

# Application of Delicacy Management in Teaching Management of Colleges and Universities

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## Abstract

Delicacy management is a kind of management idea and is also a kind of management culture. Delicacy management is a new type of enterprise management mode. It has changed the original way of extensive management, and reduced enterprise resource and management cost as the main target of the management mode. For application of delicacy management in colleges and universities, these principles are required to be followed such as programming, datamation, interoperability and standard to make teaching management department operate in an accurate, efficient, coordinated and sustainable manner. For improving the executive ability of teaching management team and the training quality of the talents in colleges and universities it has practical and far-reaching strategic significance. The paper introduces the connotation and implementation principles of delicacy management, based on which this paper mainly elaborates the way of implementation and practical application of delicacy management of colleges and universities.

**Key words:** Colleges and universities; Fineness; Teaching management; Route; Practice

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## INTRODUCTION

Delicacy management derived from developed countries and first appeared in enterprise management field. It is the

inevitable requirement for modern management required by the fineness of social division and service quality. With the deepening of the delicacy management research, it will be of great importance to introduce the idea of delicacy management into the teaching management of colleges and universities and establish a set of management system compatible with their own characteristics for improving the quality of school management and enhance the level of running school and teaching management.

Training talents are the basic functions of colleges and universities. Teaching is the main way to cultivate talents. The teaching management in the service of teaching activities is the core of the management of colleges and universities. Fineness management of teaching is the specific embodiment of educational thought of college's education, management and service management. The purpose is to carefully get the things which seem simple and easy well done by heart.

## 1. CONNOTATION OF DELICACY MANAGEMENT

Delicacy management is a new type of management, and it has changed the original extensive management pattern, which is a kind of management mode with the main target of reducing enterprise resource and management cost (Zhu 2007). Through inherent systematic and detailed principles, adhering to the standardization and normalization and relying on digital and information technology, make the work of each management department operate accurately, efficiently and sustainably.

Delicacy management is the core work of the whole enterprise operation. Accuracy, precision, carefulness and strictness are the basic characteristics of delicacy management. Accuracy means the work shall be carried out accurately and the optimum state is pursued. Precision means no mistakes and the work shall be conducted carefully and completed on time in a correct

manner. Carefulness refers to paying attention to details. Distinguish the post, work and responsibilities. Strictness means to execute strictly and make ensure that everyone is equal, perform supervision carefully and evaluation justly.

Delicacy management is the inevitable requirement of modern management, which is established on the basis of regular management and is the basic idea and management pattern to deepen the regular management. It is a kind of management mode with the main purpose of minimizing the resource occupied by management and reducing management cost. By cultivating the business level of employees, improving the work quality of employees, strengthen the cooperation between departments and increasing the collaboration between the employees, improve the cultural level of the enterprise together.

The essence of delicacy management lies in that it is the process which can be effectively carried out in every detail and play apart in the process of teaching management, at the same time, it is also a significant manner of improving teaching management. After establishing the directional idea of “delicacy management”, based on which schools will find the key problem and weak link, perform in phases and complete a system at each phase in order to implement operation, perfect a system and change the related system, only in this way all systems can be integrated finally to realize the function and effect of delicacy management in the process of teaching management.

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## **2. IMPLEMENTING PRINCIPLES OF DELICACY MANAGEMENT OF TEACHING OF COLLEGES AND UNIVERSITIES**

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The delicacy management of teaching of colleges and universities upholds the management concept of “human oriented”, with meticulous attitude, carefully organizes each link in the process of teaching and cultivate excellent professional talents (Shen 2015). “Accuracy” requires teaching and administrative staff to perform work with the attitude of excellence, have clear working target, specific job responsibilities and detailed working process as well as highlighted key point; “carefulness” means that each link of teaching work shall be covered by teaching management, the rules shall be systematized and refined, carefully execute work, management and process; “hua” means that rule consciousness is required to be established, and routinization, institutionalization, datamation and informatization shall be emphasized.

During teaching management process, in order to specialize and explicit the management responsibilities, each step and link are required to be carefully carried out and all staffs shall be responsible for their work to “do small things carefully and trifles perfectly”. The delicacy

management of teaching of colleges and universities can be implemented referring to the following principles.

### **2.1 Programmed Principle**

Programmed management means that work items or tasks are vertically subdivided into a number of work unites connected sequently, then the work process is divided into work flow, finally, the analysis, simplification, improvement, integration and optimization of the work flow shall be performed. During management process, make sure that the performer can understand the work procedures and grasp the core link.

### **2.2 Datamation Principle**

It emphasizes that analysis and comparison shall be conducted with data and then the inspection is required to be performed. The large amount of data exist in teaching management, such as teachers’ basic information, scientific research projects, teaching, award information, teaching workload, student’s status information, achievement cards, etc.. On one hand, complete and accurate data can reflect the current situation of teaching work, on the other hand, the analysis of data can provide rational basis for preparing strategies. At the same time, the work quality of teaching management can be evaluated by data analysis.

