Information and Communication Technology for Personal Management

***Akhilesh Kumar &**Jyoti Chauhan**
* Assistant Professor, Vivek College of Education, Bijnor, M.J.P. Rohilkhand University Bareilly
**Assistant Professor Krishna College of Science and Technology, Bijnor, M.J.P. Rohilkhand University Bareilly

Abstract

The use of the term Information and Communication Technology (ICT) refers to the consolidation of Internet and other communications in computer technology. Without Internet and communications we cannot talk of ICT. The use of ICT in developing the general understanding of the Internet and teaching learning can be described and developed. In which the role of the Internet can be well known by the learner in the teaching learning process. He knows the process of connecting to the Internet and can develop a browser's understanding. It is very important to develop the experimental understanding of search engines and emails and use it in the context of the teaching learning process. We've all heard the word Internet somewhere. At present, Internet has become an essential part of our lives. The importance of the Internet from train flight to bus ticket booking, cooking to cylinder booking, examination form to examination, from temple philosophy to newspaper reading, etc., cannot be denied.At the heart of ICT-enabled personal management lies the utilization of digital tools and applications for task management and scheduling. Digital calendars, task management applications, and project management software offer individuals the ability to organize their commitments, set priorities, and track progress efficiently. By centralizing task lists and schedules in digital formats, individuals can access and update their plans seamlessly across devices, ensuring alignment and coherence in their daily activities.

Keywords: *Information and Communication Technology, Personal Management, Internet, Audio & Video Conferencing, Skill Development.*

Introduction :

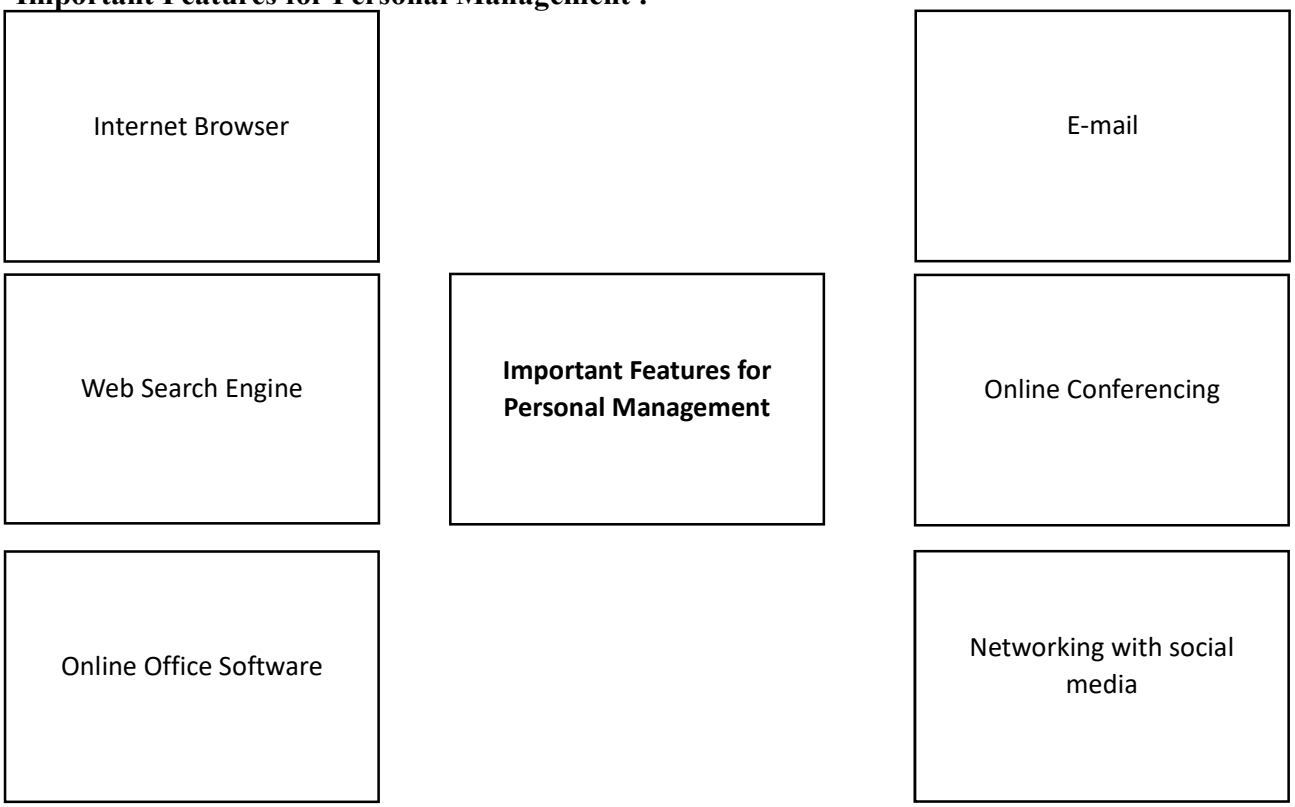
In today's digital age, where technology permeates every aspect of our lives, the effective management of personal tasks, time, and communication has become increasingly vital. Information and Communication Technology (ICT) has revolutionized the way individuals organize their lives, offering a plethora of tools and platforms designed to enhance personal management practices. From digital calendars and task management applications to communication platforms and online resources for skill development, ICT has transformed the landscape of personal organization and productivity. This introduction explores the significance of ICT in facilitating personal management, highlighting its role in streamlining tasks, improving communication, and empowering individuals to achieve greater efficiency and effectiveness in their daily lives.

