

SOME IDEAS ON DEVELOPING MODELS OF MANAGING PUPILS AND STUDENTS IN UNIVERSITIES AND ACADEMIES TODAY (CASE STUDY AT THE VIETNAM ACADEMY FOR ETHNIC MINORITIES)*

Nguyen Thi Nhien

Vietnam Academy for Ethnic Minorities
Email: nhiennt@hvd.edu.vn

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The management of pupils and students is an indispensable, central task in universities and academies to fully assure the implementation of the rights and obligations of students, closely supervise activities of students, students; create conditions and environment for students to develop their positive attributes as well as their competency in order to meet the requirements set out for the task of educating and training human resources for the country. Over the past time, the Vietnam Academy for Ethnic Minorities has also gradually prepared, step by step, for the work of building a student management model in accordance with the current academy's objectives, training model and practical conditions. This article will introduce some models used for management of Vietnam Academy for Ethnic Minorities in the current period.

Keywords: Model; Manage; Management model; Pupils; Students.

1. Introduction

The Vietnam Academy for Ethnic Minorities is a public educational and scientific research institution established under the Prime Minister's Decision No. 1562 / QĐ-TTg dated August 8, 2016, on the basis of the reorganization of the Institute of Ethnic Minority Affairs and Ethnic Cadet School. Up to now, the Academy has directed the completion of a proposal to open a training branch for 03 majors: Education economics in ethnic minority areas; Management; Social work in ethnic minority areas shall submit to competent authorities for consideration and appraisal according to regulations; of which, the Department of Education and Training in ethnic minority areas has been permitted a formal university training level by the Ministry of Education and Training. In 2020, the Academy is assigned to recruit students for university education level. Thus, the student management tasks are posed directly to the Academy. From the practice of domestic universities, it is possible to provide the Academy some valuable experience to build a student management model that is both suitable for the target, the training model, and at the same time,

satisfies the requirements of modern and integrated school administration.

2. Research overview

Research on the student and student management model has been researched by many authors, such as: The author Nguyen Viet Hung in the research paper "Student management at the Student Support Center, Hanoi National University in the current context", Master's thesis in education management, 2014 assessed the current situation of student management at the Student Support Center of Hanoi National University and propose some appropriate solutions to improve boarding student management measures. Author Nguyen Anh Dai in the project "Management of boarding students at the dormitory of Ho Chi Minh City University of Education in the current context", Journal of Science, Ho Chi Minh City University of Education, 2018 said that the management of boarding students at the HCMC University of Education Dormitory plays an important role in supporting the school's training, creating a boarding environment for students to feel secure. Author Hoang Trong Nghia with the research "Current situation of managing activities to

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support boarding students at universities according to the approach to overall quality management”, Journal of Education, Special Issue 2, said that managing activities to support boarding students at universities is an important content of school management in order to improve the quality of training at universities...

In general, these research works related to the work of pupils and university students have already mentioned some theoretical issues about the work of students; current situation of students’ work; solutions to improve the quality and efficiency of students’ work. The research and proposed model of student management at the Vietnam Academy for Ethnic Minorities is a new issue and there has not been any published work on this content. The management of pupils and students at the Vietnam Academy for Ethnic Minorities is in line with the current practical requirements of the Vietnam Academy for Ethnic Minorities.

3. Research method

In the research process, I has applied the method of inheriting secondary documents, which is the research on pupils and students management model. Theoretical content of the public model initiated by these works has been inherited and reflected on this paper and put in practice in managing students at the Vietnam Academy for Ethnic Minorities today. In addition, I have also use the expert method, consulting the scientists about some experiences on the student and student management model, based on which apply in the practice of the Vietnam Academy for Ethnic Minorities today.

