

# Common Problems and Countermeasures in the Management of Educational Administration Files in Colleges and Universities

Haoyue Xu <sup>1</sup>, Zhitao Zhu <sup>2</sup>

*1 Jiangsu Maritime Institute, Nanjing Jiangsu 211170, China*

*2 Jiangsu Maritime Institute, Nanjing Jiangsu 211170, China*

**ABSTRACT.** *With the development of the information age, various archives have been stored to provide written materials for future management work; the management of educational archives in Chinese universities has also received more and more attention. Strictly speaking, the academic affairs file is a written record of the teaching content, teaching achievements, and teaching reflections of the entire school teaching management department. It is an important information resource that is conducive to the management of current college teaching. The author combines the actual investigation, analyzes the problems existing in the current educational affairs file management, and proposes solutions.*

**KEYWORDS:** *file management; educational affairs files; common problems*

## 1. Introduction

In the current stage of college education file management, many college management's file management awareness is very weak. Therefore, the daily file management work is not very smooth, and it is very messy when looking for archives; even the phenomenon of not being found or lost. Paper files are very difficult to store and are easily lost and defaced. At present, with the development of the Internet, colleges and universities have begun to combine information technology to scan and store files. However, there are still some problems that cannot be avoided.

## 2. Some common problems in the management of educational records

### 2.1 Managers' lack of awareness of academic affairs file management

The At the current stage of the management of educational records, some managers have insufficient understanding of the management of archives. It is

believed that the current academic departments of colleges and universities are mainly doing the education work for the students. The work of file management is not particularly important. I believe that file management is not an “inside”, so management awareness is weak. On the other hand, filing files is time consuming and labor intensive. Many managers have a lot of daily academic work, and there is no way to do archiving work. Fundamentally, managers do not correctly recognize the importance of file management. Therefore, it is inefficient and time-consuming for archivists to perform archiving and summarization work; it seriously slows down the work.

### ***2.2 Most managers do not have professional knowledge of file management.***

The file management work seems to be simple, but it actually needs a certain theoretical knowledge to support; the files thus compiled are scientific and reasonable, and can be followed regularly. However, file management personnel admitted to colleges often do not have professional knowledge of file management. Moreover, they did not carry out on-the-job training, and there is very little expertise in archiving and organizing files. Most importantly, they did not learn the relevant knowledge of file management knowledge. The daily basics of finishing work are far from being able to summarize a large number of complex educational files. Managers are also an important part of the development of the file management work. It is necessary to take the professional knowledge and work literacy of management personnel as the entry point; carry out the management of educational records in colleges and universities.

### ***2.3 File management work is confusing, data collection is not timely***

The daily administrative affairs file management mainly includes two parts: the teacher teaching business file and the student's student status management, as well as the teaching audiovisual file and the teaching management file. The archives of these four parts are very much, and they all come from the daily teaching activities and the process of teaching management. From the beginning of each student's entry, there is a corresponding teaching file. When the teacher is in class, some videos and audio are also part of the educational archives. These files need to be collected and organized consistently in order to be better stored. This requires a large amount of teaching materials to be organized at the first time after the teaching activities. However, at the same time as the inefficiency of the personnel, the materials collected during the first period were not collected.

### ***2.4 The information is not systematic and complete, and the classification criteria are not consistent.***

The educational archives of colleges and universities contain a large amount of information data and written records, which is a true record of the management work of colleges and universities. When consulting materials in the future, the educational

archives as reference materials have high authenticity and reliability. However, when the documents are recorded in the management of college educational affairs files, the language expression is relatively old. Although there are many educational files, the general reference value is not particularly high. The information on the overall educational archives is not particularly systematically managed and the presentation is not particularly complete. In addition, there is another aspect that needs special attention - the classification criteria. In the management of college educational archives, there is no unified classification standard and institutional planning for archive management. Therefore, when the departments are sorting out the educational archives, the materials compiled are quite different. The archives of the archives are also stored according to their own standards, so that when the files are summarized in the later period, there will be repeated files.

### ***2.5 University file management system has its drawbacks, it is troublesome to find***

The utilization rate of educational archives is very high for students. Most college graduates need transcripts and Putonghua grade certificates in the process of finding a job. In addition, each year students are required to use the records and materials in the educational files as data support when assessing grants, scholarships, and outstanding students. However, in view of the current file management system of colleges and universities, the daily search for files is very troublesome. At the same time, in the process of file management, there is no work of reviewing and correcting errors. Some students may not match the information, but did not check and modify it in time. When the file is presented, there is a discrepancy in the data; and the check is very complicated.

