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## Review Article

### IMPACT OF ICT IN SCHOOL ADMINISTRATION –A REVIEW

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#### ABSTRACT

In today's scenario as we are growing with the age of digital technology, Information & communication technology (ICT) plays an important role in the field of education. We are not only using ICT in teaching learning process but it has a major role in the school administration. The purpose of this paper is to review the usage of ICT in different schools for its administration and also to know about the current status of use of ICT in school administration.

To know the current usage of ICT in the different schools an online survey was taken amongst various schools in the city Indore (India). The result of survey focused on use of ICT in the administration of the school.

Finally, it is recommended that there must be an inter school communication system to communicate different administrative issues.

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#### INTRODUCTION

Educational administration may be a method of the appreciation of human resources and of using relevant material in such the simplest way as to promote effectively the event of human qualities, whose primary functions are to make sure the efficient and effective delivery of relevant academic services. Moreover because the implementation of legislative policies through coming up with, deciding and leadership behaviour that keeps in organisation focussed on planned objectives, provides for optimum allocation and most prudent care of resources to make sure their best uses. It co-ordinates skilled and different personnel to provide a coherent social organization and fascinating organisational climate, and determination of essential changes to satisfy future and rising wants of scholars and society.

School administration involves supervision of teacher and other school staff, to provide staff with tool and resources that they need for their jobs, manage school budget, develop communication between parents and teachers, to take proper decision in proper time. Thus educational administration is concern with different types of functionaries such as teachers, students, guardians and public and coordination of their efforts.

In the process of administration Information and communication technology (ICT) facilitates an adequate and proper initialization. ICT helps to transform educational administration into user centred work portal using information technology.

Since the Eighties the combination of pc technologies in education has been a challenge for several educational systems throughout the globe. The language to denote these technologies throughout the past decades modified quickly from micro-computer to NIT (new info technologies), IT (information technologies) and ICT (Information and Communication Technologies) denoting a shift from a technological focus to the a lot of useful characteristics of those technologies. This shift in language resulted amongst others from modified expectations regarding the role of ICT in education. Whereas within the Eighties and early Nineteen Nineties ICT meant for many instructional systems that students were learning regarding computers, since the middle Nineteen Nineties the prevailing rhetoric in several policy documents was to conceive ICT as instigator of a societal amendment and as supporter for instructional reforms geared toward lifelong learning. These documents reflected a want for creating education work into a data society during which voters would feel accountable for their own learning and would have the competencies to find out autonomously in difficult and authentic learning settings. ICT is the combination of microelectronic, computing and telecommunication. It is the term used to describe a range of technologies for gathering storing retrieving, processing, analysing and transmitting information.

National Education Policy in 1986, give emphasis on Education Technology and computer literacy, According to National policy Frame work, Use of ICT in education

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programme helps in holistic development of education. It improves quality of education on all aspects. The ICT policy in education system aims at all round development of India. ICT improves quality and efficiency in the school system. Information and technology (ICT) is technology that supports activities involving the creation, storage manipulation and communication of data, at the side of the connected ways, management and application.

ICT satisfy the need of challenges in developing alternate mode of education like continuing education, teacher capacity building, and information system for efficient management of the school system

## **REVIEW OF LITERATURE**

A conceptual review has been taken to know the impact of ICT in the school administration systems. It has been seen that ICT plays an vital role in school administration because of its efficiency in providing applications from data storage to knowledge management and decision making. The study shows effectiveness of ICT application for school administrative and management by using various tools. According to Afshari (2012) as an administration head, Principal should have basic skills of using ICT in daily administrative and management Jobs. Also Teachers besides there teaching activities must involve them selves in administrative responsibilities through ICT such as curriculum planning, Students data, co-circular activity, evaluation etc. ICT can be use effectively in examination and teaching-learning resources Mwalongo (2011).