4. Research result

4.1. Model of student management boarding

In order to effectively manage students and students, we suggest some directions on student management according to the following models:

First, for management that is suitable for numbers of 50 or less students

For the dormitory, we can use the current area of building B to meet enough places to eat, stay, bathe, wash, dry clothes... even play area is enough to satisfy living place; Regarding the organization of the management apparatus for boarding students, the Academy assigns 01 staff member in the Political-Students Affairs Department is in charge of managing the boarding students. This must be an experienced officer, capable of holding the position of class leader, responsible for managing all activities of boarding students; Regarding the kitchen, the Academy should organize a centralized kitchen for pre-university students and serve concentrated meals for students in need with less

than 50 meals for students on the first floor of building B; About the management of records: Manage student information, including the number of students enrolled; List of students of courses and classes; the number of students attending, the number of students graduating from the school; compile personal information of students by each type. The list of documents clearly state the address, phone number of pupils, students, their relatives when there is a need to contact. Records are extracted in the form of software and hard-copy storage... It is necessary to promote measures to apply information technology to the work of management and maintenance; Regarding work, politics, ideology, the leader of the Political-Students Affairs Department and students assigned to an official in charge of political and ideological work in students. Officials coordinate with homeroom teachers to perform political and ideological work for students. Coordinate with principals to understand family circumstances, psychological characteristics of each student to promptly encourage and mitigate difficulties and problems for students; Regarding students’ health, the Academy has arranged a medical room in the B area with sufficient facilities (hospital beds, medicine cabinets...) to facilitate the care and treatment for students when sick...; Regarding the work of unions, the Political-Students Affairs Department and the students coordinate with the staff working on the union to step by step form the union activities club, the sport club, the book reading club right at the area boarding students...; Regarding the rewarding and disciplining work: the Political-Students Affairs Department assign an official in charge of the emulation and commendation work. The room shall coordinate with the homeroom teacher to organize the timely emulation, commendation and discipline; Regarding the management of students’ regimes and policies, the Political-Students Affairs Department assigns an officer to be responsible for consulting and answering questions of students about the policies towards them; To manage extracurricular activities, assign the homeroom teacher to coordinate with the Political-Students Affairs Department to organize extracurricular activities for students according to the program, activity plan; Managing security, order and environmental sanitation, At this scale, the Political-Students Affairs Department together with the class leader should promote the role of responsibility in implementing security and order, ensuring protection of environmental biology.

Second, for the number of between 50 and 200 pupils, students

In terms of dormitory management, the area

of the dormitory must be 1000 square meters or more. With the number of 50 students, it is not appropriate to rent house B to serve boarding students as at present. Therefore, the Academy needs to rent a student dormitory that is larger than the current B building, the rental location should be close to the current location of the Academy to facilitate management; Regarding the organization of the management apparatus for boarding students, With this scale, the Academy should delegate the management of the courses to the Deputy Head of Political-Students Affairs Department in charge of the general management and the Course Heads are led by the staff members of Political-Students Affairs Department. The Chairmen of the course undertake the comprehensive management of the courses under the direct direction of the Academy's leaders; Regarding the management of specific activities in the boarding area, the Academy should assign 2 officers in the Political-Students Affairs Department to undertake the management of boarding students. These two officers are responsible for closely coordinating with each other in their work, in which the head of the class is responsible for the main responsibility, while the deputy head is in charge of assisting the head when needed; Regarding the kitchen, with this scale, the Academy should organize a separate kitchen with an area of 100 square meters and serve food for students on the first floor of the dormitory. In addition, the Academy should organize a canteen to serve the students' necessities; Regarding the management of records, the student's profile will be managed according to its own personal profile files. Including full personal information of students and students' parents. Responsible for managing student records is the Office of Student Affairs; Regarding work, politics, ideology, Political-Students Affairs Department have staff that continuously monitor each student's learning situation, combined with regular chat with classes. the class manager to grasp the unusual manifestations of individual students in the class; Regarding school health, the Institute has arranged a medical room in the B building with sufficient facilities (hospital beds, medicine cabinets...) to facilitate the care and treatment of patients when sick. At the same time, it also ensures safety for other students in case students get sick with an infectious disease. The Academy recruits a medical staff to help separate students from medical work; Regarding the work of unions, the Political-Students Affairs Department coordinate with the staff working on the union to step by step form the union activities club, the sport club, the book reading club right at the area of boarding students...; Regarding the work of commendation

