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**Administrative Management Strategies in the Use of ICT for the Control of Records and Evaluation of Academic Profiles of Participants New Entry to the UNERG Postgraduate Area**

### ABSTRACT

The technological world advances bringing with it advances that allow the management of information such as information systems, therefore, educational institutions at all levels feel the need to make use of ICTs to improve their administrative processes and academics. Therefore, the present research had the general objective of proposing administrative management strategies in the use of ICT for the control of records and evaluation of academic profiles of participants new to the UNERG postgraduate area. Said research work was framed in the positivist paradigm, with a non-experimental transectional design, under the modality of a feasible project, in which two questionnaires of closed questions, dichotomous of YES and NO alternatives were applied, where the necessary data were collected to This research, whose sample was of 15 new entry participants and 10 administrative employees of the UNERG postgraduate area, which were validated through a trial of three experts where their reliability was determined through the KR-20 formula, in the which the results were 0.96 for both questionnaires applied. Indeed, it is important to point out that said proposal allows establishing criteria for decision-making for said academic processes, making use of ICT through which every administrator obtains data and reports related to the operation of each and every one of the activities that entail the admission processes to the programs offered in the postgraduate area UNERG.

**Descriptors:** Administrative Management Strategies, Use of ICT, File Control, Academic Profile Evaluation.

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