



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE FOR APPROVING LESSON PLANS AT THE FACULTY LEVEL

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Thai Binh, 2024

PROCEDURE FOR APPROVING LESSON PLANS AT THE FACULTY LEVEL

I. PURPOSE AND SCOPE OF APPLICATION • To

ensure the school's training plan is completed on schedule

- Teachers become proactive, confident, and improve the effectiveness of their teaching.
- This procedure applies to all subjects in the Basic Sciences department at Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

Teacher	Teacher
Judging Panel	Jury

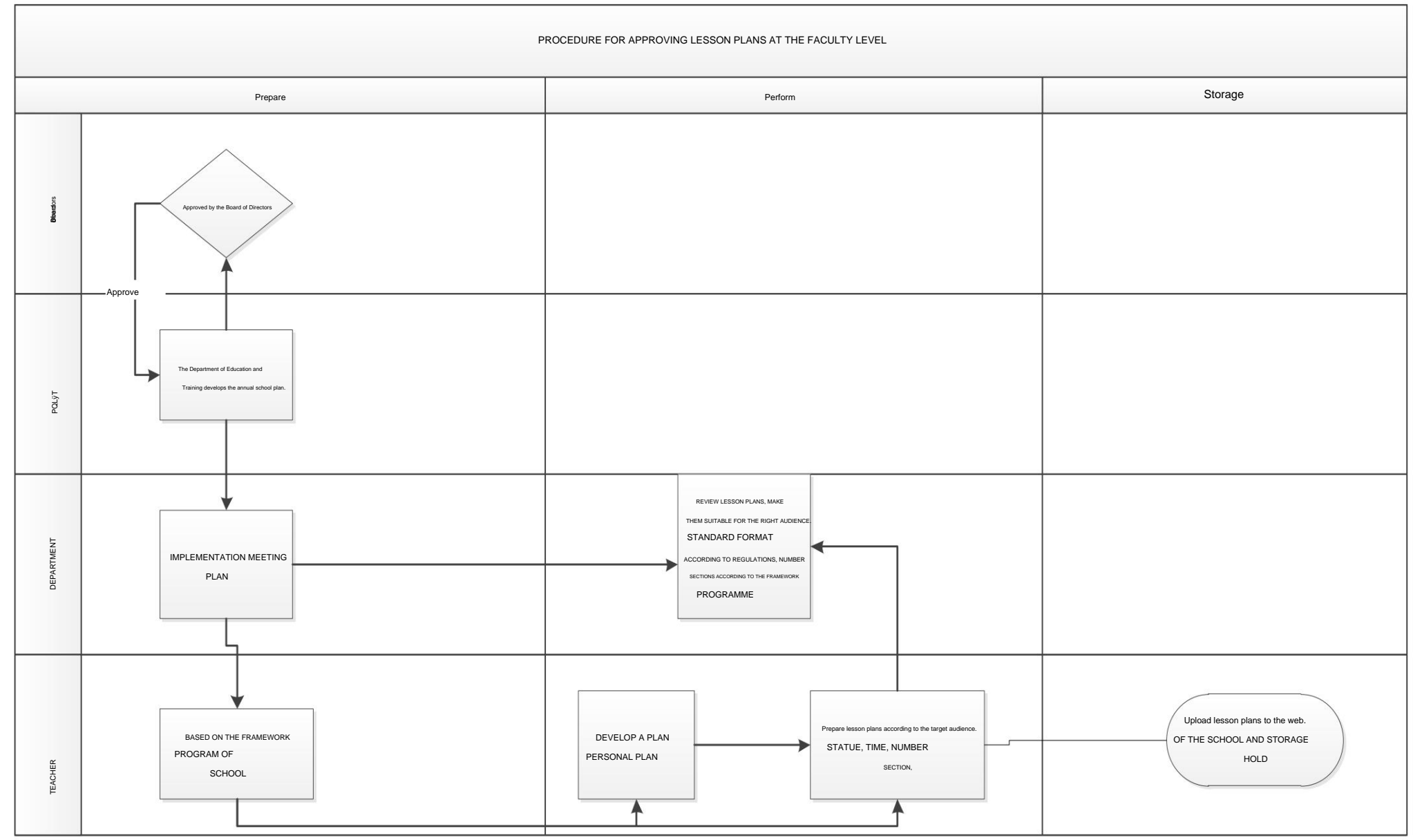
III.

IV. FLOWCHART (See page 3)

V. SPECIFICATIONS (See pages 4-6)

VI. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Annual school year plan of the Education Management Department	DT/01
2.	Department Planning	BM/QT01
3.	Meeting to plan and assign teaching hours.	BM/QT02
4.	Minutes of teaching hour assignments	BM/QT03
5.	Personal Plans	BM/QT04
6.	Summary of Faculty Lecture Hours	BM/QT05
7.	Minutes of the post-semester debriefing meeting	BM/QT06



No.	Job step name	Specification	Department/Unit perform	Coordinating Department/Unit	Result achieve	Deadline	Form
1	The training department is developing a plan. school year plan	Based on the curriculum framework, the Principal develops the course plan and signs it for approval.	PQLyT			3 days	QT/DT 01
2	Meeting to implement the plan for the new school year.	- Meeting to implement the plan for the new school year	PQLyT	Departments		1 day	
3	Meeting to implement training plan for each teacher, assigned within the department. hourly wage to subject teachers in the department	-Based on the department's training plan, a meeting will be held to allocate... - Assign teaching duties for each department. subject - Teachers are required to create individual lesson plans.	Department	Teachers	-Plan	1 day	BM/QT/ÿT01
4	Planning	- Develop a plan individual plan of each teacher	Teacher		- Plan	3 days	BM/QT01
5	Prepare lesson plans	Teachers prepare lesson plans according to the school's standard template.	- Teacher		- Lesson plan theory - Lesson plan	According to plan plan	BM/QT03

		according to regulations of Ministry of Labour, Invalids and Social Affairs, correct target group, number prescribed period			practice		
6	Review lesson plans	Based on the objective The course is approved by the head of department through the school's software - ensuring the correct target audience, number of lessons, and adherence to the school's regulations.	Department	Teachers			
7	Upload lesson plans to the school's website.	Teachers upload their lesson plans for the new school year to the school's website. - The head of department is here to review.	- Teacher - Department	Teachers	- Lesson plan theory - Practical lesson plan	According to plan plan	BM/QT01 BM/QT02 BM/QT03
8	Storage	On the school's software	Department	PDT	- School year plan of the department - Personal plan - Summary of lecture hours	After the semester ends debriefing meeting	BM/QT01 BM/QT02 BM/QT03 BM/QT04 BM/QT05

					of the department		
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