

Discussion on the Efficiency and Quality Improvement of College Educational Administration

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Abstract: With the continuous deepening of education reform in my country, the level of education and teaching has been significantly improved. In order to meet the new situation of education development, maintain the order of education and teaching in colleges and universities, and ensure the continuous improvement of education and teaching, we must improve the level of education management. In the educational management of colleges and universities, educational administration is an important part, and the quality of educational administration directly affects the educational order and the quality of teaching in colleges and universities. College educational administration has the role of ties, organization, regulation and supervision. It analyzes the role of educational administration and combines the current problems in college educational administration to discuss strategies for improving the efficiency and quality of college educational administration under the new situation. Strengthen the teaching management of colleges and universities, and improve the quality of teaching management.

1. Introduction

As an important part of educational management, educational administration management makes decisions and supervises many tasks in colleges, such as school affairs, school registration, examinations, and daily teaching. Colleges and universities improve the management of teaching affairs, improve work efficiency and work quality, effectively reflect the dominance of teachers and managers and the subjectivity of students, improve the quality of teaching, and ensure the normal progress of teaching work. Under the new situation, the teaching affairs management in colleges and universities should reflect norms, science, modernization, informatization and proceduralization. To improve work efficiency and quality, the construction and innovation of teaching resources and educational administration systems should be carried out on the basis of strengthening management and teaching work.

2. The Role of Educational Administration in Universities

As a link between subjective and objective factors in the teaching process, the educational administration system organizes and guides the teaching process in accordance with the school's teaching plan and teaching rules on the basis of forming a school teaching relationship chain, effectively ensuring the smooth development and construction of each teaching activity. The scientific and stable teaching operation mechanism and teaching order further achieve the school's teaching goal of cultivating high-quality talents with comprehensive quality and comprehensive development. As a link between the various links of the work, educational management should form an effective communication bridge between teachers, students and various teaching functional departments, so that the interaction and uploading of information can be carried out in an orderly manner to ensure the smooth development and completion of teaching activities in colleges and universities. Teaching managers should regularly collect and organize the suggestions and opinions of teachers and students, continue to reflect the dynamics of teaching, and transmit teaching information between teachers and students to provide an effective and accurate basis for the decision-making of university leaders to complete university teaching. Plans and goals.

The function of educational administration is to organize the daily teaching work of colleges and

universities and ensure its smooth implementation, which mainly includes a number of basic work and transactional work. The basic work includes: revising the teaching plan and implementing teaching tasks, selecting and subscribing to teaching materials in colleges and universities, arranging daily courses, managing the student status of the whole school and the management of examination services, reviewing graduation qualifications and granting degrees. In addition, the basic work of educational administration should also include accurate management of teaching materials and various files. The affairs of educational administration mainly include: reforming the projects related to education and teaching, organizing and applying various teaching and research projects, and selecting and recommending teaching achievement awards and other related matters.

According to the actual needs of teaching work in colleges and universities, educational administration workers should coordinate and control during the operation of college teaching systems. For example, the reasonable allocation and utilization of teaching resources, coordination and clarification of teaching tasks among colleges, departments and teaching and research offices, the formation of overall planning and consideration between the proportion of professional courses and public courses and elective courses, for each subject The teacher's course selection and teaching hours are controlled. When each department of the university analyzes and solves the problems and difficulties in the teaching process, it communicates and coordinates with each department to ensure the orderly development of the teaching work. At the same time, the administrative role of educational administration also requires that educational administration work organize the daily teaching activities of universities in an orderly manner, and macro-regulate possible emergencies to ensure the smooth development of university teaching.

Educational administration also has a more important role-the role of supervision. In addition to ensuring the smooth development of daily teaching work and activities in colleges and universities, educational administration should also strictly supervise the specific implementation of each teaching work link. For example, educational administration workers should conduct a large-scale teaching inspection at the beginning, middle, and end of each semester, establish an extensive listening system, hire teachers with rich teaching experience and good teaching quality as supervisors, and select excellent student cadres for teaching information Liaisons, real-time dynamic supervision of the progress and quality of teaching work and teacher and student classroom attendance. As an important part of educational administration, the role of supervision is to play a role in formulating teaching tasks and teaching rules and regulations in the actual operation of educational administration to standardize the process and responsibilities of educational administration and supervise teachers and their teaching behaviors.

3. Problems in the Management of University Teaching Affairs

Most colleges and universities adopt the method of secondary management. The Academic Affairs Office is still the leader of academic management. Since the college does not have enough staff, and the workload increases, the corresponding responsibilities are also more important, which increases the pressure on the management staff, but There is no corresponding improvement in salary and welfare policies. In this case, the teaching staff may have to deal with the way and attitude of the work. Leaders in teaching management will also face the problem of insufficient rights. The school has made progress in various departments, and the school does not have sufficient rights to intervene. There are no clear related agreements on some management systems, and many decisions need to be made. It is necessary to solicit the opinions of other departments at the time, so the complexity of the work is increased invisible.

In the management of teaching affairs in colleges and universities, teachers and students are the objects of management. At present, there are deficiencies in the management of colleges and universities in these two aspects. Teachers play a leading role in the school's teaching activities. The formulation of the teacher management system must ensure that teachers' enthusiasm for teaching is effectively stimulated, and the teaching level and teaching efficiency are improved. However, the current teaching management system implemented in colleges and universities cannot effectively mobilize teachers' enthusiasm for teaching. Teachers' teaching is more to complete their teaching

goals, and they cannot devote themselves fully to the identity of knowledge transmitters. Increase is very unfavorable. In terms of teaching management to students, the current school registration management system and teaching system implemented in colleges and universities seriously inhibit the enthusiasm of students for independent learning and limit the development of students.

