

MINISTRY OF EDUCATION, CULTURE AND RESEARCH OF THE RM

COMRATI STATE UNIVERSITY

"APPROVE"

Head of the Department Popil G.P.

No. 1 dated "_06_" September
2021.

PLAN

WORKS OF THE DEPARTMENT

ITMF

FOR 2021-2022 academic year

Department meeting is underway
from _____ to

In the premises of the ITMF department

Department phone _____029822185

Reception hours department _____

I. Brief analysis of the results of the work of the department for 2020-2021

The Department of Information Technology, Mathematics and Physics in 2020-2021 conducted active scientific and educational activities. The teachers of the department published articles in national specialized scientific journals, in scientific collections of national and international conferences. Reviews of scientific and methodological manuals were written. The teachers of the department were active in writing projects and participating in the competition for grants under the Tekwill Ambassador, ediția UTeach program, as a result of which two projects were approved (Velikova T.G., Sibova O.G.), which improved the technical base of the department. It should be noted the interest of the teaching staff in participating in events held at KSU and beyond (conferences, seminars, trainings, webinars, round tables, etc.).

The teachers of the department established contacts and established cooperation with the General Directorate of External Relations of the ATU of Gagauzia and representatives of the Swiss Agency for Development and Cooperation (IT sector), cooperated with the Agency for Attracting Investments and Promotion of Exports of the ATU of Gagauzia. The department facilitated the conclusion of cooperation agreements with IT companies in the region in March 2021.

The department participated in a recruiting program to attract applicants for an IT specialty within the framework of the program "Consolidarea capacităților instituționale de comunicare a universităților din Moldova", ediția 2021, Tekwill. Materials for publications were prepared, work was underway to discuss banner layouts and brochures.

Teachers worked to attract students to participate in international conferences, one of which was organized by ASEM (International TELECONFERENCE of young researchers "Creation of the Society of Consciousness"). Students took part in the International Student Scientific and Practical Conference "Problems and Challenges of the Regional Economy in the Context of Globalization".

Students of the II cycle, group MDI-19 under the guidance of Kovrikova R.N., Velikova T.G. participated in the national scientific conference with international participation, organized by Tiraspol State University on April 28, 2021. The teachers attracted students to participate in the International Investment Forum, which took place on October 23, 2020. Velikova T.G. participated in events held by the Innovation Center of KSU (round table "Innovative development within the framework of smart specialization of the region: challenges and prospects", competition "Business of ideas").

Lecturer of the department Kyssa L.P. participated in a methodological seminar on writing articles by doctoral students.

Kovrikova R.N. and Kyssa L.P. carried out activities within the framework of the COMPASS PROJECT: TOWARDS EUROPEAN UNIVERSITY LIFELONG LEARNING MODEL IN MOLDOVA - COMPASS, Reference number: 597889-EPP-1-2018-1-MD-EPPKA2-CBHE-SP.

The department successfully passed the defense of master's theses in the MDI-19 group. During the year, continuing education courses were held for teaching staff on Module C "Information and Communication Technologies in Education" for teachers of preschool education, primary education, teachers of the Gagauz language and culture.

A teaching aid was published (Velikova T.G. Guide for teachers on the use of Moodle: Methodological guide. Comrat State University. Comrat, 2021. 120 p. ISBN 978-9975-83-153-6).

Teachers conduct classes using the Moodle platform, conduct consultations for the teaching staff of KSU.

For 2020 - 2021 activities were planned and successfully implemented.

1. Improving the technical base of the department (project UTeah-Tekwill).
2. Stimulation of teachers for the implementation of a high-quality educational process (Tekwill courses: Oracle Java, SQL).
3. Cooperation with the Main Directorate of ATU Gagauzia (Pedagogical forum, courses).

4. Participation in events that are organized at KSU and beyond.
5. Cooperation with practice bases, establishing contacts and connections.
6. Participation in scientific activities (writing articles, reviews, as part of scientific committees, moderators of conferences).
7. Active participation in grant programs and competitions.
8. Support for teachers of KSU in the implementation of IT in the educational process.

