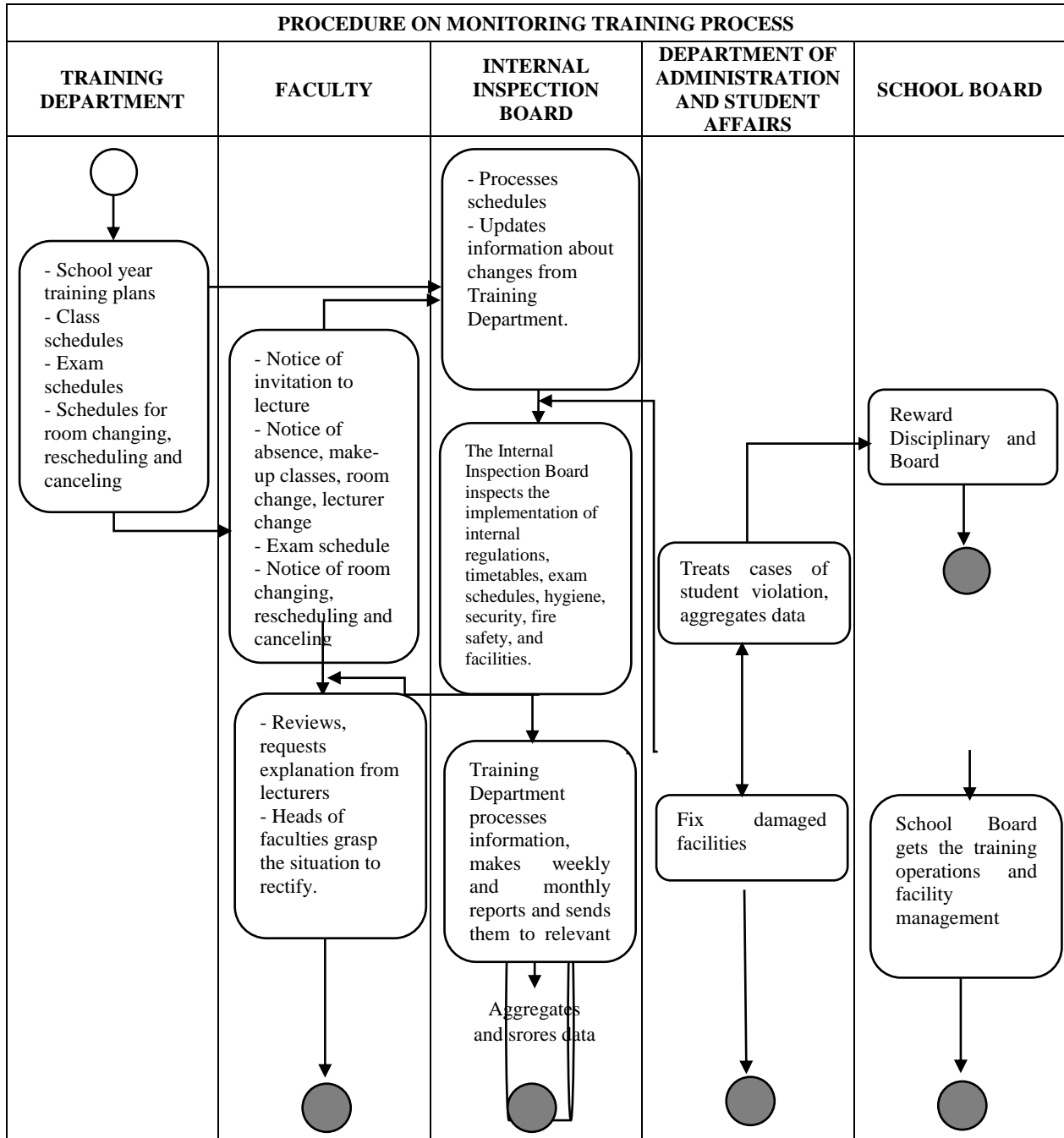


**PROCEDURE  
 ON MONITORING TRAINING PROCESS**

*(Issued with Decision No. /QD-SIU dated March 31, 2016 by the Chancellor of the Saigon International University)*

**A. PROCEDURE**



## **B. DESCRIPTION**

### **I. AIMS**

To assist the school board in supervising and implementing the regulations of the Ministry of Education and Training, rules and regulations of Saigon International University in the field of teaching and learning of lecturers and students; in policing a safe and hygienic environment and in implementing saving electricity and water in school.

### **II. SCOPE OF APPLICATION**

This procedure applies to all faculties of Saigon International University.

### **III. RESPONSIBILITY**

The Internal Inspection Board along with faculties and Training Department is involved.

### **IV. CONTENT**

<b>STEPS</b>	<b>Work content</b>	<b>Implementing units</b>	<b>Related units</b>	<b>Forms</b>
Step 1	- Synthesize class schedules - Synthesize exam schedules - Update changes to lecturers, classrooms, class schedules, exam schedules.	Internal Inspection Board	Training Department and faculties	
Step 2	- Inspect and supervise the compliance with the school rules and regulations of the classrooms, including order, hygiene, electricity and water	Internal Inspection Board	Faculties	

	<p>saving, etc.</p> <p>- Report and send the minutes of the lecturer, student violation, request for correction.</p>			
Step 3	<p>- Prepare weekly reports for faculties. Send reports together with minutes of violations to the Faculties.</p> <p>- Send requests for correction to Department of Administration and Student Affairs.</p>	Internal Inspection Board	Faculties and related departments	
Step 4	Report to School Board	Internal Inspection Board	School Board	
Step 5	Archive files	Internal Inspection Board	Training Department staff	

***Recipients:***

- Units;
- Archive: Clerical Office.

**PRINCIPAL**