

**The Regulations of the Representative Board of
LEPL – Akaki Tsereteli State University
№172**

**On Approving the Regulations of the Head of Administration Office
of LEPL – Akaki Tsereteli State University**

Kutaisi

28 February, 2018

According to paragraph 'c', article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on "Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State University" dated by the year 2013, #132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations of the Head of Administration Office of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be uploaded on the university web-site and placed on the notice board- the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it

3. The Regulation shall be in force immediately after its announcement

**Speaker of the Representative Board:
Prof. Sulkhan Kuprashvili**

**The Regulations of the Head of Administration Office
of LEPL – Akaki Tsereteli State University**

Article 1. General Provisions

1. The Regulations of the Head of Administration Office (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts;
2. The Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the Head of Administration Office (hereinafter – the “Office”), and regulate other relations connected with the activities of the Office.
3. The Regulations of the Service shall be discussed by the Academic Council and approved by the Representative Board of the University.
4. The functions and objectives defined by these regulations represent the main directions of activities of the Office.

**Article 2. Status of the Office, Main Directions of Activities,
Responsibilities and Accountability**

1. The Office represents the support unit of the University acting according to the Law of Georgia on “Higher Education” and the Statute of the University;
2. The Office acts according to the Law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations;
3. The Office is responsible for implementing the assumed objectives and functions and is liable to the Head of the administration;
4. The Office is financed by the university budget.

Article 3. Structure and Governance of the Office

- 3.1 The structure of the Service is designed by the university administration and approved by the Representative Board of the university.
- 3.2 The Service is generally led by the Rector of the university, and directly it is managed by the Head of the Office.
- 3.3 The “Office” includes the following structural units and positions: Head of Administration Office, Assistant to the Head of Administration; Secretary.

- 3.4 The internal positional structure of the “Office” is attached to the regulations
- 3.5 The Office is guided by the Head of the Office, who is appointed and dismissed from the position by the Rector of the University.
- 3.6 The Head of the Office is appointed and dismissed from the position by the Academic Council on the proposal of the Rector of the university.
- 3.7 The Head of the Service is accountable to the Rector of the university and the Head of Administration.

Article 4. Goals of the Office

- 4.1 The purpose of the Office is to facilitate the full implementation of the rights and obligations of the Head of Administration.

Article 5. Functions and Responsibilities

- 5.1 The main directions of the Office are:
- 5.2 Development of innovative approaches to management of financial and material resources and promoting implementation.
- 5.3 Coordination of implementation of university programs for social assistance of students and personnel.
- 5.4 Providing organizational-technical and information services to the head of administration;
- 5.5 Coordination of relations and cooperation of the Head of Administration with various state institutions, international organizations, public and private legal entities;
- 5.6 Providing assistance to the Head of Administration in meeting visitors, holding consultations, written communication.

Article 6. The Authority and Responsibility

- 6.1 Coming out from the functions and objectives of the Office, the unity of the vested powers of the Office and its staff represent the competence of the Office.
- 6.2 While implementing the entrusted functions and objectives, the Service is authorized to:
 - a) Request and obtain necessary information, explanatory materials and other documents necessary for any structural unit of the university to perform its tasks and functions properly;
 - b) To develop and submit to the Head of Administration the suggestions for solving various problematic issues related to the activities of the Office;
 - c) Exercise its authority granted by the Head of Administration.

The Office is Responsible for:

- a) impemenatation of the functions and objectives defined by these regulations.
- b) maintenance of the transferred property.

Article 7. The Office Staff

- 7.1 The rule for accepting the service personnel is defined by the labor law and the common law on accepting the support personnel at work approved by the Representative Board of the university;
- 7.2 The labor relations of the Office staff are defined by the written work contract;
- 7.3 The work description of the Office staff and the instructions on their activities are attached to these regulations.

Article 8. Conclusive Provisions

- 8.1 Declaring these regulations or a part of these regulations void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university.
- 8.2 The issues of the Office work, which are not settled by these regulations, are arranged by the Statute of the University.

Positional Structure of Head of Administration Office

