

«APPROVED»
 Head of the Department of Geology and
 Exploration of Mineral Deposits
 _____**F.M.Isataeva**
 «___»_____2020r.

PLAN
 Educational and methodical work of the department "SRMPI"
 for the 2020-2021 academic year

Activity	Deadlines	Responsible executor
1 Readiness of the department for the new academic year. Availability of educational and methodological complexes of disciplines, modules, syllables, work programs	september 2020	Teaching staff of the department
2. Approval of the plan of educational and methodological work of the department	september 2020	Pak D.Yu., Mukhazhanova Zh.T.
3. Approval of the schedule of master classes and open classes	September 2020, February 2021	Pak D.Yu., Mukhazhanova Zh.T. Teaching staff of the department
4. Preparation of a Thematic plan for publishing educational and methodological literature	january 2021	Pak D.Yu., Teaching staff of the department
5. Conducting educational and methodological seminars of the department	During of the year	Pak D.Yu., Mukhazhanova Zh.T.
6. Communication with the library in terms of educational and methodological provision in the specialties of the department	december 2020 February 2021	Teaching staff of the department
7. Analysis of the quality of open classes, master classes held in the fall semester	december 2020	Pak D.Yu., Mukhazhanova Zh.T..
8. Monitoring the implementation of the Thematic plan of the publication, including guidelines for laboratory, practical classes in the disciplines of bachelor's, master's and doctoral studies	november 2020 March 2021	Teaching staff of the department
11. Methodological support for conducting professional practices	April 2021	Pak D.Yu., Mukhazhanova Zh.T.
12. Analysis of the quality of open classes, master classes held in the spring semester	May 2021	Pak D.Yu., Mukhazhanova Zh.T.
13. Results of the implementation of the Thematic plan of the publication	June 2021	Pak D.Yu.