[INSTITUTE - LOGO]

Focusing on
A.I. Readiness
(F.A.I.R)

Policy

POLICY STATEMENT

[INSTITUTE NAME] acknowledges the fact that the AI technology has emerged as the **biggest disruptive force** in the history of humanity. We agree with the prediction that any organization or individual, not preparing itself to become **"AI Ready"**, might face a threat to its survival in near future.

[INSTITUTE NAME] hereby adopts **Focusing on A.I. Readiness** as our topmost priority. We pledge to invest our **best efforts & resources** towards **AI readiness of our students, our employees** and **our organization**. This 'Focusing on AI Readiness' Policy outlines our strategic approach to ensure that students are equipped with the necessary skills, knowledge, and ethical understanding to thrive in a future dominated by AI.

We shall also strive to adopt AI technologies to enhance the quality of the teaching-learning processes and the efficiency of the administrative processes of our institute.

Developed in collaboration with

iMature.in & **HUMANS** WINNING **AI**

POLICY PRIORITIES

First Priority:
To ensure that all students and teachers of [INSTITUTE NAME] develop the skills mentioned in the 'AI Readiness Skills Pyramid' (given on the last page). Thereby we shall prepare them for the opportunities and threats of the AI-dominated future.

Second Priority:
To adopt AI tools & related digital technologies into the teaching-learning processes at [INSTITUTE NAME]. Thereby we shall empower our teachers to bring out the best possible learning outcomes among our students.

Third Priority:
To improve the efficiencies across our administrative processes through the effective utilization of AI tools.

DEFINITION & SCOPE OF 'AI READINESS'

'AI Readiness' of the Students:
It comprises of the full spectrum of skills, attitude, knowledge, mental resilience etc required for survival & success of students in the AI-dominated world in the near future, as shown in the 'AI Readiness Skills' pyramid on the last page.

'AI Readiness' of the Teachers:
It comprises of the skills, knowledge & techniques required for teachers to deliver the new or upgraded courses, make the best use of the new or upgraded facilities & resources and do assessments for the 'AI Readiness' of our students.

'AI Readiness' of the Institution in the Academic Domain:
It comprises of academic programs, courses, physical learning facilities, virtual learning resources etc added to or upgraded in the portfolio of [INSTITUTE NAME], to ensure the 'AI Readiness' of our students.

'AI Readiness' of the Institution in the Administrative Domain:
It comprises of strategies, systems, infrastructure, administrative staff, SOPs etc which shall be added or upgraded to make the best use of emerging AI technologies in the administrative functions such as HR management, accounts management, marketing etc of the [INSTITUTE NAME].

MEASURES TO ACHIEVE 100% 'AI READINESS'

[INSTITUTE NAME] shall implement the following measures to achieve the highest standards of the AI readiness of our students and teachers:

1. AI Readiness Lab:
We shall establish an **'AI Readiness Lab'** for running experiments to:
a. Discover the potential and utility of various AI tools in the domain of higher education.
b. Understand the impact of AI on existing academic & administrative processes of our institution.
c. Test & verify the new AI concepts & technologies before introducing those to our students & teachers.
d. Attempt to create new products and services using AI technology.

2. Students' Skill Development:
We shall equip the students of all departments with skills & mindset for survival and success in AI-dominated industries of the future, by:
a. Developing a strong foundation of **'Digital Citizenship & Internet Maturity'** (DCIM) skills in our students to empower them with the three fundamental skills of AI Readiness – Online Safety, Online Learning, and Online Reputation Management.
b. Ensuring extensive exposure of our students to industry projects to empower them with higher order skills of AI Readiness – **Communication, Collaboration, Creativity and Critical Thinking** (i.e. the 4Cs of 21st century education).
c. Providing hands-on experience to our students on **AI Tools** relevant to their industry.

3. Teachers' Capacity Building:
We shall equip the teachers of all departments with the following to build AI readiness of our students:
a. DCIM skills for making the best use of the online learning resources in teaching.
b. Skills for Effectively utilizing AI in teaching-learning processes.
c. Knowledge of emerging AI tools, technologies & trends in their industry, to effectively teach the new or upgraded courses for AI readiness of the students.

4. Incentivizing Student Volunteers:
We shall offer **full project & internship credits** to students who volunteer to work for F.A.I.R activities.

5. Curriculum Upgrade:
We shall upgrade the curriculum of every course to include the topic **"Impact of Generative AI on ____"** in theory and practicals.

6. T&P Transformation:
We shall transform the Training & Placement department to effectively perform the following four roles:
a. News agents – collect relevant news from the industry and share it with the students everyday.
b. Relationship managers – maintain close contacts with a large number of small, medium and big employers.
c. Project hunters – continuously reach out to the above employers to seek real projects which the students can work on.

d. Match makers – help students to create a great online reputation and keep interacting with students & employers to find the best possible matches.

7. E-Cell Transformation:
We shall create a dedicated team in the Entrepreneurship cell and the startup incubation centre which specializes in supporting self-employment, solopreneurship, small business ideas and bootstrapped startups.

8. Knowledge Sharing Portal:
We shall create an internal portal for 24x7 discussions and knowledge sharing among students & teachers, on all possible topics of AI readiness. We shall ensure active usage of the portal by students & teachers.

9. Internal Awareness Drive:
We shall create a dedicated team/club consisting of students & teachers who work to spread awareness on the 'AI Readiness Skills' Pyramid (as shown on the last page) and all the F.A.I.R measures taken by our institution, among all the students and teachers of [INSTITUTE NAME].

