

Appendix 02.3

Measures for Teaching Administration of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.28 (2018)

In order to adapt to the reform and development of higher education, improve the quality and efficiency of teaching management, and further strengthen the teaching of schools Management functions, straighten out the relationship between teaching and management, and according to the school management system, formulate a special teaching management law at the school and college levels.

I Management organization and functions

The teaching work of the university shall be in the overall charge of the president, and the vice president in charge of teaching shall be in charge of the work, and the work shall be approved by the functional departments Function: Unified mobilization of various school resources for teaching services, unified management of teaching work process, to achieve various teaching management objectives, under the unified leadership of the school party committee and administration, according to the school Party committee, the president's office rules of procedure to decide on teaching and management policies, planning, major reform measures. According to the school charter, all kinds of teaching consultation, evaluation and deliberation institutions at all levels are set up. The Academic Affairs Office is the functional department responsible for organizing the teaching work and implementing the teaching management of the university, the Party committee and the administration of the university Under the leadership of the CPC and the State, it comprehensively implements the educational policies of the Party and the state, adheres to the central position of teaching, updates educational concepts, deepens the reform of teaching, comprehensively does a good job in teaching plan management, teaching operation management, teaching quality management and evaluation, teaching capital construction, teaching organization management, teaching research and other work, and strives to improve the level of education and teaching and the quality of personnel training. The Institute of Teaching (department, center) is the teaching unit that carries out the personnel training, and is responsible for the organization and management of the teaching in its own department The department shall, in accordance with the policies and regulations of the higher education authorities and the school and the relevant teaching rules and regulations, organize the formulation of the teaching

management plan of the unit and organize the teachers, students and staff to implement it. The teaching Institute (department, center) shall strictly implement the rules and regulations of the higher education department and the school, and set up the teaching sub-committee and teaching supervision group of the department, and organize the work.

II. Basic tasks of teaching management

Teaching management includes personnel training plan, teaching operation, teaching quality, majors, courses, teaching materials and experiments Management of teaching capital construction, such as room (center), practice teaching base construction, study style construction, teaching team and teaching style construction, teaching management system.

The basic task of teaching management is to thoroughly implement the Party's educational policy and adhere to socialism with Chinese characteristics The direction of learning, according to the law of higher education and teaching, reasonable allocation of teaching resources, the implementation of the distinctive characteristics of our school. The goal of the university of Engineering Technology is to plan, organize, direct, coordinate and supervise the teaching work to ensure the realization of educational goals and the quality of personnel training.

III. Application and construction of specialties

(1) Responsibilities of the Academic Affairs Office

1. Formulate rules for school professional development according to the needs of economic and social development and school development; Organize the establishment of new specialties Business declaration and preliminary examination;

2. Formulate the annual major construction plan of the school, and formulate the evaluation indicators and tests for each major (including newly built majors) Collect measures, be responsible for the inspection and evaluation of each major;

3. Responsible for the declaration, process management, evaluation and acceptance of all kinds of professional construction at all levels.

(2) Responsibilities of the College (department, center)

1. To formulate the professional construction plan of the College according to the professional development plan of the University;

2. According to the plan, organize the investigation and demonstration of the proposed major, and organize the drafting of the application materials for the

new major. At the same time, make the talent training plan for the application major and collect and sort out teachers, experiments, practice bases, books and materials;

3. Organize the recommendation and application of the professional construction project of the college, and be responsible for the completion according to the requirements of the professional construction. The organization and implementation of the major construction;

4. According to the general requirements of the talent training objectives of the university, timely adjust the structure and system of the major to adapt to the economy and society to develop innovative talents in need.

IV Teaching plan management

(1) Responsibilities of the Teaching Affairs Office

1. Responsible for putting forward the principles and opinions on the revision (formulation) of the personnel training plan, and organizing experts to train talents for each specialty. Review, compile and print the plan;

2. Formulate and distribute teaching plans of the whole school according to the talent training plan;

3. Review the teaching plan formulated by each teaching unit and be responsible for the change and approval of the teaching plan;

4. Compile the teaching syllabuses and assessment syllabuses of all majors in the school.

(2) Responsibilities of colleges (departments, centers)

1. According to the principles and opinions of the school's talent training plan, organize the revision (preparation) of the college's professional talent training plan

2. To prepare teaching plans for each specialty of the department according to the principles and regulations of the school's teaching plans, and to review them. Submit them to the Academic Affairs Office for examination and approval;

3. Responsible for the implementation of the professional teaching plan, and submit any change to the Academic Affairs Office for approval;

4. Organize the preparation and revision of the syllabus and assessment syllabus of each course.

V. Experiment and practice teaching

(1) Duties of the Academic Affairs Office

1. Responsible for the formulation of principles for the preparation of practical teaching plans such as experiments and internships;
2. Responsible for the formulation of practical teaching management documents such as experiments, internships and graduation projects (theses);
3. Responsible for the inspection and evaluation of all kinds of experiments and practice teaching work (including the construction of practice bases);
4. Responsible for the planning and management of internship funds.

