

MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHISTAN

SHYMKENT UNIVERSITY

FACULTY OF PEDAGOGICAL SCIENCES




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

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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. 

Shymkent, 2024

| <b>№</b> | <b>The work performed</b>  | <b>Due date</b> | <b>Responsible persons</b>  | <b>Completion Form</b> |
|----------|--|-----------------|---|------------------------|
| 1        | Preparation and approval of the plan of educational and methodical work of the department  | August          | Head of the department<br>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<br>Ibragimov K.A. ,<br>responsible for educational and methodological work<br>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<br>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<br>Ibrahim<br>K.A., Tavbayeva D.B.<br>Teaching staff   | September              |
| 6        | Updating information on the university's website   | September       | Yeszhanova G.S.   | September              |

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| 7  | 1.2024-analysis of the progress of the mutual attendance plan in the 2025 academic year<br>2. Discussion, analysis of the results of boundary control in the disciplines held at the department<br>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<br>2.2024-analysis of the progress of the plan of open classes in the 2025 academic year   | November | Head of the department, Teaching staff<br>Tavbayeva D.B.                    | November |
| 10 | 1. Discussion, analysis of the results of boundary control in the disciplines held at the department.<br>2. Discussion of the results of the examination sessions in the discipline held at the department.<br>3. Analyze and approve the semi-annual report of the educational and methodological work of the department.<br>4. Report on the educational and methodological work performed in the first half of the year                    | December | Head of the department, Teaching staff<br>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<br>2. The level of training and the quality of educational and methodological complexes in the disciplines taking place in the spring semester<br>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<br>Ibrahim K.A.,<br>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<br>Tavbayeva D.B.                                   | February |
| 13 | Discussion at the meeting of the department on improving  | February | Teaching staff  | February |

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|    | educational and methodological work   |                |  |                |
| 14 | 1. Organization of independent work of students at the department and provision of teaching aids<br>2. The progress of work on professional development of teachers of the department<br>3. On the progress of the master's thesis, theses<br>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<br>Ibrahim K.A.,<br>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<br>Ospanova G.K.                       | April          |
| 17 | Supervising the research work of students   | All year round | Teaching staff<br>Kubeeva M.A.                             | All year round |
| 18 | About the independent work of students  | April          | Responsible teacher<br>Umirzakova A.K.                     | April          |
| 19 | The progress of the implementation of the personal plan of teachers at the department   | May            | Head of the Department,<br>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,<br>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.<br>2. Preparation for the new academic year.   | June           | Head of the Department,<br>Ibrahim<br>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.