In recent years, the composition of college funds in my country has shown a trend of diversification. Funding consists of government grants and the college's own payment. At present, many colleges and universities are independent colleges, and all funds are paid in-house. Under such circumstances, it is very difficult to ensure the quality of higher education and satisfy the good development of the college itself. Economic investment is the foundation of a school's development. It not only affects the operation of the school, but also plays a relevant role in all aspects of the school. Many colleges will invest limited funds in teaching equipment, teaching facilities, etc., and the attention of the educational administration system will be relatively insufficient. This will undoubtedly have a bad influence on the quality and efficiency of educational administration. Many trainees will have unclear division of work due to the small number of human resources. Due to the fact that one person is doing multiple duties, the existing staff will be under great pressure, and the serious impact on the school's teaching work will not be conducive to teaching work Promotion. In terms of supporting information resources, insufficient investment will make the educational administration system aging. Failure to update and adopt the most advanced equipment software will seriously affect the improvement of educational administration efficiency. In addition, many schools will lead to confusion of information about students, grades, and courses in the school for a long time, and there is no way to continue work. Therefore, funds have a very important role in improving the quality of teaching affairs. Schools cannot ignore the investment in this area, which is the foundation of the improvement of teaching affairs. However, under this kind of evaluation and incentive system, there is a high possibility of quick success and short-term benefits, as well as corruption. Some schools only seek to satisfy the government's evaluation, but ignore the substantial development of their own teaching. The supervision of university education management is too simple and lacks a diversified supervision system. Although with the development of an information society, this type of supervision has gradually become well known in recent years, and it has appeared in the management of university education. The way to supervise the evaluation and ranking of colleges through graduate evaluation and other methods, but such evaluations have not attracted great attention from colleges and universities, and the community has not strongly reflected on these evaluations, nor has it produced substantial substance in the choice of colleges and universities by students Impact. Therefore, external incentives are very important for the management of colleges and universities. I believe that with the development of society and the reform of college systems, this method of supervision can be gradually accepted by everyone.

4. Strategies for Improving the Efficiency and Quality of Teaching Affairs Management in Universities

The management of teaching affairs in colleges and universities includes the formulation of teaching plans, the arrangement of curriculum tasks, the management of students' school records, archives, examination affairs, the calculation of teachers' teaching workload and remuneration, and the formulation of school regulations. Therefore, the educational administration work involves all aspects of the school's teaching work, has a greater impact, and to improve the efficiency of the educational administration work, first of all, we must establish and improve the system. Under the new situation, the system needs to be more scientific, humanized, and operational, to ensure the accuracy of the system, and to ensure the normal progress of educational work. The establishment of the system must reflect the practicality and effectiveness, avoid the form more than the substance, lead the advanced model, and integrate with the new teaching methods and technology to create an excellent learning atmosphere for educators and students, reflecting equality, Respect, cooperation and development.

Educational administration workers must have the ability to actively improve knowledge literacy

and active learning of ideological literacy. Starting from improving work ability and consciousness level, and continuously improving personal skill level and experience, such teaching management workers can ensure the smooth development of teaching affairs in colleges and universities. As the main personnel, the administrators in educational management must have management ability, educational ability and analytical ability, have an understanding and control of the current status of college education and future development direction, and be able to keep pace with the development of modernization. Continuously improve their abilities.

Higher education has developed rapidly in my country in recent years, and the teaching management has become more complicated and complicated. As a unit related to the teaching work of the whole school, educational administration management is extremely important to coordinate and manage the various organizations in colleges and universities. As an educational administration worker, do effective communication in various departments and realize the will of leadership. It has the role of effectively coordinating all aspects of joint work and clearing the content of work. When you need to solve problems, try to consider for teachers and students. For example, reasonable allocation of teachers and students time to ensure the smooth development of high-quality teaching.

The scope of educational administration work is huge. With the continuous improvement of the level of science and technology and the increasing difficulty of educational administration work, the emerging technologies are reasonably used in educational administration work to realize the informationization of administrative work and effectively enhance the effectiveness of management work. Sex and work quality. Constructing an informatized educational management system, strengthening the opening of teaching information and the transparency of teaching work are the goals and high level of educational management. With the development of informatization, many colleges and universities in China have built a complete educational management system. Students can search for grades, credits, timetables, teacher information, and teaching resources in the educational management system, which is of great help to students' course selection and course design. . Informatization construction can obtain the dual benefits of educational administration and teaching operation, make efficient allocation of resources, and improve the efficiency and role of educational administration.

5. Conclusion

Educational administration in colleges and universities is the core work of school management. Schools who want to train high-quality talents must not ignore the content of educational administration. They must fully clarify the nature of educational administration, to continuously implement an efficient educational administration system so that students can Convenient acceptance, improve the efficiency and quality of teaching management, and lay a solid foundation for other aspects of college work. Schools should change the previous traditional concepts from now on, comprehensively change the methods and methods of educational administration, improve the function of educational administration, and thus complete the reform of the educational administration system in the school, to promote the huge leap in college educational administration. Therefore, the continuous advancement of teaching affairs management and quality improvement in colleges and universities does not discuss research, which has a profound meaning for the work of Xiao Wu in colleges and universities.

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