

AKSHAR WANGMAY

UGC Approved & Peer Reviewed International Research Journal

**Use of ICT in Teaching-Learning and
Management of Institution**

March, 2020

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Dr. Dilip B. Shinde

Principal

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The editors shall not be responsible for the originality and thoughts express in the research articles. The author(s) shall be solely held responsible for the originality and thoughts express in the research articles

ICT AND EDUCATIONAL MANAGEMENT

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ABSTRACT

Information Communication Technology plays an important role in educational administration and management. ICT are currently popular in Institution due to its capabilities in facilitating administration activities from data storage to knowledge management and decision making. Various types of applications and their effectiveness for administrative activities in College is presented. Result may shed light on administrators to improvise and increase the utilization of ICT in daily Institute administrative tasks to make their work more efficient and effective. Finally recommendations for Institution administration growth of ICT knowledge and practice will also be discussed.

Introduction:-

Information and Communication Technology can contribute to universal access to education, equity in education, the delivery of quality learning and teaching, teachers' professional development and more efficient education management, governance and administration. In an education is the mode of education that use information and communications technology to support, enhance, and optimize the delivery of information. Worldwide research has shown that ICT can lead to an improved student learning and better teaching methods.

What is ICT?

ICT means to facilitate the activities of human life using technology.

OBJECTIVES

- ICT Usage for educational institution administration and management

- Role of record Keeping And Maintenance
- Use technology for communicating with parents
- Use of digital technologies in the class room

The Administrative Information :-

Usage of ICT in administration Information....

Students Administration:-

- Institute usage of Software tools for students Admission and Registration.
- Student's usage of E-media to apply for admission.
- Institute usage E-media for notification regarding Hostel accommodation.
- Facility for students to make for payments electronically.
- Usage of E-media by students to apply for university Exam.

Staff Administration:-

- Faculty usage for e-media for student's performance appraisal.
- Institute usage E-media for recruitment and allotment of staff.
- E-circulars for the Institution regarding official rules.
- Dissemination of information in the institution through E-Kiosks.
- Usage of Computers to maintain for students Present Practical Attendance.

General Administration:-

- Communication of academic details of students to their parents.
- Institute usage E-media for communication with staff.
- Automation of attendance and Leave management of staff member in the Institution.
- Institution Usage of E- Media for scheduling allocation of time table for Examination.
- Institution Usage of E- Media for scheduling allocation of halls for Examination.
- Institution Usage of software tool for the processing and display of students result.

❖ Record Keeping

Institution record are documents, Books, files and other important data. Which is embodied information on what goes on it institution. The college records are official transcripts or coping of proceeding of action event.

Admission and Withdrawal Register

Admission and Withdrawal register is a permanent information record, including the details of the educational and progress of each pupil that ever passes through in the institution.

Teaching and Non-Teaching Personal File

This Record is necessary that the Institution should have as much information on every Non-teaching staff and teaching staff.

Cumulative Record Folder

Student cumulative record folder a store of information on student cognitive affective and psycho-meter development. Student report sheet, staff time book, transfer & leaving certificate.

Logbook

Historical record of events that have significant effort on the college activity.

The Visitors Book

Recording the Visitor of importance person. Subject related guest and other official person etc.

Attendance Register

An attendance Record book in which the person absent and present in institution. Institute is recorded a daily basis.

Communicating with Parents

Communicating with Parents to inform parents about college Students performance.

Institution Programme scheduling Some of important activity of the institution that need to be planned and schedule are college calendar, teaching time table, Examination time table, meeting etc.

Software tolls

There are many software tools which help in such scheduling Google calendar and FET time table software are two such commonly used tools.

- Free Evolutionary time table
- Automatic time table.com
- ASC time table.com
- Electronic grade book

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