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ARTICLE

RESEARCH AND ANALYSIS OF STUDENT STATUS FILE MANAGEMENT SYSTEM IN COLLEGES AND UNIVERSITIES

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ARTICLE DETAILS

ABSTRACT

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In recent years, the enrollment mode, enrollment mode and quantity of college students have changed greatly. The diversity of students makes it more difficult for university workers to manage students' status files. At the same time, due to the lack of adaptability to college life and the personalized needs. This has resulted in the need to make-up examination, retake, extension, suspension, drop out and other student status changes. For students, a perfect student status file can be said to be a stepping stone for students to enter the workplace. It is particularly important to develop a student status management platform with security, real-time and cross platform features. The following content will focus on the causes of the current backward management of student status change, the improvement scheme and the feasibility of the student status change management system, and conduct a comprehensive analysis combined with the research significance and purpose of university student status change management, which will help us to better understand and understand, and facilitate the use of the majority of college students in and out of school.

KEY WORDS

University Comprehensive Student Status Management System; Student Status Change System; Information Management; Systems Analysis.

1. INTRODUCTION

With the deepening and development of China's higher education reform, the popularity of Chinese higher education personnel has been significantly improved. At the same time, in recent years, most colleges and universities are expanding their enrollment, which has brought many problems to the staff in charge of the management of university student status. The existing methods and methods of student status management can no longer meet the needs of current college student status management. Nowadays, with the continuous expansion of the application field of computer technology, the application of computer system can also be used to promote the construction of information technology in colleges and universities. The main purpose of this paper is to study the causes of the backward management of student status changes. The improvement scheme and the feasibility of student status change management system are analyzed to make the management of student status information safe, standardized, coordinated, information-based and cross departmental development, so as to improve the accuracy and efficiency of student status information management in colleges and universities.

2. THE STUDENT STATUS MANAGEMENT SYSTEM IS THE INEVITABLE DEMAND OF UNIVERSITY STUDENT STATUS MANAGEMENT

At present, many colleges and universities still use offline manual operation for student status management and student status change.

The paper-based forms and instructions are signed and sealed, and the approval process is carried out. It is time-consuming and cumbersome. When the person in charge of the audit of each department is on a business trip, the procedure is still interrupted due to the difficulty of signing. It is difficult to efficiently, timely and accurately count and analyze the information and status of student status change. At the same time, it brings troubles and difficulties to the student status change procedure. In the traditional student status management work, students need to find the person in charge of the corresponding department to sign the paper version of the document, and then file it through the way of online input. The procedure of student status change is cumbersome and redundant. It is difficult for colleges and universities to improve service efficiency. Colleges and universities should use the management methods of online information management platform to realize the high-quality service of student status management. The system should have the functions of student status generation management, student status change management, specialty change management, graduation and graduation qualification audit management, information management and basic data management of graduates.

According to the needs of the management of College Students' status change, the users of the system should include college students, counselors, leaders of the Department, student status administrator, leaders of all departments and colleges.

The management system of College Students' status change is one of

the main links of automation and information management in colleges and universities. The main links include: the process of student status information input and production management, the management process of student status change, the management process of professional change, the management process of graduation qualification examination, the management process of graduation information and the management of basic information.

3. RELATED PROCESS OF STUDENT STATUS MANAGEMENT SYSTEM

3.1 Student status input and generation management process

The management of student status input and generation is a process system to import and batch generate the corresponding student status database according to the school's self-designed student status management rules through the migration of their personal information on the eve of students' enrollment, so as to facilitate the later recording of students' learning situation and standardize the behavior and style of school. Such as student number, class and other information to generate student status data. Students' important status information is no longer easy to change. Once the student's status, name and other information changes, the system will automatically update the data and submit it to the teacher who manages the student status. After layer by layer audit, the final student change application, update the student status data.

3.2 Student status change management process

According to their own needs, students can complete the student status change application and approval process in the student status management system. First of all, through the student status management system, students can select the types of student status changes they need to apply for, such as suspension, resumption, withdrawal, transfer of major, retention of student status, etc., fill in the application reasons and upload relevant supporting materials. It is examined and approved by counselors, department leaders, academic affairs office leaders and college leaders. According to the size of students and the management of school status, the approval authority of different types of student status changes is different, such as suspension, resumption and retention of student status. The approval can be completed by the leader of Academic Affairs Office, and the approval of college leaders is required for dropping out of school and transferring major. After the examination and approval, print the program sheet, handle the procedures of leaving school or entering school, and complete the handling of student status change. Through the application of electronic information technology, the process is simplified and standardized. Students can use the cloud to submit personal application for change of student status information, and reduce the number of handovers with the student status manager with the help of the Internet. Then the system automatically submitted to the student status management teacher for review and approval. Leaving traces of data changes in the system, along with students into a higher level of learning and work in the future.

3.3 Professional change management process

In the early stage of each student's major change, the system will automatically pop up the corresponding page, through which students can input information, select their favorite major according to their own needs and submit an application. The system will submit the application to the student's corresponding counselor and the department leaders, and the leader will review and process the application for professional change according to the school regulations. The student status administrator of the academic affairs office receives the approved student application prompt and makes the corresponding professional diversion processing. After the completion, the student receives the prompt that can print the notice, and prints the notice. The student takes the notice to report to the new class after the professional diversion, and completes the professional diversion.

