Analysis of Realizing the Informationization Construction of University Administration

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Abstract: With the development of network and multimedia era, the administrative work in colleges and universities has gradually realized digitalization and informationization, through the use of WeChat group, QQ Group, Weibo, the BBS on campus and other internet platforms. The administrative work of colleges and universities has been greatly facilitated in information input and transmission, course establishment, course selection, schedule arrangement of classroom and class, communication between teachers and students, etc., realizing resource sharing among multiple departments, saving a large number of administrative costs and improving work efficiency. This paper points out the important significance of the informatization construction of university administration management, summarizes the difficulties in the current informatization construction of university administration management, and puts forward the concrete ways of the informatization construction of university administration management, aiming at accelerating the pace of the informatization construction of university administration management.

1. Introduction

Internet technology is one of the greatest advanced scientific and technological achievements in the 21st century, it has changed people's production, life style, accelerated the transmission of information, shorten the distance between people. The application of Internet technology in practical work can break the limitation of time and space, improve the efficiency, and also expand our vision and save a certain amount of cost expenditure, so it has been widely tried in all walks of life, speeding up the digitization and informationization construction of China's industry. Nowadays, the technology of informationization has been gradually introduced into major universities and colleges all over the country, which makes the administration to solve the problems of waste of human resources and low management efficiency. Therefore, the administrative work in universities and colleges should change the traditional management mode and ideas, actively renew the related equipment of computer software and hardware facilities, establish a unified school administrative platform, promote the order and standardization of administrative management, and coordinate the work of the teaching, research and development, and students' management. To better serve the teachers and students in colleges and universities.

2. The Significance of Informationization Construction of Administrative Management in College and universities

2.1 Realize the Modernization and Standardization of the Administrative Work of Colleges and Universities

The use of information technology accelerates the speed of information collection, collation, transmission and archiving, and has a high efficiency in the classification and access of large amounts of information. Through the establishment of a school-wide information management platform, it helps teachers and students to inquire information anytime, anywhere, and facilitate the revision of the data, so that all aspects of the work can be carried out smoothly. At the same time, it is beneficial for managers to obtain scientific understanding in the information analysis based on database resources, and make correct decisions, so that make the administrative work is Intelligent and scientific.

2.2 Improve the Efficiency of Administrative Work in Colleges and Universities

The establishment of a school-wide internet administrative platform can achieve all levels of connectivity in financial management, teaching management, personnel management and scientific research management. And no longer because of cumbersome procedures, numerous materials, personnel dispersion and other practical problems affect the efficiency and quality of administrative work. Perfect database resources facilitate the release and management of information, improve the ability of teachers to deal with documents, and expand the network coverage area of the campus.

2.3 Promote the Improvement of the Level and Quality of Running a University

In the era of educational informationization, it is a key step to realize the informationization of running a university in colleges and universities to construct a scientific platform for the administration of Internet in schools.

The use of Internet technology has reclassified the work function of administrative personnel, established a clear management system, and ensured the high efficiency of the administrative work of colleges and universities. As a result, a large number of costs have been saved, so that more idle funds can be invested in the promotion of the level of running a school, foreign exchange of practical activities and scientific research work, but also make the university's level of information and intelligent has a qualitative leap. Moreover, the use of electronic technology to store documents, ensures the authority and unity of data, and enhances the security of information. It also have obvious advantages in the classification of data and system retrieval.

3. The Difficulties in the Construction of Administrative Informationization in College Universities

3.1 Inadequate Attention to the Informatization Construction of Administrative Management

Informationization construction needs to invest a lot of financial and material resources. Compared with the traditional administrative management mode, although it has greatly improved the work efficiency, it is difficult to put into use limited by difficult implementing, involving a large number of departments, and absence enthusiasm of administrative personnel. Some colleges and universities have the idea that administration is a very basic job and there is no need to spend so much energy. The universities always simply arrange several administrative clerks to establish and

maintain files, which makes the pace of informatization construction of administrative management in colleges and universities slow down. In fact, with the rise of Internet technology, the current administrative work of colleges and universities, whether in the work content or the nature of work, the difficulty has been significantly changed. For example, the widening of enrollment channels, the expansion of the amount of information, the improvement of the network environment, and the increased complexity of the curriculum make the administrative work of colleges and universities beyond the scope of the past. The administrative work of colleges and universities is no longer a "superficial job", but it has really become a modern management means that can solve the immediate needs.

