





THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE
MANAGEMENT OF TEACHING ACTIVITIES

Encryption : BM/QT.17/TTKT
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Signature			
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Job title		P.HT	PRINCIPAL

EXAM REVIEW PROCEDURE

I. PURPOSE AND SCOPE OF APPLICATION 1.

Purpose

This process is designed and implemented for management and control. classroom teaching activities.

2. Scope of application:

This procedure applies to all teachers throughout the school.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

III. FLOWCHART (See page 3)

Board of Directors

Board of Directors

BTT

Inspection Board

Teacher

Teacher

Department of Training Management, Scientific Research, and International Cooperation

Department of Training Management and Scientific Research

International cooperation

IV. SPECIFICATION (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

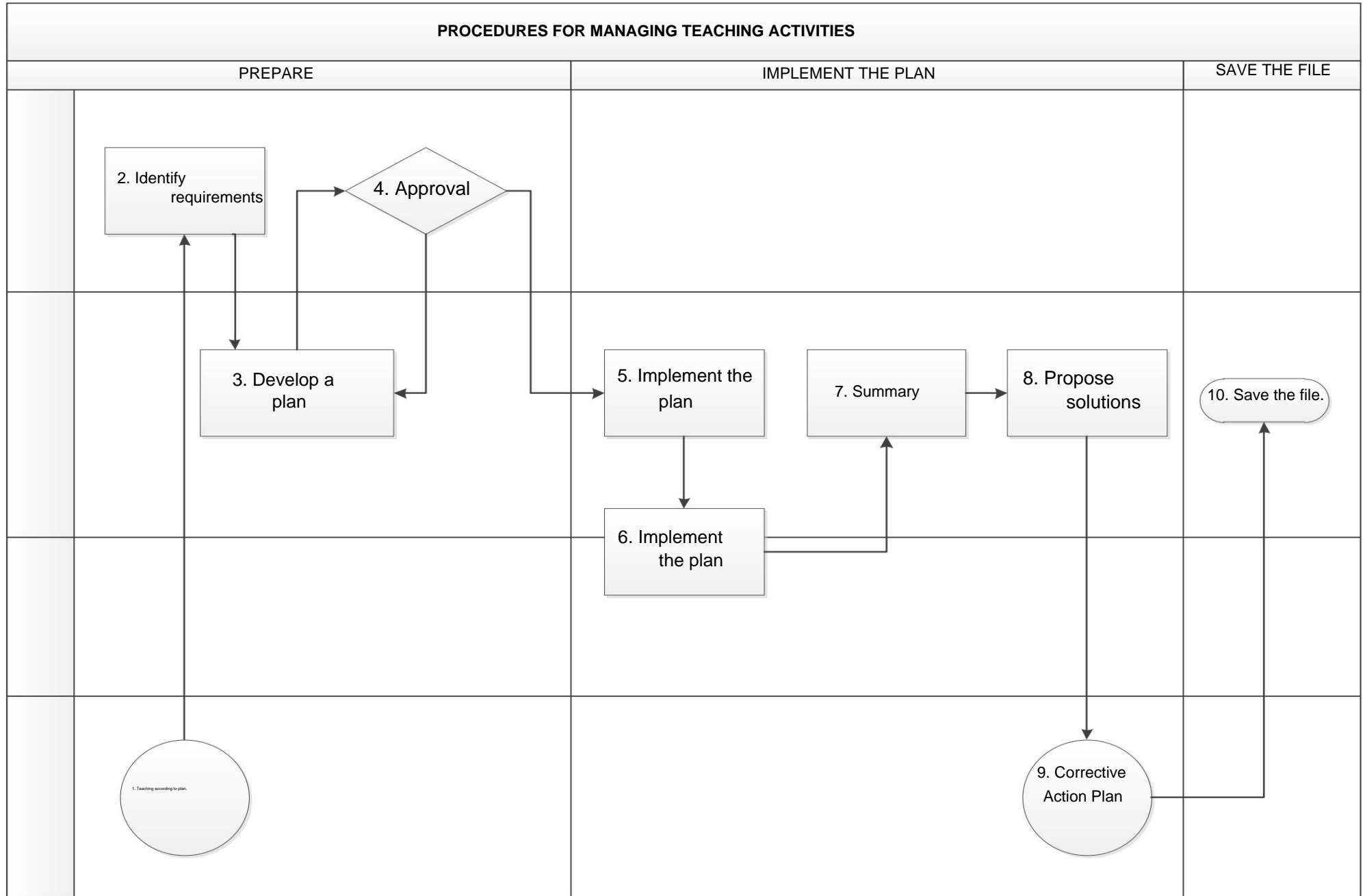
- Forms:

