

REPUBLIC OF KAZAKHSTAN MINISTRY OF SCIENCE AND HIGHER EDUCATION
SHYMKENT UNIVERSITY

FACULTY OF "PEDAGOGICAL SCIENCES"



«APPROVED»
/ Dean of the Faculty of Pedagogical Sciences,
PhD Professor D. Zh. Dzhapabayev
« » 2024y.

The plan
of educational and methodological work for the 2024–2025 academic year
department of Physical Education and Sports

Reviewed at the department meeting
protocol № 1 of «27.08» 2024 y
Head of the Department
Tukiev S.A.

Shymkent, 2024 y.

№	Work to be Performed	Deadline	Responsible	Completion Form
1.	Preparation and approval of the department's educational and methodological work plan	August	Head of Department, S.A. Tukiev	August
2	Discussion and recommendation for the use of working educational programs for elective disciplines for the 2024–2025 academic year. Discussion and approval of educational and working programs, syllabi, the catalog of elective disciplines, educational programs and work plans for pedagogical and academic practices for the specialties implemented by the department for the 2024–2025 academic year. Approval of the schedule for mutual attendance of classes and open classes of the department's teaching staff	August	Head of Department, S.A. Tukiev; Responsible for educational and methodological work: Dauren Zh.B.	August
3	Preparation, approval and familiarization with educational and methodological documentation for full-time disciplines. Systematic organization of the educational process for full-time education, preparation of electronic educational and methodological complexes and cases	August	Head of Department, S.A. Tukiev; Teaching staff	August
4	Organization of students' independent work. Approval of the schedule for mutual attendance of classes and open classes of the department's teaching staff for the 2024–2025 academic year	September	Teaching staff	September
5	Разработка учебников, учебно-методических пособий и методических указаний, в том числе электронных материалов	September	Head of Department, S.A. Tukiev; Dauren Zh.B.; Teaching staff	September
6	Дополнение и обновление информации на сайте университета	September	M.O. Musa	September
7	1. Analysis of the progress in implementing the plan for mutual attendance of classes in the 2024–2025 academic year. 2. Discussion and analysis of the results of midterm (progress) assessment in the department's disciplines. 3. Level of readiness and quality of educational and methodological complexes for the department's disciplines.	October	Head of Department, responsible for educational and methodological work	October
8	Discussion of the results of the first current control (block rating).	October	Head of Department, Teaching staff	October

9	1 On the readiness of the department's teaching staff for the winter examination session.. 2. Analysis of the progress in implementing the plan for conducting open classes in the 2024–2025 academic year.	November	Head of Department; Teaching staff; Dauren Zh.B.	November
10	1. Discussion and analysis of the results of midterm (progress) assessment in the department's disciplines. 2. Discussion of the results of the examination session and exams in the department's disciplines. 3. Analysis and approval of the semi-annual report on the department's educational and methodological work. 4. Report on the implementation of educational and methodological work for the 1st half of the year.	December	Head of Department; Teaching staff; Dauren Zh.B.	December
11	1. Requirements for the development of educational and methodological complexes for the disciplines of the 2nd semester of the 2024–2025 academic year.. 2. Level of readiness and quality of educational and methodological complexes for the spring semester disciplines. 3. Progress in implementing the plan for publishing educational and methodological manuals for the 1st half of the year.	January	Head of Department, S.A. Tukiev; Dauren Zh.B.;	January
12	Report on the conduct of open classes for the 1st half of the year.	February	Master Lecturer Dauren Zh.B.	February
13	Discussion of issues to improve educational and methodological work at the department meeting.	February	Teaching staff	February
14	1. Organization of students' independent work at the department and provision of educational and methodological materials.. 2. Progress of work on improving the qualifications of the department's teaching staff.. 3. Progress in the implementation of master's theses and diploma projects. 4. Results of the first midterm (progress) assessment of the spring semester.	March	Head of Department and teaching staff; Aisagaliev B.T.	March
15	Progress of educational and methodological work within the framework of individual workload of the department's teaching staff.	April	Head of Department S.A. Tukiev; Dauren Zh.B.	April

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16	Conducting explanatory and career guidance work among school graduates of districts and cities of Turkestan region.	April	Responsible lecturer Sarsenbayev A.B.	April
17	Supervision of students' research work.	Year-round	Teaching staff Serimbetov Zh.Sh.	Year-round
18	Progress of implementing the indicative plan of the department's teaching staff.	May	Head of Department S.A. Tukiev; Serimbetov Zh.Sh.	May
19	Preparation for the summer session. On the quality of assignments for the summer examination session.	May	Head of Department S.A. Tukiev; Dauren Zh.B.	May
20	On students' independent work.	May	Responsible lecturer Yesimkhanova G.N.	May
21	Results of the university's educational and methodological work for the 2024–2025 academic year and tasks for the next academic year.	June	Dusenova R.B.	June
22	1. Annual report on the educational and methodological work of the department's teaching staff for the 2024–2025 academic year. 2. Preparation for the new academic year.	June	Head of Department S.A. Tukiev; Dauren Zh.B.	June

Head of Department:



Tukiev S. A.

Responsible for UMR at the department:



Dauren Zh. B.