Various basic tools such as Internet, hardware applications, software applications can be used effectively Mojgan Afshari, Saedah Siraj (2013)

Introduction to ICT in school administration bring a major change. The use of information and communication technology gives quality education and makes education accessible. The study shows that the introduction of ICT tools in school administration can effectively solve the problem of poor communication in school. It also helps significantly in planning and decision making.

In order to have efficient use of ICT one should get a adequate tools for schools and students by the government. Also the basic knowledge as far as the usage of ICT tools is concern must be provided. Olujemisi A.Oyedemi (2015)

Use of ICT in administration and management is at low level due to lack of quality training. If teachers are to use ICT in administration a Proper quality tools are required. Along with that Teachers must have proper training and regular access to ICT even after school. Analysis shows that there is lack of availability of computers at all places. Study shows that the teachers are aware of use of ICT in administrative purpose they are agree that it reduces the workload and improve the quality of their work but at the same time they recognise that there is need of proper training for the use of ICT in administration and management (Ian Selwood)

As per the Information and Communication Technology Policy in school education (2009) there is a significant role of ICT in education system which is highlighted in the National Curriculum Framework (2005). ICT should be an Integral part

of school education system. There is need to establish a School Management system (MIS) which enables a nation wide network in which schools, teachers, students and school leaders are the participants. MIS will work as a single window which facilitates the activities related with decision making at different levels in the education system. It ensures the universal access to information and content. (National Policy on ICT in education 2012)

## **Analysis**

### **General**

Education administration is a process integrating the efforts of personnel and of utilizing appropriate materials in such a way as to promote effectively the development of human qualities. It is concern with the development of child and youth.

ICT plays a major role in the administrative process of a school. It supports a effective management and administration in the school education system. The major area in which ICT helps in management is:

- Students Administration
- Staff Administration
- General Administration
- Record Keeping

Technology with cost effectiveness and flexibility enhances the efficiency of administrative processes. Currently, the level of ICT used is not reached its maximum. Though many school has started using ICT for their administrative process but study shows that still there are certain areas where development of technology is required. There is still lack of trained people for the proper use of ICT in the system.

### **Students Administration through ICT**

Students are the major part of education system. There are various records related to students that need to be maintained. Along with the students record there must be a communication system with the parents. School must provide a effective communication system to maintain the information to the parents in order to create transparency. Use of ICT helps the school to develop such information system. Many areas such students admission, Fees payments, Students data record, Teacher – Parents Interaction And Academic record can be effectively done with the help of ICT.As per the study, currently, many school provide ICT in administration process. There are many schools which provide computers for student's registration/ enrolment. Provide schedule/Timetable Electronically. Many schools use electronic media for communicating academic details of students to the parents. But there are still certain areas where use of ICT is needed to manage students' administration process.

### **Staff Administration through ICT**

In order to run the school efficiently and effectively, school staff must be managed properly.

Various information such as financial work, record keeping, Pay slip, audit etc are the activities related to the administrative staff. Along with this Teachers administration is also a major part which need to handle properly. By the use of ICT this process can be made easier and effective. Study shows that there are many areas where ICT is used effectively for staff

administrative process. Most of the CBSE schools uses computer for recruitment and work allotment of staff in institution. Some of the school uses e-media for communication amongst staff. But very little school uses e-media for staff appraisals, e-circular regarding official's matters and availability of e-kiosk in the institutions.

## CONCLUSION

### *From the study, following conclusion can be made*

Most of the CBSE schools are using ICT in various activities such as human resource Management, monitoring attendances, staff training and recruiting staff. But still it not used effectively due to various challenges. The major challenge is that teachers and other staff members are not getting proper training to use ICT efficiently along with this lack of availability of resource, Insecurity due to no security check up of software etc.

Use of ICT in school administration is an important step for future. Use of ICT facilitates and enhances school administration and management to achieve goals. Technology provides easy and quick communication between parents and school. In order to have optimum use of ICT in school administration there must be an inter school communication system to provide better connectivity amongst various schools for administrative purpose:

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