No.	Form/Instruction Name	Encryption
1	Teaching and learning management plan	
2	Announce the plan	
3	Summary of results	
4.	Suggest measures for improvement.	

- Reference document:

Circular No. 09/2017/TT-BLDTBXH dated March 13, 2017 of the Ministry
The Minister of Labour, Invalids and Social Affairs regulates the organization and implementation of training programs at the intermediate and college levels according to the annual system or the method of accumulating modules or credits; Circular

No.: 04/2022/TT-BLDTBX Hanoi, March 30, 2022
2022 Regulations on organizing training at intermediate and college levels according to a yearly system or through the accumulation of modules or credits.



No.	Step name job	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Form
1	Teaching according to plan	Teachers teach according to the schedule and plan. The training has been approved; before teaching, the following preparations must be made: Teaching plan, teaching schedule, lesson plans, notebook class, teacher's handbook	Teacher	Department, Ministry Subject, Room QLÿT- <small>Scientific Research and International Cooperation</small>	The instructors taught according to the plan. review	
2	Identify requirements	Based on the teaching activities of Regarding the school, the teaching and learning discipline of teachers and students, the school administration sets requirements for... Management of teaching and learning activities.	Board of Directors	Department, Ministry Subject, Room QLÿT- <small>Scientific Research- International Cooperation, Inspection Board</small>	Requirement with the work operational management teaching set	
3	Develop a plan management plan work teaching	Based on the training plan, training schedule, and timetable, the Department of Training Management, Research and International Cooperation develops a plan for managing teaching activities. Teaching includes announced tests, examinations <small>Unannounced inspections and class observations.</small>	Department of Education Management <small>Scientific Research and International Cooperation</small>	Departments, Ministries subject	Develop a plan management plan work teaching built	
4.	Approval	After developing the operational management plan. Teaching, Department of Training Management, Research and International Cooperation The principal will review and approve the plan. If it's not satisfactory, make adjustments.	Board of Directors	Department of Education Management <small>Scientific Research and International Cooperation</small>	Management plan operating principles teaching approved	
5	Implement the plan plan	After the plan is approved, the Training Department Notify the relevant departments.	Department of Education Management <small>Scientific Research and International Cooperation</small>	Departments, Ministries subject	Management plan operating principles teaching deployed	
6	Implement the plan plan	Based on the approved plan, the staff The Training Department organizes the exam: Lesson plan, teaching materials, class register, notebook Roll call. This allows for an assessment of the implementation.	Department, Faculty, Department of Education Management <small>Scientific Research and International Cooperation,</small> Inspection Board	Departments, Ministries subject	Progress teaching teachers are management, control inspection and audit	

		<p>the teacher's teaching duties.</p> <p>The school administration, the inspection and auditing committee, and the project unexpected time.</p>			frequent	
7	Summary of inspection and monitoring results	<p>Based on the results of inspections, audits, and surprise class observations.</p> <p>Training Management Department - Compilation of Results and prepare a report.</p>	<p>Department, Faculty,</p> <p><small>Department of Education Management</small></p> <p><small>Scientific Research and International Cooperation,</small></p> <p>Inspection Board</p>	Departments, Ministries subject	<p>Test results</p> <p>inspection, monitoring</p> <p>compiled</p>	