

Reviewed
at the meeting of the PS protocol № _____
of " 26 " 08 2020.

"Approved"
Director of the filial in Kara-Balta of KSTU named
after I. Razzakov
Candidate of Technical Sciences, docent
Kasmambetov H.T.
« 26 » 08 2020 г.

WORK PLAN
of the FKB SVE for the academic year 2020/2021

№ п/п	Name of activities	Time of execution	Reporters	Marking of completion fulfilment
1. Organisational work				
1.	Preparing work plans for SVE	september	Amanova G.K.	
2.	Preparing and approving the individual plans of the teaching staff	september	Amanova G.K.	
3.	Preparatory work for programme accreditation	september-december	Programme managers	
4.	Preparation of the annual report of the TS	january, june	Amanova G.K.	
5.	Preparing and submitting the annual report of the SVE	july	Amanova G.K.	
2. Studying work				
1.	Organising monitoring of student attendance	during the year	Osmonbekova S.	
2.	Organisation of the training process: - preparation of documentation; - updating and creating new curriculum and teaching materials for all disciplines; - identification and clarification of the teaching staff; - calculation of the teaching load for the academic year 2020-2021; - registration of documents on staff-teachers, part-time and hour students - development of the plan of Pedagogical Council meetings for the current academic year; - preparation for the monitoring during the academic year; - preparation of reports on all types of practice; - approval of the SAC composition; - completing the certificate of load fulfilment by the hourly workers; - preparation of the report of the SAC chairman;	during the year September September September September october, december, march, may January, May November June-July April-July July as scheduled	Amanova G.K. Abdyeva Z.E. Amanova G.K. Amanova G.K. Amanova G.K. Malikova A.B. Amanova G.K. Z.E. Abdieva All teachers Supervisor of practical training Abdieva Z.E. Osmonbekova S. secretaries of SAC FACULTY Amanova G.K..	

	<ul style="list-style-type: none"> - reports on the work of teachers during the academic year; - report on the work of the SVE; - summing up the results of the mid-term rating; - summing up of the session and organisation LAS; - organising and holding the state certification of graduates; - QA on MIGA - defense of graduate qualifications - report of tutor's work (reports of tutors); 	training prog. March-June March-June January-June	PPPS Amanova G.K. Osmonbekova S. Abdyeva Z.E. Amanova G.K. Mogilnaya T.N. tutor	
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3. Moral and aesthetic education

1.	Discuss cases of disruption and failure of classes. Taking action.	year round	Amanova G.K.	
2.	Involving students for activities	year round	Amanova G.K. Edigeeva K.T. FACULTY MEMBERS	
3.	Organise students' participation in the aesthetic design of the laboratories.	year round	Amanova G.K. FACULTY MEMBERS	

4. Household work

1.	Preparing the classroom for the new school year	June-May September	Zhumaliev A.A.	
2.	Partial renovation of laboratory facilities and the territory of filial office	year round	Zhumaliev A.A.	
3.	Timely submission of requests for equipment	September- January	Zhumaliev A.A.	

The head of DSVE:



Amanova G.K.