

«CONSIDERED»
at the meeting
The Academic Council of the
Filial
«13» сентября 2020г.

«APPROVED»
Director of KBF,
Candidate of Technical Sciences,
Associate Professor,
Kasmambetov H.T.

«13» сентября 2020г.

**PLAN OF WORK
THE FILIAL OF KSTU named after I. RAZZAKOV
in KARA-BALTA 2020-2021
ACADEMIC YEAR**

Kara-Balta 2020

**A LIST OF PLANNED ACTIVITIES TO BE CARRIED OUT DURING THE
ACADEMIC YEAR**

Nº	Activities	timeline	Responsible
1	Academic Council of the filial	penultimate Wednesday of the month	Director
2	Meeting of the TIT Chair	penultimate Monday of the month	Head of Department
3	PGPA Pedagogical Council meeting	penultimate Tuesday of the month	Head of DSVE
4	Training and methodology committee meeting	scheduled	Chairman of the Commission
5	Subject-cycle committee meeting of the PGEC	scheduled	Chairman of the Commission
6	Benefit commission meeting	scheduled	Chairman of the Commission

WORK PLANS

№	Activities	timeline	Responsible
1	Formation of the Academic Council of the filial, approval of the work plan of the Academic Council of the branch for the current academic year and adjustment of the long-term work plan of the filial	August	Director
2	Formation of the Educational and Methodological Commission of the branch, approval of the chairman and work plan for the current academic year	September	Director
3	Formation of the PGEC Pedagogical Council, Subject Cycle Commission	September	Director
4	Formation of a benefits commission, labour dispute committee	September	Director
• TRAINING WORK			
1	Preparation of an information pack for 1st year students	<u>August</u>	training unit
2	Development, approval, adjustment of PMU, adjustment of PMU schedule	<u>August</u>	training department, Head of department., head. DSVE
<u>Activities to organise the start of the academic year for students:</u>			
- conducting an orientation week with 1st year students;		<u>August</u>	training department, Head of department., head. DSVE
3	- Formation of 1st year academic groups, appointment of supervisors and academic advisors;	<u>1 September</u>	
- The holding of a "Day of Knowledge":		<u>1 September</u>	
- holding a general meeting with students of all VET and FSES courses;		<u>September 1</u>	
- The issuing and issuing of student cards and passbooks;		<u>Until 10 September</u>	
4	<u>Arrangements for the transfer and reinstatement of CBF students</u>	<u>August-September, January-February</u>	Director, Training Department, Transfer and Reintegration Commission
5	<u>Approval of the timetable for the first half of the year</u>	<u>September</u>	director
6	<u>Issuance and processing of group journals and instruction on how to keep them</u>	<u>Until 12 September</u>	training unit
7	<u>Selection and appointment of study group supervisors. Organization and conduct of curatorial meetings</u>	<u>Until 12 September</u>	training department, supervisor
8	<u>Organising registration for the autumn term</u>	<u>Until 19 September</u>	Training department and academic departments advisers

9	<u>Conducting a group (course) meeting about students' responsibilities and rights. house rules and regulations</u>	<u>September</u>	Director, Training department, head of department, head. DSVE and curators
10	<u>Monitoring the implementation of curricula, programmes</u>	<u>in the course of academic year</u>	training unit
11	<u>Preparing for KBF OP accreditation</u>	<u>September-December</u>	Director, training department, Head of department..., head. DSVE
12	<u>Organise professional development for faculty and staff</u>	<u>during the school year</u>	Director, OC
13	<u>Organisation of peer-attendance activities by teachers</u>	<u>during the school year</u>	training department, Head of department..., head. DSVE
14	<u>Monitoring the conduct of classes and student attendance. Taking measures to improve student attendance</u>	<u>in the course of academic year</u>	training unit
15	<u>Organising control of student tuition fees</u>	<u>weekly</u>	Head of department..., head. DSVE and curators
16	<u>Supervising the implementation of the current study groups</u>	as scheduled The learning process	training department, Head of department..., head. OSPO, quality officer
17	<u>Organising pre-registration for the spring semester</u>	<u>November</u>	Training department and academic departments advisers
18	<u>Organise supervision of group journals by group supervisors, teachers</u>	<u>monthly</u>	training department, curators
19	<u>The organisation and conduct of interim (semester) evaluations of students (sessions):</u> - <u>communicating the list of examinations to students;</u> - <u>The scheduling of interim (semester) assessments of students (sessions): communicating to students and teaching staff;</u> - <u>Admission of students to mid-term (semester) examinations</u>	<u>December, May</u>	training department, Head of department..., head. OSPO, quality officer
20	<u>The results of the examination sessions.</u>	<u>February,</u>	Director,

