RECORD KEEPING AND ADMINISTRATIVE EFFECTIVENESS IN SECONDARY SCHOOLS IN AKWA IBOM STATE

By

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Abstract
This study determined the relationship between record keeping and administrative effectiveness in Secondary Schools in Akwa Ibom State. The population of the study was 640, comprising 600 teachers, 20 principals and 20 cashiers. A sample size of 340 was studied, this comprised 20 principals and 20 cashiers that were not sampled and 300 teachers representing 50% of the teachers were obtained through stratified random sampling from the 20 secondary schools. Two research questions were used for the study. Structured questionnaire items that were 15 in number were generated and used to elicit answers to the two research questions. Two research hypotheses were used to elicit answers to the two research questions. Two research hypotheses used were tested at .05 probability level by using Pearson Product Moment Correlation (PPMC) analysis. The instruments were truly validated. The relationship between academic record keeping and administrative effectiveness and relationship between academic record keeping and
administrative effectiveness and relationship between adequate financial record keeping and administrative effectiveness. The two hypotheses revealed that the relationships were both significant at .05 level of probability. Based on the findings, it was recommended among others that; school authorities should organize seminars for principals, teachers and cashiers on proper record keeping for administrative effectiveness.

Record keeping is very pertinent for administrative effectiveness in any organization or institution. It is not enough to just keep records, but it should be noted that how records are kept and used should be seen as essential for administrative effectiveness. Weggant (2005) opined that records are information or data on a particular subject or activity collected and preserved for future use. The essence of record keeping is to enable the management or educators make effective decision and formulate relevant policies. An organization or any educational system that refuses to attach importance to proper record management would run into liquidation at the long run. It is the records of the past events or activities which were preserved that are used by administrators for planning and control of the present programmes or activities. Some records are mandatory, example, register of admission, register of attendance and fees, progress and withdrawal of students. This is because the law demands that such records are kept and must be produced at the request of the inspection officer to the schools.

There are some units in institutions in Akwa Ibom State, that demand record keeping in their day-to-day operations, particularly, if they want to function effectively. Davis (2007) asserted that proper record keeping would enable institutions in the state to design and plan their programmes well. Sometimes misappropriation of resources happens due to lack of records or data as at when they are needed, by the administrators. It is the availability of information that enables the administrators to set goals and be motivated to work towards effective implementation of the set goals.

The information or data which are written manually or electronically are preserved in books, files and computers, and other electronic devices. According to Smith (2003) administrative records include: Budgetary information, students’ academic assessment booklet, number of schools in the state and students, training and development of the civil servants, income and expenditure records, economic empowerment records, resource allocation to all tiers of government. In a school system, some of these records kept are: number of teachers recruited, staff disposition, students’ personal files, log book, the school diary, note of lesson, transfer certificate, terminal report cards, teachers’ time book, movement book, the supervisory notebook, staff minutes book, visitors’ book and so on.
Several studies (Davis, 2007 and Fasasi, 2010) have affirmed that record keeping in some institutions are poorly done. Almost all the institutions in Akwa Ibom State have not been able to adopt an enhanced information management system to improve upon their administrative tasks. A close observation of government institutions in Akwa Ibom State reveals that majority of the offices are still using manual record keeping system, which involves the use of office file, pen, paper, pencil to process records (Benjamin, 2002). This is one of the reasons why office tasks are not performed effectively and productively, in terms of accuracy, neatness, and easy retrieval of information required. Schools’ administrators do not attach much importance for the use of Information and Communications Technologies (ICT); example, computers and other information management tools/devices for proper record keeping. That is why, it becomes difficult for them to share files and documents within the educational sector in the state. Files sharing within the organization would enhance effective record keeping and retrieval and sharing among the users. Often times, students miss their admission because the schools they attended cannot supply them with the transcripts and other essential documents. Cases also abound when people miss employment opportunities and promotion due to their inability to obtain certificates from schools where they were trained. The main concern of this study is what should be done to arrest this ugly situation in the Secondary School System.

Jones (2003) maintained that what gives the administrator the power and control to manage the resources is the availability of information. It is interesting to note that proper storage and security of information or data in the administration could bring about the effectiveness of the administration of any organisation.

