

Research on Higher Vocational Archives Management Mode under the “Five Constant Method”

Fanfan Cai, Xiaoqi Li, Qiaomei Zheng

Wenzhou Polytechnic, Wenzhou 325000, Zhejiang, China.

Abstract: With the continuous development and progress of my country’s education, the number of students is increasing day by day, which makes the school’s student file data volume gradually expand, which is not conducive to its scientific and orderly management. Behind the huge amount of data, the school’s related archives management personnel have increased their work pressure, and their sensitivity to problem discovery is reduced, making it impossible to achieve comprehensive and efficient archive management. Therefore, in this context, the relevant staff introduces the “five constant method” for student file management, which is an important and implementable method to effectively promote the efficient development of related work.

Keywords: Five-permanent Method; Higher Vocational Colleges; File Management; Model Research

Higher vocational education is an important part of our country’s education system and a key export place for professional skills and practical talents in modern society. The overall quality and efficiency of education and teaching work affects the actual development level of students to varying degrees. In today’s coordinated development of multiple industries, the number of students in higher vocational colleges has gradually increased, and the amount of file data has therefore increased. The file is the student’s development profile, which records important events from the student’s growth to the present, and is of great significance to their subsequent participation. Therefore, the file management of students in higher vocational colleges occupies a certain position in their various teaching management tasks, and relevant management departments need to increase their attention in a timely manner, and consciously adopt a series of measures to optimize and reform them, so as to fully reflect the higher vocational the implementation effect of the overall education and teaching management of colleges and universities. The purpose of this article is to discuss the study of archives management mode in higher vocational colleges under the “five constant method”.

1. Overview of the “five constant method”

The “five constant method” originated in Japan and is a modern method of managing goods. The “five constants” respectively refer to regular arrangement, regular rectification, regular cleaning, regular regulation, and regular self-discipline. It is a multi-angle management of articles. An important guiding method of restraint. Because of its high degree of practicality and wide range of practical application, all major industries have integrated it into their own management work content after recognizing its application advantages, in order to fully demonstrate its fundamental value. For the management work of higher vocational colleges, the introduction of the “five-permanent method” on the one hand can reduce the work pressure of file management staff, scientifically and rationally organize and summarize the files of each student; on the other hand, it can also help school files the real-time update of the, which is convenient for teachers to call and view in time, and have a deeper understanding of the development of students.

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2. The influence of “five constant methods” on higher vocational file management mode

2.1 Solve the problems existing in the traditional management model

In the traditional file management mode of higher vocational colleges, the relevant staff did not realize the importance of their own management work, their management awareness level was not high, and they failed to reform and optimize the specific work in a timely manner, resulting in student file management problems year by year accumulate. The introduction of the “five constant method” can guide relevant staff to orderly rectify, inspect and clean up student files. This will not only help them improve their level of understanding of student files, but also enhance their file management from actual work implementation. Awareness, so that they can find and solve various work problems in time, and then optimize the final effect of file management in higher vocational colleges. In addition, the development mode of file management in higher vocational colleges is relatively simple and the work methods are relatively traditional, which makes the work difficulty and pressure of specific staff gradually increase, and it cannot efficiently meet the development needs of modern work. With the help and guidance of the “five constant method”, archives managers can efficiently and quickly realize the real-time update of archives, and discover management problems in them in time, and then solve them in a targeted manner. Most of the problems existing in the traditional file management mode of higher vocational colleges can be solved under the infiltration and application of the “five constant method”, which has positive guiding significance for improving the level of actual work quality.

2.2 Improve the professional quality of file management personnel

In the past archive management model of higher vocational colleges, its staff members have heavy responsibilities and powers, and most of them hold multiple jobs, and their attribution departments are not clear, making their various work acceptance units unclear, and each file management work is too much. The division of individual departments is not conducive to its systematic and orderly management. As for the archives management staff, they can't concentrate on the file management work. Their work energy needs to be allocated to other tasks, which will increase their work pressure and reduce the accuracy of file management. After recognizing this development status, the management department of higher vocational colleges used the advantages of the “five constant method” to innovate and optimize it, set up a dedicated file management department, appoint a dedicated person to carry out file management, and use this content as guidance, to guide it to carry out a series of work in an orderly manner. On this basis, the work pressure of file management staff can be appropriately reduced, and their professional quality level can also be improved in practice.

2.3 Innovative file management system

There are many shortcomings in the traditional archives work mode of higher vocational colleges, which is not conducive to the overall orderly development of archives management. Therefore, after the introduction of the “five constant method” to supplement its content, the archives management staff can also use it to innovate the entire work system, aiming to keep up with the development of the times and realize the efficient operation of various tasks. The content of the “five constant method” is more specific, the direction of guidance is clearer, and the targeted file management system can be optimized, laying a solid foundation for its follow-up work.

3. Conclusion

In summary, the file management of higher vocational colleges occupies an important position in its overall teaching management work, and it is the key to the overall development of higher vocational colleges. Using the introduction of the “five constant method” to enhance its management strength is a concrete and implementable measure to improve the effectiveness of its specific work under the premise of increasing the school's attention.

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