

Changes have been approved by  
LLC Teaching University Geomedi's  
Academic Board session:  
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Rector, Professor \_\_\_\_\_ Marina Pirtskhalava

## **Regulation of the Chancellery Office**

### **Article 1. General Provisions**

1. This Regulation defines the functions and rules of operation of LLC Teaching University Geomedi's (hereinafter the University) structural unit- Chancellery Office (hereinafter referred as Office).
2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute of the University, the Regulation of the University and the internal normative acts of the University.
3. The Chancellery provides organization, control and implementation of case management.

### **Article 2. Goals and Functions of the office**

#### **The Goal of the office is:**

1. Registration and documentation of all economic-financial, personnel related issues and information (Except for information regarding registration and document turnover of students).

#### **The functions of the office**

- A) Following the unified rules of case management, state standards, and other applicable norms, the office monitors the documentation process, document processing organization, information-search system observance, and preparation and submission of documents to the archives;
- B) Registration and processing of the incoming and on-site correspondence;

- C) Document distribution to the management bodies and executors;
- D) Report preparation on the incoming correspondence;
- E) Sending and correspondence delivery monitoring
- F) preparation and registration of organizational orders on the instructions of the managing bodies;
- G) Observance of document preparation and registration rule;
- H) technical support of document preparation;
- I) Case formation of documents after the case management, case preparation for archiving;
- J) Issuance of notifications, records, and information from the archive following unified rules of case management;
- K) Posting information per instruction;
- L) Issuance of the document registration confirmation upon the request;
- M) compliance and maintenance of the case nomenclature;
- N) preparation and issuance of references/ notes regarding the university staff;
- O) Training organization on case management issues for university personnel (if necessary);

### **Article 3. Office structure**

1. The staff of the Office consists of: the head of the Office and specialists.
2. The staff of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
3. The Rector of the University appoints and dismisses the staff of the Office.

### **Article 4. Head of the Office**

1. Chancellery is represented by the Head of the Office, who:
2. supervises timely submission of incoming and outgoing documents;
3. Registers the documents to be submitted for signing in a timely and evenly manner;
4. Monitors the progress and timeframe of the document preparation and regulates the work;
5. Monitors the implementation of the rule of document preparation by the representatives of university's the structural;

6. Returns incorrectly prepared documents to the executor for final processing;
7. In case of violation or non-compliance with the rules of procedure, informs the Rector of the necessary administrative measures;
8. Cooperates with the administrative and academic staff and all structural units of the University within his/her competence;
9. Registers the cases to be transferred to the archive of documents available at the University and verifies the correctness, as well as processes and uses expired documents;
10. Is responsible for the safekeeping and use of the Office seal/ official stamp and attestation of the documents prepared at the University;
11. Is responsible for the management of the office activities in an organized manner; is obliged to rationally distribute the work among the specialists (if any) and control the quality of the work performed.
12. Represents the office with third parties within the authority granted by the Rector.
13. Periodically hears the reports of the office staff (if any) on their work.
14. Submits proposals to the Vice-Rector of the University in the administrative Affairs on the various disciplinary applications on structural, staffing, functional, promotional, disciplinary misconduct, and other office-related cases.
15. At the end of each semester, submits an activity report to the Vice-Rector in Administrative Affairs.
16. Perform other functions defined by the legislation of Georgia and the internal acts of the University within the competence of the Office.
17. The head of the service is accountable to the Vice-Rector for the administrative Affairs

#### **Article 5. Final Provisions**

1. The regulation of the Office is approved by the Academic Board of the University;
2. The Regulation of the Office shall be repealed, amendments and additions shall be made by the Academic Board of the University.