

# **Notice on Conducting the Mid-Semester Teaching Inspection for the 2024-2025 Academic Year Second Semester**

All Teaching Departments:

In order to urge the implementation of the rectification work for the undergraduate teaching assessment and to further standardize teaching management and continuously improve the quality of talent cultivation, the school will conduct the mid-term teaching inspection for the 2024-2025 academic year second semester. The relevant matters are hereby notified as follows:

## **I. Inspection Working Group**

Group Leader: Wu Zhijun

Vice Group Leader: Fang Zhengjun

Members: Tan Longhua, Zhang Weimei, Mao Xiaohua, Cheng Yulan, Sun Jing, Zhang Yi, Zhou Xian'an, Zhou Liang, Tang Youliang, Wang Yueling, Li Yongjian, Tang Yawen

## **II. Inspection Time and Method**

(1) Inspection period: May 6th - May 9th, 2025

(2) Inspection methods and key contents:

1. This time, there will be no PPT presentation. Instead, we will conduct a random inspection to review various teaching materials.

2. Construction and management of basic teaching archives in the college, as well as the archiving situation;

3. The inspection results will serve as an important reference for the annual goal assessment of each teaching college in 2025.

### **III. Inspection Contents and Division of Labor Arrangements**

Group 1: Inspection of daily teaching situation

Inspectors: Tan Longhua, Mao Xiaohua, Wang Yueling, Tang Yawen  
examination content:

1. Have the new teachers properly assigned teaching tasks in accordance with the prescribed requirements;

2. Teaching Staffing: Including the proportion of full and associate professors teaching undergraduate courses, the distribution of lecturers for core specialised modules, the teaching hours allocated to principal lecturers, and instances of cross-disciplinary teaching arrangements;

Check criteria: Implement the "Basic Requirements and Management Measures for the Five Major Teaching Phases (Revised)" (Document No. 34 of 2018 from the School Education Department)

3. Supervision and implementation of the situation of course suspensions (or postponements) in the college, as well as weekly and monthly inspections of class attendance rates, with particular attention to cases where the attendance rate is below 80%.

Check criteria: Implement the "Regulations on Course Scheduling and Adjustment (Suspension) Management of Hunan Institute of Engineering" (Document No. 31 of 2018 issued by the School's Education Department)

The above three inspection items will be reported to the colleges by the Academic Affairs Office based on the data from the academic management system and the school's organized teaching inspections. The

colleges do not need to provide any data reports.

4. The activity plans and implementation status of the teaching research department, including teaching discussions, teaching observations, and mutual classroom visits, etc.

Check criteria: Implement the "Work Regulations of the Teaching and Research Office of Hunan Institute of Engineering (Revised)" (Document No. 40 of 2015 issued by the School of Education)

5. The implementation status of the teaching supervision work, including the observation sessions conducted by the college leaders and the teaching supervisors for new teachers and young teachers (those under 40 years old);

Check criteria: Implement the "Teaching Supervision Work Regulations of Hunan Institute of Engineering" (document No. 32 of 2018 issued by the School)

6. New teacher teaching guidance materials, original records of the mentorship program for new teachers, and relevant institutional plans of the college, etc;

7. The college organized a student symposium to collect students' feedback and categorize and organize it. A symposium report of no less than 300 words was formed. The report retains specific courses, teachers, and other specific issues raised by the students, facilitating feedback and rectification. At the same time, photos of the symposium and a list of students who participated in the discussion are provided.

**Group 2: Examination papers, score management inspection**  
Inspectors: Sun Jing, Cheng Yulan, Zhou Liang, Tang Youliang  
examination content:

1. A random audit of exam papers for 20-30 classes in the autumn semester of 2024, including the paper preparation, marking, distribution of

scores, analysis of the papers, process assessment, and archiving procedures (the specific courses and classes will be informed by the Academic Affairs Office to the college one day in advance);

2.Implementation Status of Academic Warning Measures for the Academic Year 2024-2025 (Review of Relevant Supporting Documents).