Present – day is known as the age of revolution in the field of information and communication technology. Information and communication technologies have made human life not only easy and easy, but have laid the way for maximum output to the low Labour and for the

optimum utilisation of the manpower. The field of education has also remained untouched by the impact of ICT. These techniques are being used effectively at each stage and side of the education process.

In the present scenario there is hardly any aspect or area of human life which is devoid of any interference with technology. The daily new scientific discoveries and discoveries that are taking place in the world have set up a standard of technology in human life which can create many problems in life through mere imagination of its absence. If we remain out of touch with the technologies we use in our lives, we shall be disturbed by the standards of progress. Technological developments over the last few decades have completely changed our lives. This has also had great impact in the field of education. Technological development has affected every level and aspect of education. The objectives of education, teaching methods and methodologies, teaching learning process, assessment process, research process, etc., from all fields and primary education to the research level of higher education, there is no area where information and communication technology is not required.

Important Features for Personal Management :



Internet Browser :

Internet can connect to any corner of the world of computers, if it is connected to the Internet, you will also need special application software in your computer to connect to the Internet and get the information you want. Browser is an application software that connects to

the Internet and opens the information to the needs website. The main function of a web browser is that a website or web page using the Internet. To go and collect and display the information.

If there is an organization, (.org) is used, is an educational organization, (.edu) is used and is a government organization, so (.gov) is used in domain name, so many times as to abbreviate the name of a country from which it runs on a website or web, like (.in) for India, (.uk) for England, etc. When the address of the source of information is given instead of the name of it, then the entire way to deliver the information to the domain after the end of the domain and in one url. The whole channel of delivery is provided. So internet browser is all for personal management here.

Web Search Engine:

Web search engine is a software system. Its main function is to search for information on the Internet and that is why it is called a web search engine. A web search engine executes web search by following process :

1. The main function of a web crawler is to find information on a website through hyper text mark up language (HTML) and as soon as you enter a word or sentence into the search engine, the web crawler searches for hyperlinks to its major words and then comes to inspire indexing.
2. The subsequent process of web scaling is indexing. Search engines create an index for each page of information written in HTML searched by the web crawler. Search engines often store information searched about web pages in their index database so that it can be used when the stuff comes up later. This index in a search engine database reduces the time it takes to search for information.

Email :

Email is a device that allows you to send any information to any corner of the world in the first screen, be it music file, video file, image file, or any e-book, in the present time, many service provider are offering e- mail facilities by some fee, Gmail Yahoo Outlook, etc. Major email service providers providing image facilities, both as the commissioner for image facilities free of charge.

To create an email account, first open the browser into your Internet connected computer and enter the url of the mail service provider in the address bar on which you want to create your email, then open page contains sign up or create account and then select general information and your email will be ready. When you create your email, select the password in a way that you can easily remember and protect your email account. Visit the service provider company's website and visit the mail service through there. You can easily login to your account by entering your user's name and password, and see several folders in your mail id, such as the inbox, sent mail, outbox, spam, trash etc.