and discipline, the Academy established an Board of Emulation and Commendation and assigned the Political-Students Affairs Department to assign a specialized official in the emulation and commendation work. The room shall coordinate with the homeroom teacher to organize the timely emulation, commendation and discipline; Regarding the management of students' regimes and policies, the Political-Students Affairs Department assigns an officer to be responsible for consulting and answering the students about their regimes and policies. and students, students in coordination with the Department of Organization and Personnel, and the Department of Financial Planning to implement the right and timely advocacy policies for students, including: policy of exemption, reduction of tuition fees, social allowance, assistance granting incentives, scholarships, medical regimes...; Regarding the management of extracurricular activities, the homeroom teacher was assigned to coordinate with the Political-Students Affairs Department to organize extracurricular activities for students according to the program and activity plan. Content management, curriculum management lecturers; At the same time, in each activity, there should be staff of the Political-Students Affairs Department participating in monitoring and managing the discipline, ensuring the operation is strictly, seriously, with quality and safety; Regarding the management of security, order and environmental sanitation, at this scale, the Political-Students Affairs Department should build a Security Protection Team, with the Head of the course as the Team Leader, 01 security guard as the deputy team leader and Members are the subclasses of classes (or floor leaders, building leaders) in order to maintain security and order in the boarding area, and promptly handle unsafe and insecure situations in the area. boarding area of students...

Third, for the number of 200 students or more

Regarding the dormitory model, if you manage 200 students or more, the Academy should have its own student dormitory (at this scale, the best option is that the Academy is prepared to build a boarding residence. modern and synchronous students). With this scale, the rental of the boarding area is very inadequate because it is both expensive and difficult to organize activities in the residential area. Therefore, the Academy needs to soon implement the project to build the infrastructure to prepare good conditions for learning, training and activities of students; Regarding the organization of the management apparatus for boarding students, At this scale, students should establish a dormitory management board under the Political-Students

Affairs Department. Members of this board are from 5 to 7 people, including: Head of the board is chaired by Deputy Head of Political-Students Affairs Department; The Standing Deputy Head of the Dormitory Management Board is undertaken by a member of the Political-Students Affairs Department; 01 member in charge of managing records, politics, ideology, unions, policies and regimes for students, undertaken by a member of the Political-Students Affairs Department; 01 member is in charge of managing housing, boarding rooms, ensuring electricity and water for daily life for students; 01 member is in charge of the management of the kitchen and the cafeteria, ensuring the lives of students; 01 member responsible for the protection of security and order in the residential area; 01 member in charge of health and environment; Regarding the kitchen, the Academy should organize its own kitchen, with a kitchen management board, food safety management. In addition to the kitchen, the Academy needs to arrange canteens to serve meals during the day in the manner of buffet, fast food; The dishes are processed diversely, plentifully, change by day and season to ensure food hygiene and safety, raw materials have clear origin; Regarding the management of records, management of students' information including the number of students enrolled; List of students of courses and classes; the number of students attending, the number of students graduating from the school; extracting personal information of students by each type...; Regarding work, politics, ideology, the head of the Political-Students Affairs Department assigned an official in charge of political and ideological work in students. Officials coordinate with homeroom teachers to perform political and ideological work for students; In terms of school health, the Academy has arranged a separate medical room with a full contingent of medical staff with college or higher qualifications; Regarding the work of unions, the Political-Students Affairs Department coordinate with the staff working on the union to step by step form the union activities club, the sport club, the book reading club right at the boarding students living area...; Regarding the rewarding and discipline work, the Political-Students Affairs Department assigned a specialized official in the work of emulation and commendation. The room shall coordinate with the homeroom teacher to organize the timely emulation, commendation and discipline; Regarding the management of students' regimes and policies, the Political-Students Affairs Department assigns an officer to be responsible for consulting and answering students and students about their regimes and policies; Managing extracurricular activities; After school, students

