

Brief Analysis of Archives Management of Graduate Students in Colleges and Universities*

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Abstract: University graduate students are the elite of the country's future development. Their growth, learning and performance will be recorded in their archives, which will be an important reference for them to enter the society. The management level of graduate students' archives can also directly show the management ability of graduate students. This paper mainly analyzes the importance, existing problems and measures to improve the management of graduate students' archives, hoping to provide some reference for the standardized management of graduate students' archives.

Key Words: archives management; graduate student; university

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The archives of graduate students in colleges and universities have a very important influence on the growth of students and their entry into the society, and can become an important source of information for the development of the society to provide excellent talents. Postgraduate archives should not only record the status of postgraduate students, but also record their study and life in school, awards and punishments, so as to see their performance in school and their ability. The archives of graduate students in universities not only record their academic performance, but also their management level. It can be seen that to strengthen the management of graduate students' archives in colleges and universities can not only lay a foundation for improving the quality of graduate students' training, but also provide reference for improving the management of graduate students.

I. THE IMPORTANCE OF ARCHIVES MANAGEMENT FOR POSTGRADUATES IN COLLEGES AND UNIVERSITIES

Graduate students are the elite of the future development of the country. Their study and life performance in school will affect their growth and development. Therefore, it is necessary to strengthen the records of their personal files. Archives is a graduate student to graduate student, graduate student rewards and punishment, graduate student party material, social practice, etc, these can be fully displaying the graduate student's ability and moral cultivation, so that you can according to the different personality of each graduate students according to their aptitude, fully tap the graduate student individual potential, improve the quality of graduate education, to promote social development further. Therefore, colleges and universities should strengthen the management of graduate students' archives, which is not only conducive to comprehensively recording the situation of graduate students and providing excellent professional talents for the development of society and the country, but also can restrain the behavior of graduate students to some extent. It can be said that strengthening the management of postgraduate archives can not only protect the growth and development of students, but also lay a solid foundation for the progress of the society and the country.

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II. THE DEFICIENCY OF ARCHIVES MANAGEMENT OF POSTGRADUATES IN COLLEGES AND UNIVERSITIES

The management of graduate students' archives is an important part of the management of graduate students in colleges and universities. Although some progress has been made in the management of graduate students' archives, there are still some shortcomings in the management of graduate students' archives.

One is that colleges and universities do not pay enough attention to the management of graduate students' archives. Most universities do not attach great importance to the management of graduate student file, appeared in the process of management of management power and responsibility is not clear, especially some new graduate student of master's degree authorization unit of archives management work, because graduate management department all the staff are busy degree and postgraduate education in all kinds of daily affairs, personnel nervous, not equipped with full-time graduate students archives management, and graduate institute of management department and the graduate education also not for graduate student of archives management work, the division of the staff of graduate student file management consciousness, only the extensive management, the graduate student archives That is to say, when freshmen enter the university, they will collect their files and put them in the cabinet, and when they graduate, they will distribute the files, which cannot be unified and standardized. As a result, it is very easy for them to have problems such as incomplete files, low data quality, missing contents and disordered filling of file forms.

Second, the university lacks the graduate student archives management system. At present, the management system of graduate students' archives in colleges and universities is not perfect and there is no unified standard, so there is no unified standard, scope and procedure for the archiving materials of graduate students' archives.

Third, the content of the archives of university graduate students is relatively single. The content of archives of most university graduate students is the data before or during the entrance of university graduate students, and the archives of university graduate students after the entrance of university graduate students are less, such as the situation of awards and penalties during the graduate students, scientific research, etc., so the archives of graduate students can not fully reflect the personality characteristics of graduate students.

Fourth, the modern management level of university graduate student archives is relatively backward. At present, the management of graduate students' archives in many colleges and universities is still dominated by manual operation, which affects the collection, sorting, retrieval, consulting and application of materials, reduces the utilization rate of graduate students' archives, and fails to give full play to the service role of graduate students' archives.

III. MEASURES TO IMPROVE THE MANAGEMENT OF ARCHIVES OF GRADUATE STUDENTS IN COLLEGES AND UNIVERSITIES SHOULD BE STRENGTHENED

(a) Enhance the management consciousness of postgraduate archives

In the management of graduate students' archives, we should constantly enhance the consciousness of graduate students' archives management, clarify the importance of graduate students' archives management, and actively improve the professional skills and comprehensive quality of graduate students' archives management personnel, so as to provide better services for the development of graduate students and the management of graduate students in colleges and universities.

(b) To formulate the management system of postgraduate archives

"No rules, no standards." In the graduate student of archives management work, must according to the characteristics of the colleges and universities and the specific circumstances, to develop a suitable for our school graduate student file management rules and regulations, the work of the members of the archives management in the system, detailed procedures and processes, strengthen the management and supervision, promoting university graduate student records management work to be done under the constraints of system, to ensure that the graduate student of archives management work carried out smoothly.

(c) Enrich the content of graduate archives

Archives is not only to record the graduate student to graduate student status information, also can increase the graduate students during the period of school published related materials, participating the mentor research situation, the dissertation, reward and punishment, social practice, tutor of graduate student performance evaluation, etc., by adding more individualized archive content, better able to show the graduate student's personal qualities and academic level, more comprehensive understanding of the graduate student to unit of choose and employ persons, prepared for graduate employment and employment.

(d) Keep a detailed record of the postgraduate files

Graduate student archives are to want to reflect the specific situation of graduate students, so when recording graduate student archives to be detailed, can't deal with simply. Awards and punishments for postgraduates will have a positive or negative impact on postgraduates. Graduate student award or punishment will have the reason, so colleges and universities in the graduate student award or punishment record files, let graduate students attach material specification, so that you can know the cause of graduate student award or punishment, and to ensure the accuracy and correctness of graduate student files, can also be constraint in graduate study in daily life behavior, help to improve the quality of graduate education.

(e) Make use of modern means to conduct electronic management of postgraduate archives

With the progress of science and technology, colleges and universities should also carry out modern management of postgraduate archives. The traditional manual operation can cause lag and graduate student file archive file is missing, and modernization of file management can enhance the graduate student file management is scientific, normative and integrity, further improve the efficiency of university graduate student of archives management work, to achieve information sharing, graduate student archives graduate students archives service value into full play.

IV. CONCLUSION

Postgraduate archives is an important witness to the growth and development of postgraduate students. As the elite of national development, universities should strengthen the management of postgraduate archives. In the management process of graduate student archives must be rigorous, real, detailed, give full play to the value of graduate student archives, can provide the talent foundation for the future development of the society.

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