(2) Responsibilities of the College (department, center)

1. Develop experiment and practice plans, formulate laboratory post responsibilities, implement laboratory post responsibilities, and organize the implementation. All kinds of experiment and practice teaching;
2. Formulate experimental and practical teaching plans according to the relevant principles and opinions of the Academic Affairs Office, and be responsible for their implementation;
3. Responsible for laboratory construction and management, establish a stable practice base;
4. According to the experiment and practice teaching plan, draw up the application plan of low-value products and consumables for experiments.

VI. Curriculum construction

(1) Responsibilities of the Teaching Affairs Office

1. Responsible for making the curriculum construction plan of the whole school;
2. Responsible for formulating the acceptance index system of curriculum construction projects at all levels;
3. Responsible for the establishment, evaluation and acceptance of school - level curriculum construction projects, and organize the construction of various courses above the provincial level Project declaration, process management and acceptance.

(2) Responsibilities of the College (department, Center)

1. Responsible for the formulation and implementation of the curriculum construction plan of the department;

2. Responsible for the application, preliminary review, recommendation and process management of course construction projects at all levels of the department, and organize the implementation of courses construction work.

VII. Textbook construction

(1) Duties of the Teaching Affairs Office

1. To be responsible for the formulation and implementation of the textbook construction and development plan, and carry out the textbook research and construction;
2. Responsible for the formulation, organization and review of the evaluation index system of textbook construction projects, and recommend the application to the provincial level. Or national key (or planning) teaching materials; To be responsible for organizing the examination and approval of textbook fund projects;
3. Implement the decision of the school textbook construction committee on textbook construction, and timely report the major issues in textbook construction. Report to the school textbook Construction Working Committee;
4. Formulate the principles for the selection of teaching materials, and the teaching materials Section will draft a bibliography of teaching materials in May and early November every year. To each department to ensure the availability of textbooks for each semester and timely delivery.

(2) Responsibilities of the College (department, Center)

1. Responsible for the formulation and implementation of the textbook construction plan of the department;
2. Responsible for the application and recommendation of teaching materials construction projects of the department;
3. According to the teaching material selection principles formulated by the Academic Affairs Office, determine the teaching material selection principles for the department's courses and determine the school. The selection of teaching materials for department courses will be summarized in the 10th week of each semester and reported to the Teaching Materials Section for the next semester;
4. Organize teachers to compile teaching materials. Teaching arrangement, organization and implementation.

VIII. Teaching arrangement and organization

(1) Responsibilities of the Teaching Affairs Office

1. Starting class plan

a. According to the teaching plan of each major, the teaching tasks of each major in the next semester will be assigned in the 12th week of each semester (compulsory Classes, elective courses, etc.); The course teaching tasks of the retaking classes that are offered separately in each semester shall be assigned before the fifth day of each semester;

b Coordinate and approve the arrangement of teachers of public compulsory courses, and coordinate some teachers of professional basic courses across departments Arrangement;

c to confirm and approve the establishment of public elective courses and the arrangement of teachers;

d to summarize, collect statistics, compile and publish the course opening plan for each semester;

e Be responsible for examining and approving the course opening plans of minor courses and double degree classes independently set up by each department.

2. Class schedule preparation and course and classroom scheduling

a Responsible for the arrangement of school schedule;

b Responsible for coordinating, summarizing and printing the courses and classroom arrangements of undergraduate majors in each semester, and sending the class schedule to each Department of Teaching and Learning (Center);

c Responsible for the scheduling of courses and classrooms in the whole school.

3. Select courses

a Organize the selection of cultural quality courses in the 4th and 5th week of each semester;

b Responsible for the review and management of course selection for students who apply for retaking, graduation retaking and exemption, and will learn the courses The list of students shall be reported to the Program Finance Office.

