

Analysis on the Development and Utilization of Adult Education Electronic Archives Management for New Engineering Disciplines Construction

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Abstract—In order to strengthen the management of adult education achievement and revise the unhealthy phenomenon such as false academic qualifications and unsatisfactory transcripts, this paper introduced the significance of doing research in the adult education for New Engineering Disciplines Construction, and analyzed the current situation of the management of adult records. And then it proposed the corresponding countermeasures for the development and utilization of network management in adult education archives. Finally, the application of science and technology in the management of adult education cadres is expounded.

Keywords—Adult education; Student status file; Development Analysis

I. INTRODUCTION

The academic records of adult education in colleges and universities are the true records of adult students during their studies. The role of student records is becoming more and more prominent and has become a very important part of adult education management [1]. In essence, the effective use and development of adult education student management files will have a direct impact on the teaching management level of adult education [2]. However, the current adult education management personnel in colleges and universities have not paid enough attention to the development and utilization of the teaching records, and the management files of the teachings are quite confusing. It is impossible to strengthen teaching quality through effective teaching management [3]. The phenomenon of fake diplomas and fake academic qualifications in adult education in China is very common, and the authenticity of the archives of teaching records is questioned [4], which has adversely affected the development of adult education in China. Based on the problems existing in the current file management work, under the new situation, the rapid development of network technology has provided convenience for the management of adult education.

II. THE SIGNIFICANCE OF DOING A GOOD JOB IN THE MANAGEMENT OF ADULT EDUCATION RECORDS IN THE NEW SITUATION

Adult education has a wide range and diverse forms, and it is a good form to meet the learning needs of young people. In order to meet the needs of the development of the times, the development of adult education in colleges and universities has

also accelerated, so that more people have the opportunity to enter higher education institutions for continuing education. The student status file is directly generated by the students in the learning activities. It has a true record of preservation, use and proof for the society, individual students and schools. It is an important basis for mastering the students' situation and regulating the management of students[5].

With the continuous development and popularization of information, network and computer technology, the network has had an important impact on the management of student records in adult education. On the one hand, the emergence of the network provides a lot of convenience for the management of adult education. The network technology enables the use of the information of the teachings to make any user free from time and space restrictions. The development of online use makes the management of student records easier and faster. However, on the other hand, the insecurity of the network has become an obstacle to its development, and the benefits of the network and the danger of the network have increased in geometric progression. The network makes it possible for hackers to break through the firewall to read graduate education information, which will cause losses to the development of adult education in colleges and universities. Under the network background, it is very important to do a good job in the application and development of college students' adult education files [6].

III. THE STATUS QUO OF ADULT EDUCATION STUDENT RECORDS MANAGEMENT

A. The student file management and teaching management are seriously out of touch

Due to the huge data of adult education records, and the complexity of the content and source, this will cause certain difficulties for the staff of file management. The student status archives and student management work are interdependent, which is not only the composition of student management, but also the basis of teaching management. The two restrict each other and influence each other. In today's adult education student records management process, there are often incomplete archive materials, students' academic records are not serious, identification and comments are so uniform, which makes the teaching files lack of authenticity and reliability, and can't meet the needs of social development. There are even some people who have artificially falsified the contents of the

original caisson file for their own private parts. This shows the decline of social integrity, and it also shows that the academic management of adult education in colleges and universities is seriously out of touch.

B. The demand for the use of student status files has increased, but the management of student records is backward.

With the continuous expansion of enrollment, the employment channels have gradually diversified, and the number of people going abroad has also increased year by year. This has made it necessary for more people and relevant institutions to use the files of graduates' student status. The composition of the adult education profession is very complicated, and the composition of its students is also very complicated. Therefore, the graduates' student registration files are very diverse and varied, which brings the collection, collation, filing and archiving of the student registration files, development and utilization. Most users use the materials to provide information to the employer, and the file is the only way for the employer to distinguish the authenticity of the graduate information. Therefore, the rate of documentary management of adult education records is also increasing. The demand for the use of student files has increased to a certain extent, and people's awareness of archives has also increased. People have begun to pay attention to the management of student records in adult education. The development of management work brings opportunities.

On the other hand, the means of document management for adult education is very backward, and it is unable to adapt to the needs of information and networked student records management in the new era. Checking files quickly and accurately is the basic requirement for providing files so that users can access personal information quickly and easily. However, there are still many colleges and universities adult education case management can't meet the needs of the network era, still using traditional manual operations, manual operations and complex, time-consuming and laborious, not only increase the workload of file management workers, but also extremely inefficient.

C. Ignoring the construction of student records management team and personnel training

The management of teaching records requires that managers have a high level of comprehensive quality and information literacy, following planning, accuracy and principle, as it is a complex engineering system. Adult education in many schools still does not pay attention to the team-building of school administrators. It is not a professional file manager, some are part-time workers, and the management concept of school records administrators is backward, the professional structure is irrational, and the overall quality is low.

IV. STRENGTHEN THE COUNTERMEASURES FOR THE DEVELOPMENT AND UTILIZATION OF ADULT EDUCATION STUDENT RECORDS

A. Raising the degree of attention and enhancing the awareness of information management

In today's increasingly fierce employment competition, college graduates' student registration files are directly related to the employment and future of graduates, so the student status files play an important role and role. University leaders must establish a student-oriented philosophy, attach importance to the development and utilization of student records, and consciously improve the student file management system. The college student registration file is an important evidence basis for the selection and recruitment of talents in society. We must fully establish the archives awareness and fully guarantee its quality and authenticity. School leaders should strengthen the supervision of the management of student records, select qualified personnel who meet the needs of the development of the times, and provide support in the management of people, finances and materials, and provide a strong guarantee for the standardized and scientific management of student records. The establishment and improvement of various rules and regulations are the basis for the realization of scientific and formal chemical records management. At the same time, we must further correct the prejudice against archival work and actively use archival resources to promote the development of adult education in colleges and universities.

