

**KYRGYZ STATE TECHNICAL
I. RAZZAKOV UNIVERSITY
INSTITUTE OF ARCHITECTURE AND DESIGN**

Department "DESIGN"

"I approve"

**Director of IAIID
Assoc. Kozhobaeva S.T.**

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**WORK PLAN
Department "DESIGN" FOR THE 2022-2023 ACADEMIC YEAR**

Approved at the meeting of the Department of "Design"
Minutes No. 1 of August 29, 2022

BISHKEK 2022

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1. Plan of meetings of the Department of "Design" for the 2022-2023 academic year

№	Issues under consideration	Responsible executors
September		
1	Approval of work plans of the Department of "Design" by profiles: "Graphic Design", "Environmental Design"	Head of the Department "Design" Koernaliev K.K.
2	Approval of the work plan of the department "Design" for educational work and the work plan of curators	Koernaliev K.K. Nasyrova AK.
3	Registration of students for the - half of the year 2022-23, years	UVS, Akademovetniki
4	Readiness of educational laboratories and classrooms for the academic year	Koernaliev K.K. Musaeva N.B.
5	Results of educational and industrial practices	Musaeva N.M., Momunaliev AA Nasyrova. To.
6	Approval of kp themes	Koernaliev K.K., Ulan K. A. DG Sataev K.A.
7	Approval of the schedule of admission of KP and individual Consultations.	Koernaliev K.K. Ulan K. A. DG Sataev K.A. DS
8	Responsible for the Kyrgyz language	Karybek to J.
9	Methodological equipment of the disciplines taught	Musaeva N.B.
10	Approval of individual PPP plans	Koernaliev K.K.
11	Responsible for International Students	Musaeva N.B
12	Responsible for academic loads and staffing table	Sataev K.A.
13	Responsible for the website of the department	Musaeva N.B.
14	Preferential commission	Nasyrova A.K.
15	Organization of exhibitions and wall newspapers	Bulekbaeva A.M., Karybek k.Zh,
October		
1	Approval of methodological developments	Koernaliev K.K.
2	Organization of individual work with students on LAZ	Kerim K. C.
5	Approval of unit tests and tasks for the first half of the year (if necessary)	Koernaliev K.K.
6	On the employment of graduates	Koernaliev K.K. Bulekbaeva A.M.
November		
1	Analysis of the results of the current control	Koernaliev K.K. Kerim k.Ch.

2	Progress of the CP	Koenaliev K.K. Ulan K.A. DG Sataev K.A.
3	Discussion and adoption of WRC topics	Koenaliev K.K., all managers
4	Application of innovative teaching methods in the educational process	Koenaliev K.K., composition of the PPS.
5	Organization and preparation of NIRS	Momunaliev AA
December		
1	Preparation for prequalification practice	Koenaliev K.K. Musaeva N.B.
2	Approval of HEC exam papers (if required)	Koenaliev K.K. Kanimetova B.S.
3	Organization and preparation of the SAC. Approval of the composition of the SAC	Koenaliev K.K. Kanimetova B.S.
4	Preparation for the winter examination session of full-time education	Koenaliev K.K., Kerim k Ch. Nasyrova A.K. Toktoev S.K.
5	Analysis of the current rating control	Kerim to C.
6	Analysis of the results of mutual visits of PPP	Koenaliev K.K.
8	Organization and preparation of PPP information reports	Koenaliev K.K.
January		
1	Analysis of the results of the winter examination session	Kerim to C.
2	Approval of reports for the first half of the year	Koenaliev K.K.
3	Approval of the PPP and OHR report for the second half of the year	Koenaliev K.K.
4	Approval of the research report for the calendar year	Koenaliev K.K., Momunaliev A.A.
5	Report on the implementation of the publications plan for the calendar year 2022-2023	Musaeva N.B.
6	Approval of the PPP and OHR leave schedule	Koenaliev K.K. Kerim k Ch.
February		
1	Organization of events for the SEC	Kanimetova B.S.
3	Methodical work of the teaching staff	Musaeva N.B.
4	Material and technical condition of educational laboratories	Musaeva N.B. and those responsible for audiences
5	Approval of unit tests and assignments for the second half of the year (if necessary)	Koenaliev K.K., all teachers

