



Template for Evidence(s) UI GreenMetric Questionnaire

University : Andijan State Institute of Foreign Languages
Country : Uzbekistan
Web Address : www.adchti.uz

[7] Governance and Digitalization (GD)

[7.20] LMS-Enabled Digital Literacy Program (GD.11)

Institutional Units and Platforms Supporting Digital Literacy

Program / Platform	Implementation at ASIFL	Responsible unit / staff	Related SDGs
LMS and e-learning support	Online learning materials, assignments, course communication, digital class support, remote learning and blended-learning practices.	Digital Education Technologies Center; academic departments; course teachers	SDG 4, SDG 9
HEMIS and academic information systems	Student records, academic administration, attendance, assessment information, schedules and electronic academic services are supported through digital platforms.	Information Systems Implementation Unit; system administrators	SDG 4, SDG 9, SDG 16
Digital library and	Students and staff are guided to search, evaluate, cite and	Library, academic departments,	SDG 4, SDG 10

information literacy	ethically use digital academic information, e-resources and online repositories.	tutors and teachers	
Cybersecurity and data protection awareness	Responsible use of accounts, passwords, institutional e-mail, data protection, cyber hygiene and safe use of digital services.	Information Security Unit; AI and Information Security Specialist	SDG 9, SDG 16
AI and responsible digital innovation	Use of AI-related tools for education, documentation and institutional digitalization with attention to ethics, transparency and academic integrity.	AI and Information Security Specialist; GreenMetric Coordination Working Group	SDG 4, SDG 9, SDG 16
Student digital participation	Student-centered digital literacy activities, awareness campaigns, online communication channels and inclusive access to information.	Besh Muhim Tashabbus Markazi; student affairs; GreenMetric team	SDG 4, SDG 5, SDG 10, SDG 17

ANDIJAN STATE INSTITUTE OF FOREIGN LANGUAGES

English Translation of Job Duties and Qualification Requirements Digital Education Technologies, Information Systems, Networks, Technical Support, and Information Security Units

This document is an English version of the Uzbek job-duty text provided for institutional governance and digitalization evidence. It summarizes the duties, knowledge requirements, and qualification requirements of the responsible digital education, information systems, network management, technical support, and information security positions at Andijan State Institute of Foreign Languages.

HEAD OF THE DIGITAL EDUCATION TECHNOLOGIES CENTER

Job Duties:

- Provide general management of all activities and employees of the Center.
- Monitor the proper operation of software used in the computer technologies available at the Institute.
- Organize technical inspections and repair work for computers.
- Supervise the work of computer operators.
- Increase the Institute's computer stock with modern computers and continuously improve existing computers.
- Monitor the proper operation of Internet networks and e-mail services connected with the official website of the Institute.
- Monitor the operation, maintenance, repair, and inspection of the Institute's copying equipment.
- Manage all work related to e-learning at the Institute and establish cooperation with local and foreign higher education institutions on the organization of electronic learning.
- Enter and analyze all portal-related information in the Institute's local network.

Required Knowledge:

- The Laws of the Republic of Uzbekistan 'On Education', 'On Informatization', 'On Electronic Government', and other regulatory legal acts related to the education system.
- Requirements for the formation, use, and storage of electronic documents (O'z DSI 2295:2011).
- Basic requirements for classification and formation of interactive public services (O'z DSI 2863:2014).
- Software life-cycle processes (O'z DSI ISO/IEC 12207:2007).

Qualification Requirements:

- Professional and organizational skills necessary for a managerial position in a higher education institution, leadership experience in the education sector, and relevant knowledge and skills within the scope of the position.
- Personal qualities such as intelligence, culture, leadership, creativity, politeness, organizational ability, initiative, entrepreneurship, responsibility, independent decision-making, decisiveness, and commitment to achieving the strategic goals of the institution.
- Higher education degree.
- At least 3 years of effective work experience in the relevant field.

HEAD OF THE INFORMATION SYSTEMS IMPLEMENTATION DEPARTMENT

Job Duties:

- Provide general management of all activities and employees of the department.
- Monitor the proper operation of existing computer technology software at the Institute.

Evidence basis: Digital Education Technologies Center and related units

The institutional job duties describe the Center's responsibility for managing computer technologies, e-learning activities, information systems, Internet and e-mail services, technical maintenance, system administration and information security support. These duties demonstrate the presence of responsible units for digital literacy implementation, LMS support and safe digital infrastructure at ASIFL.

Description:

Andijan State Institute of Foreign Languages (ASIFL) implements digital literacy through a coordinated institutional approach involving the Digital Education Technologies Center, the Information Systems Implementation Unit, the Network Management Unit, the Technical Support Unit, the Information Security Unit, academic departments, the library, and student activity structures. These units support the practical use of digital learning platforms, institutional information systems, online communication tools, e-documentation, information security practices, and digital academic resources.

The LMS-enabled digital literacy program at ASIFL focuses on helping students and staff use digital technologies for learning, teaching, assessment, academic communication, and administrative services. The program includes support for online course materials, electronic assignments, digital class communication, HEMIS-based academic information management, institutional e-mail and website services, digital documentation, and remote or blended learning practices. Students are also encouraged to develop information literacy skills, including searching for reliable sources, evaluating online information, using digital academic resources, avoiding plagiarism, and following ethical citation practices. A key part of ASIFL's digital literacy implementation is cybersecurity and responsible digital citizenship. The Information Security Unit and technical specialists support safe use of accounts, data protection, network security, database security, institutional systems, and electronic evidence management. This includes awareness of password safety, responsible use of institutional digital platforms, protection of personal and academic data, and secure handling of electronic records.

ASIFL also integrates digital literacy into sustainability and SDG-related activities. The GreenMetric Coordination Working Group, together with the Digital Education Technologies Center and Besh Muhim Tashabbus Markazi, uses digital tools to collect evidence, prepare reports, document campus initiatives, communicate with stakeholders, and promote student participation. These activities support quality education, innovation, reduced inequalities, strong institutions and partnerships by ensuring that digital skills are used for transparent reporting, inclusive communication and effective campus governance. The evidence demonstrates that ASIFL has an operational digital literacy structure supported by responsible institutional

units, digital platforms, technical staff, information security practices, and student-oriented activities. The implementation contributes to building a digitally competent academic community capable of using online learning tools, academic information systems, digital library resources, cybersecurity practices and responsible AI-supported technologies. **Relevant SDGs:** SDG 4 (Quality Education), SDG 5 (Gender Equality), SDG 9 (Industry, Innovation and Infrastructure), SDG 10 (Reduced Inequalities), SDG 16 (Peace, Justice and Strong Institutions), and SDG 17 (Partnerships for the Goals). **Number of digital literacy program areas implemented:** 6 program areas: LMS/e-learning support, academic information systems, digital library and information literacy, cybersecurity and data protection awareness, AI and responsible digital innovation, and student digital participation.

Additional evidence link (i.e., for videos, more images, or other files that are not included in this file):

<https://green-institute.adchti.uz/> <https://green-institute.adchti.uz/#research>