

Work plan of the Committee for Quality Assurance of the Department of Russian Language and Culture of KSTU named after Abylkas Saginov for the academic year 2024-2025

№	Issues under discussion	Date	Responsible	Note
1.	<p>1. Approval of the composition of the committee of the department, election of the chairman, secretary for the 2024-2025 academic year</p> <p>2. Discussion and approval of the work plan of the Quality Assurance Committee for the 2024-2025 academic year</p> <p>3. Approval of a plan for the development of EUI, UML, a plan for open classes and master classes, a schedule of mutual visits to teaching staff for the 2024-2025 academic year</p> <p>4. Readiness of educational and methodological documentation for the 2024-2025 academic year</p>	September 2024	<p>Насырова А.Б.</p> <p>Насырова А.Б.</p> <p>ОТВЕТСТВЕННЫЕ</p> <p>Кабанова А.Б.</p>	
2	<p>1. Availability of teaching materials in the disciplines of the department for 1st year students. Monitoring the loading of UMKD into the Univer system</p> <p>2. Use of digital content in the classes of RY and RY (prof.) bachelor's and master's degrees</p> <p>3. Provision of educational and methodological literature for students</p> <p>4. Miscellaneous</p>	October	<p>Кабанова А.Б.</p> <p>Докучаева Н.В.</p> <p>Кишенова А.Ю.</p> <p>Насырова А.Б.</p>	
3.	<p>1. Update of examination material in the disciplines of the department (winter session)</p> <p>2. Analysis of the implementation of the plan for publishing educational, methodological and scientific literature for 2024.</p> <p>3. Report on open classes and master classes by teachers</p> <p>4. Miscellaneous</p>	november 2024	<p>Акынжанова А.А.</p> <p>Кишенова А.Ю.</p> <p>Кульпеисова Т.С.</p> <p>Насырова А.Б.</p>	
4.	<p>1. Monitoring student performance based on certification results</p> <p>2. Discussion and recommendations for the publication of the UML for 2025.</p> <p>3. Report on mutual attendance of teaching staff classes for the current period</p> <p>4. Miscellaneous</p>	December 2024	<p>Тен А.В.</p> <p>Кишенова А.Ю.</p> <p>Утемуратова Б.К.</p> <p>Насырова А.Б.</p>	
5.	<p>1. Results of the winter examination session</p> <p>2. Report on the work of the COC for 1 semester</p> <p>3. Miscellaneous</p>	January 2025	<p>Тен А.В.</p> <p>Насырова А.Б.</p> <p>Насырова А.Б.</p>	
6.	<p>1. Analysis of the implementation of the</p>	February	<p>Докучаева Н.В.</p>	

	digital content development plan (MOOC) 2024for 2024. 2. Analysis of visits to the manager. department of teaching staff 3. About the work of the scientific and methodological seminar of the department 4. Miscellaneous	2025	Азимбаева Ж.А. Кульпеисова Т.С. Насырова А.Б.	
7.	1. About the work of the Intellectual club 2. About preparation for the summer examination session 3. Discussion of educational and methodological literature of department teachers 4. Miscellaneous	March 2025	Утемуратова Б.К. Акынжанова А.А. Кишенова А.Ю., преподаватели Насырова А.Б.	
8.	1. Report on open classes and master classes 2. About academic mobility of teachers 3. About the work of the laboratory “Pedagogical innovations in the training of engineers” 4. Miscellaneous	April 2025	Кульпеисова Т.С. Тажибаетова С.М. Докучаева Н.В. Насырова А.Б.	
9.	1. Results of the summer examination session 2. Discussion of the results of the work of the department’s COC for the 2024-2025 academic year 3. Discussion and approval of the draft plan for educational and methodological work of the Department’s Quality Assurance Committee for the 2025-2026 academic year (problems, prospects) 4. Miscellaneous	May	Тен А.В. Насырова А.Б. Насырова А.Б. Насырова А.Б.	

QAC Chairman

A.Nassyrova

Secretary

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