



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

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## STUDENT RECORD MANAGEMENT PROCEDURE

Encryption : QT.33/ P.CTHSSV/02  
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	Author	Inspector	Approver
Signature			
Full names:	<b>NGUYEN CONG PHAT, PHAM ANH TUAN, NGUYEN DINH TRONG</b>		
Job title:	<b>SPECIALIST - P.</b> Student Affairs	Student Affairs Department	VICE PRESIDENT

**STUDENT RECORD MANAGEMENT PROCEDURE**

**I. PURPOSE AND SCOPE OF APPLICATION 1.**

Purpose

- Standardized regulations on how to collect and manage student records.
- Ensure that the information entered into the data section is accurate and well-founded.

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**2. Scope of application:**

- List of students admitted to the school
- The number of students who registered for admission.
- Number of students enrolled
- Homeroom teachers of assigned classes - Head of Student Affairs Department

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

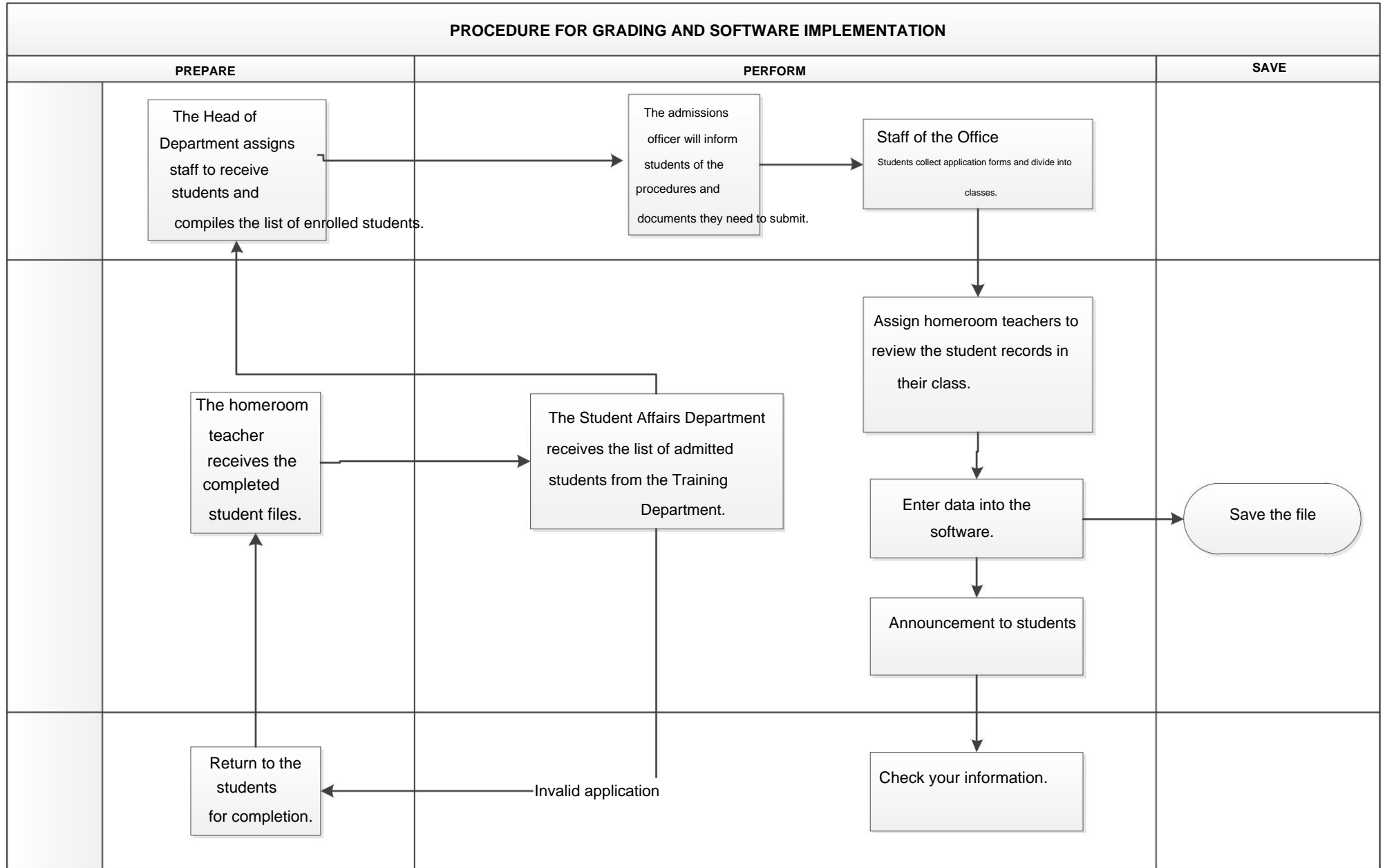
HSSV	Students
Record management	Record management
Student Affairs -	Student Affairs Office
Target Group	All newly enrolled students in the school.

**III. FLOWCHART** (See page 3)

**IV. SPECIFICATIONS AND SAMPLE FORM** (See pages 4, 5, 6, 7)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Instruction Name	Encryption
1	Student record management	BM6
2.	List of enrolled students	BM7
3	Classes of students	
4	The assigned homeroom teacher	





**SPECIFICATION OF THE STUDENT RECORD MANAGEMENT PROCESS**

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Room Student Union continues Receive the list of winners declaration	- List of students participating in the entrance examination for the academic year and major Registered occupation	Office THSSV	Department of Education Management & Scientific Research,	List of admitted students and quantity		
2	Receptionist birth and establishment list of newly enrolled students learn	Welcoming new students and orientation. Follow the necessary procedures.	Reception Department born	Department of Education Management & Scientific Research, Finance Department	Number of enrolled students		
3	Documents to submit	Notification regarding submitted documents including Student schedule, Photo 3x4 photo, birth certificate (copy) and Certificate of being a policy beneficiary child, if applicable.	Reception Department born	Department of Education Management & Scientific Research	Complete the data Is something missing? in the file HSSV		
4	Divide the class	Receive the list of students enrolling and assign them to classes, and announce the class schedule.	Reception Department born	Homeroom teacher task	Class list opened		
5	Assigning homeroom teachers class assignment	Understand the class situation and maintain stability. Class meeting, electing class representatives, announcing the class schedule.	Office HSSV	Department of Education Management & Scientific Research	Decision to open class		
6	Data entry into the software	Full name, date of birth, place of birth, hometown, and phone number. phone contact	Office HSSV	Department of Education Management & Scientific Research	Information of student		
7	Notification student	After entering all the information into the software	Office HSSV	Department of Education Management & Scientific Research			

8	Students check the information.	Check full name, date of birth, place of , birth, and birth phone number.	Student	Homeroom teacher	Standard profile		
9	Review the student's file.	When students submit applications, they are missing documents such as birth certificates, 3x4 photos, or student/ applicant profiles that have not been stamped.	Student	Homeroom teacher			
10	Homeroom teacher receiving documents	Please check all documents such as birth certificate, 3x4 photo, stamped personal record, and proof of being a policy beneficiary child if applicable.	Office HSSV		Import data management software		
11.	Save the file.	The Student Affairs Office manages student records.	Office HSSV		The file is save		