Online Office Software:

Have you heard the name Google docs and yes if heard it is an example of online office software. Other online office software includes many other software like king soft, think free, office 365. This online office automation software may have some of the following features :

- The office suite opens up in a web page and does not need to be installed separately.
- The online office tools can run through thin clients with minimal hardware requirements.
- The online office provides the suit to a group of people without having to share the documents.
- This does not require an upgrade to buy a software license as long as you're making a service. The online office suites are portable.
- Users can get documents from any computer device with an Internet connection, regardless of which operating system is using.
- If the user's computer fails, the documents are saved on the remote server.

The software works on **Cloud-Based Storage**. Cloud based storage means online storage of data, the service provider and the individual with specific user data in this storage system are safe and accessible by various spread and related sources. The services of cloud storage are accessible through the web services Internet and some of the following advantages of cloud storage are as follows :

- Storing data through cloud storage may cost less than conventional backup methods.
- Cloud reserves are for all purposes, without any physical presence they do not occupy much of the home and office.
- It is safer to store confidential and sensitive information to cloud than is locally stored.
- The fatigue processes like backing up through online cloud storage are easy to complete. Select which one you want to backup and when you want to return to. The rest is done by the storage provider.
- If you want to share a picture or an entire folder with hundreds of documents at once, online storage services allow you to share files with just a few clicks.
- Cloud storage your precious and incomplete files also act as a pair layer for data protection a backup is kept in a safe place.

Online Conferencing :

Conferencing is a part of information and communication technology by means of which many people join together from two or more locations through audio video or other resources. Its types are described here:

1. Audio conferencing - connecting many people via audio.
2. Video conferencing - connecting may people via video.
3. Web conferencing - connecting many people via internet.

On the basis of one – way flow of resources and two – way flow, it is also called one – way conferencing and two – way conferencing. Two, they can communicate both teacher and student students in conferencing, while one of them is able to send their video audio to student students

and send two, and real – time web conferencing is also known as online conferencing. Anyone in a web conferencing can also communicate with someone, but also share resources.

Now a days online social media is being used well by these means for educational activities. Many personal or professional organisations are also creating their own Facebook Instagram page and Posting important information on it. Many writers have their own blogs on which they continuously post work. Conferencing requires video cameras, computer monitors, television or projectors, microphones, loudspeakers and Internet. Nowadays there are software that many web tools can be used to support conferencing with our computer, some of which are as follows :

- Adobe Connect
- Google Hangout
- Cisco WebEx

Networking with Social Media :

You will have a group of neighbours, friends, co-workers, etc. at your workplace with whom you can share information when you need it and use resources when they need them as well as provide us resources when they need it. In colloquial language, it is a Shared network with your neighbours, friends or co-workers, under which everyone can share different information and resources to each other if they need it. A type a computer network or data network is a fallout of a computer which allows them to share various information and resources with one another and cables are used to connect computers to one network. Such networks are called Wired Networks.

Such networks can also be linked together without wires using wireless technology, and then such networks are called wireless network. A good example of devices such as Bluetooth and Wi-Fi wireless networking in your mobile, based on how large a computer network can cover a bubble area, we can assume computer networking as a good device. Computer networking is a good device because :

- Computer provides facility to share various measures, documents, other resources and Internet between different computers.
- A network only helps share information and resources between computers and other electronic devices, computers and other electronic devices, o and mobile tablet servers, etc.
- Computer networking also allows us to facilitate inter – person and chat room, video conferencing for instant messaging. Perhaps you use Facebook, Twitter, or any other social media.
- The networking cost is effective because it can use a resource, for example, the printer scanner connected to a network can use all the computers in that network do not require different printers or scanners.

Conclusion:

Internet can connect to any computer in the corner of the world if it is connected to the Internet as well. Web browser or browser specialty is an application software through which to connect to the Internet and search for information by visiting the needs website. In popular web browser Internet explorer Mozilla Firefox opera mini Google chrome is main. Search engine, or web search engine, is a type of software, primarily used for the search of information on the Internet and that is why search engines are named. The results come in a sequence known as search engine result pages. The usefulness of a search engine is in order of the results that it uses.

