

**“Approved”**

Head of the department SHDs  
Associate Professor, R.A.Ysmailova

“10” 09 2024

Protocol № 2

**“Coordinated”**

Chairperson of Educational Methodological Council  
of IMF, Associate Professor, A.Basieva

“10” 09 2024

**Work plan of the EMC of the SHDs department for 2024-2025 academic year**

№	Content of the work performed	Time	Responsible	Expected results
<b>I. Organizational work</b>				
1.	Approval of the EMS work plan for the 2024-2025 academic year	September	Head of the department and EMC	Approval of the work plan of the UMS
2.	Checking the compliance of the structure, content and quality of teaching materials (syllabus, SIW, SIWT, etc.) with internal requirements, approval, posting on the Osh State University website.	September	Head of the department and EMC, staff	Approval of syllabuses, topics of the SIW and SIWT and their placement on the site.
3.	Approving the schedule of demo classes and mutual attendance of lessons.	October	Head of the department and EMC	Approval of the schedule of open classes and mutual visits.
4.	Replenishment of educational and methodological complexes prepared by the teachers of the department.	October	Section Heads	EMCes of disciplines are revised and analyzed.
5.	Organization of methodological workshops	Within a year	Head of the EMC and staff	Methodological materials
<b>II. Educational-methodological work</b>				

1.	Mentoring system. Assigning a mentor-teacher to young teachers	September	Head of the department, EMC, and sections, mentors	Rendering methodological assistance to young teachers
2.	Organization of diagnostic tests to determine the level of students' knowledge, analysis of results.	October	Section Heads	DT results analysis and report.
3.	Selecting and introducing new teaching methods.	October	Head of the department and the EMC	ACTS of implementation of interactive methods
4.	Analysis of assessment means of students knowledge.	November	Head of the EMC, Section Heads	The types and criteria of evaluative means for subjects are analyzed.
5.	Organizing and monitoring open lessons and mutual attendance of lessons.	Within a year	Head of the EMC, section heads, Staff	Plan-prospectuses, review of the demo lesson plan, mutual lesson attendance sheets.
6.	Organization of independent work of students and analysis of results.	December	Head of the department and the EMC Section Heads	Checking the implementation of tasks according to the SIW and analysis.
7.	Dissemination of advanced pedagogical experiences. (Training in pedagogical methods from experienced teachers)	Within a year	Head of the EMC, Staff	Mutual lesson attendance sheets
8.	Organization and determination of participants in the competitions "Best Teacher of Osh State University", "Best EMC of the discipline" for the 2024-2025 academic year.	November -April	Head of the EMC, Staff	Determination of the best teachers and the best teaching and methodological complex of the discipline.
9.	Planning and preparation of educational materials.	Within a year	Staff	Educational complex of disciplines.
10.	Monitoring of students' knowledge (end of the academic semester)	январь, июнь	YMC, Section Heads	Monitoring and analysis of students' knowledge.
11.	Organization of activities to improve the quality level of teaching staff: Continuing to update the rating information base of teaching staff (information about scientific, educational and methodological works, advanced training, etc.).	Within a year	Staff	Teachers' personal sheet in MyEdu.
12.	Mutual attendance in lectures and practical classes of teachers of faculties and departments of the university.	Within a year	Staff	Lesson attendance sheets

13.	Mutual attendance in the classes of young teachers of the department, supervision and control of their work.	Within a year	Head of the department and the EMC, Section Heads	Providing methodological assistance to young teachers.
14.	Work on the recommendations of the IAAR accreditation agency	September - May	Head of the department and the EMC, staff	Analysis of the work done according to the recommendations of the accreditation agency IAAR.
15.	Providing information about various advanced training courses for teaching staff of the department.	December	Head of the department and the EMC,	Information on participation in trainings and seminars for advanced training.
16.	Organizing workshops on the use of digital and computer technologies (AI) in education. Incorporating interactive teaching methods into the lesson structure.	February, March	Head of the department and the EMC,	Organizing workshops and participating in trainings.
17.	Organization of regular seminars to assess students' knowledge (formative, summative).	April	Head of the department and the EMC,	Analysis of student knowledge assessment tools (test quality)
18.	Summarizing the results of open classes held in the 2024-2025 academic year.	June	Head of the EMC	Reports and proposals
19.	Annual report of the EMC of SHDs department/	May	Head of the EMC	Reports

Chairperson of EMC of SHDs department, docent:



A. Zhoroeva