

# Research on the Construction of Educational Administration Management Information in Colleges and Universities

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**Abstract**—1.Objective:the level of educational administration management in Colleges and universities determines the efficiency of educational administration, and in the process of educational administration management information system, there are many factors which restrict the development of information technology.2.Methods: Therefore, we should improve the level of educational administration management information, and promote the development of educational administration management information system through the reform of software technology, management system, management team building, personnel training and other measures.3.Results: After many years of reform and practice, the relevant reform measures have achieved some results.4.Conclusion: These results have very important value for further promoting the teaching management information.

**Keywords**- Colleges and Universities; educational administration management; information system; informatization; construction

Educational administration management is an important part of the teaching management in Colleges and universities, and it is an important way to measure the level of the education in Colleges and universities. With the development of higher education, the expansion of the scale of running school, the teaching management is becoming more and more complex, and the educational administration management is facing severe challenges. Educational management personnel only continue to update the management concept, the advanced information technology is applied to the educational administration work, to realize the scientific, standardized, information, to meet the needs of modern university teaching management. At present, many colleges and universities educational management information construction has achieved remarkable results, but there are still some problems, which affect the development of educational management information in Colleges and universities.

## I. THE IMPORTANCE OF THE CONSTRUCTION OF EDUCATIONAL ADMINISTRATION MANAGEMENT INFORMATION IN COLLEGES AND UNIVERSITIES

### A. To meet the requirements of the development of modern higher education

With the popularization of higher education, the number of students is increasing year by year, the form of running schools and the implementation of the credit system, making the educational administration management more and more difficult, the requirements are also higher and higher, the traditional manual methods can not meet the needs of modern management. The use of modern information technology to achieve educational management information, to meet the needs of the development of modern education and teaching reform, is the urgent task of educational administration.

### B. Be conducive to the scientific and standardized management of colleges and Universities

University educational administration management work involves a wide range, complex affairs, the contents, the workload is large, there is no scientific and efficient management means and strict rules and regulations which is unable to guarantee the daily teaching order. And the traditional teaching management mode means backward, not only consumes a lot of manpower and material resources, but also easy to lead to data errors, work efficiency is low. Using computer and network technology, the establishment of university educational administration management information system makes the data processing and the sharing of teaching resources be realized. This can greatly improve the data processing and query efficiency, reduce the work pressure, reduce the work error, and improve the work efficiency, so that educational administration work more convenient, fast, efficient and accurate, conducive to promoting the scientific management of educational management, standardization and information management, to improve educational management level and management quality.

## II. THE EXISTING QUESTION IN THE INFORMATION CONSTRUCTION OF UNIVERSITY EDUCATIONAL ADMINISTRATION MANAGEMENT

The information construction of educational administration in Colleges and universities is very important, but because of the restriction of the characteristics of the educational administration management system, it has some problems, such as low efficiency, difficulty to realize data accuracy and so on.

### A. *The educational administration management system and the current teaching management system in Colleges and universities are not the same, which restricts the reform of educational administration management information.*

Because of the different teaching management mode, the educational management system is developed according to the actual situation of most schools. In the process of application, the educational administration management software is a contradiction with the management system of different characteristics. With the change of the demand of teaching reform, educational management information system also needs to update the functional module, to have a strong post technology and capital investment and support. But due to the constraints of school leaders, technical personnel, school funding and other factors, the follow-up development of educational management system can not meet the requirements of teaching reform, and thus affect the educational management information reform process.

