



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

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**PROCEDURES FOR DISCIPLINARY CONSIDERATION OF STAFF AND TEACHERS**  
**FACULTY, STAFF**

Encryption : QT.40/TCHC

Issued for the first time : 01

Effective from date May 4, 2020

	<b>Author</b>	<b>The inspector</b>	<b>Approver</b>
Signature		1	

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:**

Enhancing the sense of responsibility of officials, teachers, lecturers, and staff in performing their duties.

Transparency and openness are essential so that officials within the agency are fully aware of the procedures and processes, and that there is a consistent approach to handling disciplinary matters within the agency.

**2. Scope of application**

State-employed officials and employees, as well as contract workers, are subject to management of the agency .

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Define:**

**2. Abbreviations:**

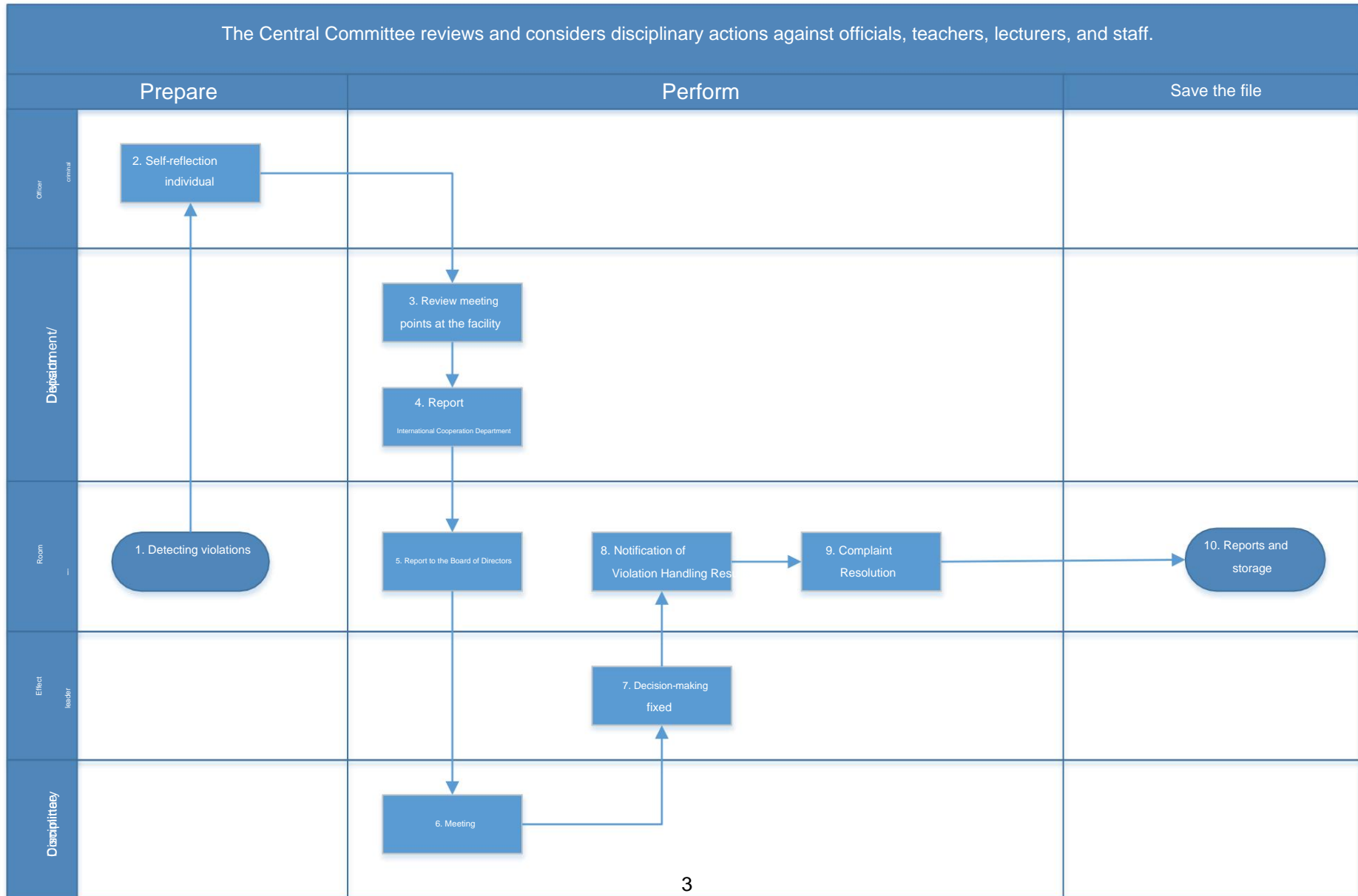
QT	Procedure	Board of Directors
BM	Form	TC-HC- Administration - Organization
		TH Synthetic
QD	Council	HT Principal
Contract	Decision	CB Officials

**III. FLOWCHART** (See page 2)

**IV. SPECIFICATION** (See pages 3-5)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

TT	Form/Document Name	Symbol
1.	Personal Self-Assessment Report	QT55/TCHCTH/BM01
2.	Minutes of the review meeting	QT55/TCHCTH/BM02



**SPECIFICATIONS FOR DISCIPLINARY CONSIDERATION OF OFFICERS, TEACHERS, LECTURERS, AND STAFF (RULE 55)**

No.	Job step name	Content	Department/ person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form
1.	Incorrect detection criminal	Receive feedback through various channels: letters, official documents, etc.	Room TCHCTH				
2.	Officials who committed violations submit self-criticism reports.	Officials who commit wrongdoings write self-criticism reports detailing their misconduct.	Teacher/Person is wrong. criminal		Self-assessment report	Two days after the violations were discovered	QT55/TCHC QT/BM01
3.	Review meetings at the grassroots level.	The department held a meeting to review the conduct of staff members who had violated regulations.	Department/ Division		Meeting minutes department/office review officials	Five days after the violations were discovered.	QT55/TCHC QT/BM02
4.	Report on the results of the grassroots-level review meeting.	Department/Division reports the results after the review meeting regarding the department. <small>International Cooperation Agency</small>	Department/ Division			One day after the department meeting.	
5.	Report to the Board of Directors of the	International Cooperation Department.	Room			After the newspaper fox of	

		BGH's fox	TCHCTH			department 2 days	
6. Council meeting	school law	The school's disciplinary committee meets to review the severity of the staff member's violation and determine an appropriate disciplinary measure.	School Disciplinary Council	Room TCHCTH	- Minutes meeting  - Unified form of punishment  reason for violation  with officials	Following the Board of Directors' report 5 days later	
7. Making a decision on handling	reason for violation	The principal, based on the disciplinary committee's recommendation for disciplinary action, issues a decision regarding the violation.	Principal		Decision handling violations officials	After Council Meeting 1 day	
8. Announcement of results	micro-processing criminal	Announcement of disciplinary action against officials for violations.	Room TCHCTH			After that decision 1 day	
9. Complaint Resolution	complaint of CB vi offense (if any)	Address any complaints from staff members (if any).	Room TCHCTH	People's Inspection Committee		5 days after the results are announced	

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10.	Reporting and managing disciplinary records.	The Human Resources Department implements reporting procedures as required and maintains records as prescribed.	Room TCHCTH		Report and record keeping according to regulations	After completion	
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