### **2.3 Operation Principles**

The rules established must have very strong operability and classify jobs. For arranging specific work, propose the completion time and quality requirement, clearly put forward the execution standards and evaluation method, understand the details and effectively monitor the implementing process.

### **2.4 Standardization Principle**

In uniform teaching, the standard for all kinds of management activities is to achieve standardized core contents and basic guarantee, which are also the precondition of realization of operability. The standardized contents, methods and procedure are the basis of delicacy management. Clarify duties and unify and standardize the teaching management in accordance with standardized guidance document (Fang, 2011).

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## **3. ROUTE EXPLORATION OF DELICACY MANAGEMENT OF TEACHING OF COLLEGES AND UNIVERSITIES**

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The implementation of delicacy management mode in teaching management of colleges and universities does not emphasize the fining treatment of all kinds of teaching management systems, but stress the effective combination between all management link and management procedure. Under the dual function of soft management and institutionalized restraint, enhance the communication

of teaching management of colleges and universities and define the post responsibilities of educational workers. Teaching purpose and management contents both shall regard delicacy management as the basic principle. For actively standardizing the teaching management process, at the same time, the promotion of teaching management on teaching quality shall be emphasized.

### **3.1 Refinement of Conventional Teaching**

During teaching activities, the refinement path generation of conventional teaching needs to highlight the dominant position of students in classroom organization and the guiding role of teacher, and enhance the communication of teaching management in the process of mutual cooperation. Meanwhile, in conventional teaching, the cooperation between each process is significant, which relies on both the guidance of conventional teaching management to teaching process and student status management system and suspension and changing course system, etc. so as to perform the teaching management process in accordance with related rules and regulations. For achievement query and learning management for all types of students, proper sequence principle and individualized principle shall be followed and the connotation of delicacy management in conventional teaching shall be embodied.

### **3.2 Refinement of Curriculum Setting**

The refinement of curriculum setting means that for talent cultivation, it shall be carried out based on the actual market demand, for the curriculum setting, it shall be consistent with the social talent training trend. Considering the student development and professional characteristics, perfect the construction of curriculum system and the division of professional course teaching content and deal with the relationship between students' ability cultivation and theory knowledge infusion. In addition, for the disadvantages in curriculum management of current colleges and universities, actively optimize teacher guarantees and the content design of public elective course to make course demand consistent with the practical situation of talents cultivation and build refined elective way according to the actual curriculum content, which has great significance for improving teaching effect.

### **3.3 Refinement of Quality Monitoring**

The refinement of quality monitoring can be embodied on the visual management. The purpose of management can be reached through the publication of the anticipated goal. For the application in the monitoring of teaching quality, necessary information technology means is required to strengthen the implementation effect of quality control. The combination of chart data analysis and network technology can realize the supervision of complete teaching information for the current situation of teaching management of colleges and universities and

feedback in a timely manner for the teaching management situation.

### **3.4 Refinement of Management Innovation**

Teaching management as a prior management mode aims to deal with issues before they happen. Afterward remedy is not the goal of teaching management. This needs to deal with the management of key teaching projects. The refinement of management innovation can be embodied by the two aspects, namely, the construction of teaching network management system and facilitation of procedure management of project. For the development of teaching network management system, the application of information means is necessary, which involves the refinement arrangements, such as students course selection on network, practical teaching and curriculum schedule arrangement, etc.. As for key project procedure management, a gradual process is shown. With the help of the necessary visual network management platform, improve the collection process of teachers' course material and promote the reflection of teaching interaction in teaching management.

### **3.5 Refinement of Talents Development**

Talents development is crucial for the development of schools. So for the refinement of talents development, it is necessary to regard students as the core of teaching management, under the guidance of modern educational idea, establish soft management system of colleges and universities, satisfy the demand of personality development of students, and promote the implementation of talents cultivation program in the harmonious and democratic teaching management environment in colleges and universities.

### **3.6 Refinement of Evaluation System**

Refined teaching management evaluation system of colleges and universities needs to be executed by different levels and stages in accordance with the systematic procedure. For improving evaluation system, the practical significance of teaching management evaluation needs to be highlighted to fundamentally inspire the teaching management personnel's subjective initiative and make up the defects existing in traditional teaching management evaluation mechanism. For the refinement of evaluation standard, it shall be as detailed and comprehensive as possible to improve the evaluation mechanism system construction and end reflect the diversity of evaluation standard. Different evaluation feedback mechanism shall be connected to the evaluation object, with the help of a dual way of spiritual and material rewards, for combination of reward and punishment, highlight the spur and incentive function of teaching management evaluation effect and promote the refinement development of evaluation mechanism.

## **4. PRACTICE OF DELICACY MANAGEMENT IN TEACHING MANAGEMENT**

In our work, we have been thinking how to improve working efficiency to make work orderly and teaching staff work happily. In combination with implementing the principle of delicacy management, we have done the following research:

### **4.1 Cultivate the Idea and Consciousness of Delicacy Management**

It is the precondition of delicacy management to apply the concept of delicacy management to teach management and ensure the delicacy management to be carried out to every link of all teaching staff and teaching management work. Strengthen the awareness of details, rules, science and technology as well as service. Through expert guidance, special lecture, professional training and visiting, make it clear to all the teaching staff that delicacy management is a kind of management mode that benefits school development, work promotion, students cultivation and self-growing.

