



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

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**ORGANIZATIONAL PROCESS**  
**FACULTY-LEVEL COMPETITION FOR EXCELLENT TEACHERS**

Encryption BM/QT.../K-BM/05  
Issued for the first time 01  
Effective from date 2023

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**PROCEDURES FOR ORGANIZING THE FACULTY-LEVEL EXCELLENT TEACHER COMPETITION**

**I. PURPOSE AND SCOPE OF APPLICATION**

- Promote innovation and improve teaching effectiveness.
- Standardize quality management practices.

This procedure applies to all departments within Thai Medical College.

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**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

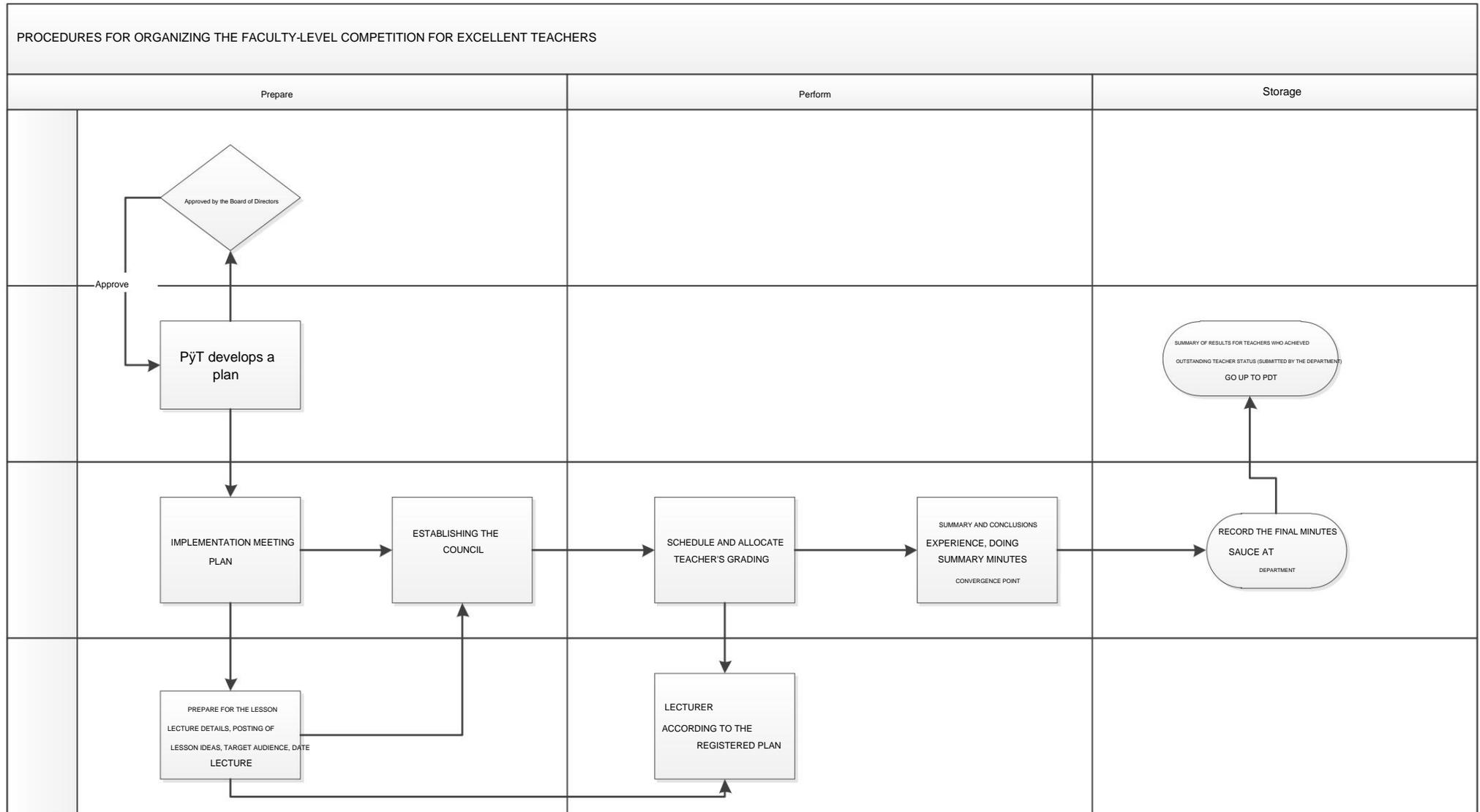
Teacher	Teacher
Judging Panel	Jury
<b>BTK</b>	Secretariat

