

On Secondary College's Postgraduate Management in Application-oriented University

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Abstract. With continuous increase of postgraduate students in China, the difficulty and importance of postgraduate management also increase. Postgraduate management in application-oriented university becomes prominent in recent years. By analyzing the problems with secondary college's postgraduate management, this paper summarizes the necessity and difficulty of secondary college management, and puts forward the measures to strengthen secondary college management. The measures are to strengthen the construction of management team, improve rules and regulations, to full play the role of postgraduate secretary and tutor, and to build up the platform for secondary college management.

Introduction

The application-oriented university, driving from the idea of higher vocational education, differentiates itself from the research-oriented university or the teaching-oriented university. With continuous development of China's higher education and the enlargement of postgraduate enrollment scale, many application-oriented universities become newly increased master's degree granting units. The secondary college where the author with witnessed an increase of postgraduate student number from 4 to 60 in three years. Secondary college shoulders more and more important responsibility in postgraduate education management and its secondary management system is gradually taking its shape.

Necessity of Secondary College Management

If postgraduate education management only relies on graduate school, it will inevitably lead to the overburden of the staff in graduate school, which will affect the quality of postgraduate education. The implementation of secondary college management has the advantage of relieving work pressure and improving work efficiency. Besides, the implementation of secondary college management can promote the further integration of education resources of undergraduate and graduate students in secondary colleges, so as to make full use of education resources. Secondary college management can adjust its detailed rules for postgraduate students in different colleges while making its own rules and regulations so as to guarantee the management pertinence and then greatly improve the quality of postgraduate education. For example, students majoring in electrical engineering need more social practice and engineering experience compared with students majoring in mathematics. With the implementation of secondary college management, the graduate school can be liberated from the specific daily routine, and further research and discuss strategic issues to improve training quality of the graduate students. Therefore, the implementation of the secondary management mode is an inevitable demand for postgraduate education and also an important measure to improve the quality of postgraduate education.

Problems of Secondary College Management

Insufficiency of Management Team

Many application-oriented universities have just become master's degree granting units.

Postgraduate management has just been distributed to secondary college where no relevant position is set up for the management team. The management work are generally taken by the scientific secretary, teaching secretary, or other teachers who are willing to do the job on a part-time basis. Whoever it is, his/her main task is not postgraduate management. In this situation, teacher's enthusiasm and efficiency will be greatly affected. Therefore, the establishment of a secondary college postgraduate management team is an urgent problem to be solved in many application-oriented universities.

Deficiency of Rules and Regulations

Postgraduate management in secondary college is at an exploring stage. Some secondary college adopt the management system of undergraduates and some adopt the management system of other universities.

Measures to Strengthen Secondary College Management

Strengthen the Construction of Management Team, Improve Rules and Regulations

A good management team is one of the key factors to improve the quality of postgraduate education. In order to improve the enthusiasm and initiative of the management team, it is necessary to set up full-time post for secondary college. If the position is restricted by manning quotas, the contract system can be adopted. As long the post is set up with reasonable reward and punishment mechanism, it is believed that the management personnel will be able to devote themselves to the work. Secondary colleges should provide necessary training to management personnel according to characteristics of different majors, so as to improve management efficiency and management standards and ensure the effective development of postgraduate management.

The secondary college must have a rigorous and sound postgraduate management system. There should be corresponding regulations and management systems at all stages of postgraduate education. The secondary management system and management personnel's job responsibilities should be clarified and refined, and job responsibilities should be assigned to every individual. To achieve the effective implementation of graduate education and education management, the management system should be standardized and institutionalized.

Full Play the Role of Postgraduate Secretary and Tutor

Postgraduate secretary is the backbone for postgraduate management in secondary colleges. The postgraduate secretary is the bridge of communication among graduate school, secondary college, vice dean of secondary college who is in charge of postgraduate affairs, tutor, postgraduate student and other teaching units. The postgraduate secretary is the basic executor and organizer of education and management work of secondary college. Postgraduate secretary is required to participate in postgraduate enrollment, postgraduate cultivation, postgraduate degree award, and discipline construction. The secondary colleges should pay attention to the work of the postgraduate secretary, improve the guarantee mechanism, strengthen the incentive mechanism, and fully arouse the enthusiasm and initiative of postgraduate secretary.

The tutorial system is widely adopted in postgraduate management. Tutor plays an important role in the management of postgraduate students. Tutor is the first person responsible for postgraduate cultivation and has a significant influence on the healthy growth of postgraduates. Tutor is the only person who undertakes professional and humanistic education of postgraduates. A tutor not only teaches a student academically, but also tries to understand the characteristics of his /her student and help establishing a student's correct view of the world, of life, and of values. Secondary colleges should strengthen the selection, training, assessment and supervision of tutors.

Build Up the Platform for Secondary College Management

It is a new era of rapid scientific and technological development when the tools of communication have undergone tremendous changes. Traditional communication such as mails, telegram, telephone and fax have been replaced by e-mail, QQ, WeChat and other chatting tools. Secondary college can

exploit existing computer tools to build up a postgraduate management platform to realize effective supervision of postgraduate students. For example, the establishment of qq or WeChat group makes online message and the upload and download of files possible. The use of checking-in apps such as Dingding makes remote check on attendance possible. These digital tools are efficient, accurate and convenient. Not only will it reduce the manpower and material resources, but also greatly improves the quality of graduate management.

Conclusion

Secondary college plays an important role in postgraduate management in higher education. Universities and colleges should strengthen the research and exploration of secondary college's postgraduate management, strengthen secondary college's construction of postgraduate management team, formulate and improve the rules and regulations, strengthen the construction of the modern network information platform. Fully arouse the enthusiasm, initiative and creativity of the managerial staff at all levels, and promote the scientific, standard and efficient development of secondary college. Not only will these measures have significant importance and affect on discipline construction, scientific research and talent cultivation in universities and colleges, but also create a fresh progress for postgraduate management.

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