Online office automation software, the I – office automation has all its features. Its office suit opens up in a web page, it does not need to be installed separately. It acts on cloud based storage. Cloud based storage is also supposed to mean data storage online, as well as email is the device that you can send any information to any corner of the world in the blink of an idea, whether it is a music file or video file. At present, many service providers are offering free or up – to – date email facility. Email is the primary service provider that can provide email facilities and fee related facilities.

A blog allows individuals or students to have written or online discussions. These discussions can take place on public or private issues. It can also be gathered for the future. When any person is aware that others are interested in what he has done, he will perform better. Block is considered to be the easiest way to publish a class or student's works. It is all said that information and communication technology and personal management have a good bond and personal management have a most important part with information and communication technology. ICT improved the professional bond and professional values of personal management in their own marketing.

References:

Afshari, M., Bakar, K. A., Su Luan, W., Samah, B. A., & Fooi, F. S. (2009): Factors affecting teachers' use of information and communication technology. *International Journal of Instruction, 2*(1), 77-104.

Al- Harbi, E. (2014).*A study on use of ict in teaching in secondary schools in Kuwait.* Thesis submitted to Cardiff School of Education.

Aralu, U. O. (2015). Influence of information and communication technology on digital divide.*Global journal of computer science and technology, 15*(3).

Bagga, R. K., Kenniston, K., &Mathur, R. R. (Eds.) (2005). *The State, IT and development.* Sage Publications, New Delhi.

Boudreau, J. W., & Cascio, W. F. (2017). Human resource analytics: Why do we need another one? *Human Resource Management, 56*(3), 1-25.

Chauhan, R. K., & Malik, K. (2016). Innovative use of ict in teaching and learning. *BhartiyaInternational Journal of Education,5*(3).

Celebic, G., & Rendulic, D. I. (2011).*Handbook: Basic concepts of ICT.* Open Society for Idea Exchange, Zagreb.

Clegg, S. R., Kornberger, M., & Pitsis, T. (2011). *Managing and organizations: An introduction to theory and practice.* Sage.

Cascio, W. F., & Boudreau, J. W. (2016). The search for global competence: From international HR to talent management. *Journal of World Business, 51*(1), 103-114.

Davenport, T. H. (2005). *Thinking for a living: How to get better performance and results from knowledge workers.* Harvard Business Review Press.

Delery, J. E., & Roumpi, D. (2017). Strategic human resource management, human capital and competitive advantage: Is the field going in circles? *Human Resource Management Journal, 27*(1), 1-21.

Jiang, K., Lepak, D. P., Hu, J., & Baer, J. C. (2012). How does human resource management influence organizational outcomes? A meta-analytic investigation of mediating mechanisms. *Academy of Management Journal, 55*(6), 1264-1294.

Lallmahamood, M., Al-Khaldi, M., & Zhang, L. (2019). *Information and Communication Technologies for Human Resource Development*. In M. Khosrow-Pour (Ed.), The Fourth Industrial Revolution. Springer.

Lepak, D. P., & Snell, S. A. (2002). Examining the human resource architecture: The relationships among human capital, employment, and human resource configurations. *Journal of Management, 28*(4), 517-543.

Lim, V. K., & Teo, T. S. (2005). Prevalence, perceived effectiveness, and personal use of electronic resources in human resource management. *International Journal of Human Resource Management, 16*(5), 852-865.

Menard, P. (2011). Is HRM relevant in the 21st century? *Human Resource Management Review, 21*(3), 258-265.

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2017). *Human resource management: Gaining a competitive advantage.* McGraw-Hill Education.

Ployhart, R. E., & Moliterno, T. P. (2011). Emergence of the human capital resource: A multilevel model. *Academy of Management Review, 36*(1), 127-150.

Prasad, K. (Ed.,) (2004). *Information and Communication Technology: Recasting Development.* B.R. Publishing: Delhi.

Patra, J. N. (2014). The role of ICT in improving the quality of school education in India. International Educational E-Journal Volume III, Issue II, April – June 2014.

Singh, J. (2015). Role of ICT in education. – *International Journal of Advance Research in Education,Technology & Management, 3*(2).

Sarkar, S. (2012). The role of information and communication technology (ICT) in higher education for the 21st century. *The Science probe*, *1*(1).

Strohmeier, S. (2007). Research in e-HRM: Review and implications. *Human Resource Management Review, 17*(1), 19-37.