

Name of School: St. Margaret's Girls' College, Hong Kong (District: Shatin)

Report on the Use of Strengthening School Administration Management Grant

After reviewing the operation of the school, it was decided in 2016 to set up a system to reduce administrative workload in documents routing and student information management and enhance the administrative effectiveness through the use of a self-designed internal web-based system for both administrative staffs and teachers.

With the strenuous efforts of the staff concerned, a user-friendly system has been developed with important data of the alumni and present students from 2003 up to present. Also, certificates of alumni found since 1967 have been scanned and uploaded to the system as well. Staff with assigned rights can upload and retrieve necessary data from the system easily. All users opine that the system can enhance the efficiency of the administrative work of student information.

A total of \$250,000 has been spent on upgrading the related software and hardware in the school and employing a full-time staff to develop the system and to upload student data.