

Regulations of the Department of Protection and Security

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Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

**Regulations of the Department of Protection and Security of
LEPL Georgian Technical University**

Chapter I. General Provisions

Article 1. General Provisions

1. The Department of Protection and Security (hereinafter - the Department) of the LEPL "Georgian Technical University" (hereinafter - the University) is a structural unit of the University's administration, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the Charter of the Georgian Technical University, these regulations, the job descriptions of the Department staff and the current legislation of Georgia.

2. The Department is accountable to the head of the University administration (chancellor), who supervises it in accordance with the law.

Chapter II. Goals and Objectives of the Department

Article 2. Objectives of the Department

The goals of the Department are:

- a) to ensure the safety of University staff and students;
- b) to ensure protection and security of all University buildings, teaching and non-teaching inventory.

2. The main tasks of the Department are:

- a) to ensure security in the entire territory of the University during educational and non-academic processes in the University;
- b) to control the process of students entering the University through student cards;
- c) control the ongoing processes in the building (except the auditoriums) by means of surveillance cameras in compliance with the legislation;
- d) to ensure the protection of material values, inventory and other auxiliary means of the University;
- e) to facilitate the safe conduct of educational and non-educational processes;
- f) to execute the decisions and legal acts made by the rector.

3. Functions of the Department

To achieve the set goals and objectives, the Department is authorized:

- a) not to allow outsiders into the territory of the University;
- b) apply appropriate measures against the offender, if he/she does not comply with the requirements stipulated by the University charter and other legal acts;

- c) to be continuously in the building, to control the building, the work of electrical protection and fire alarm, to protect the property of the relevant building from damage, robbery and fire;
- d) to prevent any violations, as well as the introduction of alcoholic beverages into the University buildings, gambling, smoking, bringing in and taking out of any inventory or things without the permission of the authorized supervisor;
- e) not to allow the main and spare exits to be obstructed;
- f) protect the University's material and technical base with fire and security alarms, video surveillance, using other forms and methods of protection;
- g) to inform the police about fire or other natural events and violations;
- h) exercise other powers in accordance with the University charter, the present regulations, job descriptions and the current legislation of Georgia.

Chapter III. Department Management and Employees

Article 4. Management of the Department

1. The Department is headed by the head, who is appointed and dismissed by the rector.
2. The head of the Department is accountable to the head of the administration (chancellor).
3. The head of the Department has a deputy who is appointed and dismissed by the rector.

Article 5. Functions of the Head of the Department

1. The head of the Department within his/her competence:
 - a) manages and directs the activities of the Department and is responsible for the performance of the functions and tasks assigned to the Department;
 - b) distributes functions among employees and controls their activities;
 - c) will develop a time-bound plan for the implementation of the process of monitoring the work performed;
 - d) if necessary, provides the head of the administration with reasoned information and recommendations on personnel changes, as well as the need to apply disciplinary measures against employees or encourage employees;
 - e) submits the report of the performed work to the head of the administration within the established terms;
 - f) periodically listens to the report on the performed work from the subordinate employees;
 - g) is authorized to raise the issue of increasing or decreasing the staff list of the Department;
 - h) exercises other powers defined by the University's legal acts.
2. Deputy head of the Department:

- a) in the absence of the head, he/she is responsible for the performance of the functions assigned to the Department;
 - b) performs the tasks of the head of the Department.
3. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.
 4. The staff number and ranking of the Department is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.
 5. The University rector appoints and dismisses employees of the Department.
 6. The rights and duties of the employees of the Department are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Chapter IV. Final Provisions

Article 6. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Department.