10. Public Awareness Drive:
As a social responsibility of [INSTITUTE NAME], we shall conduct public awareness campaigns, especially among school students and their parents, to help them understand the concept of 'AI Readiness' through the 'AI Readiness Skills' Pyramid.

11. F.A.I.R Mentors Panel:
We shall create a panel of 'F.A.I.R mentors' comprising of external experts from diverse fields who thoroughly understand AI readiness, to oversee the quality and timeliness of implementation of this policy at our university.

COMPLIANCE & ACCOUNTABILITY
All academic departments and administrative units are responsible for aligning their activities with the FAIR Policy. The [INSTITUTE NAME] will establish mechanisms for monitoring and evaluating the implementation of this policy to ensure compliance and effectiveness.
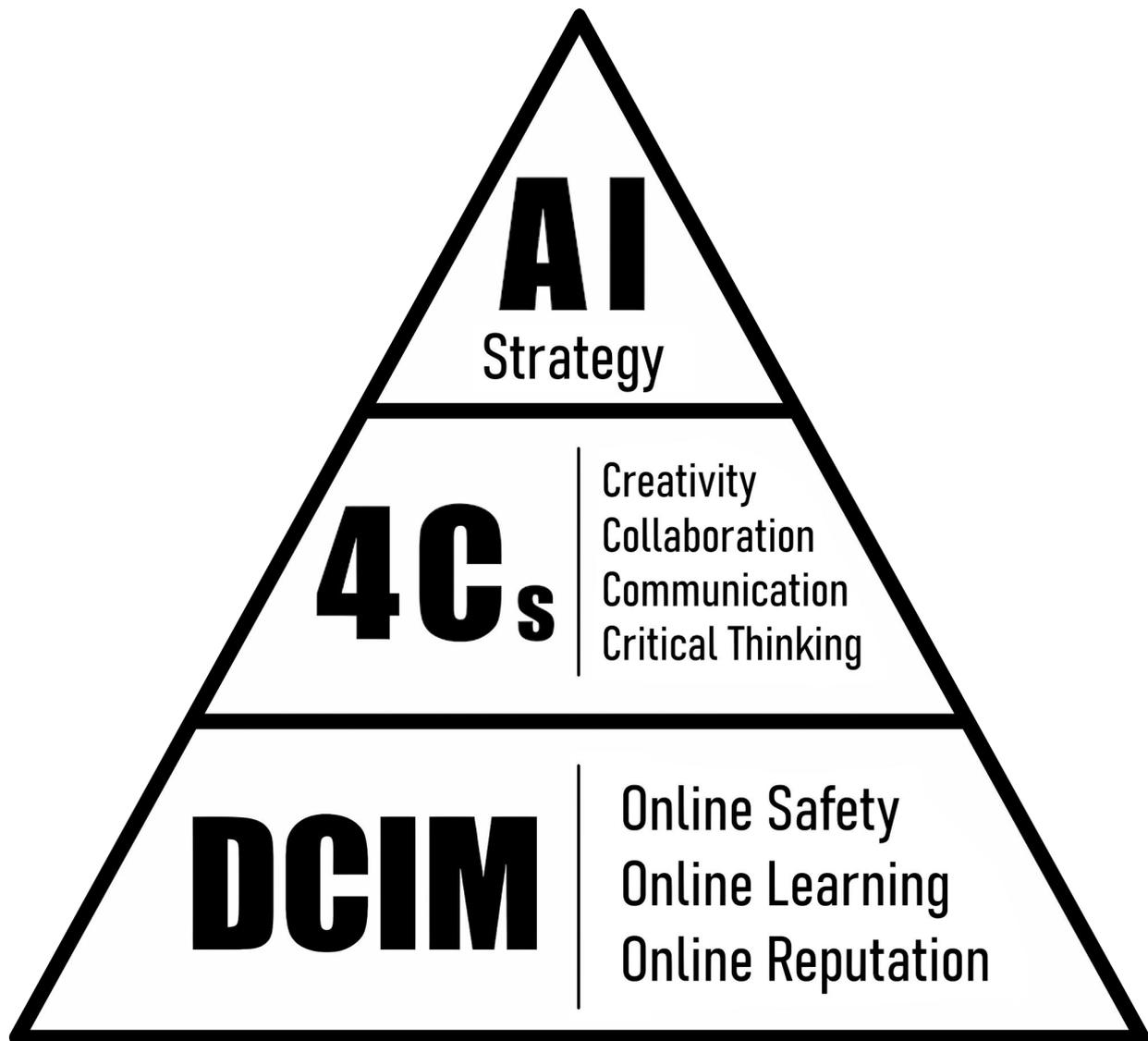
REVIEW & REVISION
The FAIR Policy will be subject to periodic reviews to assess its effectiveness and relevance. Necessary revisions will be made to reflect changes in the AI landscape and the evolving needs of the university community.

APPROVAL & ADOPTION
This policy is hereby adopted and effective as of [START DATE]. All members of the [INSTITUTE NAME] are expected to adhere to the principles and guidelines outlined in the FAIR Policy. This policy shall remain in effect till [END DATE].

The following pyramid combines the minimum set of skills required to become AI Ready. It should be shown and explained to all students from all courses.

AI
Strategy

4Cs
Creativity
Collaboration
Communication
Critical Thinking

DCIM
Online Safety
Online Learning
Online Reputation

AI Readiness Skills

The high resolution image of the above graphic can be downloaded from the link below or by scanning the QR code:

https://imature.in/downloads/AI-readiness-skills-pyramid-with-footer-big.png