II. Brief information about the scope of work, staffing and areas of the department

1. The amount of work performed by the department in the 2021-2022 academic year is 5482.5 hours, of which:

a) training sessions _____ hours, including:

- Lecture classes _____ 1535 _____ hours;
- Laboratory studies _____ hours;
- Practical classes _____ 2337 _____ hours;
- Other types of classroom activities _____ hours;
- Pedagogical practice of professional _____ 45 _____ hours;
- Field practice fact-finding _____ 20 _____ hours;
- Industrial practice _____ 48 _____ hours;

b) research work (without economic contracts) _____ hours;

From the total amount of work performed:

a) full-time teachers _____ - _____ hours;

b) part-time workers _____ - _____ hours;

c) teachers with hourly pay _____ - _____ hours;

2. The department in the current calendar year will perform

State budget research works

On _____ - _____ lei;

Household contracts for _____ - _____ lei;

3. The department is preparing

a. Doctoral students _____ people;

b. Applicants _____ person;

In the academic year will be ready to defend dissertations:

a. _____ postgraduate students;

б. _____ applicants;

B.

4. The department has scientific laboratories

-

5. The staff of the department for the academic year in the amount of 9 people.

	Head of department	Professors	assistant professor	senior lecturer	Rev.	Assist.	Total
Approved							
Actually completed bath	one	-	4	-	4	-	9

6. The teaching and support staff is approved in

Quantity 4 units, including:

Laboratory methodologist 1, senior laboratory assistants 3, senior laboratory assistants

preparations _____, preparations

_____ training masters _____

7. The department occupies room No. -

With total area _____

III. Organization of educational work in subjects, united by the department Educational and methodical work department

(Planning the educational process, staging special courses, special seminars, special workshops, term papers, course and state exams, tests, laboratory work. Organization of students' independent work. in the new academic year. Preparation and conduct of pedagogical production and educational practice. The work of classrooms and laboratories, etc.)

No. P/n	Forms of work	Timing	Performers	Completion Marks
one	2	3	4	5
one	Approval of curricula by disciplines	September	Head of department, lecturer	
2	Approval of individual plans for teachers	October	Head of department	
3	Preparation of the calendar plan of scientific events of the department. ITMF for 2021-2022	September October	Head of department Responsible in science	
4	Approval of topics of master's theses for gr. MDI-20		Head of department	
5	Approval of the activity plan of the commission on quality management from the department	September	Head of department, Responsible for quality	
6	Development of lecture, practical material, certification materials for students of the 1st and 2nd cycles of study (for full-time and part-time forms of education)	During a year	Department teachers	
7	Development of examination materials for the winter and summer sessions	December April	Department teachers	
eight	Development of practice curricula and implementation of practice management in the group I-19, IM-20	According to the training schedule	Practice leaders	
9	Preparation of reporting documents based on the results of practice management	According to the schedule	Practice leaders	
10	Development of electronic courses on the Moodle platform	In current. of the year	Department teachers	

eleven	Ensuring reading modules in continuing education courses	During a year	Department teachers	
12	Development of educational and methodological materials for continuing education courses	During a year	Department teachers	
thirteen	Conducting an audit to check the documentation of the department (individual plans, reports on self-assessment and achievements, reports on self-assessment and achievements, reports on science, annual reports on educational and methodological work).	During a year	Head of department	

IV. Work on the release by the department of educational and methodological materials of visual aids, scientific articles, monographs of textbooks

No. p/p	Authors	Name of works	Term preparations Manuscripts	Actual performance
one	Department teachers	Work on writing scientific articles of conferences, peer review	during a year	
2	Department teachers	Development of electronic courses on the Moodle platform in disciplines closed at the department	during a year	
3	Department teachers	Preparation of courses of lectures that are read in the magistracy	during a year	