### Group 3: Inspection of Practical Teaching Phases

Inspectors: Zhang Weimei, Zhang Yi, Zhou Xian'an, Li Yongjian  
examination content:

1.Conduct a random inspection of the implementation of 3-4 experimental courses for each major in the spring semester of 2025;

2.Conduct a random inspection of the process management and documentation archiving of the internship and practical training sessions during the last ten weeks of the autumn semester of 2024 and the first ten weeks of the spring semester of 2025;

The course, practical session and class data for these two examinations will be informed to the college by the academic affairs office one day in advance.

3.The rectification situation of undergraduate graduation thesis issues inspected by the Ministry of Education in 2024 and the progress of graduation design (thesis) for the academic year 2025 (notification based on the completion status of the Weipu Paper Management System);

4.In the spring semester of 2025, the on-campus guidance situation of the 2021-level Enterprise Learning Program instructors during the enterprise training period (proof materials must be provided); Check the completion status of each module's learning report in accordance with the requirements of the "2021-level Corporate Internship Program Guide".

## IV. Relevant Requirements

1.Each teaching college organized a comprehensive self-examination

and rectification of its teaching work in accordance with the requirements of the evaluation and assessment;

2. Each college must promptly provide the required complete materials as per the instructions of the inspection team.

Attachment: "Midterm Teaching Inspection Schedule for the Spring Semester of 2025"

office of academic affairs

April 27th, 2025

## Mid-term Teaching Inspection Schedule for the Spring Semester of 2025

| <b>date</b>                             | <b>Departments to be Inspected</b>               | <b>inspection time</b> | <b>checkpoint</b>                                  |
|-----------------------------------------|--------------------------------------------------|------------------------|----------------------------------------------------|
| May 6th<br>(Tuesday of the 11th week)   | school of mechanical engineering                 | 08:30 — 09:50          | Mechanical Building 301                            |
|                                         | School of Electrical and Information Engineering | 10:00 — 11:20          | Electrical Building 407                            |
| May 7th<br>(Wednesday of the 11th week) | School of Design Arts                            | 08:10 — 09:20          | Second floor of the Art Building - Conference Room |
|                                         | Textile and Clothing College                     | 09:30 — 10:40          | 3rd floor, Room 302, New Textile Building          |
|                                         | College of Medical Engineering Technology        | 10:50 — 12:00          | Engineering and Medicine Building 407              |
|                                         | College of Materials and Chemical Engineering    | 15:00 — 16:20          | New Chemical Building 304                          |
|                                         | Excellence Engineering Institute                 | 16:30 — 17:50          | North 3 Building, Room 310                         |
| May 8th<br>(Thursday of the 11th week)  | Computing Science and Electronics College        | 08:10 — 09:20          | G-207                                              |
|                                         | School of Information Science and Engineering    | 09:30 — 10:40          | E-307                                              |
|                                         | International Education College                  | 10:50 —                | E-105                                              |

|                                      |                                                        |               |                                                                             |
|--------------------------------------|--------------------------------------------------------|---------------|-----------------------------------------------------------------------------|
|                                      |                                                        | 12:00         |                                                                             |
|                                      | Institute of Smart Construction and Energy Engineering | 15:00 — 16:20 | New Building 318                                                            |
|                                      | School of Sports Science and Engineering               | 16:30 — 17:50 | Gymnasium                                                                   |
| May 9th<br>(Friday of the 11th week) | <b>Business School</b>                                 | 08:10 — 09:20 | F-103                                                                       |
|                                      | <b>School of Foreign Languages</b>                     | 09:30 — 10:40 | F-119                                                                       |
|                                      | Institute of Marxism                                   | 10:50 — 12:00 | E-125                                                                       |
|                                      | Institute of Intelligent Science and Engineering       | 15:00 — 16:20 | Second floor meeting room of Intelligent Science and Engineering Department |

Note: If there are any changes to the inspection time, we will notify you at that time.