**КОМИТЕТ ПО НАУКЕ И ВЫСШЕЙ ШКОЛЕ**

**Государственное бюджетное образовательное учреждение**

**среднего профессионального образования**

**«Санкт-Петербургский издательско-полиграфичсекий техникум»**

**(ГБОУ СПО «СПБИПТ»)**

**ЖУРНАЛ**

**КУРАТОРА СТУДЕНЧЕСКОЙ ГРУППЫ**

КТ-11(2013/2014)

КТ-21(2014/2015)

КТ-31(2015/2016)

КТ-41(2016/2017)

Специальность \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Куратор \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Санкт-Петербург

201\_\_

**Журнал куратора** является одной из основных форм отражения проведенной воспитательной работы с группой и заполняется в течение всего учебного года.

**П Е Р И О Д О Б У Ч Е Н И Я**

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| № п\п |  | Количество недель |
| 1. | Всего количество недель в учебном году |  |
| 2. | Количество каникулярных недель |  |
| 3. | Количество недель практики |  |
| 4. | Количество недель теоретического обучения |  |

**СВЕДЕНИЯ О ПЕРИОДЕ КАНИКУЛ И ПРАКТИКИ**

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| № п\п |  | Дата начала | Дата окончания |
| 1. | Каникулы зимние |  |  |
|  |  |  |  |
| 2. | Каникулы летние |  |  |
|  |  |  |  |
| 3. | Учебная практика |  |  |
|  |  |  |  |
| 4. | Производственная практика |  |  |
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**СПИСОК ПРЕПОДАВАТЕЛЕЙ-ПРЕДМЕТНИКОВ,**

**РАБОТАЮЩИХ В ГРУППЕ В УЧЕБНОМ ГОДУ**

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| № п\п | ФИО преподавателя | Предмет | Форма итоговой аттестации |
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**ЦИКЛОГРАММА ДЕЯТЕЛЬНОСТИ КУРАТОРА УЧЕБНОЙ ГРУППЫ**

на 1/2 семестр 2015– 2016 учебного года

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| № п\п | Мероприятие | август | сентябрь | | | | | октябрь | | | | ноябрь | | | | декабрь | | | | |
| 25  -  31 | 01  -  04 | 07  -  11 | 14  -  18 | 21  -  25 | 28  -  30 | 01  -  09 | 12  -  16 | 19  -  23 | 26  -  30 | 02  -  06 | 09  -  13 | 16  -  20 | 23  -  30 | 01  -  04 | 07  -  11 | 14  -  18 | 21  -  25 | 28  -  31 |
| 1. | Проведение классных часов |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Общетехникумовские мероприятия |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Заседание методического объединения кураторов учебных групп | **+** |  |  |  | **+** |  |  |  |  | **+** |  |  |  | **+** |  |  |  | **+** |  |
| 4. | Заседание стипендиальной комиссии |  |  | **+** |  |  |  | **+** |  |  |  |  | **+** |  |  |  | **+** |  |  |  |
| 5. | Посещение классных часов других групп |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. | Посещение уроков учебной группы |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. | Заполнение журнала учебных занятий |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. | Методическая работа |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. | Работа с личными делами студентов |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Специальность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Группа\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **№** | **ФИО** | **Изменения состава** |
| 1 | Васечкин Иван Васильевич | Отчислен с 23.05.16 Пр.№… |
| 2 | Иванова Елена Ивановна | Переведена на вечернюю форму обучения с … |
| 3 | Петров Петр Петрович |  |
| 4 | Яковлев Яков Яковлевич |  |
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**Информационно - демографическая карта группы\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **№** | **ФИО студента** | **Дата и место рождения** | **Телефон студента (домашний/ мобильный)** | **ФИО родителей или законных представителей**  **место их работы, должность** | **Телефоны родителей/законных представителей**  **(домашний/ мобильный), адрес проживания** | **Адрес фактического**  **проживания** | **Примечания** |
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**Социально-демографическая карта группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| Показатели | | | Количество | Примечания |
| Несовершеннолетние студенты | | |  |  |
| Совершеннолетние студенты | | |  |  |
| Состав семьи | Полные семьи | |  |  |
| Неполные семьи (одна мать) | |  |  |
| Неполные семьи (один отец) | |  |  |
| Многодетные семьи | |  |  |
| Инвалиды | | |  |  |
| Опекаемые | | |  |  |
| Льготы по потере кормильца | | |  |  |
| Постоянная регистрация | | Санкт-Петербург |  |  |
| Лен. область |  |  |
| Регионы РФ |  |  |
| Проживающие в общежитии | | |  |  |
| Иностранные граждане | | |  |  |

**Куратор**

СОЦИАЛЬНЫЙ ПАСПОРТ ГРУППЫ

Количество студентов в группе \_\_\_\_ человек,

из них обучающихся на бюджетной основе \_\_\_\_человек,

на договорной основе \_\_\_\_человек

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| --- | --- | --- | --- | --- | --- | --- | --- |
| № п\п | Фамилия, Имя и Отчество студента | Дата рождения | Адрес | № дом. и моб. телефонов | Бюджет/  Контракт  (Б/К) | Группа здоровья для занятий физкультурой | Деятельность вне техникума (работа, учеба) |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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**КРАТКИЙ АНАЛИЗ РАБОТЫ КУРАТОРА ЗА ГОД. ОЦЕНКА СТЕПЕНИ АДАПТАЦИИ СТУДЕНТОВ В КОЛЛЕДЖЕ.**

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«\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г. Куратор группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_