	<u>Examination of the results of the examination sessions by the KBF Academic Council</u>	<u>June</u>	training department, Head of department..., head. OSPO, quality officer
<u>21</u>	<u>Organising and conducting all types of practical training</u>	<u>according to the timetable, 2 weeks before the internship</u>	training department, Head of Department. head. DSVE
<u>Organisation and conduct of the Comprehensive State Examination in the History of Kyrgyzstan, Geography of Kyrgyzstan, Kyrgyz Language and Literature:</u>			
	<u>- report on the composition of the GAC;</u>	<u>one month before the GAC</u>	Director, training department, Head of Department, Head of DSVE
<u>22</u>	<u>- Approval of the composition of the SAC at the MoNE of KR:</u>	<u>2 weeks before the GAC starts</u>	Inspector KSTU's academic department
	<u>- the draft timetable for the GAC meeting;</u>	<u>2 weeks before the GAC starts</u>	Director, training department, Head of department..., head. DSVE
	<u>- Preparing a summary of student performance on the curriculum</u>	<u>1 week before the GAC starts</u>	training unit
<u>Organise and conduct the State Examination in the field of study:</u>			
	<u>- report on the composition of the GAC;</u>	<u>one month before the GAC</u>	Director, training department, Head of department..., head. DSVE
<u>23</u>	<u>- Approval of the composition of the SAC at the MoNE of KR:</u>	<u>2 weeks before the GAC starts</u>	Inspector KSTU's academic department
	<u>- draft timetable for the GAC meeting</u>	<u>2 weeks before the GAC starts</u>	Director, training department, Head of department..., head. DSVE
<u>Organising and conducting the defence of graduation qualifications:</u>			
<u>24</u>	<u>- report on the composition of the GAC;</u>	<u>one month before the GAC</u>	Director, training department, Head of department...

			head. DSVE
	<u>- Approval of the composition of the SAC in the MoNE of the KR:</u>	<u>2 weeks before the GAC starts</u>	Inspector KSTU's academic department
	<u>- the draft timetable for the GAC meeting:</u>	<u>2 weeks before the GAC starts</u>	Director, training department, Head of department..., head. DSVE
	<u>- Prepare a summary of the students' performance in the curriculum:</u>	<u>in 2 weeks, before the work of the GAC</u>	training unit
	<u>- the chairman's report on the work of the GAC:</u>	<u>within a week of the end of the GAC</u>	training department, Head of department..., head. DSVE
	<u>- submitting a Graduation Report to the Human Resources Department:</u>	<u>for the final weeks of the GAC</u>	training unit
	<u>- report on students for expulsion or repeat final assessment tests.</u>	<u>within a week of the end of the GAC</u>	training unit
<u>25</u>	<u>Analysis of the employment of graduates</u>	<u>during academic year</u>	responsible for employment work
<u>26</u>	<u>Organising and conducting the graduation ceremony</u>	<u>July</u>	Director, training department, Head of department..., head. DSVE
<u>27</u>	<u>Preparing for the new intake of students.</u> <u>Holding an "Open Day".</u> <u>Preparation and distribution of career guidance materials.</u>	<u>throughout the year</u> <u>February-</u> <u>March (as</u> <u>planned by the</u> <u>Admissions</u> <u>Office)</u>	Director, training department, Head of department..., head. DSVE
<u>28</u>	<u>Report on the implementation of the teaching load for the academic year 2020-2021. Annual report on the work of the CBF for the current academic year</u>	<u>July</u>	Director, training department, Head of department..., head. DSVE
<u>29</u>	<u>Organising and carrying out activities in preparation for the new school year</u>	<u>June-July</u>	Director, training department, Head of department..., head. DSVE