(2) College (Department, Center) duties

1. Organize, arrange and implement the teaching tasks issued by the Academic Affairs Office (including public courses and some cross- departmental professional bases) Basic courses), and within 2 weeks after the assignment of teaching tasks, summarize the situation of each course teacher and report it to the Academic Affairs Office for review and summary;

2. Responsible for the qualification review of course teachers, especially newly opened teachers, by the dean of the college (department, center)

(Director) shall submit to the Academic Affairs Office for the record after signing the opinions, and the public elective courses and teacher arrangements shall be submitted to the Academic Affairs Office for approval;

3. Those who really need to be transferred or suspended for various reasons shall be sent to the Academic Affairs Office for preparation after signing the opinions of the Dean (director) of the Department of Teaching. At the same time, make up time should be arranged. Each department strictly controls the number of class hours transferred or suspended, and the principle is that the number of class hours transferred or suspended in each semester shall not exceed 2% of the total class hours.

IX. Course assessment

(1) Responsibilities of the Teaching Affairs Office

1. Organization and arrangement of various examinations

a Final assessment: Before Friday of the 16th week of each semester, the centralized assessment of all professional examination courses will be prepared. Schedule, in the 18th week, coordinate the implementation of the invigilator teachers of the examination courses of each hospital (department, center), and issue each hospital (department, center), and formulate the schedule of examination. Tours; Responsible for the organization, inspection, supervision and evaluation of the centralized examination of the school's examination courses;

b All kinds of unified examination work at or above the provincial level: according to the relevant provisions of the superior competent department, organized by the Academic Affairs Office, including notification, registration, examination room arrangement, invigilator teacher coordination, implementation, and score management, grade certificate issuance;

c Responsible for organizing the printing of examination papers;

d Responsible for the organization and arrangement of delayed examination, retaking after graduation and assessment of non-listening courses.

2. Proposition, marking and examination paper management

a The centralized assessment of any examination course should produce A and B papers, which are randomly selected by the Academic Affairs Office as the period. The final centralized examination paper shall be sent to the designated printing place of the Academic Affairs Office for printing, and the other one shall be retained as the make-up examination paper; For the centralized examination of any course, the printed centralized examination papers shall

be sent to the Academic Affairs Office one week before the examination according to the examination schedule of the Academic Affairs Office;

b Be responsible for the confidentiality of the examination papers and the pre-exam distribution; Test paper handover to list, to be complete and thorough. Handover procedures; Ensure the confidentiality and integrity of the test paper;

c Check the registration of A and B papers delivered by each department.

3. Invigilate the exam

Check the implementation and place of invigilator teachers, and promptly deal with teachers who violate teaching discipline and invigilator procedures discipline.

4. Student discipline and cheating treatment

Carefully verify the students' disciplinary violations or cheating found by the invigilator teachers, and put forward suggestions for handling. Once verified, cancel. Corresponding disciplinary measures shall be taken in accordance with relevant regulations of the university.

5. Responsible for the organization and arrangement of the whole school's centralized marking.

(2) Responsibilities of colleges (departments, centers)

1. Organization and arrangement of various assessments

a Responsible for the arrangement, organization and implementation of various assessment work of examination courses;

b According to the arrangement of the Academic Affairs Office, responsible for the arrangement, implementation and regulation of invigilator teachers for the examination courses offered by the Department Report to the Academic Affairs Office within the time (the invigilation task of college English, College mathematics, college physics and other courses shall be jointly undertaken by the department that offers the course and the department where the student resides); Make the examination schedule of the department; To be responsible for the normal development and full implementation of the course examination work offered by the department;

c all kinds of provincial and above unified examination work; Organize students to register according to the notice of the academic Affairs Office; Implement and arrange this the invigilator shall report to the Academic Affairs Office for unified deployment;

d For students who have special reasons for postponing the exam, the school (department, center) will sign the opinion after review and send it to the Academic Affairs Office for review approve.

