

Changes have been approved by
LLC Teaching University Geomedi's

Academic Board session:

Protocol #04, 30.04.2019.

Rector, Professor _____ Marina Pirtskhalava

Teaching University Geomedi LLC

Regulation of Information Technologies and Computer Support Services

Article 1. General Provisions

1.1 Information Technologies and Computer Support Services (hereafter Service) is the structural unit of Teaching University Geomedi LLC (hereinafter the University).

1.2. The Service conducts its activities following the legislative acts of Georgia, the Statute, Regulation, and the internal normative acts of the University.

Article 2. Goals and Functions of the Service

2.1. Supporting teaching/learning, scientific- research activities at the University with modern information technologies (information systems, software or hardware support, IT services, etc.).

2.2. Planning and ensuring the proper functioning of the information and communication technology infrastructure of the University (server, network, and audio/video transmission equipment, software, and related services).

2.3. IT Support of the University library, which includes library information systems: hardware, software support, and services.

2.4. provide the formation of I.T. development policies and strategies of the University, proper functioning of information and communication technology infrastructure (constant modification/improvement/updating of information communication technology).

Article 3. Service structure

3.1. The staff of the service consists of: the head of the service, specialists and technician.

3.2. The staff of the service is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

3.3. Service staff is appointed and dismissed by the Rector of the University.

3.4. The service is managed by the head of the service.

Head of Service:

A) distributes duties among the employees of the Service;

B) Represents the Service in the implementation of the rights and duties imposed on it and is responsible for the performance of the functions and tasks assigned to the Service;

C) supervises the proper performance of the official duties by the employees of the Service;

D) signs the documents drawn up by the Service;

E) at the end of each semester submits a report on the activities of the Service to the Vice-Rector in the administrative-economic field;

F) within the scope of its competence, submits proposals to the Vice-Rector in the administrative field regarding the issues of improving the productivity of the Service;

G) Exercises the powers defined by this Regulation, legal acts of the University, and the legislation of Georgia.

3.5. The head of the service is accountable to the Vice-Rector in the administrative-economic field.

Article 4. Final Provisions

1. The regulation of the Service is approved by the Academic Board of the University;

2. The Regulation of the Service shall be repealed, amendments and additions shall be made by the Academic Board of the University.