• EDUCATIONAL WORK

• Organisation of the learning process			
1	Career guidance week for 1st year students from 24 August to 28 August 2020 (online)	August	Head of Department Head of DSVE Group supervisors
2	Organisation of work with first year students. Familiarisation of first year students with the house rules, student rights and responsibilities (online)	September	Head of Department Head of DSVE Group supervisors
3	Hold organisational meetings (online) of students to elect group leaders and student activists.	September	Head of Department Head of DSVE Group supervisors
4	Development and approval of documents regulating educational activities in the CBF	August, September	Head of Department Head of DSVE Group supervisors
5	Meeting of students with KBF Director Candidate of Technical Sciences, Associate Professor Kasmambetov H.T.	in the course of of of the year	Head of Department Head of PSVE Group supervisors
6	Organise and participate in events State Language Day: "Ulut bolsom-tilim menen ulutmun".	September	Head of Department Head of DSVE Group supervisors
7	Organise and participate in the "Bilim Ertenki Kelechegibiz" events for Knowledge Day (online)	September	Head of Department Head of DSVE Group supervisors
8	Parents' meeting for 1st year students	November-December	Head of Department Head of DSVE Group supervisors
9	Attendance at themed curatorial hours of groups from Year 1 to Year 4.	during the year	Head of Department Head of DSVE
10	Systematic information to parents of students who are in arrears in fees and subjects.	during the year	Head of Department

			Head of DSVE Group supervisors
	<ul style="list-style-type: none"> • Educational work 		
11	Continuous monitoring of student attendance.	during the year	Training section Head of Department Head of DSVE Group supervisors
12	Organisation of independent work, leisure, study and a rational regime for students with the help of teachers, academic advisers and supervisors.	during the year	Head of Department Head of DGPA Group supervisors Academic advisers
13	Conducting appropriate work to strengthen group discipline.	in the course of of the year	Head of Department Head of DSVE Group supervisors
14	Organisation of work on elimination of academic arrears.	during the year	Head of Department Head of DSVE Group supervisors
15	Discussion on the results of the winter exam session	January, June	Head of Department Head of DSVE Group supervisors
	<ul style="list-style-type: none"> • Improving the legislative, regulatory framework 		
16	Awareness-raising work with students in the form of lectures on "The prevention of terrorism and inter-ethnic conflicts", "Prevention of the recruitment and departure of citizens of the Kyrgyz Republic to a war conflict zone; Together with law enforcement officials of Zhaiyl district.	November, April	Head of Department Head of DSVE Group supervisors Academic advisers
17	Conducting tutorial hours on: "Observance of the internal regulations of KBF", "The rights and responsibilities of KBF students".	during the year	Head of Department Head of DSVE Group supervisors
18	Spartakiade (chess, draughts, mini-football, table tennis, volleyball)	during the year	Head of Department

			Head of DSVE PE teachers
19	compiling a unified information database of students living in KBF dormitories		Head of Department Head of PSVE Group supervisors
• Cultural and aesthetic and patriotic education of students			
20	To organise ongoing work to deepen students' knowledge of national and world culture and enhance their level of aesthetics.	March, April	Head of Department Head of DSVE Group supervisors
21	Organization and participation in events dedicated to the 110th anniversary of the birth of I. Razzakov (round table, curatorial hours, watching a film about Iskhak Razzakov)	October	Head of Department Head of DSVE Group supervisors
22	Organising and holding a professional holiday - Energy Worker's Day	22 December	Head of Department Head of DSVE Group supervisors
23	2021 has been declared the year of friendship and culture between Kyrgyzstan and India	February March	Head of Department Head of DSVE Group supervisors
24	Organisational work to increase the participation of CBF students in events both at university level and at district, city and national level	during the year	Head of Department Head of DGPA Group supervisors PE teachers
25	Organising and carrying out subbotniks to clean up and improve the assigned area of the branch	during the year	Head of Department Head of DSVE Group supervisors
26	Participation in events to celebrate Defenders of the Fatherland Day, International Women's Day, Youth Day, New Year's Ball, initiation into students, Manas Urpaktary, etc.	during the year	Head of Department Head of DSVE Group supervisors
27	Organising evenings for students in cooperation with the Student Council.	during the year	Head of Department Head of DSVE Group supervisors

28	Involving students in various charitable activities.	during the year	Head of Department Head of DGPA Group supervisors
29	Introducing students to national historical and cultural complexes (museum and theatre, etc.)	during the year	Head of Department Head of DSVE Group supervisors
• Promoting the values of physical activity and healthy lifestyles			
30	Formation and promotion of a healthy lifestyle among students. Disease prevention, organisation of medical check-ups, lectures on topical issues.	during the year	Head of Department Head of PSVE Group supervisors Medical centre PE teachers
31	Implementation of a programme to prevent drug, alcohol and other addictions and to promote a healthy lifestyle among CBF students.	during the year	Head of Department Head of DSVE Group supervisors Medical centre
32	Implementing a social and psychological support programme for students	during the year	Head of Department Head of DSVE Group supervisors
• * SCIENTIFIC WORK			
1	Organising professional development for teaching staff	during the year	In charge of scientific work for the branch
2	Participation in STCs and exhibitions within the country	scheduled	In charge of scientific work for the branch
3	Participation in round tables	during the year	In charge of scientific work for the branch
4	Preparation for the publication of research articles in various journals and in the SRI collection	during the year	In charge of scientific work for the branch
5	Organisation and conduct of R&D	during the year	In charge of scientific work for the branch
6	Dissemination of materials to students and teachers for scientific competitions	during the year	In charge of scientific work for the branch