2. Proposition, marking and test paper management

a The proposition should reflect the basic requirements of the course syllabus; Establish, improve and constantly update the test paper library or test questions Library; Gradually establish and improve the system of separating examination and teaching; The same teaching requires two or more people to teach the examination course should be unified proposition, unified examination, unified marking, unified scoring, to achieve the "four unified"; Grading and registration should be carried out according to the reference answers and scoring standards, and the scores should be submitted to the department where the students are located within 5 days after the centralized examination;

b Responsible for the construction of the question bank of each course; Responsible for the archiving of various examination papers, the binding and storage of students' examination papers Complete and correctly fill in the cover sheet and keep it until at least 1 year after students leave school after graduation. It is strictly forbidden for each school department to lack the examination papers during the process of invigilation, marking and storage;

c For examination courses that have completed their teaching tasks before the 11th week of the semester, the proposition teacher will teach them 2 weeks before the end of the course. After the review, the A and B papers are submitted to the Academic Secretary of the Institute of Teaching (Department, Center), and the academic secretary will send the A and B papers to the examination center of the Academic Affairs Office in the 10th week of the semester; For the examination courses that complete the teaching tasks after the 11th week of the semester, the proposition teacher will submit the examined papers to the academic secretary of the Institute (Department, Center) before the 14th week of the semester, and the academic secretary will submit all the examination papers and the summary of the examination sheets in duplicate to the examination center of the Academic Affairs Office in the 14th week of the semester. After checking the number of examination papers and the number of pages in each examination paper, the examination center of the Academic Affairs Office will sign the summary form and return a copy of the summary form to the corresponding teaching institute (department or center);

d Assessment After the grading work is finished, the marking teacher should timely evaluate the relevant materials (students' grade books, over process assessment results form, standard (reference) answers and scoring standards, paper analysis information table, papers, etc.) binding and archiving, submitted to the unit's reference room unified storage until two years after the student's graduation, in order to be ready to consult when necessary;

e invigilation: the implementation of all kinds of courses invigilation teachers; Organize teachers to do a good job of invigilation according to regulations and requirements. To deal with teachers who violate teaching discipline and exam invigilation procedures in a timely manner;

f students violating discipline and cheating, must terminate the examinee examination in time. Collect relevant evidence and ask students to tell the truth. Write down the violation of discipline or cheating and attached review, make a record of the examination room, timely report to the academic affairs Office for processing.

X. Management of student status and scores

(1) Responsibilities of the Academic Affairs Office

1. Student status management

a Responsible for the summary and statistics of student enrollment and registration;

b Responsible for compiling the student number of new students;

c Responsible for the printing, verification and acceptance of student ID and school badge, and the replacement of certificates;

d Responsible for students' suspension, return to school, withdrawal, graduation, completion, extension of study, retention of student status, change of major, etc .Reviewing or approving work;

e Responsible for the examination and approval of students' applications for minor, double degree and higher education and the issuance of certificates;

f To be responsible for submitting the list of qualified students to be awarded bachelor's degree to the Sub-Committee of Bachelor's Degree. Evaluation and the University The Academic Degree Evaluation Committee of the University shall review;

g To be responsible for the examination and approval of the transfer students, and report to the provincial Department of Education for the record;

h To be responsible for the numbering, printing and uniform distribution of graduation certificates, completion certificates and degree certificates to all colleges to be responsible for;

i To be responsible for the renewal of graduation certificates for students who meet the regulations of the university.

(2) Performance management

- a Responsible for the review, summary and filing of the scores of all courses in each semester;
- b Responsible for reviewing students' grade points;
- c Responsible for the review and seal of student score files and related certification materials;
- d Responsible for review and management of scores of students majoring in resources, minors and double degrees;
- e Responsible for the processing, analysis, announcement and archiving of all kinds of provincial or higher unified examination course results;
- f Responsible for the analysis, statistics and course score analysis of public compulsory courses;
- g To be responsible for the academic early warning, repetition, withdrawal, graduation, completion, degree awarding and extension reported to each college. Review of academic performance, change of major, etc.;
- h Responsible for the recognition and record of students' cultural quality credits.

2. college (department, center)

(1). Student status management

- a Enrollment and registration: cooperate with the college to do a good job of freshman enrollment; Go to the Academic Affairs Office to collect blank students After the card is responsible for filling and issuing work; Responsible for the school badge issuing work; To be responsible for the preliminary examination and filling of students who require re issuance of certificates, and report to the Academic Affairs Office after collecting at the end of each month; Responsible for the registration, review and statistics of students in each semester; Supervise and urge students to pay the tuition at the finance office of the school within the prescribed time, and do not register those who fail to pay the tuition after the processing is completed.
- b Responsible for the printing of the list of new students;
- c To be responsible for the preliminary examination of students who apply for suspension, suspension and resumption of study, and report to the Academic Affairs Office for examination and approval; To be responsible for the examination of students To be responsible for the preliminary examination of pre-warning, repetition, withdrawal, graduation, completion, extension of academic performance of students, etc., and report to the Academic Affairs Office for examination and approval; At the same time, do a good job of signing

