



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

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PROCESS FOR SETTING ANNUAL GOALS AND TASKS

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PROCESS FOR SETTING ANNUAL GOALS AND TASKS

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

This process outlines the sequence for setting the school's annual goals and objectives, ensuring timely progress to improve the effectiveness of achieving those goals and objectives.

2. Scope of application

This procedure applies to all units of Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Define:

- Leadership: Board of Directors of Thai Binh Medical College.
- Management staff: Heads and deputy heads of units within and affiliated with Thai Binh Medical College.

2. Abbreviations:

QT	Procedure	<small>Board of Directors</small>	Board of Directors
BM	Form	TC-HC	Administrative Organization
QD	Decision	TC-KT	Finance and Accounting
Labor	Leader	Phone	Train
BB	Report	Managers	Management staff
Teachers	Staff and teachers	Unit	Unit

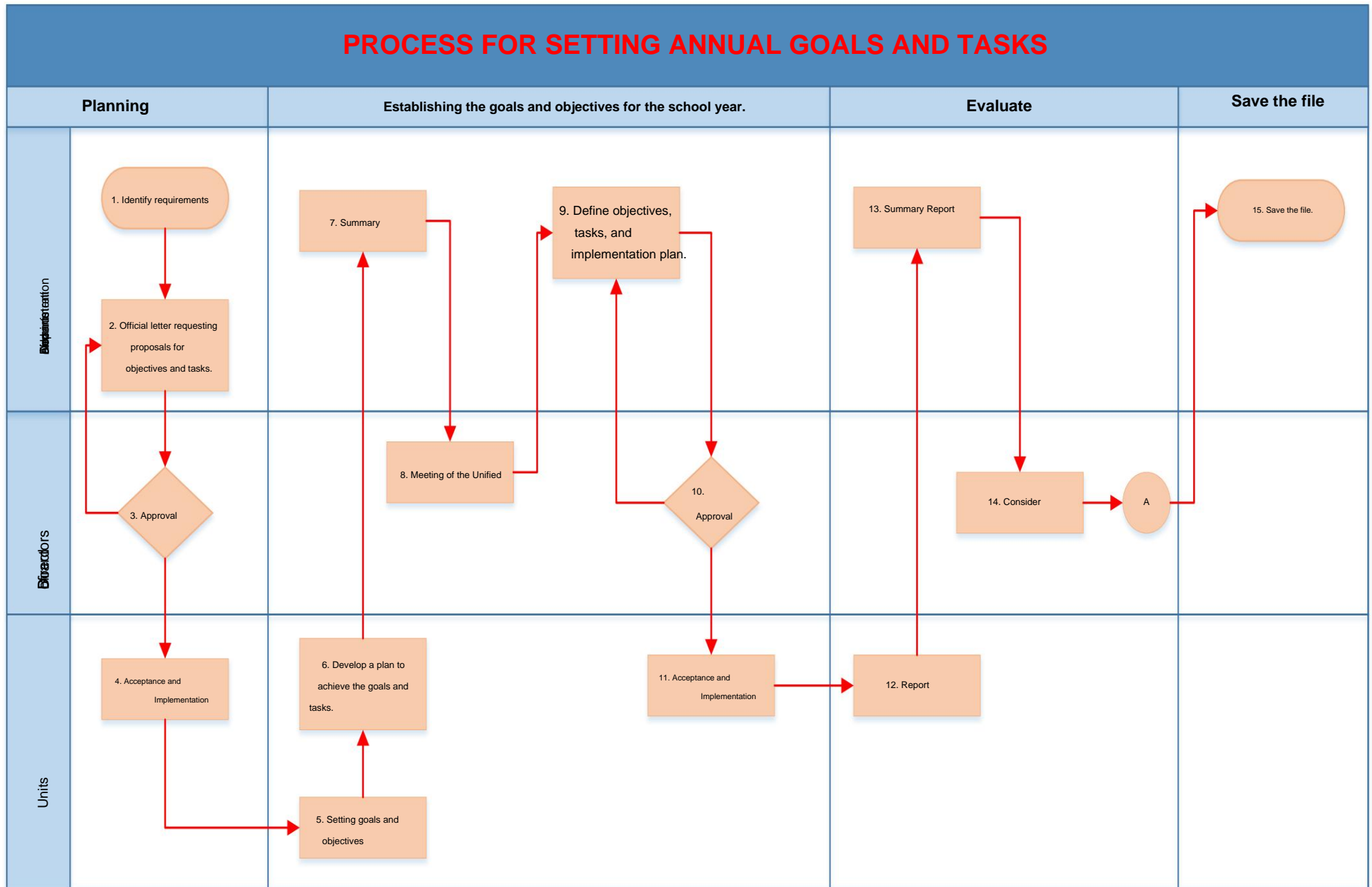
III. FLOWCHART

IV.