Akwa Ibom State school administrators require a functional strategy to manage information well in their respective schools. These records or information can be kept or stored effectively through the use of electronic system such as computer. Computer has become an important device for handling voluminous information for corporate bodies or the government. The use of computer ensures that records of services and activities are stored and retrieved immediately when needed by the administrators provided there is light. Records stored in the system can be secured long enough for future use. Unfortunately most records in some schools are not secured because of the use of manual record system, which involves the use of manual files, pen, and paper in the production and storage of records.

According to Akubo (2004), manual record keeping is prone to errors and mistakes especially in processing accounting data. It leads to dirts on document production and greasy thumb print. It becomes vital for the administrator to note that computerized record management is essential for future planning. Documents are
effectively controlled, retrieved and shared. This accounts for productivity in the office. Proper record keeping sets the pace for productivity and efficiency. When records generated are not accurate, and neat, but full of errors and mistakes; that would reduce the competency of the office administrators. Error free documents could be enhanced through the use of modern recording technologies.

Edem (2002) reiterated that administrative effectiveness of any organization or institution can be seen in proper and timely generation of reports. Unfortunately, some educational administrators have failed to make use of effective record keeping for the past decades. Most of the administrators in the government offices and institutions of learning do not know how to maintain proper records of activities performed daily in their respective establishments. Edem provided some benefits derived from proper record keeping in any administrative set up especially in government.

i) It helps to effectively manage government accounts e.g. revenues and expenditures.

ii) It helps in effective supervision and monitoring of programmes of various institutions.

iii) Proper record storage and retrieval would enable the administrators to design and implement unbiased budgets.

iv) It would enable the administrators make proper allocation of available resources to all units of the institution.

v) Effective record keeping would inform the administrators about the number of students in the institution that require special attention and the number of teachers to be recruited.

vi) Effective record keeping would enable the administrator to assess the level of students’ performance. Moreover, it would help in resources acquisition and utilization internally and externally.

vii) Good record keeping would help to improve the instructional facilities for schools. Any institution that does not keep records of its activities is bound to fail.

According to Oniyade (2004), record keeping enhances administrative effectiveness in secondary schools. Administrative functions of planning, controlling, organizing, staffing, coordinating and directing is not effectively carried out without proper documentation, for example, every plan and decision undertaken by the teacher and by the school administrators must be properly documented for reference purposes. Proper and accurate documentation would enable the school management recall and implement what were discussed. It is interesting to note that the next decision could be arrived at from the last reports documented. If the decisions and discussions are casually documented, it would appear as if defective decision was made. Therefore, decisions on certain issues are taken based on proper documentation.
Mbiti (2006) unfolded that on regular basis information on school personnel, journals and students are kept properly for references purposes. Mbiti made a strong emphasis that financial record keeping is very essential in an organization and school administration in other to maintain administrative effectiveness, academic excellence and development. Mbiti went on to say that without financial record keeping, no proper accountability would be made. It is important for an administrator to appoint a financial expert or an accountant who has been trained to keep financial records. This idea would enable the administrator to arrive at a better financial decision. Every expenditure and income should be properly documented at the right time. Funds disbursed and income received through school fees of the students should be documented to avoid misappropriation of school fund. It is essential that modern record keeping technology be involved in financial record keeping because that would make financial calculations to be accurate. Through computer, accurate and better reports would be made possible.

Akubo (2004) stressed that the financial position of a school is determined through the school records. Expenditure made in a school is entered into appropriate ledger and in appropriate accounting books. This enhances accountability on the part of the school administrator. The school record also provides the basis for advisory and counselling services. The head teacher and the school counsellors would make used of record in order to give advice on student academic activities. Obviously, effective records are kept by appointment of special school personnel who is responsible all the time for documents and records that are to be made from other units so that all the records could be viewed in the system at once and sent to other internal and external users. Abuke (1999) added that there is great need for academic record keeping for effective school management. Akubo pointed out that records such as student’s attendance register and student class record book should be properly documented. To enable the school administrator identify students who attend classes regularly there is need for proper record keeping. Record keeping enables a teacher or school administrator to identify a student who is a truant.