procedures; The 5th week of the 2nd semester of each academic year begins to accept students' application for graduation or completion procedures, and at the same time report to the Academic Affairs Office. In the 10th week of the 2nd semester, the list of students who cannot graduate and cannot obtain a degree shall be reported to the Academic Affairs Office. At the same time, the list of students and materials recommended for awarding a bachelor's degree shall be reported to the Academic Affairs Office;

d The students applying for minor, double degree and "higher education" shall be evaluated in accordance with the regulations of the college, and will meet the requirements. The list of students shall be submitted to the Academic Affairs Office for approval; Responsible for submitting the list of students who meet the requirements for obtaining minor and double degree certificates to the Academic Affairs Office for approval;

e Responsible for the preliminary examination of the transfer and transfer of students who apply for major transfer and transfer, and report to the Academic Affairs Office for approval;

f Cooperate with the Academic Affairs Office to print, verify and seal various certificates such as graduation certificates, completion certificates and degree certificates. Such work, and according to the requirements of the relevant departments of the college to distribute;

g One week before graduation, each college will print out the student file form (in duplicate, with photos) and sign it Sign, stamp and send it to the Academic Affairs Office.

(2) Grade management

a Responsible for the input, verification, announcement, analysis and statistics of the scores of the courses offered by the department. Course teacher Within 5 days after the course assessment, the score must be entered into the educational administration system and submitted two copies of the paper to the school;

b Be responsible for printing and publishing the summary of student scores of each class and submit a copy to the Academic Affairs Office for the record;

c Responsible for the inquiry, summary and archiving of students' scores; Accept students' comments within 2 weeks of the beginning of the semester. The application for checking scores can only be implemented with the approval of the dean in charge (director) and submitted to the Academic Affairs Office for the record;

d Be responsible for publicizing the GPA information to students;

e In the second semester of each academic year, I am responsible for printing the summary of the college's graduates' scores in duplicate, after signing and sealing, submit it to the Academic Affairs Office;

f Clean up the list of failed students at the end of each semester, and print the make-up exam personnel by course name and by name respectively. The registration form and statistics form shall be submitted to the Academic Affairs Office.

XI. Teaching research and other teaching construction

1. Responsibilities of the Teaching Affairs Office

(1) Deployed and coordinated the teaching and research work of the whole school, formulated work plans and research directions. Organize teaching experience of the whole school Exchange meetings, seminars and other teaching and research activities;

(2) Responsible for organizing the establishment, evaluation and acceptance of various teaching reform topics (projects) at all levels of the university;

(3) Responsible for the development of the whole school teachers' teaching level evaluation index system, organize various forms of teaching evaluation activities, and Feedback the evaluation results to each teaching unit, and inform the whole school;

(4) Organize the evaluation of university-level teaching achievement awards and the declaration and recommendation of provincial-level teaching achievement awards;

(5) Organize and carry out research activities on teaching reform to provide scientific basis for teaching reform.

2 Responsibilities of the College (department, center)

(1) Responsible for the application, recommendation and implementation of the teaching reform research topics (projects) of the department;

(2) Organize teachers in the department to actively carry out various teaching reform research, carry out teaching experience exchange meetings, and write teaching Reform research papers to promote the improvement of teaching level;

(3) Focus on the innovative research of curriculum system and teaching content, methods and means, and organize teachers to carry out various teaching. Learning reform, vigorously cultivate teaching results, timely summary appraisal, recommendation and award;

(4) Cooperate with field teaching evaluation, teaching and researching activities actively, seriously implement the system of class, the students and on a regular basis. Teachers' colloquium, objective evaluation of teachers' teaching, overall improvement of teaching quality;

(5) Put forward suggestions for various school teaching reforms.

XII. All kinds of school-level and above teaching competitions

1. Responsibilities of the Teaching Affairs Office

To be responsible for the formulation of regulations and management measures for all kinds of teaching competitions, and the organization and management of all kinds of school-level teaching competitions. Implement; To be responsible for the recommendation and reporting of provincial and national competitions.

2. Responsibilities of the College (department, center)

Responsible for the organization and implementation of all kinds of competition activities related to the department, and ensure the smooth start of competition activities. And strive for good results.

