

# ICT SKILLS AMONG PRIMARY SCHOOL HEAD MASTERS IN PUNJAB

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**Abstract:** A quasi-experimental study with the pre test-post test design was conducted among a group of 40 primary school Head Masters in Punjab educational district in Patiala. A package was developed for ICT training on the basis of questionnaire and focus group discussion (FGD). Analysis of the pre- test and post-test data after the implementation of the online training package for 10 weeks reveal a majority of the participant Head Masters acquired complete or partial skills in using ICT and the digital illiteracy among the participants which hinders the effective and easy educational administration were reduced to a great extent.

**Key Words:** ICT, FGD

## 1. INTRODUCTION:

On the basis of the Vision 2020 report prepared by the Committee chaired by Professor UR Rao, teaching and learning of Information and Communication Technology (ICT) became a part of the curriculum in the schools under the General Education Department in Kerala. As part of the project named IT @ School started in 2020, curriculum, syllabus and textbooks on ICT were prepared for all classes starting from secondary level and trainings were given to teachers all over the state. Desktop computers, laptops, projectors, camera, connectivity and all other infrastructure facilities were also provided. By the time, ICT has become the major tool for human education across different levels and stages all over the world. Patiala was also in the forefront of this ICT revolution in education

Presence of ICT in educational institutions was not limited to its use in classroom transactions. It has become a major requirement for better administration of educational institutions. Knowledge and skill in ICT was essential for Head Masters of all schools. Though they received trainings in the use of ICT, most of them lack enough confidence in handling the software and ICT devices for the effective and easy management of educational institutions. The investigators also felt from their experience the need to improve the ICT skills among the Head Masters in the primary schools. So the present study was conducted to improve the ICT skills among primary school Head Masters in Patiala district.

## 2. OBJECTIVES:

- To know the status of ICT skills among the primary school Head Masters in Patiala district.
- To prepare and implement an action package for improving the ICT field knowledge of primary school Head Teachers.
- To improve the ICT skills among the primary school Head Masters in Patiala district. To give hands-on-training in different ICT related skills

## 3. METHOD:

### Design of the Study:

- Quasi experimental- (Pre test-Post test design)

### Sample:

- 40 Primary Headmasters of "Patiala district".

### Period of Intervention:

- 2024 January to March

**Data collection Tools:**

- Questionnaire
- Pre test
- Package
- Post test

**4. NEED ANALYSIS:**

Through focus group discussion, it was found that most of the Head Masters were trained under IT@School project. Most of those trainings were also very effective. The trainings were tight scheduled and often more than three software were introduced each day. Due to fear and lack of confidence it was difficult for most of them to follow the training sessions. Lack of time was another problem. As many of them are in their 50s in age, it was very difficult for them to sit before computer for a long time. The Head Masters are also handling the regular classes as other teachers. The work load and the mental pressure reduced their attention in applying IT skills. The areas for ICT training was finalized by receiving suggestions from all Head Masters through a questionnaire. Skills related with the use of ICT in communication were the most needed area as required by the Head Masters. Composing letters (Malayalam and English), sending files through e-mail, Slide, Poster making, TM evaluation, Data collection and sorting, Salary processing, E-grants, Spark, Sampoorna etc. were the major areas of training required by the Head Masters.

**5. STRATEGY FOR TRAINING:**

**5.1. Time and Duration:**

Training was conducted for 10 weeks between 7 pm to 8.30 pm. Module for 10 days were prepared and training was given using one week for one module. One hour was used for class and 30 minutes for doubt clearance in each class

**5.2. Module:**

As the heads of the institutions, communication with higher authorities was a hurdle faced by the Head Masters because of busy schedule so send attaching a file with mail, KDF, speech to text using Google, WhatsApp web and screen recording are included in the module. As primary school Headmasters are also handling regular classes, presentation software like Libre office impress Google slide, Libre office calc, Google spread sheet, Canva poster making app, screen recorder, white board, Jam board and Google forms were included in the module. Combined use of smart phone and laptop is also introduced in the module.

**5.3. Transaction mode:**

A different method was adopted for transaction of the module. It was in online mode and was scheduled for the evening. It ensured the help from family members which helped to improve their confidence level. Only one item is introduced in a class and one week of doubt clearing sessions helped them to practice the newly introduced software and applications.