B. Introducing new technologies and doing a good job in socializing the archives of adult education

Along with the continuous development of computer and network technology, the management method based on custody has been unable to meet the needs of society. The management of student records in adult education should be informed. The reform of student file management will not be able to adapt to the current modern management needs. We need to use advanced technology to integrate computer technology into the development and utilization of adult education records. The choice of database system not only supports C/S architecture but also supports distributed processing. We also need to establish an advanced teaching management system, which must have the ability to support online transactions, and adapt to a variety of hardware platforms, using computers and network information systems to build a management platform for student status, in order to achieve resource sharing, let Different departments can simultaneously query and print the student's school records, and retrieve the required student file materials at any time to understand and master the latest situation of the students.

C. Strict examination procedures for the records of adult education, ensuring the quality of archives

Along with the increase in the utilization rate of adult education files, people's methods of checking files are becoming more and more diversified. The adult education archives department provides a large number of reviewers with corresponding academic qualifications, performance certificates, and graduation certificate information. The adult education archives management department realizes the effective use of the teaching records to carry out talent

exchanges, and it is necessary to strictly implement the teaching documents to ensure the quality of the files. We must establish a concept of good faith, improve our self-cultivation, maintain the historical and true appearance of adult education records, provide users with adult education records information, and improve the awareness of serving others. At the same time, we must emphasize the strict management of student records management.

D. Improving the information quality of file management personnel and realizing the scientific management

Enhance the team-building of adult education student records management, and improve the science and modernization of student status file management. As a college adult education file management staff, we must have a high sense of ideological and political awareness and responsibility, and we must have a good work style and continuous learning ability. In the network age, we must constantly improve the management level and business quality, and pay attention to the job training of the student records management personnel. In terms of ideological and political aspects, the teaching staff of the teaching records should establish a correct outlook on life and the world, love the management of student records, and maintain the true face of the student files. In terms of business capabilities, through various forms of vocational training, on-the-job training and academic lectures, the teaching staff of the teaching records should be skilled in using modern management equipment such as computers to improve the professionalism and professional skills of adult education records administrators.

V. THE APPLICATION OF SCIENTIFIC AND TECHNOLOGICAL MEANS TO THE MANAGEMENT OF ADULT EDUCATION RECORDS

In light of the development background of the new situation, it is imperative to carry out informational adjustment of the archives management of adult education. Combining the previous management experience with the actual situation of adult education, the file management of adult education has included the development of a sound file management system and strict implementation of the regulatory system. Among them, the formulation of the file management system includes: the use of science and technology to achieve electronic registration of new students and the management of student registration, to ensure the authenticity, accuracy and effectiveness of student electronic data. The strict implementation of the supervision system requires the selection of the special person to be responsible for file management, the Specialization and meticulous work of the management mechanism, and the strict implementation of the system. The information of adult education student file management, while ensuring the authenticity and accuracy of the student registration file, also realizes the specific situation of adult students' learning, morality and quality in the aspects of student status.

A. Electronic registration of students for admission

The first step in realizing the information of adult education archives management is to implement and improve the electronic student registration of freshmen enrolled, so as to

ensure the continuous and effective implementation of student status management. The specific management system is as follows: the relevant personnel and departments of the student status management use the means of information, network technology and computer software to build a humanized education file management information platform, and establish an archives student management database, including the necessary information such as name, student number, major, class, etc. The information on the admission of freshmen is fast, accurate and effective. In addition, it is especially necessary to explain the registration of electronic registration for freshmen entering the school. It is necessary to ensure that the relevant personal information of the new students is consistent with the corresponding information of the National Unified Examination for Adult Higher Education, and it is not allowed to modify it without authorization. After entering the school, the entry information will be reviewed in detail. This ensures that the new student registration information is accurate and effective.

B. Management of electronic school records for students in school

In view of the student status management of the students in the school, it is based on the registration of the new student registration, and the implementation and improvement of various tasks in accordance with the requirements of the management system is the key link to ensure the management of the adult education records. For students in school, their student status management may have a situation of student status change. Timely and effective student status change and student status improvement are important guarantees for students to graduate smoothly.

The specific contents of the student status change include: professional change and student status change. The professional change mainly focuses on the professional management of the students in the school. The student status change includes transfer, suspension, resumption of school, and withdrawal of school registration. In the information management of adult education cadastral files, it is necessary to pay attention to the information processing of student status changes, to timely understand the student's student status changes, and to update and improve the electronic information of the students according to the specific conditions to ensure the real-time and accuracy of the student status. The information management of the change of student status mainly includes: based on the information of the new student enrollment registration, using the information chemistry management system for screening and management, and modifying the information related to the student status for students with different student status.

C. Graduation and degree qualification examination for graduates

For students who meet the graduation requirements, they need to follow the graduation process to conduct graduation and degree qualification examinations. Through the examination, they can issue diplomas according to the process and grant students graduation. In order to ensure the quality of adult higher education, protect the rights of graduates, and strengthen the higher education qualification system and

certificate management, graduates and degree qualification examinations are required for graduates. The specific contents include: using the adult education student file management system to obtain the student registration information, strictly review the graduate graduation and degree qualifications according to the relevant national laws and regulations, and issue the graduation certificate on the premise that the qualifications are true and effective.

VI. CONCLUSION

Adult education Archives management is an important part of the network management of ordinary colleges and universities. Its standardization, information and network development are crucial to the development of adult education. As a college education file management staff, we should be based on honesty, student-oriented, and strive to improve their comprehensive quality and business level, and fully play the role of student status files in teaching through various channels, and realize the scientific management of student records.

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