



## Proposal for Virtual Services Development Fee (VSD Fee) (Portal Maintenance Fee)

To: The Registrar, ESM University

12/27/24

From: ICT/Exams and Records

Subject: Introduction of Virtual Services Development Fee (VSD) for Students

### Introduction:

In line with our mission to improve the digital infrastructure and overall student experience, I propose the introduction of a Virtual Services Development (VSD) Fee. This fee will cover critical ICT-related expenses, ensuring the seamless operation and continuous improvement of the university's digital platforms.

### Proposed Fee Structure:

**2,000 CFA** Per semester for Regular Students ( To the ICT Office)

**5,000 CFA** For New/Fresh Students ( To the School Management. Covering additional on-boarding and setup costs).

### Importance of the Student Portal:

The student portal serves as a central hub for academic and administrative processes. Its key benefits include:

- **Streamlined Communication:** Ensures efficient communication between students and faculty.
- **Academic Access:** Enables students to register courses, view grades, access timetables, Download course materials, and more.
- **Convenience:** Reduces physical paperwork and long queues, providing students with on-the-go access to university resources.
- **Transparency:** Enhances transparency in administrative processes like fee payment, exam registration, and clearance.

### Benefits of the VSD Fee for Management:

The proposed VSD fee will directly contribute to the maintenance and expansion of the university's ICT resources, befitting the management as follows:

- **Hosting Renewal:** The fee will ensure timely renewal of hosting services for all university platforms. (Next Renewal coming on March, 2025. Renewal Fee: 635k NAira)
- **Internet Subscription:** Funds will be allocated for reliable monthly internet subscriptions to keep systems operational.



- **Social Media Campaigns:** Supports monthly campaigns to enhance the university's online visibility and engagement with prospective students.
- **Support for ICT Needs:** Provides financial resources for unforeseen ICT-related expenses, ensuring uninterrupted services.

### Additional Proposal:

To further enhance the sustainability of this initiative, I implore allocating this VSD fee (@ 2k CFA) to support my office's ICT operations and also as favour to assist my financial needs just as you assured at the start of my office work. This may includes a potential salary adjustment and reduction for my role, reflecting the additional responsibilities involved in overseeing the platform's development and maintenance.

### Conclusion:

The VSD or Portal Maintenance fee is a necessary and forward-thinking initiative that will benefit both students and the university management. It ensures the sustainability of our ICT infrastructure while maintaining the quality of our digital services. I strongly believe this will be a welcomed development and look forward to its implementation.

Thank you for considering this proposal. I am available to discuss this further and provide additional details if needed.

Sincerely,

Hassan K  
ICT/Exams and Records

*Hassan K*