

ICT BASED ADMINISTRATION IN COLLEGE EDUCATION

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Abstract— The 21st century has witnessed tremendous advancements in the field of technology for information and communication. It can be used to transmit, store, create and share or exchange a particular task for efficient management. Information and Communication Technology (ICT) plays an important role especially in enhancing not only the Quality of education but also the overall administration in the centers of higher learning processes. Also, it makes the administration process easier, faster with fewer efforts to make sure that the entire organization runs smoothly. Thus, this paper is an attempt to discuss an important issues related to the administration in college education.

Index Terms— Information and communication Technology (ICT), Higher education, student administration, staff administration, general administration;

I. INTRODUCTION

ICT can be defined as use of Hardware and software for efficient management of information. It can be used to transmit, store, create, share or exchange a particular task. The 21st century has witnessed tremendous advancements in technology. It plays an important role especially in enhancing not only the quality of education but also the overall administration in the centers of higher learning.

New machines and new equipment create new opportunities in educational administration. ICT makes the administration process easier, faster, with less effort. It allows for zero or declining marginal cost. Administrators are using ICT tools for administrative purpose to make sure that the entire operation runs smoothly.

The administrative activities in higher education's can be mainly be classified as:

- Student Administration
- Staff Administration
- General Administration

STUDENT ADMINISTRATION: The student administration involves various activities commencing from the admission process to collection of fee, issue of certificates etc. The important activities modified under this category are:

- Online admissions
- Biometric system
- Electronic surveillance system

ONLINE ADMISSIONS: The automation of admission process, registration and payment of fee. This process is managed by Web Application.

ELECTRONIC SURVEILLANCE SYSTEM: There are many benefits of using CCTV Surveillance system in Institutions.

- ❖ Web Applications can be accessed both by the browser and the server. The server uploads the application in a particular format which will be browsed by us through the provided link. Browser fills the application and sends the request in turn the server registers it.
- ❖ This is faster and more efficient for framing a paperless environment. This facilitates to upload the student bio data and image in a single step. Most of the forms don't have check either on sentence structure or on the grammar.
- ❖ The handwriting check cannot be judged.
- ❖ Browser can expect a fast response. The advancements of online applications include the paper braille or audio applications for disabled candidates with the help of ICT.

BIOMETRIC SYSTEM: Biometric refers to metrics relate to human characteristics.

- ❖ A biometric system at the entrance for recording attendance to identify the students and teachers for every roll-call. Monitoring of athletic events and dances besides other games and sports, cultural events etc.
- ❖ It provides complete time attendance system for any size and type of schools and colleges employee details shifts, department, overtime, holidays, leaves etc.
- ❖ All this information will be used in calculating employee work time. The time logs stored in device will be transferred to the software periodically.
- ❖ At the end of the month we can get employee attendance for that month and as a result employee's regularity can be assessed.
- ❖ We can keep observation of all the activities that place in and around the institution. We can prevent

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a person who intrudes, especially into premises with criminal intent.

- ❖ It helps in protecting the property and identifying the unruly elements. They keep track of teacher attendance and punctuality.
- ❖ On the whole a healthy learning environment may take place through surveillance system in the college.
- ❖ Recorded evidence can be got so that the administrator can get a proper course of action. She/he can watch any visitor from any internet connected device. You can count on to do more who just does the job. Video surveillance system helps him to choose the right person for the job.

STAFF ADMINISTRATION: Staff administration automation of attendance leave management of staff members in institution, performance of appraisal, communication with staff using E-Media.

- ❖ Staff administration includes recruitment and work allotment to faculty and staff in the institution.
- ❖ Staff administration done through ICT helps in processing of voluminous records in a quick, meticulous and impeccable manner there by making data retrieval easier.
- ❖ ICT helps in providing timely information to all concerned.
- ❖ It provides a good communication system in communication could be for internal and external information acquisition.
- ❖ Automation of attendance and leave management of staff members in the institution

GENERAL ADMINISTRATION: ICT in general administration has longest increased efficiency and optimal resource utilization. The various items classified under this category include usage of electronic media, fee payment and handling of internal and external examination activities in coordination with the faculty members.

The three main functional areas of information administration that are of great significance for day to-day management of higher education institutions identified as follows:

- General Information
- Evaluation
- Library automation
- 3rd Generation Technology

GENERAL INFORMATION: Providing the sufficient latest information about the institution in the website. Allowing the students to apply online.

Use of E-Media for addressing systems for sending circulars, conduct of examinations and the maintenance of office and alumni records.

EVALUATION: It consists online tests, results, and feedback, software and progress reports. The Student

accepts more responsibility for their own learning and its assessment developing expertise in the process.

- ❖ This can be used by teachers for assessing and improving own performance meeting state and national standards.
- ❖ The Administrator uses ICT tools for administrative purposes to make sure that the entire operation runs smoothly. Administrative use of ICT for employees register, library records, progress reports, students registers, placement cell, alumni records and dead stock registers etc.

LIBRARY AUTOMATION: Library with accessibility to scholarly content, through N-LIST program jointly executed by the UGC-INFONET digital library consortium.

3RD GENERATION TECHNOLOGY: Now-a-days in college administration mobile is being used in importing information fastly and cost effective.

- ❖ Email facility in mobiles gives good opportunity to administrator in retrieving information to required extent.
- ❖ Getting email notification and urgent messages from the government about the upcoming programs and fetching and giving appropriate information about the college.

II. CONCLUSION

It was found that current level of usage indicates a clear integration of ICT for managerial or information-based administration in higher educational institutions. This study reveals that demographic factors do not have major impact on information administration in higher educational institutions. It is also evident from the validation of the path model that all the functional areas identified have an influence on information administration. This reveals that enhancing the usage of ICT in these functional areas and especially in general administrations will enhance overall accomplishment administration in higher educational institutions in the realm of global competitive environment. This study could serve as a base for education planners to deploy Technology based administration in higher education institutions.

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