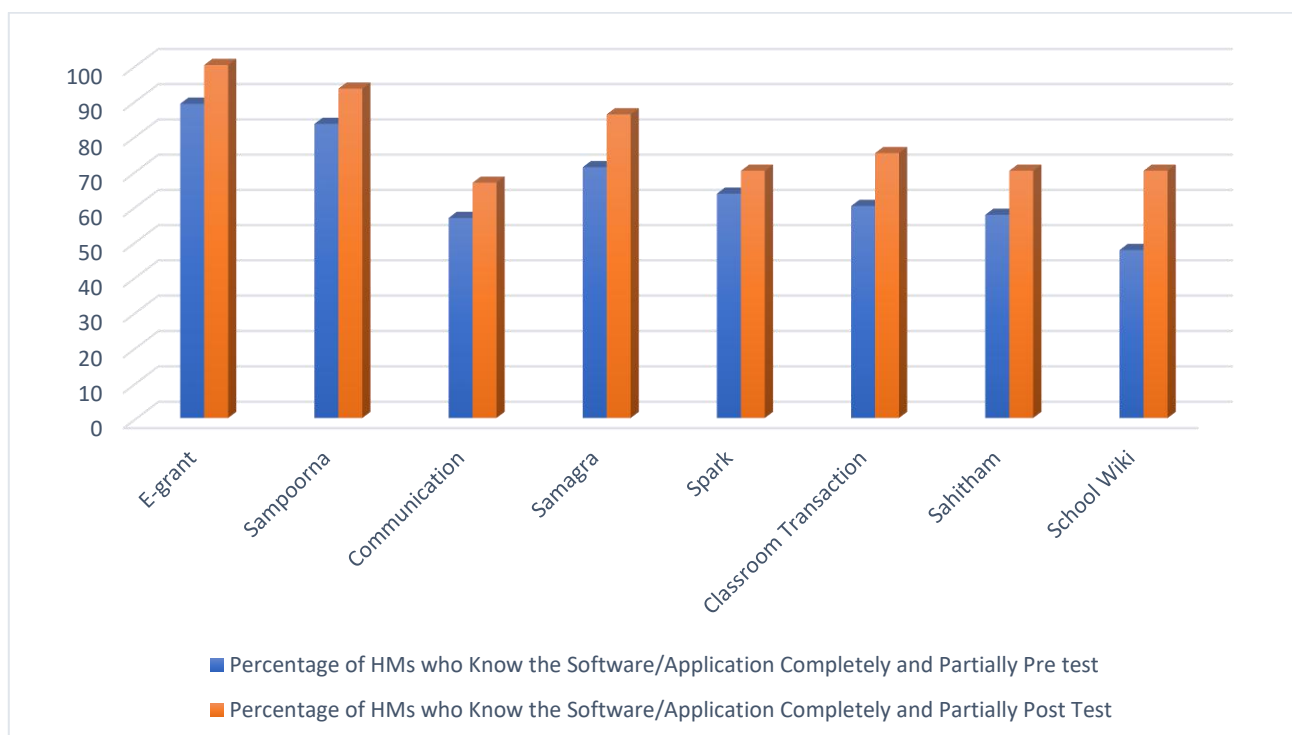
**6. FINDINGS:**

Percentage of Head Masters acquired the ICT Skills through the programme are given in table 1.

**Table 1**  
**Percentage of Head Masters Acquired the ICT Skills through the Programme**

Area	Percentage of HMs who Know the Software/Application Completely and Partially		Percentage of HMs who do not Know the Software/Application	
	Pre test	Post Test	Pre test	Post Test
E-grant	89	100	11	0
Sampoorna	83.3	93.3	16.7	0.7
Communication	56.6	66.6	43.4	33.4
Samagra	71	86	29	14
Spark	63.5	70	36.5	30
Classroom Transaction	60	75	40	25
Sahitham	57.5	70	42.5	30
School Wiki	47.5	70	52.5	30

Details of the pre test and post test of the study to know about the percentage of Head Master acquired the ICT Skills through the programme are also in bar diagram in figure 1



**Figure 1. Percentage of the Head Masters Acquired the ICT Skills through the Programme**

- The pre test and post test data reveal improvement in the ICT skills among the Head Masters.
- Majority of the participants (from 70% to 100%) acquired at least partial knowledge in handling the ICT tools in the school administration and management
- The programme helped the Head Masters in making the communications related with the school administration more easy and effective.
- The programme also helped in making the data collection among the Head Masters and teachers in the sub district by using Google software
- As the training was conducted online in the evenings, many teachers got the help of their children and spouses at their home which helped in improving their confidence.

#### REFERENCES:

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