XIII. Teaching quality management

1. Responsibilities of the Teaching Affairs Office

(1) Cooperate with the Teaching Quality supervision and Evaluation Center to formulate the methods of teaching quality management and quality control;

(2) Organize, supervise and evaluate the teaching inspection of the whole school;

(3) Assist the school teaching supervision to conduct teaching inspection on the activities of teachers and students in all teaching links, and be responsible for the teaching inspection

(4) Report the inspection results to all departments; Timely handling and reporting of teaching accidents and teaching errors;

(5) Organize the whole school teachers' teaching competition;

(6) To formulate and inspect the system of listening to lectures at all levels;

(7) Establish a single evaluation system for teaching quality;

(8) Establish teaching quality information feedback system.

2 Responsibilities of the college (department, center)

(1) Carry out the inspection of all aspects of teaching in the department;

(2) Set up the teaching supervision group of the department, with the teaching dean (director) as the supervising group leader or deputy group leader;

(3) According to the requirements of the Academic Affairs Office, organize the implementation of the beginning, middle and end of the teaching inspection, and report the inspection results to the academic affairs office;

(4) Formulate the corresponding system of the department in accordance with the measures of teaching quality management and quality control of the school;

(5) Collect the teacher's teaching plan in the second week of the semester and submit a copy to the Academic Affairs Office for the record;

(6) Organize teaching competitions, open classes and demonstration classes of the department;

(7) Organize a student symposium every period to understand the problems existing in teaching and students' requirements and suggestions;

(8) Set up teaching documents and archives of all aspects of teaching in the department.

XIV. Teaching files

1. The duties of the Teaching Affairs Office

Responsible for teaching plan, course commencement plan, course schedule, examination schedule, graduate register, degree register, File and keep all kinds of teaching and management materials, such as certificate issuance roster, student score summary list, student status summary list, transfer to major approval form, minor and double degree roster, and send them to the comprehensive archives of the university for archiving if necessary.

2. Responsibilities of the College (department, Center)

Responsible for the syllabus, teaching calendar, course teaching files, examination papers, score registration form, score summary sheet, study organize, file and keep teaching materials such as book summary, student register, degree register, course selection summary, practice experiment plan and report, student graduation design (thesis).

XV. Other teaching management work

1. Responsibilities of the Teaching Affairs Office

(1) Responsible for the formulation, approval and interpretation of various teaching management documents and rules and regulations;

(2) Responsible for the approval of all kinds of classes, such as retaking classes, minor classes and double degree classes;

(3) Responsible for the formulation of school-wide graduation project (thesis) work regulations and the examination of school-level graduation project defense; Selection and organization of university-level outstanding graduation project (thesis);

(4). Responsible for the upgrading, maintenance and operation of the school educational administration management system;

(5). Responsible for teaching secretary business training;

(6). Responsible for the reception, coordination and management of audit students;

(7). Responsible for the planning, management, training, evaluation and examination of the application of modern educational technology, and responsible for excellent courseware the promotion work;

(8). Responsible for the organization, evaluation and inspection of the second classroom teaching;

(9). Responsible for the Putonghua test of the whole school teachers; Responsible for language promotion, application and training of the whole school work.

2. College (Department, Center) duties

(1) Implement various teaching documents and rules and regulations of the university; Formulate the relevant implementation rules of the department;

(2) Formulate the implementation rules of the college graduation project (thesis) and organize the implementation; Responsible for reviewing and recommending outstanding graduates design (thesis);

(3) Responsible for the application of modern teaching means, the formulation of implementation rules and the implementation of planning; Responsible for CAI courseware Production, development and application;

(4) Report to the academic affairs in time before the commencement of courses such as re-courses, minor courses and double degree classes Submit to the Department for approval;

(5) Responsible for the mobilization and guidance of students in the department for postgraduate entrance examination and the specific organization of students for postgraduate entrance examination;

(6) Responsible for the formulation and implementation of the second class teaching plan; Responsible for the second class teaching assessment and results assessment and registration work;

(7) Cooperate with the school and language Work Committee to do a good job in the Putonghua test of teachers and the language of the whole school Promotion, application, training and other work;

(8) According to the notice of auditing students issued by the academic Affairs Office, arrange the lectures and take charge of their performance assessment and report Academic Affairs Office.

XVI. By-laws

1. These measures shall be implemented from the date of promulgation, and the former "Hunan Institute of Engineering Teaching Management Measures (Trial)" (Institute The teaching character (2001) No. 53) shall be repealed simultaneously.

2. The Administrative Affairs Office shall be responsible for the interpretation of these measures.