





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

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**CLASS OBSERVATION PROCEDURE**

Encryption : BM/QT.13/TTKT  
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**CLASS OBSERVATION PROCEDURE**

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose**

- This process aims to standardize the methods and approaches used when organizing. This includes observing classes, evaluating the teaching competence of lecturers, strengthening exchanges among lecturers, and encouraging lecturers to develop existing skills and learn new ones. Through this, feedback is provided to promote innovation and improve teaching effectiveness. Standardizing quality management ensures the accuracy of observations. Time as per regulations.

**2. Scope of application:**

- This procedure applies to all individual units involved in professional teaching activities at Thai Binh Medical College.

**II. DEFINITIONS AND ABBREVIATIONS**

- 1. Define:**
- 2. Abbreviations:**

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

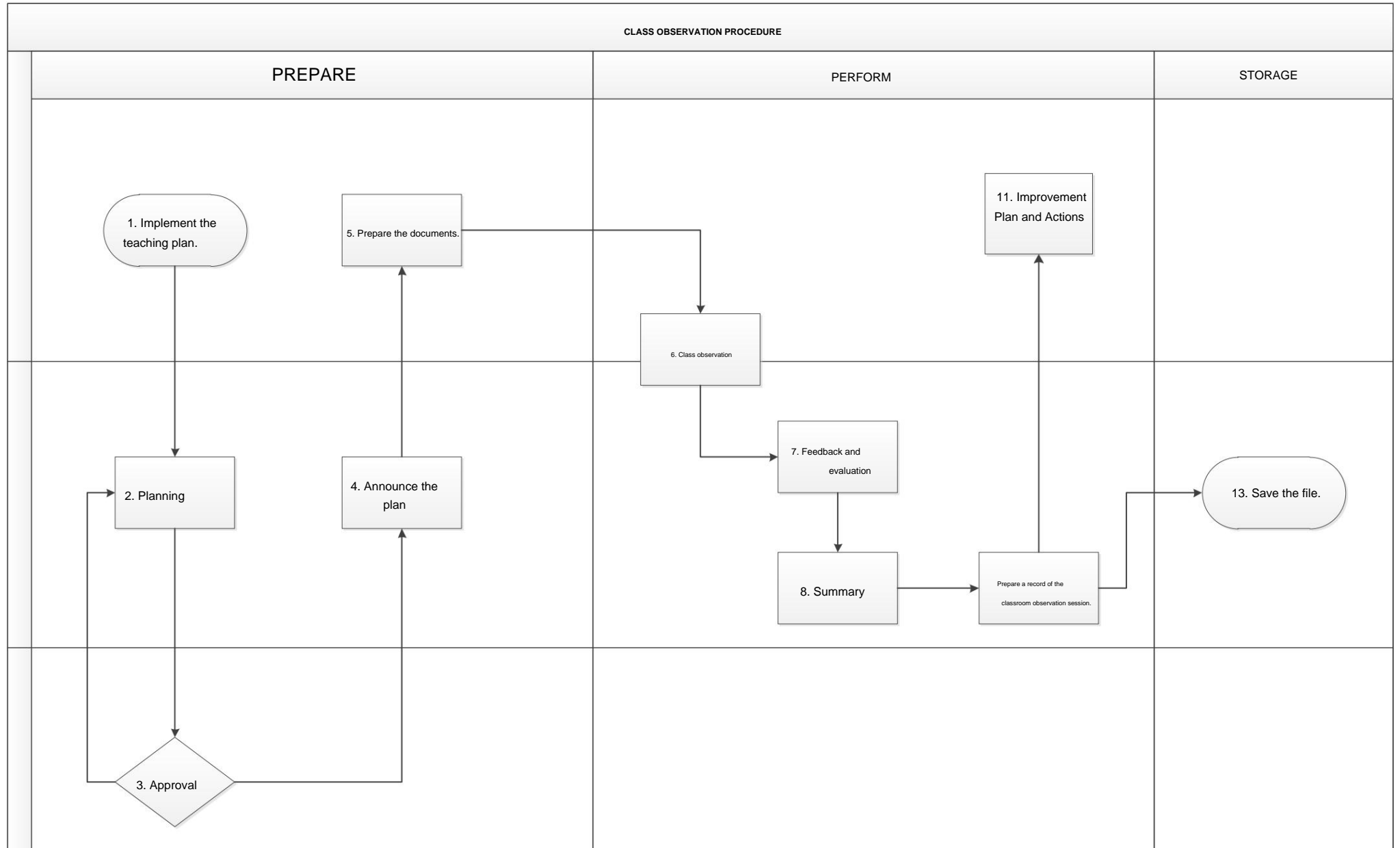
**IV. SPECIFICATION** (See pages 4-5)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

