

**ACADEMIC YEAR 2024-2025 WORK PLAN of  
SVE (COLLEGE) OF THE KSTU named after I.Razzacov**

| №                          | Event name  | Completion date          | Executors   | note |
|----------------------------|---|--------------------------|---|------|
| <b>Organizational work</b> |   |                          |   |      |
| 1.                         | Development of SVE (College) plans for types of work  | September 2024.          | Director, Deputy Director, Head of the Department   |      |
| 2.                         | Formation of the staff of the Pedagogical council of SVE (College)  | September 2024.          | Director, Deputy Director, Head of the Department   |      |
| 3.                         | Preparation and approval of the plan for Pedagogical council of the SVE (College) meetings  | September 2024.          | Director, Deputy Director, Head of the Department   |      |
| 4.                         | Establishment of staffing table. Calculation and allocation of training workload  | September 2024.          | Director, Deputy Director for Academic Affairs  |      |
| 5.                         | Selection and design of personnel. Conclusion of employment contracts with Teaching staff and Officers  | September 2024.          | Director, Deputy Director for Academic Affairs  |      |
| 6.                         | Establishment of a schedule for the training sessions in groups   | August-September 2024.   | Director, Deputy Director, Head of the Department   |      |
| 7.                         | Formation of academic groups and appointing Student advisers  | September, 2024.         | Deputy Director of State Language, Deputy Director of Education, Head of the Department               |      |
| 8.                         | Discussion of the results of the students' admission and the plans of career-guidance work for the next academic year.                          | September 2024.          | Director, Deputy Director, Technical Commission   |      |
| 9.                         | Monitoring of the quality of teaching, attendance and student performance   | Constantly               | Director, Deputy Director, Head of the Department, subject cycle commission, Student advisers         |      |
| 10.                        | Organization of the educational process. Adaptation of new students to the conditions of study  | September - October 2024 | Deputy Director of State Language, Head of the Department, Student advisers                           |      |
| 11.                        | Preparation for the introduction of dual training elements in individual specialties (working curriculum, contracts, additional education base) | August-November 2024.    | Director, Deputy Director of industrial training, Head of the Department, Head of industrial practice |      |
| 12.                        | Preparation of material and technical base for vocational training in college   | September-December 2024. | Director, Deputy Director of industrial training, Head of industrial practice                         |      |
| 13.                        | Organization of vocational training for students  | Within a year            | Deputy Director of industrial training, Head of industrial practice                                   |      |

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| 14.  | Preparation of material and technical base for physical education  | Within a year                              | Deputy Director of industrial training,, physical education Teachers   |  |
| 15.  | Discussion and implementation of innovative approaches in training   | Within a year                              | Deputy Director of industrial training,, Teachers  |  |
| 16.  | Development of a plan for the preparation of the accreditation of the educational program  | October 2024.                              | Director, Deputy Director of academic work, Head of the Department   |  |
| 17.  | Readiness review of the educational program for accreditation (information security of automated systems, water supply and sanitation)   | November 2024.                             | Director, Deputy Director of academic work and industrial training, Head of the Department   |  |
| 18.  | Organization of work with (analysis, adjustment of learning objectives and learning outcome, conclusion of contracts, employment, coordination of working curriculum and educational and methodological complex, meetings, round tables, questionnaires) | Within a year                              | Director, Deputy Director, Head of the Department, Head of industrial practice   |  |
| 19.  | Organization of general professional development and sports and recreational activities  | Within a year                              | Deputy Director of State Language, physical education Teachers, Military Leader  |  |
| 20.  | Organization of subject cycle commission and design of offices   | Within a year                              | Deputy Director of academic work and State Language, Head of the Department, subject cycle commission  |  |
| 21.  | Preparation of annual report on activities of SVE (College) Presentation of the report at the meeting of Pedagogical council SVE (College)   | June 2025                                  | Director, Deputy Director, Head of the Department  |  |
| <b>Educational and Organizational work</b> |  |  |  |  |
| 22.  | Work on the expulsion, restoration and transfer of students  | By schedule (September, January)           | Deputy Director of academic work, Head of education  |  |
| 23.  | Approval of the training schedule for the first and second semesters   | September 2024, before the spring semester | Director, Deputy Director of academic work, Head of education, Head of education   |  |
| 24.  | Organization and supervision of modular grading system for 2-3 courses   | During the year of study                   | Deputy Director of academic work and industrial training, Head of the Department, Head of education, Student Advisers, professorial teaching staff |  |
| 25.  | Development and approval of liquidation of academic debts schedule - for the first and second semesters  | After the winter and summer exam session   | Deputy Director of academic work and industrial training, Head of education  |  |

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| 26. | Organization of the elimination of academic debt of students  | According to liquidation of academic debts schedule | Deputy Director of academic work and industrial training, Head of education, Head of education, Student Advisers                  |  |
| 27. | Analysis of students' academic performance, liquidation of academic debts results                                   | October 2024, March 2025.                           | Deputy Director of academic work, Head of education, Student Advisers   |  |
| 28. | Organization and conduct of winter and summer examination session   | According to schedule                               | Deputy Director of academic work and industrial training, Head of education, Head of Department, Student Advisers, teaching staff |  |
| 29. | Preparation for the state exams in history of the Kyrgyz Republic, specialties and defense of final qualifying work | According to schedule                               |   |  |