V. Scientific research work

No. p / p	The topic is state budget or economic agreement	Research topic or Job Title	The result of the work	Expiration date	Actual performance
one	Department teachers	Conducting research in areas	Articles and vyst.	June 2022	
2	Popil G.P. Lupashku S.I. Kyssa L.P.	Work on a dissertation according to the plan for writing a dissertation work	Reports articles	June 2022	
3	Popil G.P. Lupashku S.I. Kyssa L.P.	Preparation of reporting documentation on the results of training	reports	May 2022	

VI. Liaising with the school and helping the school

(Study, generalization and dissemination of the experience of schools and teachers, educational and methodological work of the department with teachers, students and parents of students)

No · p/p one	Work form 2	Period of execution 3	Result 4	Performers 5	Completi on mark nenie 6
one	Cooperation with the Main Department of Education of Gagauzia	October 12, 2021	Participation in the International Pedagogical Forum "Innovative Trajectory of Education Development: Formation, Problems and Forecasts"	Velikova T.G.	
2	Cooperation with teachers of gymnasiums, lyceums and other educational institutions in the course of ongoing pedagogical practices	During the year	Prof. practice	Responsible for practice	
3	Participation and holding events to attract applicants to the specialty of the department	March – May 2022	Lecturer departments	Responsible for campaigning	
4	Counseling students who combine work at school and study at the university	During a year	Work. graduation	Students, teachers of the department	
5	Development and implementation of a survey with students of continuing education courses	During a year	Improved Conducted quality. courses	Department teachers	
6	Participation in the organization and holding of the "Open Doors Day at KSU"	March-May 2022	Attract. Abitur.	Responsible for campaigning	

VII. Management of student circles and research work of students

No . p/p	The name of the student circle or the topic of the student's scientific work	Performer (teacher)	Term of the work	Result	Completion mark nenie
one	2	3	4	5	6
one	Management of licensed and master's theses	Department teachers	During a year	Work protection	
2	Preparation of joint scientific papers with students (writing articles) on the subject of master's theses	Department teachers	During a year	articles	
3	Attracting students to participate in the III International competition of student research papers in economics. Research Center "Progress", November 30, 2021	Department teachers	October - November 2021	Student articles	
4	Attracting students to participate in the commission on science	Responsible in science	During a year		
5	Conducting conversations with students, informing students about participation in mobility programs	Responsible in science, curators of groups	During a year		
6	Attracting students to participate in events organized by the Erasmus office in Moldova, Tekwill, etc.	Department teachers	During a year	Articles on the site	
7	Attracting students to participate in the Startup Academy UNI, Tekwill program for the study of Technological Entrepreneurship.	Velikova T.G.	During a year	Publications on the Facebook page, website	
eight	Attracting students to participate in events organized by the Investment Promotion and Export Promotion Agency of ATU Gagauzia and Tekwill	Velikova T.G., Head cafe	During a year	Publications on the Facebook page, website	

VIII. Scientific seminars of the department

No.	Topics of reports and messages	speaker	Completion notes with date
one	Organization and holding of the seminar "Application of innovative technologies in teaching".	Department teachers	

IX. Scientific trips

No. p/p	Who is granted	Where and for what purpose	Timing	Note

X. Freeing up time for faculty members to scientific work

No. p/p	Who to free up time	Foundation and purpose	Timing
one	Popil G.P.	Writing dissertations. work	During a year
2	Velikova T.G.	Development of a Handbook for teachers on the effective implementation of M-Learning in the educational process	November 2021 – April 2022
3	Lupashku S.I.	Writing dissertations. work	During a year
4	Kovrikova R.N.	Work on articles	During a year
5	Kyssa L.P.	Writing dissertations. work	During a year
6	Sibova O.G.	Article writing	During a year

XI. Participation of the department in conferences and seminars of teachers at KSU and beyond

No. p/p	At what conference and with what report	Performers	Term	Completion Marks
one	Project trainings. Project of the Czech Development Cooperation Program "Regional development of Moldova: Supporting the implementation of a regional strategy using GIS data", Regional Development Agency of ATU Gagauzia	Velikova T.G., Sibova O.G.	October-November 2021	
2	VII National Scientific and Practical Conference "Problems and Challenges of the Regional Economy in the Context of Globalization"	Department teachers	December 2021	
3	Participation in the international scientific and practical conference "Science. Education.Culture.	Department teachers	February 2022	

