



Epitome Journals

International Journal of Multidisciplinary Research

ISSN : 2395-6968 | Impact Factor = 3.656

Record keeping in Higher Education



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Abstract :

The traditional nature of Higher Education has radically changed these days. Considering certain significant changes in Higher Education, we need to think deeply how to promote the changes at the higher level. The process of education is highly revolutionary. It brings out many changes in the society. The belief behind the educational management lies in the view as “The destiny of India is now shaped in her classrooms.”

Keywords :

Higher Education, Record keeping, visible changes, extension activities, knowledge

Research Paper :

The main objective of Higher Education is to impart knowledge and bring out visible changes through teaching to create knowledge and extension activities through research. To search for the innate abilities through extension services rendered to large communities and develop skills is its prime concern. The link of Higher Education needs to be adhered to the process of development. The social and physical development of nation can be achieved through the progression of research and resources. Therefore, it is extremely necessary to develop human resources for this process because that is the resource and objective as well.

The three components, which play a vital role at the institutional level, are planning, management and administration. Planning should be both general and microscopic. Truly, the yearly teaching plan needs to be scheduled in each academic year.

The planning and management should go hand in hand. The administration of principal is crucial in teaching and learning processes. Therefore, it is very important to pay attention to planning, management, administration, teaching, extension activities and learning in order to accelerate the complete education system.

For the sake of administrative excellence, the potentiality of the Non-Teaching staff is equally important in this regard at the intuitional level because they carry out the most significant work like the documentation of complete college management, record-keeping, preservation and distribution of the same after the completion of its deadline. Record-keeping management is an important resource in the History of Higher Education. That's why, it has its own specific value.

What is a Record?

Record is faithful evidence either made or kept of teaching, research, extension activities, administration and many other work of Higher Education.

What is a Record-keeping Management?

Record-keeping management is the management systematically to use our day-to-day work along with planning, strict implementation to keep it in an excellent manner.

Material for record-keeping Management :

Files of different types and shape, registers, colour pen, pencils, scissors, gum, stapler, punching machine, pins, stickers, highlighters, sketch pens, tag.

Methods of Record-keeping :

- Classification
- Indexing

- Filing
- Dump / Storage (Soft & Hard copy)

Types of Record-keeping :

- Record-keeping of Teaching
- Teaching Diary
- Time-table
- Notes
- Roll-call
- Question Papers
- Answer Papers

Record-keeping of Research :

Resources of research of Teaching & Non-Teaching staff, their all records, approvals & research papers

Record –keeping of Extra-curricular Activities :

- Formation of various committees
- NSS
- NCC
- Student Council
- Student's Welfare
- Vishakha Samiti
- Film Club

Record :

It includes notices, cards, news, letters, photographs, letters, forms and others. Different committees in colleges mean the extensive unit of teaching and learning. The focus is on the holistic education and the personality development of students. Therefore, different records of work, method and manner of work including tables, letters, and cards are significant. Their record-keeping is thus necessary.

Record-keeping in Library :

- Submission of record notebooks
- Record register of members (Students, Teaching and Non-teaching staff)
- Book Purchase Register
- Application of membership
- Subject register

- Magazine Record Register
- Newspaper Register
- References : UG & PG
- Record of books donated
- Register of Book Cancellation
- Visitor's Register
- Issue & Return Register
- Alumni Record Register

Office Record Keeping :

In order to retain office record, it is needed to use various types of register, receipt books, files and notebooks etc. It is so because in the work of office many types of record are to be maintained. Therefore, their nature is varied accordingly. The duration to keep all these things properly is different.

Types of office record-keeping :

Sr. No	Types	Types of Record	Duration
1	A1	General Register Dead Stock Register Future Fund Register	Permanent
2	A2	Circulars Order Logbook Salary Bills /Muster	Permanent
3	B1	Audit Report Statistical Information Account Statement	30 years
4	B2	Service Book, Service Retirement Certificate Service Retirement	Till an employee is a in Service and two Years Service thereafter
5	C1	Fees Receipt and Register Ledger Books Expenditure Receipts Documents/ Copies Attested	10 years

		Attendance Hostels Rent Register Scholarship/Application of Concession/General Receipt but Important Correspondences	
6	C2	Semester Fees Record Book Inward /Outward Notebook/ Register	5 years
7	D	Answer sheets /Annual Exam Application of Casual Leave Various Programmes and General Correspondences	

Apart from this, twenty-three types of register are used to keep various records.

Individual Record-keeping :

When we do college work, we need to maintain many important records as record keeping of service, record of daily work, individual appreciation letters, question papers, books, individual writing, research and others. Individual record keeping can be of registering all-important work.

While keeping records systematically, the next methods can be followed.

Indexing :

If you make the indexing of your work, you will have the complete scenario of the work in front of you

Filing :

After indexing, it is possible to make files in accordance with indexing. Files can be maintained accordingly. At first, its classification needs to be done.

- College section
- Department of Marathi
- Writing section
- Editorial section.
- Audit section
- Special work
- Research /Ph. D
- Miscellaneous

We can thus keep our individual record properly through filing and indexing

Benefits of Record-keeping Management :

1. If all the evidences of the work of institution available right from the beginning, any grant can be had at the administrative level. The work becomes easy if all records are available.
2. We can prepare the remedies and solutions after study and ascertain whether there is progression or demotion.
3. It is easy to write the history of institution if the record of all work is maintained properly without thinking individual relations.
4. If we are suppose to remain present in the court for enquiry, we will not have any fear of the action taken against us only when we have all the records of evidences with us.
5. If we keep the statistical record of examination, Admission, etc. the conclusion can be drawn through a comparative study

Conclusions :

- Record keeping is an integral part of any management.
- Our daily work becomes easy due to record –keeping management.
- The historical record of special institution can be prepared due to record –keeping management.
- Our work becomes due to record-keeping management.
- Any work and its nature can be understood at a glance due to record-keeping management.
- One can easily understand the scope of his work and a perfect planning of work to be done because of record-keeping management.