### B. *The organization on the job can not match the process of the educational administration management system, which affects the effectiveness of the system.*

The purpose of educational administration system in Colleges and universities is to adapt the teaching reform and teaching management information, to improve the efficiency of educational administration management, and to construct the educational administration information system based on the actual situation of the teaching management organization. In the early stage of information construction, the school can provide certain support to the human and material resources, and the preparation of the basic database of the system is also more fully. However, schools often neglect the current teaching management process, the organization of the functions of the organization and the modern teaching information management concept of adaptive research. Management work to a certain extent, still remain in the work of the management of the model. There is no system to form a system of effective management system, and ultimately lead to the management system and system operation process, human interference system processes, such as the situation is serious and so on. After the educational administration management system is put into use, it is lack of the corresponding guarantee. The closure of the functional structure of the school teaching management organization, the management rules and regulations of the chaos strongly restrict the application of the modern educational administration system. With the continuous development of information technology, these problems will become more prominent. Eventually this will lead to the incomplete application of the system, which seriously

affect the educational management information system performance.

### C. *The data control in the educational administration system is not standardized, which influences the efficiency of educational administration.*

In the educational administration system, including students, teachers, curriculum, classroom and a series of complex information data, the use of the process is still in the process of maintaining and updating. The scientific and normative of some data management will directly affect the operating efficiency of the educational administration management system, which determines the success or failure of the system. With the development of society, the requirements for the quality of the talent is also constantly changing, so the school is constantly on the training program for personnel training, these changes will lead to the adjustment of the original teaching plan. In this process, due to the lack of curriculum construction and curriculum management system, there is no standard curriculum name, the curriculum number is not standardized, and the same course of different grades, and the occurrence of these cases will affect the teaching organization, students' selection, students' performance and so on.

### D. *The school's attention is not enough, lack of awareness*

First, the leadership of the school educational administration management the importance of information technology did not fully understand, investment strength is not great, updated equipment and maintenance cost of the investment is not enough, resulting in school obsolete equipment, frequent crashes, virus invasion, not timely cleaning, bungle. Secondly, their teaching management of informationization management in understanding insufficiency, not to establish a modern management philosophy, not to raise the management level of the informatization, hands are used to copy the registration, the flip book downshift, management of electronic information strange, management performance is low. Finally, teachers and students of educational management information system, the lack of understanding of the failed to recognize the significance of educational management information system of teaching work, participation consciousness, indifferent to the information management, without giving more attention.

### E. *The lack of the professional quality of the teaching management team*

On the one hand, the teaching management is lack of the professional quality of the informationization of teaching management. On the other hand, the quality of the teachers is lack of professional quality. Teaching management staff is the educational management information of the specific operators and practitioners, but at this stage, the level of information technology and management of information technology is generally low, it is difficult to meet the needs of the development of college teaching management information. Teachers are the implementation of the teaching management information, the teaching management information to the quality of the teachers put forward higher requirements. At present, our country university teachers team information professional

quality is relatively poor, can not meet the educational administration management information requirements.

*F. The service is not enough for the teachers and students*

The basic purpose of educational management information construction is to serve the teaching, service teachers and students. At present, the educational management system is mainly to meet the needs of the management of the educational administration personnel management, and the lack of teachers, student services. Has not done the full use of information technology, network technology, through the improvement of educational management services platform, the teaching resources and educational management of organic integration, to meet the needs of teachers and students.

### III. THE UNIVERSITY EDUCATIONAL ADMINISTRATION MANAGEMENT INFORMATION CONSTRUCTION COUNTERMEASURE

Educational management information construction is a comprehensive, systematic and innovative system engineering, the whole project involves a wide range, not only refers to the educational management information system construction and application, construction of a management information technology in the management of information technology for information management application platform, also involves technology application and organization, management system, human resources and other aspects of the reform. In the process of the development of specific measures, this also needs to be considered from the macro and micro aspects

*A. Focus on technological innovation in software development and utilization*

Technological innovation is the premise of the software development and utilization, and workflow technology is a new technology in the field of computer application and the rapid development of computer information technology, the workflow management system has become a trend. Educational management system, which is composed of a series of business processes, is suitable for the introduction of the "workflow" technology to the educational management system, to set up the business process of educational administration management, to provide support for the process reengineering, and to improve the standardization of teaching management, to shorten the business cycle, to execute independent activities and to reduce the transmission time. At present, the application of educational administration management system, generally take the purchase of the existing management software, to solve the development cycle long, technical difficulties, the rapid implementation of the prototype process management. To achieve the application of the educational management system, the system must be carried out in two times, which makes the system more suitable for the development of the school management.