Edem (2002) in agreement stated that proper record keeping on academic performance of students is imperative for academic decisions. The academic vice principal will therefore, be able to determine the termly and yearly academic performance of students and take necessary precautionary measures towards improving their academic performance where necessary. Apart from keeping records of students’ performance in tests, take home assignments, records of external performances like outside quizzes and debates are also important. Olaboye (2004) added that data collected from school records on students or pupils’ enrolment and school facilities can be used for strategic planning purposes. This can be analyzed in order to determine the number of teachers and other resources, that would be needed by the school. Within the school, records would enhance planning for placement of students into higher classes.
Proper records keeping improves restructured programmes such as lesson plans, schemes of work, and records of work. Teaching activities could be improved when records of what have been done and what have should be done within a period are outlined. Consequently, teachers would be advised, praised, encouraged and directed as appropriate. However, schools and classroom administrators should develop positive attitudes towards record keeping.

As a result of lack of commitment on the part of the administrators, some records are not properly kept while some are not kept at all. For example, many schools including those that are government owned, are not having copies of education law and National Policy on Education in their schools’ records. This should be seen as a tool for attainment of school objectives, as an instrument par excellence for school administrators who want to succeed in their day-to-day activities (Fasasi, 2011).

**Purpose of the Study**

The main purpose of this study was to determine the relationship between proper record keeping and administrative effectiveness in secondary schools in Akwa Ibom State. The specific objectives were:

1. To determine the relationship between academic record keeping and administrative effectiveness of principals in secondary schools in Akwa Ibom State.
2. To determine the relationship between adequate financial records keeping and the administrative effectiveness of principals in Akwa Ibom State.

**Research Questions**

Two research questions guided the study.

1. What are the relationships between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State?
2. What are the relationships between adequate financial record keeping and the administrative effectiveness of principals in Akwa Ibom State?

**Research Hypotheses**

Two hypotheses were postulated at .05 probability level.

**H₀₁**: There is no significant relationship between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State?

**H₀₂**: There is no significant relationship between adequate financial record keeping and the administrative effectiveness of principals in Akwa Ibom State?
Significance of the Study
This study would be of immense benefit to school administrators, teachers and cashiers in Akwa Ibom State since it would enlighten the administrators on the necessity of adopting modern system of record keeping through the use of improved technologies. The study would provide some useful hints to school administrators on how to keep students’ academic records so as to be able to retrieve them as at when required. To the teacher, the findings of the study would help them to access students’ records so as to enable them organize remedial lesson for them where necessary. The findings of the study would enable cashiers to adopt proper technique of keeping schools record.

Methodology
The research design used for this study was an Ex-post Factor design. This design is appropriate for this kind of study as it assesses the already existing relationship of the independent variable (record keeping) on the dependent variable (administrative effectiveness).

Area of the Study
The research area for this study is Uyo Senatorial District of Akwa Ibom State. Uyo Senatorial District is made of 9 Local Government Areas. It is made up of Ibibio people. Out of the 9 Local Government Areas, 5 were studied.

Population/Sample and Sampling Technique
The target population was 640, 600 teachers, 20 principals and 20 students from 20 secondary schools in Uyo Senatorial District. Whereas all the principals and cashiers were studied due to their manageable sizes, the administrators were reduced to 300 through stratified random sampling. The sample size thus became 340.

Instrumentation
The instrument for data collection was a 15-item questionnaire developed through extensive literature review based on the purpose of the study. The instrument tagged Record Keeping on Administrative Effectiveness in Secondary Schools (RKAE) was used to determine the relationship between record keeping an administrative effectiveness of principals in secondary schools. The respondent were asked to rate the items on a 4-point rating scale of Strongly Agree (SA = 4), Agree (A = 3), Disagree (D = 2) and Strongly Disagree (SD = 1). The researcher conducted a pilot test on 30 respondents comprising of 10 principals, 10 teachers and 10 cashiers who did not form part of the main sample. Reliability co-efficient of the instrument stood at .78 and was computed with the use of Kuder Richardson formula ‘20’. Pearson Product Moment
Correlation analysis was used for the hypotheses. The instrument was validated by three experts, two from Vocational/Technical Education and one in Measurement and Evaluation.

Testing of Hypotheses

Hypothesis One

There is no significant relationship between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State.

In order to test the hypothesis, two variables were identified as follows:
1. Academic record keeping as dependent variable.
2. Administrative effectiveness as independent variable.

