Narcicir Tibenderana

Education

M.ED in Educational Management and Administration (University of Manchester, UK)

Diploma in Business Management (British College of Professional Management, UK)

B.A with Education (Makerere University, Uganda)

Experience

30+ years in management and administration of academic institutions

Academic Registrar at Kabale University since 2015

Acting University Secretary for Kabale University (2017)

Prior Roles

Principal of Uganda College of Commerce Aduku

Principal of Uganda College of Commerce Tororo

ORDER OF PRESENTATION

1) Introduction
2) Challenges in Student Records Management
3) What is Digital Transformation?
4) Traditional Vs Digital Records Systems
5) Benefits of Digital Transformation
6) Core Technologies in Digital Records Management
7) Focus Area 1: Digitizing Admissions and Records
8) Focus Area 2: Enhancing Accuracy and Security
9) Focus Area 3: Streamlining Academic Documentation
10) Kabale University's Digital Journey
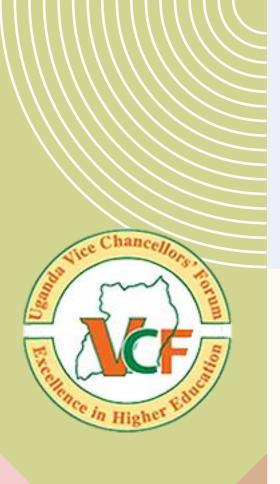11) Recommendations
12) Conclusion
13) Closure

INTRODUCTION

❑ Good records management is central in educational institutional progress

➢ Due to technological advancement, academic institutions are seeking innovative solutions to streamline operations and enhanced services to clients

➢ Transition to digital systems offers educational institutions an opportunity to enhance accuracy, reliability and accessibility of student records

CHALLENGES FACED IN STUDENT RECORDS MANAGEMENT

❑ Limited storage space, difficulties in retrieving required information and susceptible to damage and loss.

❑ Manual integration limitations: Delays, missing files, discrepancies

❑ Online learning adaptation

❑ Retention policy enforcement

❑ Lack of centralized database causing duplication

DIGITAL TRANSFORMATION AND STUDENTS RECORDS MANAGEMENT

❑Digital transformation refers to integration of digital technology in all areas of an institution and simply implies using technology to do things better, faster and smarter.

Integrated digital systems improve how we:

❑Collect student data (e.g. Online applications)

❑Store records (e.g. Secure cloud storage)

❑Use information (e.g. Dashboards for real-time decisions)

TRADITIONAL VS DIGITAL RECORDS SYSTEMS

Aspect	Traditional	Digital
Storage	Paper files	Cloud/server-based
Accessibility	Physical cabinets	Secure 24/7 access portals
Security	Manual retrieval	Encryption & access controls
Efficiency	Susceptible to loss	Automated workflows
Data Integration	Fragmented	Centralized & integrated

BENEFITS OF DIGITAL TRANSFORMATION

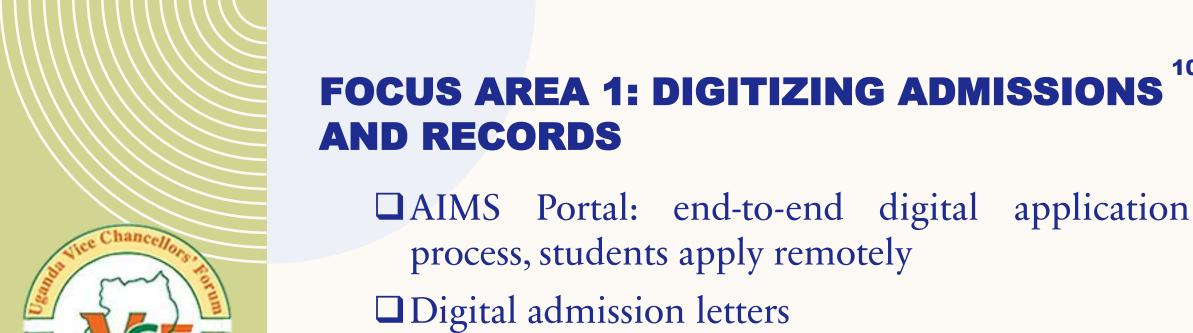❑ **Efficiency**: Automation, faster processing

❑ **Accuracy**: Reduced duplication and inconsistencies, informed and effective decision making

❑ **Security**: Encryption protects data, audit trails provide a record of all user activity and allowing for accountability

❑ **Access**: Accessible remotely 24/7 and all the time

❑ **Reporting**: Real-time dashboards and insights

CORE TECHNOLOGIES INVOLVED IN DIGITAL RECORDS MANAGEMENT

Technology	Function
ERP Systems (e.g. AIMS, HCM)	Student data management
Cloud Storage (e.g. AWS, Azure)	Backups, secure remote access
Learning Management System (LMS) (e.g. Moodle)	Integrate learning & assessments
Online Portals/Apps	Self-service for students & staff
Biometrics & APIs	Secure access & external integrations (e.g. UNEB, NIRA)

FOCUS AREA 1: DIGITIZING ADMISSIONS AND RECORDS

❑ AIMS Portal: end-to-end digital application process, students apply remotely

❑ Digital admission letters

❑ Online document uploads

❑ Academic journey tracked digitally (registration, grades, graduation)

FOCUS AREA 2: ENHANCING DATA ACCURACY AND SECURITY

❑**Validation systems**: Auto-checks reduce human error

❑**Access controls**: Access to only authorized persons

❑**Data backups**: Prevent loss of information in case of disasters

❑**Audit trails track**: Improve transparency and accountability

FOCUS AREA 3: STREAMLINING ACADEMIC DOCUMENTATION

❑ Automated documents: Academic transcripts, certificates, registration numbers, class lists, graduation lists

❑ Instant generation of reports: AIMS automatically collects, processes and organizes information for the report

❑ Handling of marks by Lecturers: Coursework and exam results are entered into the AIMS portal which reduces delays caused by manual collation

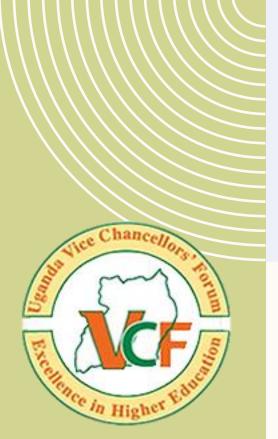❑ Important academic information like timetables, official notices are made available online

KABALE UNIVERSITY'S DIGITAL JOURNEY

❑ A phased digital transformation

❑ Implementation of AIMS System which covers:

❑ Capacity building of staff and students in the use of AIMS

❑ Benchmarking in other Universities and other organisations about their digitization records status

❑ Goal: Digitize academic records from the inception of the University (2002) todate

RECOMMENDATIONS

- ❑ Align digital efforts with institutional **policy**
- ❑ **Leadership support** is essential
- ❑ Build **staff capacity** and manage change
- ❑ **Start small** and scale up gradually
- ❑ Ensure **technical support** and regular system updates

CONCLUSION

❑ Digital transformation is no longer optional

❑ Ensures academic integrity and competitiveness

❑ Institutions must embrace and master a complex web of technologies like Student Information (SIS), Learning Management System (LMS)

❑ Collaboration, planning, and commitment are critical

❑ **Call to action:** Let us all embrace digitization together to improve efficiency and and create a more equitable and accessible educational landscape

Thank you for listening to me

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