Analysis of the Standardization of Administrative Management in Colleges and Universities Under the Background of Information Technology

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Abstract: In the development of the information age, universities should recognize the significant impact of information technology on their own development. In practice, it is possible to effectively improve the efficiency and quality of work by dealing with and constructing information-based methods, innovating administrative management models, and adopting more efficient and scientific methods to address various problems and shortcomings encountered in work. As an important part of university management, administrative management is a complex task. Establishing a standardized management model through information technology can further improve the comprehensive efficiency of administrative management. In this regard, the administrative standardization in universities under the background of information technology is analyzed and studied in this paper.

Keywords: Information background; Universities; Administrative management; Standardization

1. Introduction

In the process of educational reform and development, China's higher education institutions are also continuously optimizing and improving their development. In general, the main work content of colleges and universities is scientific research and daily teaching work. Administrative management is a supplementary work that can be overlooked and affected to varying degrees in practice, which may directly lead to a lack of attention to administrative management work in the daily management of colleges and universities, and to a certain extent, it is not conducive to the sustainable development of colleges and universities. In the context of advancing information technology means, university administrative work needs to make rational use of information technology means, innovate and improve through information methods, and establish a standardized management model that can lay the foundation for the comprehensive development of university administrative work [1].

2. Standardization of administrative management in colleges and universities

The main purpose of university administration is to provide various support measures for the realization of teaching objectives and the development of various teaching and scientific research work in universities.

Administrative work mainly involves the construction of various systems, the adoption of methods, and the optimization and improvement of process systems [2]. According to the established teaching objectives, it is necessary to ensure the effective implementation of college teaching and daily work. The administrative work in colleges and universities is an important part of the daily work in colleges and universities, and in practice, it has important value and significance.

As a basic work, university administrative management should not only reasonably integrate and improve internal resources and make full use of various resources, but also establish teaching objectives for the development of university work to ensure the orderly development of various scientific research activities and teaching work in universities. In practice, complex work content is involved, which is characterized by comprehensiveness and complexity. In order to fully ensure the orderly development of administrative work in colleges and universities, standardized processes can be established through information technology means to ensure the orderly development of various works and thus the operation of various works in colleges and universities.

3. Value of administrative management standardization in colleges and universities under the background of information technology

3.1. Improve the comprehensive efficiency of information communication

Efficiency involves different departments and work content and has relatively independent characteristics in different departments. It can be affected by various factors in the exchange and dissemination of information. In order to effectively reduce the impact of various adverse factors, it is imperative to improve the comprehensive efficiency of information dissemination and communication in practice and reduce errors in information dissemination. In order to effectively build a network platform for information communication and exchange between various departments, it is necessary to consider the actual situation of university construction and carry out optimization and reform through modern internet technology, so as to integrate multiple information data, optimize and improve work processes, process data between different information, and provide comprehensive information data for the implementation of learning administration through comprehensive consideration [3].

In the context of information construction, university administrative management should recognize the importance of information technology and rationally apply various modern technical means in information dissemination and processing in order to effectively improve the comprehensive quality of information dissemination; only through scientific methods can the comprehensive quality of the information platform be effectively improved, thereby laying the foundation for the development of university administrative management [4]. In order to improve the comprehensive efficiency of administrative work, administrative agencies and departments in universities have their own operating systems, which are independent but have close relationships in different systems. Processing via administrative management can effectively unite various systems to process complex information data of different target groups, while processing via informatization can be accomplished with the support of information technology means. Through the construction of standardized management models through information technology, a good platform and bridge can be built between various systems, and through information data sharing mechanisms, an information center that can store and share information and data can be formed to provide sufficient information and data for information sharing of internal administrative management in universities, thereby effectively improving the comprehensive efficiency of administrative management.

3.2. Improve the accuracy of investigation and analysis

Colleges and universities deal with a large number of teachers and students. In order to ensure the accuracy of information and data during the implementation of administrative work, it is necessary to establish

standardized and informatized information and data processing platforms through information technology, as well as systematically and rapidly process various information and data through information technology means and with the support of network technology [4].

The integration and processing of information data, supported by modern technological means such as big data, can effectively improve the accuracy of information collection and processing and the comprehensive quality of information and data processing, as well as systematically analyze the comprehensive value of information processing through an efficient administrative management informatization standard platform. This can provide accurate and comprehensive information and data for the implementation of various administrative decisions. The informatized storage mode can also contribute to a more convenient working mode for university administrative personnel, improving the efficiency and quality of work, achieving informatization and paperless office work, and laying a foundation for the construction and development of universities.

3.3. Clarify the rights and responsibilities of administrative management

The administrative work in universities involves complex work content, which is characterized by comprehensiveness and complexity in practice. Administrative personnel should conduct systematic processing according to actual conditions, as well as coordinate and process various information data. In practice, different administrative personnel need to deal with their own work habits and actual needs. This work mode is not conducive to quantitative evaluation and processing, and it cannot systematically analyze work efficiency from a systematic perspective; thus, it is not conducive to the development of assessment work. Through standardization, standardized management can be achieved, the specific responsibilities and obligations of certain positions and departments can be clarified, and work can be comprehensively carried out under standardized and systematic evaluation indicators, thereby laying a foundation for the implementation, accountability, and management of various tasks.