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

**IV. SPECIFICATION** (See pages 4-6)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Guideline Name	Encryption
1	Training Plan for organizing	BM/QT.ÿ T01
2	a competition for excellent teachers Faculty	BM/QT 01
3	Minutes of the Examination Committee	BM/QT02
4	Establishment	BM/QT03
5	Competition Regulations	BM/QT04
6	Theoretical Lesson Plan	BM/QT05
7	Practical Lesson Plan	BM/QT06
8	Lecture Evaluation Form (Theory)	BM/QT06
8.	Lesson Evaluation Forms (Practical)	BM/QT07
9.	Summary table of competition results	BM/QT08
10.	Competition summary report	BM/QT09



**SPECIFICATION OF THE PROCESS FOR ORGANIZING THE FACULTY-LEVEL EXCELLENT TEACHER COMPETITION**

No.	Job step name	Specification	Department/Unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	PYT develops a plan plan	- The Department of Education and Training develops a plan. Submitted to the Principal for signature	PQLYT				QT/D T01
2	Meeting to implement the plan within the department.	-Based on the training management department's plan, a meeting will be held to implement the plan. - Planning the organization of the meeting exam	Department	Teachers		T8/2023 BM/QT.y T01	
3	Establish Examination board.	- Compile a list of the judges and secretaries of the examination board. - Compile a list of teachers participating in the competition. - The lecturer registers which lecture to teach, for which audience, which class, and at what time. Then the Faculty will... Compile a detailed schedule list.	Department		- Plan - Decision to establish committees	September 2023	BM/QT01
4	Teacher teaching according to plan plan register	- Teachers will deliver lessons according to the registered schedule. - Target audience, class, number of lessons, theoretical or practical lectures.	- Participating teachers  - Judging Panel		- Theoretical lesson plan - Practical lesson plan	According to the plan	BM/QT03 BM/QT04 BM/QT05 BM/QT06

		<p>onion.</p> <ul style="list-style-type: none"> <li>- Faculty members will attend as planned.</li> <li>- The judging panel will grade each lecture directly and send the results to the department secretary for compilation.</li> </ul>			<ul style="list-style-type: none"> <li>- Evaluation form (Theory)</li> <li>- Evaluation form (practice)</li> </ul>		
5. Meeting to summarize the competition results.		<p>In summary, after drawing lessons learned and compiling a list of achieved results, the faculty lecturers submit it to the Department of Training.</p>	<ul style="list-style-type: none"> <li>- Judging Panel</li> <li>- BTK</li> </ul>		<ul style="list-style-type: none"> <li>- Minutes of the meeting summarizing the competition;</li> <li>- Summary of competition results</li> </ul>	According to the plan	<p><b>BM/QT07</b> <b>BM/QT08</b></p>
6. Storage		<p>The department keeps all the competition records.</p> <p>Send the list of teachers who achieved the "Excellent Teacher" title to the Department of Educational Management.</p>	Department		<ul style="list-style-type: none"> <li>- Decision to establish committees</li> <li>- Plan for organizing the competition;</li> <li>- Judges' scoring sheet;</li> <li>- The competition summary report has been submitted. Submit to the Training Department</li> <li>- Lecture notes.</li> </ul>	After the competition ended	<p><b>BM/QT01</b> <b>BM/QT02</b> <b>BM/QT03</b> <b>BM/QT04</b> <b>BM/QT05</b> <b>BM/QT06</b> <b>BM/QT07</b> <b>BM/QT08</b> <b>BM/QT09</b></p>