7	Strengthening the involvement of research findings in the educational process	during the year	In charge of scientific work for the branch
• CAREER GUIDANCE WORK. ACTIVITIES TO ENSURE THE RECRUITMENT OF APPLICANTS			
1	Work on the website	during the year	Chief Specialist EY
2	Organisation of vocational guidance work in schools and secondary vocational schools	March	Branch staff
3	Holding Branch Open Days	April	Director, Branch staff
4	Form an admissions committee from among the staff and teachers of the branch with the necessary professional knowledge	November	Director
5	Preparation and replication of promotional products to be placed on the branch website, in other media, among students of graduation groups in Kara-Balta. Kara-Balta.	during the year	/ responsible for promotional products
6	A permanent stand for applicants in the branch building with information on the plan and rules of admission to the branch, programmes of admission tests, etc.	during the year	Branch staff
7	Preparing for the reception Commissions	May	Technical commission
• MEASURES TO PROMOTE THE EMPLOYMENT OF GRADUATES AND THE PROFESSIONAL FULFILMENT OF STUDENTS			
1	Organization of meetings between graduating students and heads of enterprises, organisations and institutions of Kara-Balta, which are basic for practical training and employment of graduates of the branch	scheduled	Director, training unit
2	Analyse the demand for graduates of the branch and employers' satisfaction with the quality of their training	during the year	Director, training unit
• HOUSEKEEPING			
1	Preparation of the material base of the branch for the new school year, state of communications of the branch in preparation for work in the autumn-winter period	June-September	Director, Head of Department chief administrative officer
2	Planning the financial and economic activities of the branch	December	Director, chief accountant, chief administrative officer
3	Report on the financial and economic performance of the branch	November	Director, chief accountant,

			chief administrative officer
<ul style="list-style-type: none"> Occupational health and safety, safety system 			
4	Keeping classrooms, corridors and offices of the branch clean and in order	throughout the year	support staff
5	Conducting training activities with students and staff in accordance with the emergency plan	throughout the year	chief administrative officer
6	Regular refilling of the universal first aid kits and the medical room	as required	health worker
<ul style="list-style-type: none"> PLAN OF THE BASIC ACTIVITIES OF THE TEACHING AND LEARNING COMMITTEE, SUBJECT CYCLE COMMITTEE 			
1	Approval of the composition and work plan of the Educational and Methodological Commission of the branch	September	Chairperson and members of the CPC, PCC
2	Preparation of a plan for the publication of teaching and learning materials, and teaching and learning aids by the department for the year 2020-2021.	October	Chairperson and members of the CPC, PCC
3	Discussion on subject syllabuses	September-January	Chairperson and members of the CPC, PCC
4	Organise supervision of the self-attendance schedule of teachers in the branch departments	as scheduled	Chairperson and members of the CPC, PCC
5	Results of attendance of teachers at the branch and teachers	as scheduled	Chairperson and members of the CPC, PCC
6	Checking the individual work plans of the teaching staff	October-February	Chairperson of the GMC, PCC
7	Report on the work of the Educational and Methodological Commission for 2020	June	Chairperson CMC, CCPS
<ul style="list-style-type: none"> A PLAN TO STRENGTHEN COMMUNICATION WITH EMPLOYERS 			
1	<p>Round table with the heads of organisations and institutions, on the theme</p> <ul style="list-style-type: none"> "Improving the quality of educational services by studying the needs and expectations of employers and stakeholders and by studying the dynamically changing needs of the education and labour market"; "Introduction of a dual system of education" 	<p>April</p> <p>May</p>	Director, PPP
<ul style="list-style-type: none"> INTERNATIONAL ACTIVITY 			
1	Work on academic mobility of students. Conducting student exchange programmes.	throughout the year	Director, PPP
2	Signing additional agreements with partner universities in the direction of Enhancing academic exchange between teachers and students	throughout the year	Director

• **LIBRARY DEVELOPMENT**

1	Acquisition of access to modern information databases and electronic library systems (ELS)	throughout the year	Librarian
2	Improving quality library and information services	throughout the year	Librarian
3	Status report on the staffing and preservation of the library collection	June	Librarian