### **4.2 Refinement of Term Management Target**

During teaching management process, firstly, the refinement of management target shall be defined. In each term, the teaching tasks of departments will be prepared in accordance with the general guidance and routine work of school departments to definite work thought, set target and program and work out the weekly schedule of framework teaching work. With the development of the work, in accordance with the specific arrangement of the school departments, classify the work once a week and adjust the work of this week. These questions shall be discussed and approved at the routine meeting: What things will do? Who is responsible for these things? Who will take apart? How to do it? When to finish it? Which target is to achieve? The dean is responsible for assigning the work to every teacher, summarize the work after completion and record and sort out the work finished this week. With the development of semester work, weekly schedule is gradually rich and perfect to form a teaching journal. The term work is orderly and clear.

### **4.3 Clear Conventional Process and Guidance Specification**

Delicacy management lays emphasis on rules consciousness. Rules are procedures and systems. Procedures guide people to do right things and do the work right. The systems prevent the members of the organization from doing wrong things and punish them. Conventional teaching management is modeled and fixed. The teaching plan, assignment book of the teaching plan and teaching inspection form columns of each department are carefully designed. The requirement of teaching link, inspection items and archived items at the end of each semester are defined. The teachers can naturally

know the teaching requirements of each link in teaching work and consciously complete the teaching work in accordance with the related requirement. For the things to be completed in each semester, make sure that they are arranged first and then inspected and implemented.

For the work assigned to subordinate, the guidance shall be specific and the work shall be arranged in advance. For the work of dean and department secretary, clear guidance and arrangement shall be offered with definite working time and method. Work plan and summary, periodical teaching inspection, the approval of the teaching plan task book, archives arrangement at the end of each semester, classroom observation and comment and teaching research have formed a fixed working process and there is no need to arrange.

### **4.4 Refinement of Teaching Management Measures**

Perfecting all rules and regulations is the starting point of implementing the refinement of teaching management. Develop and implement the teaching management measures with strong feasibility and actively encourage teachers to carry out the teaching theory research and teaching practice and exploring to form a dense atmosphere of teaching in all departments. Based on the teaching research project evaluation of colleges and superior departments, corresponding departmental teaching research project evaluations are established and fundings are provided for support. Select and develop as school project, fully mobilize the enthusiasm of the teacher's teaching and research, greatly promote approval rate of the reported project, make the number of teaching reform project and excellent courses of schools and departments increase year by year and promote the formation of good self-development operation mechanism.

### **4.5 Refinement of Monitoring of Teaching Management Process**

Effective monitoring of teaching management is the guarantee of realization of the delicacy management of teaching. Delicacy management shall be monitored, reflected in monitoring and rectified in reflection to achieve the sublimation of management process, otherwise, if the deviation from target occurs, it cannot be made up, which also deviates from the principle of delicacy management. For the control of teaching management, all kinds of inspection can be adopted.

Through operation, we form three-stage teaching inspections of university, college and department. The departments occasionally conduct research, teaching research of visiting and evaluating a class, students' evaluation of teaching at the end of semester and teaching quality guarantee systems of teaching evaluation of universities and colleges linking with each other. Curriculum is implemented based on tasks. For each course, define the cultivation target of teaching plan required to be achieved, based on which the inspection

will be carried out. The teaching quality evaluation system has been developed and the students online evaluation has been achieved so as to effectively control all the key points affecting teaching quality and get the whole process of teaching management under control and optimized to ensure the talents cultivation quality.

#### 4.6 Refinement of Teaching Bonus Standard

Prepare “Methods of Teacher’s Teaching Workload Calculation and Distribution of Payment”, define the methods of teacher’s teaching workload calculation and teaching workload reward and deduction principle, covers all links, such as course construction, teaching reform project, students cultivation quality and so on. The process control and evaluation reward are performed based on the refinement of target task. Directly connect the daily work situation of teaching staff to the evaluation and perform work creatively under the fair, just and open operation evaluation system.

“Great undertakings have small beginnings, and difficult tasks are tackled from where it’s easy.” During the management process, we lay emphasis on evaluation supervision and strive to create justness through fineness and inspire activities through justness. By implementation of the delicacy management of teaching, enhance the effectiveness of teaching management and improve the efficiency and benefit of management. And students cultivation quality rises constantly.

In conclusion, under the background of rapid development of current modern information technology,

the promotion of delicacy management has raised higher demands for the development of teaching management of colleges and universities, which is closely related with the teaching quality of colleges and universities, and at the same time has positive guiding significance for the cultivation of modern professional talents. As a combination of modern management method and management concept, the completion of delicacy management mode in teaching management of colleges and universities has removed the disadvantages existing in conventional teaching management mode, which is significant for the teaching management innovation of colleges and universities. Based on the actual development situation, for the implementation of the delicacy management of teaching of colleges and universities, the relationship of talents cultivation and education teaching shall be managed to promote the orderly operation of teaching management in colleges and universities.

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