



AKAKI TSERETELI STATE UNIVERSITY
BOARD OF REPRESENTATIVES OF AKAKI
TSERETELI STATE UNIVERSITY

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Approved by the resolution N 63
of the Representative Board of
LEPL Akaki Tsereteli State University
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**The Regulations of the Chancellery
of LEPL – Akaki Tsereteli State University**

Article 1. General Provisions

- 1.1. The Regulations of the Chancellery (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.
- 1.2. The Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the Chancellery (hereinafter – the “Chancellery”), and regulate other relations connected with its activities.
- 1.3. The Regulations of the Chancellery shall be discussed by University Administration and approved by the Representative Board of the University.
- 1.4. The functions and objectives defined by these regulations represent the main directions of activities of the Chancellery.

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

- 2.1. The Chancellery is a support structural unit of the university.
- 2.2. The Chancellery acts according to the Law of Georgia on “Higher Education”, the Statute of the University, the General Administrative Code "On Approving and Enactment of Uniform Rules of Regulation" by the Order No. 414 of July 1, 1999, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.
- 2.3. The Chancellery is responsible for implementing the assumed objectives and functions and is liable to the Rector of the university and the Head of the Administration.
- 2.4. The Chancellery is financed by the university budget.

Article 3. Structure and Governance of the Chancellery

- 3.1. The structure of the Chancellery 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 Chancellery;

3.3. The “Chancellery” includes the following structural units and positions: Head of the Chancellery, File Clerk, Specialist, Courier, University Archive – Manager of the Archive, Archivist.

The internal positional structure of the “Chancellery” is attached to the regulations.

3.4. The Chancellery is guided by the Head of the Chancellery, who is appointed and dismissed from the position by the Rector of the University on the proposal of the Head of Administration.

3.5. The Head of the “Chancellery” is accountable to the Rector of the university and Head of Administration.

3.6. Service Head:

- a) Directs and manages service activities;
- b) Represents the service in the implementation of assigned rights and duties;
- c) Distributes duties among employees of the service in accordance with approved official instructions (job descriptions and official instructions are approved by order of the rector), gives them instructions and tasks;
- d) Supervises the proper performance of their official duties by the employees of the service, controls their compliance with the internal regulations of the university;
- e) Within the scope of his/her competence signs the documents prepared in the service and drafts administrative-legal acts developed by the structural units of the university;
- f) Submits a report on the activities performed by the service every year, as well as at any time on the instructions of the university rector and the head of the university administration;
- g) Organizes the performance of the functions assigned to the service by this regulation, for which he/she submits proposals to the rector of the university and the head of the university administration in terms of arranging and solving individual issues;
- h) Submits proposals to the rector of the university regarding the internal structure of the service, staffing, work organization, employee incentives or disciplinary liability;
- i) Conducts negotiation for the allocation of funds, equipment and inventory necessary to fulfil the functions and tasks facing the service;
- k) Periodically receives the report of the employees about their work;
- l) Conducts negotiations for raising the qualifications and retraining of employees;
- m) Exercises other powers according to this provision, as instructed by the rector of the university.

Article 4. Goals of the Chancellery

4.1. The Chancellery aims at organizing, coordinating, controlling and realizing the work of the university while implementing the objectives, main directions and priorities of the University.

Article 5. Functions and Responsibilities of the Chancellery

5.1 The main responsibilities of the Chancellery are :

5.2 Improvement of the methods of working on documents;

5.3 Ensuring processes of documenting, organizing files and documents, control of information- searching systems and performance, providing preparation of files and folders for sending to the archive. All above-mentioned activities are conducted in accordance with the Uniform Rules, State Standards and other applicable normative regulations;

5.4 Reduction of document turnover, unification of forms of documents;

5.5 Implementation of procedures with the use of eflow;

5.6 Assisting other university structural units with eflow and various issues related to secretarial/paperwork;

5.7 Processing documents for archiving;

5.8 Organization and submission of online documents in eflow, control of the correctness of the documents to be submitted for signature to the university authorities;

5.9 Regulation of the procedures of receiving, processing and implementation of official documents in the established timeframe;

5.10 Organizing printing and copying of documents; making document forms;

5.11 Elaboration of the nomenclature line of cases of the University, providing retaining and operational use of documented information;

5.12 Organizing letters of reply to proposals, statements and complaints;

5.13 Identification of documents which need special control;

5.14 Sorting and sending/ mailing of incoming correspondence;

- 5.15 Monitoring University actions of formation and decryption of documents to be archived;
- 5.16 Creating acceptable working conditions for the staff of the University
- 5.17 Chancellery. Providing processes for proper archiving of university documents.

Article 6. The Authority and Responsibility of the Chancellery

6.1 Coming out from the functions and objectives of the Chancellery, the unity of the vested powers of the Chancellery and its staff represent the competence of the Chancellery.

6.2. While implementing the entrusted functions and objectives, the Chancellery is authorized to:

- a) Take measures in order to implement the functions and objectives of the Chancellery;
- b) Within its the competence, control and monitor the educational and supportive structural units in the field of document management, fulfill the rules established by the University;
- c) Request information from educational and support structures of the University on the issues related to the activities of the Chancellery;
- d) Check the current situation in the field of document management in educational structural units of the university and inform the Rector of the University and the head of Administration.
- e) Within its competence, elaborate administrative (legal) acts;
- f) to return to flow the document prepared in violation of the existing rules at the university

6.3. Chancellery is responsible for: Impemenatation of the functions and objectives defined by these regulations; to perform the instructions and tasks of the university's management bodies; Maintenance of the transferred property.

Article 7. The Staff of the Chancellery

7.1 The rule for accepting the personnel for the Chancellery 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 Chancellery staff are defined by the written work contract.

7.3 7.3. The work description of the staff of the Chancellery 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 Representatative Board of the university;

8.2. The issues of the work of the Chancellery, which are not settled by these regulations, are arranged by the Statute of the University

Positional Structure of the University Chancellery