3.2 Less Enthusiasm of Administrative Personnel in Colleges and Universities for Reform

Because the administrative work of colleges and universities is subordinate to the teaching, scientific research and other posts, there are few opportunities to carry out business training and business upgrading. Therefore, this makes most of the administrative workers in colleges and universities in the thinking is more closed, do not have the spirit of innovation. In the face of new modern science and technology, they would rather adhere to the original backward paper file management methods, hindering the administrative work of information innovation. And some colleges and universities administrative personnel compilation problem has been delayed, the level of business is limited, the knowledge of information technology means is not much, management training mechanism is not perfect. In the face of heavy work such as the archives maintenance in colleges and universities, talents' training, teaching management, external exchanges, their general pressure is greater, the enthusiasm for work is reduced, and absence awareness about good service to the students and teachers, so it is not possible to greatly implement the information construction of university administrative management.

3.3 Shortage of Digital Resources and Backward Information Technology Means in Colleges and Universities

The achievements of modern science and technology have also caused great changes in the field of education. At present, colleges and universities generally put network courses, PPT, video and other multimedia teaching equipment into the daily teaching work, but they have not invested too much software and hardware equipment about information technology in the basic administrative positions. It did not establish a unified network information platform and human resources inquiry system because financial support is not in place. And most colleges and universities have weak network signals and slow transmission speed, which affects the efficiency of administrative management under the application of Internet technology and hinders the process of administrative informationization in colleges and universities.

4. Specific Ways of Informationization Construction of Administrative Management in Colleges and Universities

4.1 Timely Update the Administrative Management Concepts of Colleges and Universities

The development of Internet technology has promoted the scientification and standardization of Administrative affairs in colleges and universities. Through the use of network platform, the daily work can be carried out on the computer system in colleges and universities that entry and collation of students' file, the system establishment of teacher attendance and curriculum evaluation, and the selection of courses and the arrangement of class scheduling. Therefore, in the future, the

administrative work of colleges and universities should fully absorb the modern information technology means that change the processing methods of administrative files in handwritten and paper, and in order to improve the efficiency and quality of administrative management try to establish the administrative information into a special data resources that posted on the shared platform. Thus, it achieves the informationization of the utilization of university resources.

4.2 Provide Material Guarantee for the Construction of Administrative Informationization in Colleges and Universities

The relevant departments of colleges and universities should allocate a special grant for administrative expenses, which is devoted to the procurement of modern computer hardware facilities and office software. Regular attention should be paid to maintaining the use of hardware facilities, troubleshooting, improving their utilization, but also often upgrade the software system. At the same time, the administrative departments of colleges and universities should also formulate standardized and unified information management system, optimize the service level of the system, and focus on the accuracy and timeliness of the data in the database, so as to lay a solid material foundation for the realization of the resource sharing in the school.

4.3 Improve the Working Ability and Learning Enthusiasm of University Administrators

Colleges and universities should actively urge administrative personnel to participate in business training and learn new electronic information management technologies, such as "cloud Computing". It can improve the optimal allocation rate of educational resources in colleges and universities so as to easy to operate mainly by that making the data into a unified format, after classification and screening to publish it to the relevant data server, so that the whole school teachers and students can share the information resources in the school, and can ensure the accuracy and timeliness of information. For example, administrative information such as student admission information, staff salaries, number of available classrooms, course selection activities can be found in the unified networked platform on campus. It facilitates the common use of each terminal, greatly improves the work efficiency and reduces unnecessary hassle. For this kind of modern science and technology, colleges and universities should actively introduce software developers, and encourage the working administrative staff to study hard, strengthen training, so that they find technical loopholes. Finally, they can better optimize future administrative work.

4.4 Build a Secure and Unified Administrative Management Platform

The basic administrative management platform of colleges and universities includes reporting platform, portal platform, information release platform, work link platform, etc. The connection of these platforms is composed by internal tools such as system coding, work flow engine, message management, data maintenance management and systemic logs. Colleges and universities should establish a unified administrative work platform, so that the application system can share the unified, standardized resources, and access to information services. In addition, it is necessary to ensure the rigour and authority of the data, improve its authority management level and working level, and ensure the stability and transmission speed of the system. These all need professional developers to do. Colleges and universities can hire outstanding technical personnel to invest in research and development, and coordinate the staff of various departments to standardize the information content and format, so as to establish a high-quality higher education service system.

5. Conclusion

Since the 21st century, the slogan of " Informatization in School Education" has been echoed and implemented by major universities. For administrative personnel, improving the informatization level is not only the realistic requirement of social development, but also an important symbol of industrial progress. The construction of administrative informationization in colleges and universities is a task with long cycle, large investment and high demand for cooperation. Colleges and universities should actively reform and innovate, introduce modern information technology to integrate campus resources, improve the construction of software and hardware infrastructure, strengthen the business training of administrative personnel, establish relevant work systems, so as to quickly implement the construction of administrative management information, create basic conditions for improve the quality and service level of colleges and universities create basic conditions, and establish digital campus.

Acknowledgement

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