

**PLAN
WORKS OF THE METHODOICAL COUNCIL
FACULTY OF GENERAL CONSTRUCTION
FOR 2019-2020 ACADEMIC YEAR**

№	Types of work, events	Responsible for training	Executor
1	2	3	4
Aug. Sept Session number 1			
1.	Planning the activities of the Faculty of MS for the new academic year, familiarization with the list of events	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
2.	Correction of working training programs (syllabuses) in the disciplines	Dean of the Faculty, MS faculty	faculty responsible for the disciplines
3.	Approval of the annual plan of the Faculty Methodological Council	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
4.	Preliminary assignment of professors and teachers to disciplines	Dean of the Faculty, MS faculty	faculty responsible for the disciplines
5.	Preparation of a summary of the Educational-Methodical Complexes of Disciplines for the fall semester	MS faculty	faculty responsible for the disciplines
6.	Reconciliation of receipts to the library of educational, methodological and scientific literature, adjustment of the Methodological Provision Complex	МС факультета, ППС	Responsible faculty members
7.	Approval of the schedule of video presentations of open teaching sessions of teaching staff	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.

1	2	3	4
8.	Preparation of a plan for the publication of educational and methodological literature and electronic textbooks for the new academic year	Dean of the Faculty, MS faculty	Responsible faculty members
9.	Comprehensive verification of teaching materials for undergraduate and graduate studies in readiness for the new academic year	MS faculty	faculty responsible for the disciplines
10.	Disciplines of input sections	MS faculty	faculty responsible for the disciplines

October November Session number 2

11.	Testing tests for computer testing of the winter examination session	Dean of the Faculty, MS faculty	faculty responsible for the disciplines
12.	Summary of Syllabus development and update results	faculty responsible for the disciplines	faculty responsible for the disciplines
13.	Formation of a consolidated plan of an intra-university publication of educational literature	MS faculty	faculty responsible for the disciplines

December Session number 3

14.	Analysis of the results of attending teaching sessions of teaching staff in the fall semester	faculty responsible for the disciplines	faculty responsible for the disciplines
15.	Reports of teachers on methodological work for the fall semester (full-time)	faculty responsible for the disciplines	faculty responsible for the disciplines
16.	Monitoring the implementation of the plan for the publication of educational and methodical literature for the fall semester	faculty responsible for the disciplines	faculty responsible for the disciplines
17.	Summing up the faculty's methodological work for the fall semester	Dean of the Faculty, MS faculty	Imambaeva B.S., Elzhanov E.A.

**January February
Session number 4**

18.	Readiness of educational-methodical complexes of disciplines for the spring semester	faculty responsible for the disciplines	faculty responsible for the disciplines
19.	A summary of the methodological work of teachers for the fall semester	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
20.	International scientific-practical conference "Modern concepts of natural science and information technology"	Dean of the Faculty, MS Faculty Organizing Committee	faculty responsible for the disciplines
21.	Approval of the work plan of methodological seminars and methodical sections (schedule of video presentations of open training sessions) for 2 semesters	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
22.	Issues of updating the content of the Work programs of disciplines for the 2nd semester	faculty responsible for the disciplines	faculty responsible for the disciplines, faculty teachers
23.	Discussion of updating test and examination questions for current and state exams in the disciplines of specialties for 2 semesters	Dean of the Faculty, MS faculty	faculty responsible for the disciplines, faculty teachers

**March, April
Session number 5**

24.	Analysis of the activities of teachers in the aspect of application, implementation of innovative teaching technologies	faculty responsible for the disciplines	faculty responsible for the disciplines
25.	Report on the implementation of applications for the acquisition of educational literature	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
26.	Publishing a catalog of elective and compulsory disciplines of specialties	faculty responsible for the disciplines	faculty responsible for the disciplines

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27.	Testing tests for computer testing of the summer examination session	faculty responsible for the disciplines	faculty responsible for the disciplines, faculty teachers
28.	Publication of scientific articles, educational and methodical literature, according to the master plan	MS faculty	faculty responsible for the disciplines, faculty teachers
29.	Formation of the plan of publication (draft) of educational and educational literature for the next academic year	Dean of the Faculty, MS faculty	faculty responsible for the disciplines, faculty teachers

**May June
Session number 6**

30.	Preparation of materials for certification of teaching staff	MS faculty, faculty responsible for the discipline	faculty responsible for the disciplines, faculty teachers
31.	Approval of the schedule for the development of electronic publications for educational purposes	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
32.	Reports on the work of scientific and methodological seminars of teaching staff for the academic year	Dean of the Faculty, MS faculty	faculty responsible for the disciplines
33.	Protection of teachers of work programs in disciplines	MS faculty, faculty responsible for the disciplines	faculty responsible for the disciplines, faculty teachers
34.	Summary of the scientific and methodological work of teaching staff for the spring semester	Dean of the Faculty, MS faculty	Imambaeva R.S.,Elzhanov E.A.
35.	Preparation of materials for the annual certification of teaching staff	Dean of the Faculty, MS faculty	faculty responsible for the disciplines, faculty teachers