4. Standardization means of university administration under the background of informatization
4.1. Attach importance to information technology means

Information technology plays an important role and has significant value in the standardization of university administration [5]. In order to ensure a stable advancement, it must be given sufficient attention in practice.

First, change the management concept. With regard to the management concept, it is necessary to fully realize the importance of university administrative management standardization, conduct systematic management through informatization, fully integrate various modern technical means into practice, realize the value and importance of information technology construction, conduct systematic analysis from different perspectives such as investment management, resource integration, and practical application, as well as optimize and improve the campus information sharing platform through different perspectives, so as to effectively improve the effectiveness of administration standardization in colleges and universities.

Second, integrate information technology into administrative management. Only by fully mobilizing information technology tools from different perspectives, effectively connecting and integrating them with administrative work, improving the work enthusiasm of administrative personnel from different perspectives, and enhancing their information skills and comprehensive literacy can we lay the foundation for information technology construction.

Third, strengthen the cognition and learning of information technology. The development of technology, influenced by external factors, presents continuous changes; moreover, information technology is advancing. In the process of its rapid development, it is necessary to fully recognize the importance of information technology and constantly learn in practice. Only in this way can we improve our comprehensive "nutrition" and keep pace with the times in terms of work concepts, application models,

and technical means.

4.2. Ensure good system planning and processing of information construction

In order to effectively improve the comprehensive quality of information construction, it is imperative to ensure the comprehensive development and effective implementation of administrative management planning and fully highlight the value and role of information technology in colleges and universities; in practice, it is necessary to conduct a systematic analysis of existing administrative management work, fully integrate technical processes into various tasks, handle work in a standardized manner, and fully ensure the systematization and stability of information construction, so as to improve the overall quality of work [6].

At the same time, in the transmission and processing of information technology, in order to fully ensure the effectiveness of information communication between various departments, it is necessary to formulate standardized management processes based on actual conditions and strengthen construction through planning and standardization, so as to effectively highlight the value and effectiveness of information technology tools.

4.3. Improve supporting measures

In order to guarantee its value in the development of information technology, it is necessary to establish a complete information system based on the actual situation and ensure the systematic and balanced nature of the system through the construction of software and hardware facilities, so as to ensure a reasonable application of information technology in information transmission and processing. In this regard, university personnel should warrant proper upgrading of information technology means to ensure that the hardware equipment and software facilities can effectively meet the actual needs of technological development [7]. According to the development of information technology and the regular maintenance and processing of data in the system, information data security is ensured through data tracking management.

At the same time, in order to effectively meet the basic requirements of information construction, it is necessary to continuously improve the information skills of administrative staff and their comprehensive quality and ability, as well as ensure that the quality of staff can effectively meet the actual needs of the work. This can improve the overall implementation of the work and the reliability of personalized work, as well as enhance effectiveness.

4.4. Improve the management system

In the process of administrative informatization in universities, different schools are affected by different factors, such as scale, development trend, direction, and their own construction characteristics, resulting in certain differences in their requirements for information technology construction. Therefore, in practice, it is necessary to establish a sound management system based on the actual situation of the school and ensure that the system meets the development needs and actual situation of the school. Only by comprehensively implementing multiple data information and multiple line systems can the effective realization of the work objectives be guaranteed. At the same time, in practice, it is necessary to do a good job in controlling quality and efficiency, improve the standardization and operability of the operation process by establishing a sound management system and constraint system, and fully implement various requirements and systems. These can effectively ensure the availability of various information data, thereby ensuring that the informatization meets the actual work needs [8].

4.5. Improve the overall value of information construction services and enrich application levels

Information systems have certain limitations in application. In practice, in order to ensure the security of the system, personnel identification and management should be done well through system permissions. In

the developing process of modern technological means, in order to effectively improve the security of the system and fully address the various problems and shortcomings in application, it is necessary to upgrade and optimize technological means, thus ensuring stable operation. In practice, it is necessary to conduct systematic management through a professional service team, handle it in a scientific manner, and fully guarantee the safety and stability of system operation [9]. All these can effectively improve the value and effectiveness of information technology, thereby laying a foundation for the orderly development of school administrative work. Improving more targeted services through high-quality services can improve work efficiency and quality as well as reduce the occurrence of various safety hazards.

At the same time, in practice, it is necessary to optimize and improve basic functions, enhance professional abilities in learning, fully understand various national policies and means, innovate work content, and optimize work models. Only in this way can the value and role of information technology be effectively realized, and its existing problems be effectively solved, thereby laying a foundation for the healthy and sustainable development of universities.

By fully integrating information technology into administrative work, highlighting the value and function of modern technology, solving existing problems and shortcomings through information technology, and providing people with higher quality services, it is possible to effectively improve the comprehensive quality of efficient administrative management work and also lay the foundation for the standardization of efficient administrative management.

5. Conclusion

The rapid development of information technology provides convenient conditions for the standardization of university administration. In order to effectively meet the needs of the standardization of university administrative management, universities should attach importance to administrative management in practice. Through the integration of existing technical means and systematic analysis from the perspective of information development, information technology means and standardization should be fully integrated, and various aspects of administrative work should be improved in practice, with work processes optimized and work models innovated. Optimizing and improving from different perspectives such as hardware and software can effectively improve the comprehensive quality of information construction. Only by carrying out work through standardized processes can we fully improve work efficiency, thereby laying a foundation for the comprehensive development of university administrative management.

Disclosure statement

The author declares no conflict of interest.

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