XII. Educational work at the department

No. p/p	Forms of work	Performers	Term	Completion Marks
one	Conducting curatorial hours	Group Curators	During a year	
2	Participation of students in student conferences under the guidance of teachers of the department			
3	Involving students in the activities of the commission on science, on quality, during the examination session, in attracting applicants	Group curators, teachers of the department	During a year	

XIII. The main activities of the department for educational work among students (lectures, reports, evenings, debates, conferences, etc.)

No. p/p	Name of events	Performers	Term	Completion Marks
one	Carrying out activities within curatorial hours			
2	Attending classes during Covid-19 in the classrooms of the department	Group curators	September October	
3	Online learning	Department teachers	During a year	

4	Work on the platform Moodle KSU	Curator of the 1st course	September	
---	---------------------------------	---------------------------	-----------	--

XIV. Participation of the department in the promotion of scientific and technical tasks (reports, lectures, seminars, conferences)

No. p/p	Themes	Type of work	For what audience	Term	Performers
one	Conducting consultations (individual) with teachers of KSU on working with the Moodle platform	consultations	KSU teachers	During a year	Velikova T.G.
2	Conducting continuing education courses for didactic staff on the use of IT in teaching. (Module C)	Lectures and pract. classes	School teachers	During a year	Lupashku S.I. Sibova O.G. Popil G.P. Velikova T.G.
3	Participation as moderators of sections of pedagogical forums		Teachers of educational institutions	October 12, 2021	Velikova T.G.

XV. The work of the department in the correspondence department

No. p/p	Forms of work	Term	Performers	Completion Marks
one	Development of educational and methodological materials in the disciplines, the report of which is carried out by the department	September-February	Department teachers	
2	Preparation of curricula for the disciplines of the department	September - December	Department teachers	
3	Development of new courses on the Moodle platform and updating existing courses	During a year	Department teachers	
4	Development of individual works	October December	Department teachers	
5	Preparation of materials for the organization of attestation work in disciplines	October December	Department teachers	
6	Development of examination materials for the disciplines assigned to the department	December - January	Department teachers	

XVI. The work of the department to improve the educational and material base

No. p/p	What is planned	Term	Performers	Completion Marks
one	Participation in national and	During a	Department	

	international competitions	year	teachers	
2	Development of teaching aids, their approval and replication	During year	a Department teachers	
3	Work with catalogs of electronic libraries, analysis of publications that have been released in the last three years	During year	a Department teachers	
4	Cooperation with organizations that can help improve the technical base of the department	During year	a Head of department Department teachers	

XVII. Work with the staff of the department

No. p/p	Type (form) of work	Term	Performers	Completion Marks
one	Motivation of the staff of the department to attend trainings, webinars, round tables, etc. online, followed by a mark of attendance at the event (self-assessment of achievements)	During year	a Department teachers, Head of department	
2	Timely notification of teachers of the department about the receipt of letters. Event invitations	During year	a Head of department	
3	Submission of reports on the doctoral school	October	Lupashku S.I. Kyssa L.P. Popil G.P.	
4	Independent work on the study and implementation of online services for the implementation of a high-quality educational process and the development of electronic content in disciplines	During year	a Department teachers	
5	Participation in the Faculty Council	During year	a Popil G.P. Velikova T.G.	
6	Participation in the commission on science	During year	a Velikova T.G.	
7	Participation of the quality committee	During year	a Lupashku S.I.	

