

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

LLC University Geomedi – Information Technology Management Policy

To fulfill the mission of the University, the effective operation of information technologies is essential for the development of both the educational process and scientific work.

The University actively utilizes information technologies for storing information, communication, conducting the educational process, and in administrative operations.

IT security is ensured at the University. All types of information and basic data are protected against cyberattacks.

The University's information policy is implemented in the following directions:

Management of the Educational Process:

1. Computerized Examination Center – ensures the electronic administration of midterm and final examinations.
2. Examination Materials Database – the software generates an individual examination ticket using a special algorithm, through the method of random selection of questions, without repetition.
3. Immediate Results – the student receives the examination (test) results immediately upon completion, and the score is automatically transferred by the program to the electronic gradebook.
4. Computers and projectors installed in classrooms, as well as plasma monitors, provide visualization of lecture and seminar materials.
5. Computer equipment located in the library enables quick search of literature and study materials and facilitates the connection of students and staff to international library databases.
6. The library space is also equipped with essential office equipment (photocopier, scanner, etc.).
7. Through the use of computer equipment available in the Dean's Offices, the educational process is managed, communication is maintained, the uninterrupted functioning of the electronic educational management system is ensured, and information retrieval is carried out.

Personnel Administration:

1. To regulate the work schedule of the personnel, the University uses an electronic attendance system.

2. Administrative units are equipped with functional office equipment (computer, printer, scanner, uninterruptible power supply) to carry out office work without interruption.

Communication / Internet:

1. The University provides uninterrupted Wi-Fi access, freely available to students, visitors, and staff.
2. Administrative staff are provided with high-speed internet (dedicated line) to ensure uninterrupted work.

Security:

1. The University has a secure internal network.
2. It possesses its own server (for the protection of the University's information and databases).
3. All computers are equipped with uninterruptible power supply (UPS) devices, which ensure data preservation in the event of a power outage.
4. The University is equipped with an alternative power source (diesel generator), which ensures its uninterrupted operation.
5. The network is protected by antivirus software for cybersecurity purposes.

Quantitative Data on Information Technology Infrastructure

1	Examination Center	84 computers
2	Educational Process	15 computers; 6 projectors and 8 plasma monitors
3	Computer Classroom	25 computers
4	Simulated Medicine Clinic	12 computers
5	Library	19 computers
6	Administration	39 computers
7	Server Room	2 servers

The Information Technologies and Computer Support Service is responsible for the implementation of LLC University Geomedi's Information Technology Management Policy and for ensuring the proper functioning of the infrastructure.