3.4 Management process of graduation and graduation qualification examination

The management of graduation and graduation qualification examination refers to a set of process in which the educational administration personnel in charge of relevant work can obtain the qualification graduation after strict comparison with the corresponding graduation conditions such as teaching completion degree and academic

achievement degree. Through the system, the teacher makes statistics and reviews the students' credit acquisition according to the students' scores. After reaching the graduation conditions, they are given the qualification of graduation and graduation, and the record system is used for statistical analysis independently. According to the collected data, the academic affairs office staff summarized the situation of students' graduation and graduation, and provided the statistical analysis results to each department for reference. The process has the advantages of high efficiency, fast operation speed and high automation. In a society where the current epidemic situation is likely to be unstable at any time, the handover work between teaching staff and students can be greatly avoided. The system can also be used to check whether the tuition fees of students have been paid off, the library books borrowing and reading, the dormitory check-out situation, and the handling of Party member relations. After all the relevant processing conditions are approved, the students can obtain the leave procedure sheet by themselves, and leave school to continue to study or work, saving the time to go to various departments.

3.5 Basic information management process

The basic data management process is a management process for the student status manager to add, modify and query the student status information. At the same time, the manager also has the function of setting the information of the Department to which the student belongs and the user's permission at all levels. The improvement of basic data, like the framework of the whole student status management system, can enhance the sense of user experience. Enhance the application frequency of the whole system.

4. FUNCTION INTRODUCTION OF STUDENT STATUS MANAGEMENT SYSTEM

4.1 Design of student status management system

There are six sub functions in the management system of College Students' status, which are the management of students' status information, the management of students' status changes, the processing of students' major changes, and the examination of graduation qualification.

4.2 Student status input and generation management function

In the initial information input, the student status administrator refers to the enrollment information of the students and imports the data into the system to form the student status data of each student; Student status information query, students can log in the student status system to query their own status information; To modify the student status information, students can modify the basic information except the student's name, ID card number and nationality, such as: Home address, contact number and other information.

4.3 Student status change management function

Students may be updated every academic year, so students can log in to the student registration system to update and modify their own information at the student end. When the information is modified, the system will remind the student management personnel to view the changed information, and then update other data systems in time. Each student status change record needs to keep the information of the reason, proof material, reviewer and change time. The head teacher and relevant leaders can receive the approval reminder of the change of student status and review it; To remind students to return to school, when the period of suspension and retention of student status is expired, the list of students who should return to school should be generated so that teachers can inform students to return to school on time; Student status change processing, student status administrator for the change of students after the change of class operation, student status change statistical analysis, can be based on time, grade, professional statistics of student status changes. Studying abroad is mainly through the back-end program operation, docking the website database and the personal information filled in by users, so as to simplify the information process of overseas students. In this function. At the same time, we should increase the option of self-writing in order to better reflect the English ability of some international students and increase the possibility of college admission.

4.4 Professional change management function

Secondly, the direction of each specialty should be limited; Students can apply for professional diversion according to their major; Professional distribution audit, the relevant reviewers receive the professional sub audit reminder and audit, professional distribution processing, student status administrator for the approved students in class operation.

4.5 Management function of graduation qualification examination

To set the conditions for graduation and completion of colleges and universities, the setting of student administrators should be in accordance with the requirements for graduation according to the school rules; Make statistics on all the information obtained by students, and compare the credits obtained by students in each module with the graduation requirements of credits in each module according to the passing situation of students' various information and the moral education scores and credits obtained in each module. If all modules pass the requirements, a list of graduates will be generated; otherwise, a list of graduates will be generated.

4.6 The information management function of graduates

Graduation application, the time when graduates leave school, only graduates can apply for leaving school; Upon receipt of the application for leaving school submitted by students, all relevant departments of colleges and universities respectively examine the students' qualifications for leaving school according to their borrowing, lodging withdrawal and tuition payment. After all relevant departments pass the application, they can systematically generate a notice of leaving school. Otherwise, students will continue to go through the relevant formalities of leaving school; School leaving statistics: statistics of students' school leaving by college, major and province of origin, which is convenient for the student management department to check and manage the students' school leaving in real time.

4.7 Basic information management function

Basic information maintenance, maintaining the basic information of various colleges and functional departments of the school; In view of the student status management workers in the consultation process

for students' improper behavior supervision. It avoids the unfair phenomenon caused by students' private communication with students, private change of student status information, successful graduation, or access to other conveniences. The system is not only the process of supervising the school administrators, but also the process of perfecting their own functions.

5. CONCLUSION

The management of college students' student status is an essential part of college student management, and the application of computer information management technology in college student management is becoming more and more extensive. Using the student status management system to manage the student status information and changes of college students can not only promote the reform and development of college education. Reducing the pressure of college student status management workers can also improve the accuracy and effectiveness of student status management, improve the work efficiency of college student status management personnel, and facilitate the wide application of college teachers and students. The management system of student status change in colleges and universities will closely combine the current situation of student status management in colleges and universities, and give full play to its advantages. The management of college student status should also keep pace with the times. Combining with information management methods, we can improve the work efficiency of college student status management and promote the development of information management in colleges and universities.

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