

REVIEWED

at the meeting of the Department minute № 2
 from " 4 " 10 2018 year
 Head of the Department Ysmailova R.A.

Approved

Deputy Dean for Student Affairs of IMF
 " 4 " 11 2018 year
 Mitalipova A.N. _____

**Student affairs work plan of the Department of
 Social- Humanitarian Disciplines for the 2018-2019
 academic year**

№	Scheduled work	Deadline of fulfilment	Responsible
I			
Planned work			
1	Development of an annual plan of work on the educational part	September 2018	Responsible for student affairs Imankulova T.Zh.
2	Organization of events for the accommodation of students in dormitories	September 2018	Responsible for student affairs Imankulova T.Zh.
3	Approval of the tutor's annual work plan	September 2018	Responsible for student affairs Imankulova T.Zh.
4	Explanation and control of their performance of duties and rights to the elders of tutorial groups	September 2018	Tutors
5	Organization of meetings with tutors about student affairs	Every month	Responsible for student affairs Imankulova T.Zh.
6	Organization of the event for the Native language holiday on September 23, 2018	September 2018	Foreign Language Section
7	Holding sports competitions among the faculties are football, volleyball, basketball, chess, etc.	October 2018	Physical culture sections
8	«World reads Aitmatov»	October 2018	Kyrgyz language section
II			
Educational work			
1	Management and control of academic performance, attendance of students of tutorial groups	Every week (tutorial hour)	Tutors
2	Control and quality control of conducting and performing curatorship in tutorial groups	Every week	Responsible for student affairs Imankulova T.Zh.
3	International Students' Day	November 2018	Tutors
4	Working with weak students in the tutorial groups	Through the year	Tutors
III			
Intellectual development			
1	Brain Ring Contest in History of Kyrgyzstan (Global Warming)	II semester	Russian Language Section
2	Brain Ring Contest in foreign language	December 2018	Foreign Language Section

3	Organization of meeting of students with outstanding scientists of the faculty and University	II semester	Department staff members
IV	Cultural and aesthetic work		
1	International Students' Day	I semester	Tutors
2	Holding events in honor of the Nooruz holiday	March	Tutors
3	Organization of excursions to the Historical Museum (Osh city)	May 2019	Kyrgyz Language Section
4	Submitting a report on students affairs at the end of the year. Preparation for the new academic year, setting a plan, working with students.	June 2019	Responsible for student affairs Imankulova T.Zh.

Responsible for student affairs  Imankulova T.Zh.