*B. Strengthening the management and administration of educational administration and management system*

The data and staff of the school and the complexity of the staff of the school must establish and comply with a set

of standard operating rules and management system, strengthen the user information theory learning, restrict the user's improper operation, enhance the risk identification ability and strengthen the risk consciousness, avoid random and blindness. Only in this way can we guarantee the smooth and efficient operation of the educational administration management information system.

*C. Strengthening the team construction of educational administration management*

The educational administration management information construction is a very complicated engineering system. In order to guarantee the information system to run smoothly, the school should take the process task as the starting point, to the original organizational structure, the personnel setting, the work task carries on the necessary adjustment. In the adjustment process, we should consider all aspects of the factors, such as the workload of the task, the quality of the staff, the link between the work and so on.

*D. Strengthening the management of personnel training and system*

The information construction of educational administration management can not be separated from the application of the educational administration personnel. Therefore, the university educational administration personnel should not only have good ideological and moral quality and business ability, but also master the necessary professional knowledge and modern education idea, to strengthen learning and improve, to develop effective incentive measures to encourage educational administration staff to think about, to establish the corresponding training plan, to provide them with training opportunities, to improve the management of the initiative.

*E. Raise awareness, establish the concept of information management*

First, the school should pay attention to the educational administration management information construction, in the human, material and financial support, increase the investment of the funds, and timely equipped with and update facilities, to ensure the educational administration management information construction. Secondly, the teaching management staff should fully understand the significance and importance of educational management information, improve their understanding, update their ideas, establish the concept of information management, improve educational management information level. Finally, teachers and students should change their ideas and establish the consciousness of the whole staff to participate in the teaching management. Teachers should realize that the use of modern information technology to the teaching mode, teaching method reform of great significance, students should realize that the information network technology has been widely infiltrated into the whole process of teaching management. The teachers and students should actively participate in the construction of educational management information, and put forward reasonable suggestions to make educational administration work more scientific and standard.

#### F. Enhance service awareness, broaden the service function

Educational administration work is for the majority of teachers and students in teaching, scientific research, educational management information is to give the majority of teachers and students to provide convenient and fast service, but also to give the majority of students and teachers to provide more, better accept the knowledge and information environment. Teaching management personnel to enhance the service consciousness, adhere to the "people-oriented" service concept, better service for teachers and students. On the one hand, we should try to promote the use of educational management system, so that the majority of teachers and students to understand the educational management system of each module, to facilitate the use of teachers and students, encourage students to actively participate in the educational administration management information work, collect, listen to the opinions and suggestions of the majority of teachers and students in the use of educational management system, and constantly improve the educational administration management system. The educational administration department or the teaching unit also need to organize the teachers and students from their own point of view to modify the educational administration system. On the other hand, to actively expand the service function of the teachers and students, the teachers and students needs and teaching management, the teaching resources and the teaching system integration, so that the majority of teachers and students are really aware of the educational management information on teaching, scientific research. Such as the development of network platform, through the BBs forum, chat room, mail, QQ and other systems to enhance communication and exchange between teachers and students, open network courses, so that students can learn through the network, increase teaching video service, to provide teachers with a large number of rich teaching video resources to facilitate teachers teaching and students learning. To make the educational administration management information penetration into all aspects of teaching, better service for the majority of teachers and students.

#### IV. CONCLUSIONS

The improvement of work efficiency of the information construction of university educational

administration management has a positive role in promoting, but how to achieve a long way to go is still a question. The importance of leadership, the ability of management and the standardization of management are the indispensable conditions for the construction of information system of the educational administration management.

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