

Reception Work Organization and Quality Control of Private Higher Vocational Freshmen——Taking Yunnan Polytechnic Vocational College as an Example

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Abstract: The development of reception service schools in higher vocational colleges uses the reception work of freshmen in private higher vocational colleges as a window to show the school's image and connotation. The characteristics and rules of the reception work for freshmen reflect the reception work of private higher vocational colleges and are of reference significance for the development of vocational education. This article mainly takes the actual reception work of privately-run vocational freshmen as the background and takes the lack of reception as the starting point. Start with the practice of the reception project of professional freshmen in Yunnan Polytechnic Vocational College. Combining the literature survey method and empirical analysis method, the organization, resource optimization and realization of quality objectives of the reception project of private college freshmen were demonstrated. The reception work of private vocational colleges provides parents and students with good service quality. It can help the development and growth of private vocational schools.

1. Introduction

For private vocational colleges, the admission and registration of new students is very important, which directly affects the image and reputation of the school. It has an inestimable impact on the learning and life of new students in the future. During the admission of new students, according to the traditional reception method of the division of labor of the department, parents and students will arrive at the school more to complete the registration process. Parents know very little about the basic situation of the school, the concepts of running a school, and the teaching methods of education management. The entrance examination scores of students in private vocational colleges are not very satisfactory, the learning foundation is relatively weak, and the study habits and living habits are not very good. Their psychology and physiology are not yet mature.

The new classmates and their parents were more or less dissatisfied and caused some complaints. This is of course a kind of mental loss caused by their high hopes. In addition, some students come from remote mountain areas. They do not even understand the situation of the five-year private vocational college, what is a university, and why should they study a specialty. Today, with the rapid development of information technology, in private colleges and universities, working through the Internet has become an important means of professional work and reception of new students, and the degree of school information construction has also become one of the indicators to measure the level of school development. Freshman reception and other related work are gradually integrated and built on the campus network.

The reception of freshmen has been completed as a project. The simplification of the reception procedures for freshmen in higher vocational colleges has improved reception efficiency. Through pre-control, mid-control and post-control can effectively ensure the reception quality. The reception work of high-tech freshmen of Yunnan Polytechnic Vocational College is a project that takes into

account the organization of the work and the reception quality. Taking the admission of freshmen as a project, guided by quality objectives, integrating the reception resources of the school, and making some suggestions for continuously improving the quality of admissions for professional freshmen.

2. Method

2.1. Significance of the organization and quality control of private vocational reception projects

As a freshman, I am eager for the new school. The new school is where students study and live for several years. Students all hope that they can enter a good school. Freshman admission is the first time freshmen come into contact with new schools, new teachers and new employees. The quality of the school's first impressions of students is critical to achieving the students' good dreams. As educators, we all know that students' mentality has a certain impact on their future learning and development. Therefore, the organization of freshmen reception work is related to the learning of the students and the future development of the job position. As parents of modern students, there is limited time to take care of children. As children grow up, their children need to live independently and need better guidance and teaching. Many students will be accompanied by their parents to school when they arrive. Schools need to give parents confidence and confidence. Therefore, in the same way, organizing reception activities for new students is very important for future parents' trust in the school and whether they can do their best to cooperate with the school to educate the children.

2.2. Characteristics of reception work for private vocational freshmen

For private vocational colleges, the acceptance and registration of new students is very important. It is directly related to the school's image and reputation, and has an inestimable impact on the learning and life of freshmen. Not only that, because a large number of parents accompany the freshmen into school, they can only stay in the school for one to two days, and their impression of private vocational education depends entirely on the school's reception and registration of freshmen. This is a major question about the source of future private vocational students. Too many charging items are also one of the main reasons for dissatisfaction. Currently, most freshmen accept the club reception and arrange check-in after their stay. The registration procedure is usually performed by the security department, the finance department, the education affairs department and other functional departments at the same location. After that, you must perform a physical examination, apply for a student ID, a library card, a medical certificate, and sometimes you need to borrow bed linen and furniture procedures, and finally purchase teaching materials. For a sparsely populated freshman, so many things are not easy. It is best to simplify the procedure so that freshmen can settle down as soon as possible after arriving at the school, so that they can rest and recover from the fatigue of the journey.

