

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03.
2024.)

Rector, Professor Marina Pirtskhalava

Chancellery Office

Regulation

Article 1. General Provisions

1. This Regulation defines the functions and operating procedures of the Chancellery Office (hereinafter – the Office), which is an auxiliary structural unit of LLC University Geomedi (hereinafter – the University).
2. The Office conducts its activities in accordance with the legislative acts of Georgia, the University Charter, the University Regulation, and the University's internal normative acts.
3. The Chancellery Office ensures the organization, supervision, and implementation of clerical work.

Article 2. Objectives and Functions of the Office

The objectives of the Office are:

1. To record, register, and document all matters and information related to the University's economic-financial, personnel, and other activities (excluding information related to student registration, record-keeping, and document circulation).

The functions of the Office are:

- a. To monitor compliance with unified clerical rules, state standards, and other applicable regulations in the documentation process, organization of document handling, operation of information and retrieval systems, and preparation of documents for transfer to the archive;

- b. To record incoming and internally generated correspondence and enter it into the information database;
- c. To transfer documents to the management and executors;
- d. To prepare information regarding the status of execution of incoming correspondence;
- e. To carry out and monitor the process of dispatching outgoing correspondence;
- f. At the instruction of the management, to prepare, formalize, and maintain organizational orders;
- g. To monitor compliance with the rules for preparing and formalizing documents;
- h. To provide technical support for document processing;
- i. To arrange completed documents into files and prepare them for archiving;
- j. To issue references, extracts, and information from the archive in accordance with the unified clerical rules;
- k. To post information of a public notice nature in designated locations;
- l. To provide confirmation of document registration upon the applicant's request;
- m. To compile and maintain the classification scheme (nomenclature) of files;
- n. To prepare and provide information related to University personnel;
- o. To organize training sessions for University employees on clerical matters (as necessary).

Article 3. Structure of the Office

- 1. The Office staff consists of the Head of the Office and specialists.
- 2. The selection of Office staff for their positions is carried out in accordance with the rules for appointing administrative/auxiliary personnel in force at the University.
- 3. Office staff are appointed to and dismissed from their positions by the Rector of the University.

Article 4. Head of the Office

- 1. The Office is headed by the Head of the Office, who ensures:
- 2. The organization of timely submission of incoming and outgoing documents to the University administration;
- 3. The timely and proper preparation (recording) of documents to be submitted for signature;
- 4. The completion of document processing within the established deadlines and the regulation of monitoring over their handling;
- 5. The enforcement and monitoring of compliance with the rules of document processing by representatives of the University's structural units;
- 6. The return of improperly prepared documents to the executor for final revision;
- 7. In cases of violation or non-performance of clerical procedures, submission of information to the Rector for the implementation of administrative measures;

8. Cooperation, within the scope of their competence, with administrative and academic personnel, as well as with all structural units of the University;
9. Oversight of the formation of files to be transferred to the University archive and the accuracy of their documentation, as well as the processing and use of expired documents;
10. Responsibility for the safekeeping and use of the Office seal and stamp, and for the official certification of documents prepared at the University;
11. Responsibility for ensuring the organized and high-quality operation of the Office, with an obligation to distribute tasks rationally among specialists (if any) and to monitor the quality of completed work;
12. Acting on behalf of the Office and representing it in relations with third parties within the scope of authority granted by the Rector;
13. Periodically hearing reports from the Office staff (if any) regarding the work they have performed;
14. Submitting proposals to the University Vice-Rector for Administrative and Economic Affairs concerning the Office's structure, staffing positions, functions, incentives for personnel, or disciplinary measures in case of violations;
15. Submitting a report on activities to the Vice-Rector for Administrative and Economic Affairs at the end of each semester;
16. Performing other functions and assignments defined by this Regulation, legal acts, and the legislation of Georgia, within the scope of the Office's competence;
17. The Head of the Office is accountable to the University Vice-Rector for Administrative and Economic Affairs.

Article 5. Final Provisions

1. This Regulation of the Office is approved by the University Academic Council.
2. The annulment of this Regulation or amendments thereto shall be carried out by the University Academic Council.