work of students	All year round	Teaching staff Kubeeva M.A.	All year round
18	About the independent work of students	April	Responsible teacher Umirzakova A.K.	April
19	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
20	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
21	The results of the educational and methodological work of the University in the 2024-2025 academic year and the tasks of the next academic year	June	Dyusenova R.B.	June
22	1. The annual report of the Faculty of the department for the 2024-2025 academic year. 2. Preparation for the new academic year.	June	Head of the Department, Ibrahim K.A., Tavbayeva D.B.	June

## Annual publication plan of educational and methodical literature for the 2024-2025 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>1. The textbook</b>							
<b>2. Training manual</b>							
1	Aitzhanova K.T.	Teacher's competence-innovative teaching technology	Training manual	14,5.	50	Kazakh	September 2024
2	Aitzhanova K. T	Iman arayy-a masterpiece of your soul	Training manual	6,5.	50	Kazakh	October 2024
3	Dildabekova G.E. Ospanova G.K.	Teaching methods pedagogy	Training manual	10	50	Kazakh	December 2024
4	Kubeeva M.A.	Features of motivation of cognitive activity of younger schoolchildren in the process of learning English (using the example of schools in the Republic of Kazakhstan) Shymkent, 2024.	Monograph	7,3	20	Russian	February 2025
5	Tilekova A.J.	Technology of criterion assessment	Training manual	7	10	Kazakh	May 2025
6	Mamaeva A.E.	Formation of colloquial speech of children in preparatory groups of preschool education	Training manual	6	10	Kazakh	May 2025

Responsible for UMR at the department:  Tavbaeva D. B.Head of the Department:  Ibrahim K. A.