3. Experiment

The scope of the private vocational freshmen reception project is to rationally use the existing manpower, material and financial resources to do a good job in the reception of freshmen, ensure that freshmen enter the school smoothly, parents are highly satisfied, and provide efficient and quality services. High-quality reception services and a good continuing education career. This article refers to some plans on the admission arrangements for new students, consults some domestic and foreign scholars on relevant research papers on freshman admission and freshman education, consults some online journal papers, and reads other graduate papers for reference and learning. Using empirical analysis methods, through empirical analysis, the organization and quality control of private higher vocational acceptance projects are discussed. Starting from the actual situation of the new students receiving project of Yunnan Engineering Vocational College, some basic indicators are used for quantitative research. Yunnan Polytechnic Vocational College was

established in 2019. Yunnan Polytechnic Vocational College now has big data colleges, rail transit colleges, construction engineering colleges, management colleges and other secondary colleges, and has built rail transit comprehensive training center, big data training center, engineering training center, civil engineering center, mechanics Comprehensive training platforms such as the training center, BIM engineering center, and elevator training center have created good conditions for the cultivation of students' practical ability. Yunnan Polytechnic Vocational College takes "new engineering, new vocational education, and internationalization as a new science and technology" as its goal and path, and builds it into a distinctive feature of the college. Highlighting the type characteristic of "new vocational education" not only distinguishes the undergraduate adaptability of "Fudan Consensus" and "Tianda Action", but also fully highlights the specialty characteristics of "new engineering". According to the requirements of "internationalization", the international standard for talent training quality standards, to train international talents, to serve the "Belt and Road" initiative, to train talents for relevant countries. Yunnan Polytechnic Vocational College improves the division of labor from the use of project management to the reception process, human resource arrangements, reception costs, and team composition.

4. Analysis of the reception organization and quality control of freshmen in private vocational colleges

4.1. Organization and quality control of reception of private vocational freshmen

This article effectively manages all plans and management of the registration and acceptance of the entire project for freshmen of Yunnan Polytechnic Vocational College, and effectively controls the relevant quality of freshmen admission. During the registration process, students must register at least 95% of their parents' satisfaction with the reception and 92% of the students' satisfaction with the reception. The reception staff satisfaction survey result is not less than 98%. In the future reception work, more employees are willing to take the initiative. Compared with the previous year, the number of emergencies during reception has decreased. The main task of the freshman education organization of private vocational freshmen is to successfully complete the admission of new students, ensure that the acceptance is carried out in an orderly manner, and ensure the satisfaction of parents. Students in the reception process. Through good entrance education, students will rebuild their confidence in learning and help them learn in the next three years, avoiding most students who are not in school and not knowing their own direction, and minimizing the dropout of freshmen. Table 1 lists the responsibilities of the Yunnan Polytechnic Vocational College for accepting project organization charts.□

Table 1. Responsibilities of the organization chart of the receptionist project

Grouping	Responsibilities
Head of reception	General reception arrangement, and report the reception situation to the person in charge of the day, responsible for handling temporary emergency
Reception team	Arrange work on campus and report the reception on the day
Off-campus reception team	Guide five-year freshmen to the school newspaper
Logistics Support Group	Prepare the necessary emergency supplies
Freshman entrance education	Parent Education Arrangement, Specific Work Service Group for Freshman Admission Education

The reception of new students is the window where the school displays its style, so the quality of the reception service must be strictly controlled. It must be ensured that the admission of new students, the satisfaction of students, parents and other relevant stakeholders, and zero errors in the acceptance process, and there must be no conflict between students and parents. Reception staff must have a correct working attitude, dress neatly, wear a uniform work permit, and answer the questions of students and parents patiently and accurately. As a college with a large number of schools, it is a difficult task for private vocational students to welcome new students. It is necessary

to effectively complete the reception task of freshmen, but also to ensure the satisfaction of relevant stakeholders. On the basis of successfully completing the task, we must effectively control the investment of personnel, money and material resources.

