

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
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Rector _____ Professor Marina Pirtskhalava

Information Technology (IT) Management Policy at Teaching University Geomedi LLC

For the fulfillment of the University's mission, the development of the educational process, as well as the scientific work the proper operation of its information technologies (IT) is necessary. The University actively uses information technologies for information storage, communications, management of the educational process, and administrative work.

The safety of information technologies is provided at the university. Any kind of information and basic data is protected from cyber-attacks. The University conducts information policy in the following areas:

The management of the educational process:

- 1) Computerized Examination Center - enables to conduct midterm and final examinations in electronic format
- 2) Exam Materials Database - The program provides a special algorithm to create an individual exam sheet, a method of a random selection of questions, which excludes repetition of the questions
- 3) Fast exam result - the student knows the result of the exam (test) as soon as the exam is completed and the score is automatically transferred to the electronic form.
- 4) Computers and projectors located in the auditoriums, as well as plasma monitors are visual aids for lecture and seminar/practicum.
- 5) Computers, located in the library, allow to quickly find literature, study materials, to ensure the connection of students and staff with international library databases.

- 6) The library space is also equipped with the necessary equipment (copier, scanner, etc.).
- 7) With the help of computers, available in the dean's offices, the management of the educational process, communication, and the proper functioning of the electronic system of educational process management is possible.

Personnel Administration:

- 1) The University uses the electronic registration method to regulate the staff work schedule.
- 2) Administrative units have well-maintained office equipment (computer, printer, scanner, uninterruptible power supply) for smooth performance of office work.

Communication / Internet:

- 1) WIFI works continuously at the University, with free access for students, visitors, and staff.
- 2) Administration staff is provided with uninterrupted high-speed internet (separate line).

safety:

- 1) The university has a secure internal network.
- 2) Own server (for security of university information and databases).
- 3) All computers have an alternating uninterruptible power supply (UPS) that provides storage of information in the event of a power outage.
- 4) The University is provided with an alternative power supply (diesel generator), which ensures the smooth operation of the University.
- 5) The network is provided with antivirus software for cyber security.

IT infrastructure in quantify

1	Examination center	44	computers
2	Educational process	15	computers

		6 +8	projector plasma monitor	+
3	Computer room	25	computers	
4	Library	14	computers	
5	Administration	24	computers	
6	Server unit	2	servers	

The office of Information Technologies and Computer Support Service is responsible for the management of information technologies and infrastructure at Teaching University Geomedi.