- Reference document:

Consolidated document No. 5160/VBHN-BLDTBXH of the Ministry of Labour, Invalids and Social Affairs dated December 1, 2019, on regulations regarding the working regime of teachers. vocational education.

<b>No.</b>	<b>Form/Instruction Name</b>	<b>Encryption</b>
1.	Lesson Plan	BM
2.	Lesson Observation Plan	
3.	Theoretical Lesson Plans	
4.	Integrated Practical Lesson Plans	
5.	Lecture Evaluation Forms	
6.	Evaluation forms for practical and integrated teaching sessions.	
7.	Summary Table of Observation Results	
8.	Report on the observation of teaching sessions by the department.	
9.	Report on the department's lecture observation activities.	



No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Form
1	Implement the plan lecture teach	Lecturers implement the teaching plan for the semester of the year, for the subject, and for the course.	Lecturer	Department	Plan teaching realized presently	
2.	Planning	<ul style="list-style-type: none"> <li>- Based on the inspection and examination regulations of The school</li> <li>- Based on the plan for monitoring training activities during the academic year.</li> <li>- Develop a detailed plan for monitoring teaching hours.</li> </ul>	Training Inspection and Supervision Board	Lecturer	Lesson observation plan established	Bell Training monitoring plan by batch
3.	Approval	The Board of Directors approved the plan based on the plan. general plan	Head of Department	Department	Lesson observation plan approved review	
4	Next announcement plan	The schedule for class observation is announced to the department, the lecturers to be observed, and the lecturers observing the class.	Department, Faculty, Council hour	Head of Department	Notification planned	
5	Prepare the pool initial	Lecturers are allowed to observe the lesson by preparing the necessary documents: lesson plans, teaching materials and equipment	Lecturer to be observed in class	Department	Prepare the documents full	
6.	Class Observation	<p>Lecturers are observed in classes, and instructors are also present. Now proceed as planned. Distribute evaluation forms. Pricing for instructors to observe and monitor classes. Give a lecture and complete the evaluation form. (End of lecture) Please submit your evaluation forms to the faculty's academic affairs office.</p>	Inspection and Supervision Board	Other lecturers	Execute the time lecture	
7	Feedback and evaluation price	Organize evaluations and provide feedback on class hours. lecture	Inspection and Supervision Board	Other lecturers		

8	Summary of results report	Compile a report summarizing the results from the evaluation forms. of the instructor observing the class.	Inspection and Supervision Board		Results now lecture	
9	Prepare a record of the classroom observation session.	The inspection and supervision committee prepares a lesson observation report and reaches an agreement with the lecturer giving the lesson.	Inspection and Supervision Board		Minutes of meeting hour	
10	Plan and take action for improvement. advance	After receiving the observation report, lecturers and departments/faculties will plan improvements regarding content, methods, procedures, evaluation, etc., based on the report's findings.	Lecturer to be observed in class	Department	A plan has been developed. plan, act improvement	
11.	Save the file.	Lecturer's teaching profile and project results hours, improvement plan, monitoring results report The instructor's plan for a few weeks.	Department, Faculty, Council hour		Save the whole thing set of documents	