can participate in many favorite sports such as volleyball, basketball, single-beam, double-beam, soccer, dancepost, martial arts; join boarding student clubs...; Managing security, order and ensuring environmental sanitation, At this scale, the Political-Students Affairs Department should build a security protection team consisting of: The leader of the security guard team is in charge of the comrade in charge of security. Security and order under the dormitory's management board, 01 security guard is the deputy team member and the member is the deputy class of the class ...

4.2. Model of day-pupils and day-students management

Management of day-students should be based on the Circular No. 27/2009 / TT-BGDĐT dated October 19, 2009 of the Minister of Education and Training on the outpatient regulations of students and university students, regular colleges, professional secondary schools. This work at the Academy needs to comply with the Party's guidelines and guidelines, State policies and laws, the regulations of the Ministry of Education and Training, and local government regulations. Understand the situation of pupils and students, coordinate to promptly resolve issues related to day-students. Ensure close and regular coordination between the school and the locality, the families of day-students; support and help day-students to ensure safety, order and culture at the residence. 5. Discussion In order to perform well the student and student management, the Academy needs to thoroughly grasp and implement well the contents such as: Firstly, continue to build and complete regulations on the management of pupils and students at the Vietnam Academy for Ethnic Minorities; Second, mobilize all resources to build and upgrade facilities to meet the requirements of the student and student management in the 2020-2025 period; Student management organization meets the training objectives and model of the Vietnam Academy for Ethnic Minorities; Third, Promoting the role of the staff in charge of pupil and student management; Fourth, well organize self-governing movements among students in order to step by step realize this model in accordance with the actual conditions of the Academy in the current period.

5. Conclusion

Currently, there are many models of pupils and students management, depending on the goals, training models, conditions and abilities of the school and learners. Each model of pupil and student management has certain advantages and disadvantages, it is difficult to have a perfect and optimal model. The management of pupils and students is suitable for learners, turning

the management process into a service process according to the modern university governance model, creating the most favorable conditions

and environment for students to develop qualities and competencies according to the goals, training model, to meet the requirements of the society.

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MỘT SỐ MÔ HÌNH QUẢN LÝ HỌC SINH, SINH VIÊN TRONG CÁC TRƯỜNG ĐẠI HỌC, HỌC VIỆN HIỆN NAY (NGHIÊN CỨU TRƯỜNG HỢP HỌC VIỆN DÂN TỘC)

Nguyễn Thị Nhiên

Học viện Dân tộc
Email: nhiennnt@hvd.edu.vn

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Tóm tắt

Quản lý học sinh, sinh viên là nhiệm vụ quan trọng và là công tác trọng tâm không thể thiếu được trong các trường đại học, học viện nhằm thực hiện đầy đủ quyền lợi và nghĩa vụ của học sinh, sinh viên, quản lý chặt chẽ các hoạt động của học sinh, sinh viên; tạo điều kiện, môi trường để sinh viên phát triển về phẩm chất, năng lực, đáp ứng yêu cầu đặt ra đối với nhiệm vụ giáo dục và đào tạo nguồn nhân lực cho đất nước. Thời gian qua, Học viện dân tộc cũng đã từng bước chuẩn bị cho công tác xây dựng mô hình quản lý học sinh, sinh viên phù hợp với mục tiêu, mô hình đào tạo và điều kiện thực tiễn của học viện hiện nay. Bài viết này sẽ giới thiệu về một số mô hình trong công tác quản lý học sinh, sinh viên của Học viện Dân tộc, trong giai đoạn hiện nay.

Từ khóa

Mô hình; Quản lý; Mô hình quản lý; Học sinh; Sinh viên.