In 2018, the acceptance of Yunnan Polytechnic Vocational College was generally smooth. The average time of each step does not exceed 3 minutes, and no unexpected events occur during the admission process of freshmen. A total of 4 parent education exchange seminars, 2 seminars in each middle school and 2 company seminars were held. 12 large-scale lectures on pre-school education were held for students, as well as 4 pre-school education courses. Receiving and managing receiving through project methods is better than traditional receiving methods. The survey and analysis of parents' satisfaction with student reception services is shown in Figure 1. The survey shows that the satisfaction of students and parents with reception work has reached the expected quality target of not less than 95% and not less than 92%.

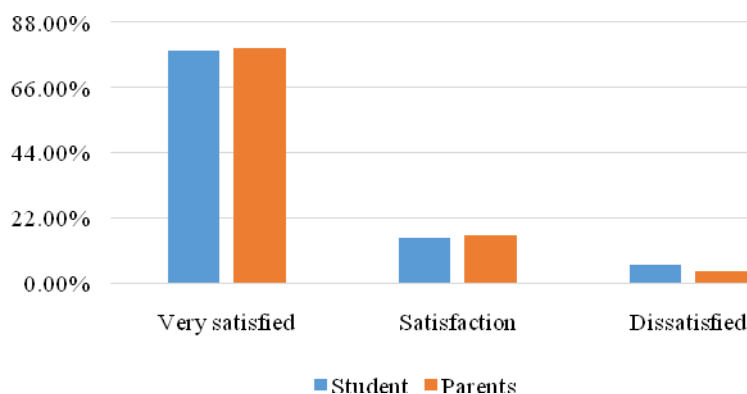


Figure 1. Student and satisfaction survey

4.2. Innovation of the reception project for private vocational freshmen

In various vocational schools, receiving new students every year is an important job. The effect of completing freshman admissions also reflects the school's management level. In recent years, private vocational schools have expanded the scale of enrollment, and the workload of receiving new students has also greatly increased. The traditional manual method of handling new student registration has been unable to meet the requirements of the school. Freshmen receive and adopt scientific and standardized management methods to integrate these information resources, and constitute unified user management and unified resource management, forming an abstract virtual university campus on the campus network. It uses advanced technology to realize the digital management of freshmen registration, payment, accommodation, dining, registration and so on. Greatly improve the efficiency of private higher vocational reception, and reduce the workload of teaching staff.

The rapid development of Yunnan Polytechnic Vocational College needs to mobilize the enthusiasm of parents to actively participate in school management on the basis of mobilizing the school's own connotative development, and gain recognition and a sense of accomplishment in school management and development. During the reception of freshmen, some parents who are willing to participate in the reception work can be invited to participate in the experience and supervision of the reception work. It also provides a good channel of advice for better serving parents and improving reception work in the future. Social groups and related companies that cooperate with the school can also participate in the five-year reception work. New student registration is a good time for the school to show parents and their strengths, as well as a good opportunity for corporate publicity. Through the intervention of enterprises, parents of students can understand the trend of society's demand for talents, which can effectively prevent some parents from blindly choosing majors.

According to the different work responsibilities of various departments, the information receiving system of Yunnan Polytechnic Vocational College is divided into multiple modules, which

perform a series of new student registration tasks including new student registration, information registration, tuition payment, and application. Meal cards and assigned quarters. Classes, enrollment, military training, etc. The continuous development and education of military training. That is to say, after intensive training by the school, the college regularly organizes basic military skills training in units of classes to consolidate the effectiveness of military training. Strengthen the achievements of students in collective training to continuously correct the improvement of students' behavior in military training. Eventually, the mental outlook of the entire school and the personal temperament of the students were improved. This also laid a good foundation for the development of later vocational training.

Conclusion

Higher vocational education is the training of basic-level employees with certain technical skills, and it meets the needs of employees at all levels with the development of the national economy. Private higher vocational colleges themselves also need to vigorously develop information management methods, optimize reception procedures, effectively reduce the time cost of freshman registration, and save more funds to invest in schools. This article discusses the organization and quality control of the acceptance program for freshmen in Yunnan Polytechnic Vocational College. It uses information management methods to optimize the receiving process and effectively reduce the time cost of freshman registration. In addition, practice and theory complement each other, and the reception of new vocational students is completed as a project. More practice and data are needed to prove that the theory can be fully established. For the entrance education work of student parents, the form needs to be further enriched, the content needs to be further adjusted according to the needs of the student parents, and the educational effects of the student parents have yet to be further verified and practiced.

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