6	Analysis of the results of the SEC	Kanimetova BS.
March		
1	Results of prequalification practice	Musaeva N.B.
2	Analysis of attendance and academic performance of students	Kerimova to Ch.
3	WRC Attestation	Kanimetova BS.
4	Preparation of contracts and venues	Practice Leaders
5	Preparation for NIRS	Momunaliev AA.
6	Analysis of the results of the current rating control	Kerim to C.
April		
1	Progress in the implementation of the WRC	Koenaliev K.K. Leaders of the WRC. secr. HOOK
2	Preparation for the Open House	Bulekbaeva A.
3	Control over the implementation of the publications plan for 2022-2023.	Koenaliev K.K. Musaeva N.B.
May		
1	Analysis of the results of mutual visits of PPP	Kerim to C.
2	Preparation for the summer examination session full-time Forms of education	Koenaliev K.K. Kerim to C. Akademsovetniki
3	Monitoring the implementation of the WRC	Koenaliev K.K.
4	Organization of educational, plein-air, museum and industrial practices	Kanimetova B.S. Nasyrova A.K.
5	Responsible for anti-plagiarism	Kanimetova B.S.
June		
1	Analysis of the results of the summer session of full-time education	Kerim to C. Akademsovetniki
2	Organization of work with students on LAZ	Kerim to C. Akademsovetniki
3	Approval of PPP and OHR reports for the academic year	Koenaliev K.K.
4	Approval of the report on educational work and curators for the academic year	Koenaliev K.K., Nasyrova A.K.
5	Approval of the report of the Department of "Design" for the academic year	Koenaliev K.K.
6	Summing up the results of the SAC. Report of the Secretary of the SAC	Koenaliev K.K. Kanimetova B.S.
7	Responsible for the annual report	Koenaliev K.K., all teaching staff
8	Preparation for the new academic year	Koenaliev K.K. Sataev K.A.

2. List of implemented educational programs by specialties and directions

In the 2022-2023 academic year of the Department of Design, bachelors are trained in the areas 570400 "Design", profile "Graphic Design", "Environmental Design", "Fashion Design" (full-time)

3. Organization and management of the educational process

№	Name of events	Term Perform	Responsible
1	Timely registration of students for the new academic year	01 September-14 September	Academic Advisors
2	Calculation and distribution of the teaching load between teachers	August September	Koernaliev K.K. Sataev K.A.
3	Control over the distribution, redistribution of the training load in AVN	Throughout the year	Sataev K.A., Kerim k.Ch.
4	Updating the material base of laboratories (purchase of new equipment, materials, etc.)	Throughout the year	Koernaliev K.K. Musaeva N.B.
5	Control over the conduct of all types of classes (mutual attendance of teachers of classes), keeping a journal of mutual visits	Throughout the year	Koernaliev K.K., Kerim k.Ch
6	Discussion and analysis of the rating assessment of students' knowledge at the meetings of the department	Periodically	Koernaliev K.K. Kerim K. Ch
7	Updating information on rating control	Periodicals Key	Koernaliev K.K. Kerim K. Ch
8	Introduction of new methods of conducting classes, CPC	Throughout the year	PPP
9	Constant monitoring of students' attendance of classes	Throughout the year	Academic Advisors
10	Improvement of test tasks for full-time and part-time education	Throughout the year	PPP
11	Development of WRC topics in the established areas for each specialty, taking into account the relevance and relevance	November December	Koernaliev K.K. all teaching staff
12	Monitoring of progress, scheduling of implementation, performance appraisals for the implementation of the CD, WRC	On schedule	Koernaliev K.K., Ulan K.A., Sataev K.A., Kanimetova B.S.
13	Implementation of the SAC's comments on improving the quality of training of	Throughout the year	Koernaliev K.K. PPP

	specialists		
14	Ensuring the conduct and control of all types of practices. Approval of the topics of educational practice (plein air) and production practices	On schedule	Koenaliev K.K.
15	Implementation of the company's requests on issues of interest to them in individual internship assignments	On schedule	Koenaliev K.K.,
16	Cooperation with universities of the republic and foreign universities for similar specialties	Throughout the year	Koenaliev K.K. Musaeva N.B.
17	Implementation of relations with enterprises of publishing and printing industry and design (for the exchange of experience, conducting production practices, performing joint scientific developments, introducing new technologies)	Throughout the year	Koenaliev K.K. Musaeva N.B.
18	LAZ provision and performance monitoring: control of work with debtors (additional activities outside the training load)	On schedule	Kerim K. Ch., academic councillors
19	Office work of the Department of "Design"	Throughout the year	Kerim K.Ch. UVS
20	Design, renovation of stands of the department "Design"	Throughout the year	Bulekbaeva A.M., Karybek k. Zh.