### ***2.6 File management information level is not high***

As far as the author investigates the old and new levels of colleges and universities, the computer and retrieval tools of some universities are relatively backward. The management model is not perfect and obsolete, and the retrieval tool is less informative. This will greatly reduce the efficiency of the work when you enter the file. At the same time of wasting time, file managers will feel that work is boring and enthusiasm is not high. It is also very troublesome when students search for materials.

## **3. Effective countermeasures for the management of college educational records**

### ***3.1 Starting from the foundation, enhancing the management personnel's sense of file management***

In the current educational administration of colleges and universities, file management is an important part of it. To do a good job in file management, we

must start from the basics and enhance the management personnel's sense of file management. It is necessary to enhance their sense of responsibility and dedication to file management, so that they can realize the sense of accomplishment in file management. At the same time, the importance of popularizing archival work is to let them know that the archives are closely related to the school's educational management work; it is linked to the development and construction of the school. Thus, let them consciously participate in the archiving of files. There will be no phenomenon of not paying attention to file management, laying a solid foundation for the smooth development of file management.

### ***3.2 Start with the profession and improve the professional knowledge and skills of managers***

After the management staff has increased their awareness of file management, they must start to improve their professional knowledge and skills. It is a prerequisite to consciously do file management work, but it is not enough to have a sense of responsibility in the file management work. The file management work is complex, the workload is large, and it has scientific and reasonable knowledge of file management; it can effectively save staff time, save labor and material costs, and also improve the standardization of files. Universities can regularly train staff to improve and update their expertise, let them keep enthusiasm for archiving because they are constantly learning. In addition, it is also possible to regularly organize management personnel to brush the colleges and universities to visit the archives management department. Drawing on their excellent management experience, they actively explore and innovate their own file management model, let the school's file management work continue to progress and continue to develop.

### ***3.3 From the system into the scientific and rational planning and file management system***

The development of any work requires the support of the system, as does the file management work. In the process of managing the educational archives, in order to make the work more scientific and institutionalized. Colleges and universities can formulate scientific and reasonable file management systems on the premise of knowing the law and obeying the law in accordance with the existing laws and regulations of the country. Let the development of the academic archives work have laws to follow, and there are traces to follow. In addition, school leaders must also do a good job of monitoring. To understand the process and situation of file sorting, you can also put forward some effective opinions to make the work more perfect. Finally, the publicity of the archives and the reward and punishment system must also be strictly required; Let some files be open and transparent, and managers should be motivated at the right time.

### ***3.4 Starting from science and technology, combining information technology means to manage educational files***

In today's society, under the background of the Internet, all kinds of work are carried out in conjunction with information technology. Information technology can indeed improve work efficiency, especially in the field of texts such as the management of academic records. Making full use of information technology can greatly improve the management efficiency of managers. Managers can perform file scanning and data entry. Stored in a classified database, there will be no loss of text loss data. Moreover, it is necessary to carry out computer file management in an all-round way and make full use of file information management software, realize the digitization of educational affairs information and properly manage academic affairs files. For example, when grading students' grades since they entered school. It is possible to adopt a two-pronged strategy to create a student achievement database on the computer to enter data; then print each student's transcript for binding and preservation, this information is not easy to lose and is easier to find.

### ***3.5 From the value, Exploiting the use value of college educational archives***

Students' student status information, transcripts, teacher's teaching records, and teaching process videos, these are very informative information, so it is very important to develop and utilize the academic archives. Archiving archives is not just about saving information, but it is also important to provide reliable information and data for management. This requires a good record of the file and fully exploit the intrinsic value of the file.

## **4. Conclusion**

All in all, the work of the management of college educational records needs to be carried out continuously. It is necessary to start from many aspects - the quality of management personnel, the improvement of professional knowledge, the improvement of the school file management system and the combination of information technology means, so that the educational archives can be better and better organized. The value of the educational archives should not be underestimated and is an integral part of the academic work. Managers must have the initiative to archive archives of educational archives, and regularly review files and correct information. In this way, the management of college educational files will be better and better, and the information will be more reliable and accurate.

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