



APPROVED
Vice-Rector for AA
M.S. Zharmagambetova
2023 y.

**The work plan
of the committee «Planning and publication of educational and methodical literature»
for the 2023-2024 academic year**

№	Name of the events	Deadlines for completion	Responsible persons
1	Approval of the committee's work plan	September, 2023	Chairman of the Committee «PPEML»
2	Consideration of the thematic plans of the publication EML by departments	September, 2023	Heads of departments, EMBI
3	Consideration of educational and methodological developments	During the school year	EMBI
4	On the implementation of the thematic plan of the publication EML for the 1st semester of the 2023-2024 academic year	January, 2024	Heads of departments, EMBI, Chairman of the Committee «PPEML»
5	On the implementation of the thematic plan of the publication EML for the 2nd semester of the 2023-2024 academic year	March, 2024	Heads of departments, EMBI, Chairman of the Committee «PPEML»
6	About the implementation of the thematic plan of the publication EML for the 2023-24 academic year	June, 2024	EMBI, Chairman of the Committee «PPEML»
7	Publication planning EML for the 2024-2025 academic year	June, 2024	Heads of departments, Chairman of the Committee «PPEML»

Chairman of the Committee «Planning and publication of educational and methodical literature» *Ad* - **Karassayeva A.R.**



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2023

WORK PLAN
Academic Committee "Formation and Monitoring of EUMCD"
for the 2023-2024 academic year

№	Name of the events	Date	Responsible persons
1.	1. Approval of the Work Plan of the Academic Committee "Formation and monitoring of the EUMCD" (AK "FiM EUMCD") for the 2023-24 academic year. 2. Approval of the composition of the AK "FiM EUMCD" from experienced teachers and staff of the institutes "ITI", "ILU", "IAiT", "IBiDO". 3. Development and provision for approval of the Working Instruction RI-ALT-25 "Regulations on the working curriculum (syllabus) of the discipline". 4. Miscellaneous.	September 2023	Chairman of the Committee
2.	1. Participation in the meeting of the Educational and Methodological Council (UMS) of the Academy. 2. Discussion of organizational issues of the work of JSC FiM EUMCD. 3. Miscellaneous.	October 2023	Chairman of the Committee Members of the Committee
3.	1. Conducting educational and methodological seminars "Formation and monitoring of EUMCD" at the departments of the institutes of the Academy according to the schedule. 2. Miscellaneous.	November-December 2023	Members of the Committee
4.	1. Report on the work of the JSC "FiM EUMCD" for the 1st semester of the 2023-2024 academic year at the meeting of the UMS Academy. 2. Adjustment of the EUMCD check schedule for the 2nd semester. 3. Miscellaneous.	January 2024	Chairman and members of the Committee
5.	1. Analysis of the quality and degree of loading in AIS "Platonus" of the EUMCD departments of the institutes of the Academy. 2. Miscellaneous.	February 2024	Members of the Committee
6.	1. Control monitoring of the EUMCD of the departments of the institutes of the Academy according to the schedule. 2. Miscellaneous.	March-April 2024	Members of the Committee
7.	1. Approval of the work of the JSC "FiM EUMCD" for the 2023-2024 academic year at the meeting of the UMS Academy. 2. Miscellaneous.	April-May 2024	Members of the Committee

Chairman of the JSC "FiM EUMKD" ,

Akhmetova P.T.



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WORK PLAN

Academic Committee "Development, monitoring and control of educational programs"

№ п/п	Name of the event	Period of execution	Responsible performers
1	Development of the work plan of the Academic Committee	September, 2023	Chairman of the AK
2	Consideration and discussion of the content (RUPl, KAD, passport OP, etc. documentation) new and updated Educational Programs for inclusion or modification in the register	October, 2023	Chairman and members of the AK
3	Monitoring the timing of accreditation for new bachelor's, master's and doctoral degree programs	November, 2023	Heads of Educational programs
4	Analysis of the implementation of Strategic plans for the development of Educational programs	December, 2023	Heads of Educational programs
5	Monitoring of the provision of Educational programs with Educational and methodological literature, laboratory facilities and software (complexes)	February, 2024	Director of the library, Heads of Educational programs
6	Analysis of the implementation of Action Plans of educational programs for the implementation of recommendations (comments) of the external expert commission of the Independent Agency for Accreditation and Rating (NAAR)	March, 2024	Heads of Educational programs
7	Consideration and discussion of the content (RUPl, KAD, passport OP, etc. documentation) new and updated Educational Programs for inclusion or modification in the register	April, 2024	Heads of Educational programs
8	Summing up the work of the Academic Committee	June, 2024	Chairman and members of the AK

Chairman

Akhmetzhanova A.K.



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Chairman of the UMS of ALiT JSC
Zharmagambetova M.S.
« 27 » 09 2023

WORK PLAN

The academic committee "monitoring of intermediate and final certification"

№ п/п	Name of the event	Execution period	Responsible performers
1	Development of the work plan of the Academic Committee	October, 2023 г.	Chairman of the Academy committee
2	Control of the interim and final certification 1. According to the schedule, 2. According to the form, conducting intermediate and final certification	During the 2023-24 academic year	Chairman and members of the Academic Committee
3	Monitoring of pricing in platonus AIS	During the 2023-24 academic year	Chairman and members of the Academic Committee
4	Monitoring the submission of intermediate and final certification on appeal	During the 2023-24 academic year	Chairman and members of the Academic Committee
5	Summing up the results of the work of the academic committee	June, 2024	Chairman and members of the Academic Committee

Chairman

Ursarova A.K.