4. Plan of methodological work

№	Types of work	Time Perform	Responsible Rather than
1	Consideration, discussion and submission for approval of work programs, sillabs, methodological guidelines for new di-sciplins for the areas of "Design" "Graphic Design", "Environmental Design", "Fashion Design"	Throughout the year	Koenaliev K.K.
2	Participation in university and international seminars and trainings on credit technology of education, on innovative teaching methods	Throughout the year	Koenaliev K.K. PPS
3	Discussion of the publication plan for the new caloric year, control over its implementation	October	Koenaliev K.K., caf meeting
4	Discussion of exam tickets and modular cards	November,	PPP

	for rating control of students' knowledge.	March	
5	Discussion of the topics of the WRC and the methodological support of the implementation of diploma design and examination tickets of the SEC.	November, December	Koernaliev K.K. Caf meeting
6	Conducting methodological seminars according to the approved schedule, maintaining the protocol of seminars	Throughout the year	Musaeva N.B.
7	Methodological support of all types of practices	March	Heads of all types of practices
8	Report and presentation of methodological developments for the academic year	June	Musaeva N.B.

4. Plan of the department for scientific work

№	Name of stages of work	Time Perform	Responsible
1	Discussion and adjustment of sections of scientific work in the main areas	October	Koernaliev K.K. Momunaliev A.A.
2	Approval of the work plans of teachers on research and development, the plan of scientific seminars	October	Koernaliev K.K. Momunaliev A.A.
3	Conducting scientific seminars	October – May	Koernaliev K.K. Momunaliev A.A.
3 A	Structure of scientific works: articles, exhibitions.		
3 b	The main requirements for the design and submission of the article to the press (publication in RIO), exhibitions.		
4.	Report on the work of the department on research for the academic year.	June	Momunaliev A.A.

5. Organization and execution of NIRS

№	Name of stages of work	Term Perform	Responsible
1	Discussion and approval of work plans for R&D	September	Momunaliev A.A.
2	Discussion of students' works and recommendation to the student conference	March	Momunaliev A.A.

3	Conducting competitive works and projects	May	Koenaliev K.K. PPS
4	Report on the work of the department in research and development for the academic year.	June	Momunaliev A.A.

6. Work plan of the department to improve the quality of education

№	Name of stages of work	Term Perform	Responsible
1	Scheduling of mutual visits and logging	During Year	Kerim to Ch
2	Analysis and discussion of teachers' lessons	During Year	Koenaliev K.K.
3	Conducting seminars on the following topics:		Koenaliev K.K.
	1. Culture of quality in the university	November	
	2. Objectives and stages of accreditation, self-assessment	January	
	3. Innovations in higher education	February	
4	Introduction of new teaching methods in the educational process	During Year	Koenaliev K.K.

7. Plan of educational work of the department

№	Activities and forms of educational work	Deadline	Responsible
Educational and organizational work			
1	Introduction to freshmen and distribution of curators into groups	September	Nasyrova A.K.
2	Holding a meeting with students in order to register for the new academic year, familiarize themselves with the gra-fik and the amount of educational process for the year.	September, February	Nasyrova A.K., Akadem. Advisors by profiles, Curators
3	Preparation of a work plan for the staff in conjunction with the training team	September	Nasyrova A.K., Akadem. Advisors
4	Conducting a continuous control of student attendance.	During Year	Nasyrova A.K. Akademovetniki

5	Discussion of the results of the executive session, organization of work on the elimination of academic debt in accordance with the schedule.	After the exam session	Koernaliev K.K., academic. Advisors
6	Assistance in the organization of independent work of students on the studied disciplines.	During Year	Academic advisers, curators, PPP
7	Conducting master classes	During Year	Bulekbaeva A.M., Karybek to Zh.
Cultural and mass work			
1	Attracting students: <ul style="list-style-type: none"> - to participate in exhibitions and competitions - to participate in all festive events (New Year's Day, Teacher's Day, March 8, Nooruz); - to the release of festive wall newspapers; - to participate in creative competitions 2022-2023 academic year - Open House Day 	Throughout the year	Bulekbaeva A.M., Karybek to Zh. Academic. Advisors
Moral and labor education			
1	Conducting a conversation about personal responsibility, culture of conduct and relationships between the group and the group.	During Year	Koernaliev K.K. Academic. Advisors
2	Conducting a conversation about the peculiarities of national cultures (everyday life, clothing, food, etc.)	During Year	Koernaliev K.K., academic advisers
3	Organization of collective visits to the theater, museums, exhibitions, excursions.	During Year	Academic Advisors
4	Thematic evenings, meetings of students with presentations of literature, science, art.	During Year	academic advisers Nasyrov A,K.
5	Attracting students to participate in Olympiad competitions and exhibitions.	During Year	Bulekbaeva A.M., Nasyrova A,K. academic advisers
6	Involvement of students for the	During	Nasyrova A,K. academic