Table 1

Pearson Product Moment Correlation Analysis of the Relationship Between Academic Record Keeping and Administrative Effectiveness

<table>
<thead>
<tr>
<th>Variables</th>
<th>$\Sigma x$</th>
<th>$\Sigma x^2$</th>
<th>$\Sigma xy$</th>
<th>$r$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic records (x)</td>
<td>5537</td>
<td>91561</td>
<td>170487</td>
<td>0.74*</td>
</tr>
<tr>
<td>Administrative effectiveness (y)</td>
<td>10336</td>
<td>320326</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Significant at .05 level, df = 338; n = 340; critical $r$-value = 0.11.

Table 1 presents the obtained $r$-value as .74. This value was tested for significance by comparing it with critical $r$-value .11 at .05 level of significance with 338 degree of freedom. The obtained $r$-value .74 was greater than the critical $r$-value .11. Hence, the result was significant. The result therefore means that there is significant relationship between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State.

Hypothesis Two

There is no significant relationship between adequate financial record keeping and administrative effectiveness of principals in Akwa Ibom State.

In order to test the hypothesis, two variables were involved and identified as follows:
1. Adequate financial record keeping as dependent variable.
2. Administrative effectiveness as independent variable.
Table 2 presents the obtained r-value as 0.77. This value was tested for significance by comparing it with critical r-value 0.11 at 0.05 level of significance with 338 degree of freedom. The obtained r-value 0.77 was greater than the critical r-value 0.11. Hence, the result was significant. The result therefore means that adequate financial record keeping has significant relationship with the administrative effectiveness of principals in Akwa Ibom State.

Findings of the Study

The study was conducted to assess the relationship between record keeping and administrative effectiveness in secondary schools in Uyo Senatorial District. From the result of the analysis, it was observed in table 1 that the obtained r-value 0.74 was greater than the critical r-value 0.11 at 0.05 level of significance with 338 degree of freedom thereby making the result to be significant. The result shows that there is significant relationship between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State.

It was also observed in table 2 that the obtained r-value 0.77 was greater than the critical r-value 0.11 at 0.05 level of significance with 338 degree of freedom, making the result to be significant. The result, therefore, means that there is significant relationship between adequate financial record keeping and administrative effectiveness of principals in Akwa Ibom State.
Discussion of Findings

The result of the data analysis in Table 1 was significant due to the fact that the obtained r-value .74 was greater than the critical r-value .11 at 0.05 level of significance with 338 degree of freedom. This result implies that there is significant relationship between academic record keeping and administrative effectiveness of secondary school principals in Akwa Ibom State.

The significance of the result is in agreement with the opinion of Edem (2002) who stated that record keeping on academic performance of students is imperative for academic decisions. It was also in agreement with the opinion of Abuke (1999) who added that there is great need for academic record keeping for effective school management. The significance of the result caused the null hypothesis to be rejected while the alternative one was accepted.

The result of the findings in Table 2 was significant due to the fact that the obtained r-value .77 was greater than the critical r-value .11 at .05 level of significance with 338 degree of freedom. This result implies that there is significant relationship between adequate financial record keeping and administrative effectiveness of principals in Akwa Ibom State.

The significance of the result is in agreement with the opinion of Akubo (2004) who stated that the financial position of a school is determined through the school records. The expenditure made in a school is usually entered into appropriate ledger and in appropriate accounting books. It also agreed with opinion of Olaboye (2004) who stressed that data collected from school records on students or pupils’ enrolment and school facilities can be used for strategic planning purposes.

The significance of this result caused the null hypothesis to be rejected while the alternative one was accepted.

Conclusion

Proper record keeping is a useful guide to intelligent decision making and effective administration in schools and other organizations. It is worthy of note as well that academic record keeping has significant relationship with administrative effectiveness of secondary school principals in Akwa Ibom State.

There is no remarkable and positive relationship between adequate financial record keeping and the administrative effectiveness of principals in Akwa Ibom State as portrayed by the findings of the study.
Recommendations

1. Schools’ authorities should organize seminar for principals, teachers and cashiers on the roles of proper record keeping in a search for administrative effectiveness in the school system.

2. There should be application of ICT in record keeping to promote effective administration in the schools, as well as enhancing quick and wise decision making.

References