SPECIFICATIONS V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Plan for setting goals and tasks	36/QT- CÿYT.BM01
2.	Objectives and tasks of the unit	36/QT- CÿYT.BM02
3.	Synthesize the objectives and tasks of the units.	36/QT- CÿYT.BM03
4.	Resolutions of the Board of Directors on the objectives and tasks of the school.	36/QT- CÿYT.BM04

PROCESS 36: SETTING ANNUAL GOALS AND TASKS



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SPECIFICATION OF THE PROCESS FOR SETTING ANNUAL OBJECTIVES AND TASKS

	Job step name	Content	Department/ Person responsible	Department/Person in charge of implementation	Results achieved	Deadline	Forms/documents
1	Identify requirements	Identify the requirements for setting goals and tasks for the school year.	P.TC-HCTH		Plan for setting goals and requirements for the school year.	The first week of September every year	36/QT-CyYT.BM01
2	Official request	Drafting a letter requesting proposals for the goals and tasks of the school year.	P.TC-HCTH	Units	Draft a letter requesting proposals. objectives and tasks school year	Third week of September every year	36/QT-CyYT.BM02
3	Approve	Approved by the Board of Directors	Board of Directors	P.TC-HCTH		Fourth week of September every year	
4	Reception Deployment	The units receive the request from the Board of Directors and implement it.	Units	P.TC-HCTH	Implementing objectives and tasks	The first week of October every year	36/QT-CyYT.BM02
5	Setting goals and objectives	Based on the specific conditions of each unit and school, propose the goals and tasks for the academic year.	Units	P.TC-HCTH	Implementing objectives and tasks	Second week of October every year	36/QT-CyYT.BM02
6	Develop a plan.	The units develop plans to implement the unit's proposed objectives and tasks.	Units	P.TC-HCTH	The units have proposed plans outlining their unit's objectives and tasks.	The third week of October every year	

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7	Synthetic	Upon receiving proposals for the academic year's objectives and implementation plans from various units, the General Administration and Finance Department compiles a report for the Board of Directors to organize a meeting for approval (if the school has a School Council, a report will be submitted). Council to meet and approve)	P.TC-HCTH	Units	Summary of objectives and tasks of the units	Fourth week of October every year	36/QT-CÿYT.BM03
8	Unification meeting	The Board of Directors organizes meetings of the school's units (or the School Council meeting) to approve the objectives and tasks for the school year and the implementation plans of each unit. Agree on the school's goals and objectives for the academic year.	Board of Directors unit. (or School Council)	P.TC-HCTH	Agree on the school's goals and objectives for the academic year.	The first week of November every year	36/QT-CÿYT.BM03
9	Define objectives and tasks.	The TC-HCQT Department, based on the conclusions of the meeting, will develop the school's annual goals and objectives and implementation plan.	P.TC-HCTH	Units	Concluding the meeting on setting the school's goals and tasks for the academic year and the implementation plan.	Second week of November every year	36/QT-CÿYT.BM03
10	Approve	Approve the objectives and tasks for the school year and the implementation plan.	Board of Directors	P.TC-HCTH		The third week of November every year	36/QT-CÿYT.BM03
11	Acceptance and implementation	Implementing units	Units	P.TC-HCTH	Implementation	The fourth week of November every year	36/QT-CÿYT.BM03
12	Report	Units periodically report on the results of plan implementation and send them to the Finance Department. HCQT to compile a report for the Board of Directors	Units	P.TC-HCTH	Report on the results of plan implementation and send it to the Department. TC-HCTH to compile the report for the Board of Directors.	The first week of December every year	36/QT-CÿYT.BM03
13	Summary report	The Finance and Administration Department will compile the report. Board of Directors reports on the results of plan implementation.	P.TC-HCTH		Report to the Board of Directors on the results of plan implementation.	Second week of December every year	36/QT-CÿYT.BM03
14	Consider	The Board of Directors reviews and evaluates the results of achieving the annual goals and tasks of the units.	Board of Directors	Units	Resolution of Council on the objectives and tasks of the school	Third week of December every year	36/QT-CÿYT.BM04

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	A	Troubleshooting process					
15	Save the file	Maintain records as required.	Department of Finance and Administration	The units within School		Fourth week of December every year	