	aesthetic design of the faculty, departments, dormitories and participation in socially useful work.	Year	advisers
7	Attraction of students to participate in events on landscaping of the territory of KSTU	During Year	Nasyrova A,K. academic advisers
8	Involvement of students in participation in events held at KSTU	During Year	Nasyrova A,K. Academic Advisors
Political and legal education			
1	Conducting interviews: <ul style="list-style-type: none"> - about the political life in the republic and in the world; - on the rights of youth in Kyrgyzstan and legislative acts; - visiting art exhibitions. 	During Year	Koenaliev K.K., acad. Advisors

The following teachers have been appointed as academic advisers and curators at the Department of Design for the 2022-23 academic year.

Course	Group

№	
1 year	DG-1-21
	DG-2-21
	DS-1-22
2 year	DG-1-21
	DG-2-21
	DS-1-21
3 year	DG1-20
	DS1-20
4 year	DG1-19
	DS2-19

8. Plan of career guidance work of the department

№	Name of the event	Deadline	Responsible
1.	Acquaintance with graduates of schools, lyceums, conducting conversations and explanatory career guidance work, distributing booklets.	November	Bulekbaeva A., PPS
2.	Career guidance work during the city Olympiad in chemistry, mathematics, physics, distribution of booklets	December	Bulekbaeva A., PPSi
3.	Patronage of schools, lyceums with professional training, excursions to laboratories, UOC GSD.	November Throughout the year	Bulekbaeva A., Academic Advisors
4.	Conducting preparatory courses for applicants in "Drawing", "Painting" and composition		Mursaliev S.E., Toktoev S.K
5.	Participation of university students, city shows, exhibitions and competitions.	During Year	Mursaliev S.E., Toktoev S.K
6.	Open House University: 1. showing the best works performed students kaf. Design	December	Mursaliev S.E., Toktoev S.K., PPS
	2. development and replication of booklets about the department.	December	
	3. Conducting familiarization tours of the classrooms and educational laboratories of the Department of Kaf. Design	April	
	Organization of TV shows, information, articles in the media about kaf. Design	March, April	

9. Work Plan of the Caf. Design for the Organization of Practices

№	Name of the work	Time Perform	Responsible
1	Reports of heads of practices, annual report on the types of practices	September	Practice Leaders
2	Expansion of relations with		Head of the caf.

	private enterprises	December, May	
3	Development of topics for individual tasks for all types of practices	January, June	Heads of The Cabinet of Practices
4	Conclusion of contracts and preparation of reports on the types of practices	January, June	Heads of The Cabinet of Practices
5	Filling in diaries and distribution of students by enterprise	January, June	Head of The Department, Practitioners
6	Supervision of internships	January, June, July	Head of the caf. Musaeva N.B.
7	Certification of students, acceptance of reports on practice.	March, July	Heads of Staff, Heads of Practices

10. Work plan of the department for employment

№	Name of the work	Deadlines	Responsible
1	Work plan for the employment of graduates	September	Musaeva N.B.
2	Preparation of a database of graduate students	January-February	Musaeva N.B., Kanimetova B.S.
3	Organization of a meeting with representatives of "Vuz-Enterprise" production facilities	May	Koernaliev K.K.
4	Annual Employment Report	June	Musaeva N.B., Kanimetova B.S.

11. Work plan on book sufficiency of the department

№	Name of areas of work	Time Perform	Responsible	- Notes
1.	View price lists on the BIC website	Throughout the year	Kerim K. Ch., UVS	

2.	Registration of applications for the purchase of new publications in the BIC, constant contact with the BIC	As you go, price lists	Kerim K. Ch., UVS	By F 7.1
3.	Informing the staff of the department about the availability and receipt of new publications	June, August	Kerim K. Ch., UVS	
4.	Visiting book exhibitions and fairs, "Days of Information" in the BIC	Throughout the year	PPS Akademsoviet	
5.	Visiting stores and collecting information on the availability of new publications through retail outlets in Bishkek	Throughout the year	PPP	
6.	Collection of information on the book availability of the educational process by specialty	Throughout the year	Kerim K. Ch., UVS Akadem sov.	
7.	Information and report of teachers on the state of book supply of the relevant discipline	June	Kerim K. Ch., UVS, PPS	

Head. Caf. "Design" Assoc. Prof. Koenaliev K.K.
29.08.2022