

# Prestige Institute of Management and Research, Gwalior



## Information Technology Policy of PIMRG

Prestige Institute of Management and Research maintains Information policies that will enhance the Institute's academic excellence and other related activities. It includes gadgets, systems, tools, databases, logs, webspace, and networking. Any user, i.e. student, faculty, staff, non-teaching staff, management body, technical personnel, and developers, are expected to abide by these regulations.

### Prestige IT Committee

#### Apex Body

- Director
- Deputy Director

#### IT Administration

- System Administrator
- Library In Charge
- ERP In Charge
- Web Admin

### IT Policy – Vision and Mission

#### Vision:

The vision of the Information Technology (IT) Policy at our Institute is to establish a digitally-driven, cutting-edge, and technologically advanced environment that empowers students, faculty, and staff to excel in the rapidly evolving business landscape. We aspire to be recognized as a pioneering business school that leverages IT to deliver innovative and

immersive learning experiences, fosters research and entrepreneurship, and ensures efficient administrative processes.

### **Mission:**

The mission of our IT Policy is to create a seamless integration of technology across all facets of our Institute's operations. We are committed to providing state-of-the-art IT infrastructure, tools, and support that enable our students to develop essential digital skills, our faculty to deliver transformative education, and our administrative staff to streamline processes for enhanced efficiency. Upholding the highest standards of data security, privacy, and ethical IT practices is fundamental to our mission.

### **Key Objectives:**

#### **Technology-Enhanced Learning:**

We are committed to integrating technology into the teaching and learning process to create engaging, personalized, and collaborative experiences. Faculty members are encouraged to leverage digital tools, e-learning platforms, and multimedia resources to enrich their course content and facilitate effective knowledge transfer.

#### **Digital Skills Development:**

Recognizing the importance of digital literacy in today's business landscape, we strive to ensure that all students, faculty, and staff possess essential digital skills. We shall offer training programs and workshops to enhance their proficiency in using relevant software, analytics tools, and other digital resources.

#### **Data Privacy and Security:**

Protecting the privacy and security of our stakeholders' data is paramount. We shall implement robust security measures, conduct regular audits, and comply with relevant data protection regulations to safeguard sensitive information from unauthorized access, disclosure, or alteration.

#### **IT Infrastructure and Support:**

We are committed to maintaining a reliable and scalable IT infrastructure that supports the growing needs of our institution. Regular upgrades, backups, and disaster recovery plans will be implemented to ensure uninterrupted access to critical systems and services. Additionally, a responsive IT support team will be available to assist users with technical issues.

#### **Innovative Research and Development:**

We encourage faculty and students to actively engage in innovative research and development projects that leverage emerging technologies to address business challenges. Collaboration with industry partners and technology experts is encouraged to stay at the forefront of digital advancements.

**Ethical Use of Technology:**

All members of our community are expected to use technology responsibly, ethically, and in compliance with applicable laws and regulations. Plagiarism, software piracy, and any form of unethical behavior related to technology will not be tolerated.

**Accessibility and Inclusivity:**

We shall strive to ensure that all technology-driven resources, including digital content and online platforms, are accessible and usable by individuals with diverse abilities. An inclusive approach to technology will be adopted to cater to the needs of everyone in our community.

**Sustainable Technology Practices:**

Recognizing our responsibility towards environmental sustainability, we will promote the use of energy-efficient hardware, responsible electronic waste disposal, and encourage virtual collaboration to reduce the carbon footprint associated with technology usage.

**Continuous Improvement:**

We are committed to continually evaluating and improving our information technology practices. Feedback from stakeholders will be sought to identify areas for enhancement and align our IT strategy with the evolving needs of the business education landscape.

**Compliance and Governance:**

This IT policy shall be periodically reviewed and updated to stay aligned with the institution's overall goals and changing technology landscape. Compliance with this policy is mandatory for all members of the PIMRG community, and any violations will be subject to appropriate disciplinary action.

## **ICT Resources**

The institute has an IT policy covering all the major areas like Wi-Fi, cyber security, etc. which is updated as per the requirements of the institute. The Institute upgrade the IT resources as per the guidelines of the regulatory body as well as industry. The Institute regularly upgrades Wi-Fi routers, firewall for cyber security, software required for academic purpose, ERP systems, ICT-enabled teaching-learning, etc. The whole campus is covered by Wi-Fi routers for providing wireless internet connectivity to faculty members, students, and staff. A Wi-Fi registration form is to be filled by individuals for getting the internet access through the institute's network. The registration form is to be submitted by an individual to the computer lab administrator or which in turn feeds the MAC id of device in the firewall. The firewall ensures that every individual is able to access the contents from internet which are of academic nature. The Institute has Computer lab upgradation committee which prepare the report of upgradation requirements every year. On the basis of recommendation, Director of the institute passes the requirements to the society. The institute allocates 1 to 2% of an annual budget for updating the IT facilities. The following are some of the upgradations in IT facilities: 1. Purchased 11 new interactive boards. 2. Upgraded the RAM from 4 GB to 8 GB in laptops issued to faculty members and from 2GB to 8GB in 70 machines 3. HDD in 130 machines has been upgraded to SSD.