XVIII. External quality control head of department

No. p/p	Events	Term	Performers
one	Approval of curricula by disciplines	September-December	Head of department, resp. by quality

2	Approval of individual plans	September	Head of department
3	Control over the implementation of the training load	During a year	Head of department
4	Control over the work of the quality committee	During a year	Head of department
5	Responsibility for the execution of work. in science	During a year	Head of department
6	Checking the correctness of filling in the journals of academic groups	During a year	Head of department
7	Monitoring the implementation of sanitary and hygienic standards by teachers and students during Covid-19 in classrooms	During a year	Head of the department, senior laboratory assistant of the department
eight	Supervising curatorial hours	During a year	Head of department
9	Checking for compliance with the deadlines for the preparation and submission of reports on educational and methodological work, a report on science, etc.	During a year	Head of Department, Deputy Head of Department

XIX. The plan of the meetings of the department

No. and date of the meeting	Issues for discussion	Speaker	Completion note with date
#1 September	<ol style="list-style-type: none"> 1. Approval of the work plan of the department for the 2021-2022 academic year 2. Approval of curricula by disciplines 3. Approval of individual plans for teachers 4. Approval of the commission for science and the commission for quality 5. Approval of diaries of curators 6. Approval of topics of master's theses 7. Approval of the Plan for scientific work 	Head of department	
No. 2 October	<ol style="list-style-type: none"> 1. Approval of individual plans for writing master's theses by students. 2. Approval of the work plan of the commission on quality. 3. Approval of the work plan of the commission on science. 	Head of department, answer. for quality and science	

No. 3 November	<ol style="list-style-type: none"> 1. On participation in the VII National Scientific and Practical Conference "Problems and Challenges of the Regional Economy in the Context of Globalization", December 23, 2021 2. On the organization of practice. 3. Preparation for authorization and accreditation 4. miscellanea 	Head of department Rukov. practice	
#4 December	<ol style="list-style-type: none"> 1. Approval of examination materials 2. On the results of participation in the national conference "Problems and challenges of the regional economy in the context of globalization." 3. About preparation for the international conference "Science. Education. Culture", dedicated to the 31st anniversary. 4. About preparation of reports on accreditation on 1 and 2 Cycle (master). 5. miscellanea 	Head of department	
#5 January	<ol style="list-style-type: none"> 1. On the results of the examination session. 2. Approval and re-approval of curricula. 3. Approval of teaching aids. 4. miscellanea 	Head department	
#6 February	<ol style="list-style-type: none"> 1. On the results of preparation for accreditation. 2. On holding a conference dedicated to the 31st anniversary of KSU. 3. About the seminar "Application of innovative technologies in teaching". 4. miscellanea 	Head of department	
#7 March	<ol style="list-style-type: none"> 1. On the progress of master's theses in the MDI-20 group. 2. Preparation and implementation of campaign work. 3. Approval of teaching materials 4. Preparation of examination materials for the summer session 5. Miscellanea. 	Head of department	
#8 April	<ol style="list-style-type: none"> 1. Completion of individual plans for teachers. 2. Discussion of the issue of conducting continuing education courses (results and plans). 3. On the preparation of students of the I-19 group for the SEC. 	Head of department	

#9 May	<ol style="list-style-type: none"> 1. About preparing for the summer exam session. 2. Admission of students to the summer examination session. 3. Admission of students to the defense of master's theses. 4. Admission of students to the defense of licensed dissertations. 5. Approval of examination materials for groups 1 and 2 of Cycles. 	Head of department	
#10 June	<ol style="list-style-type: none"> 1. On the results of the summer examination session. 2. On the defense of master's theses in the MDI-20 group. 3. On the defense of licensed dissertations in the group I-19. 4. On the preparation of a report on educational and methodological activities for 2021-2022. 5. On the preparation of the science report for 2021-2022 6. Reading hours in the department. Teacher load for 2021-2022 7. Work to attract applicants in the summer. 8. Approval of teaching materials. 9. On the results of the work of the commission on quality. 10. On the results of the work of the commission on science. 11. miscellanea 	<p>Head of department</p> <p>Head of department Rep. in science</p> <p>Teaching departments, answer. according to the campaign work</p> <p>answer. by quality answer. in science</p>	

XX. Other types of work of the department

As invitations are received from partners from universities in Moldova and from abroad, teachers of the department can participate in other events that are not reflected in this plan of the department.