

Regulations of Publishing House "Technical University"

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

Georgia, Tbilisi

Georgian Technical University

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Regulations of Publishing House "Technical University" of LEPL Georgian Technical University

Chapter I. General Provisions

Article 1. General provisions

1. Publishing house "Technical University" (hereinafter - the publishing house) of the LEPL Georgian Technical University (hereinafter - the University) is a structural unit of the University administration, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the University's Charter, the present regulations, the job descriptions of the publishing house staff and the current legislation of Georgia.
2. The publishing house is accountable to the rector of the University and the head of administration (chancellor), who supervise it in accordance with the law.

Chapter II. The Goals and Objectives of the Publishing House

Article 2. Goals and Objectives of the Publishing House

1. The goals and objectives of the publishing house are:
 - a) to promote the creation of a full-fledged learning environment and the improvement of the scientific-literary base by publishing educational, scientific, methodical, reference literature;
 - b) enrich the University library fund, provide published literature to Georgian and foreign libraries and
2. The publishing house carries out its activities in cooperation with the editorial-publishing council of the University, which includes the management, coordination and control of University-wide publishing activities.
3. The publishing house ensures:
 - a) publication of educational-scientific, methodical and reference literature based on the goals of the University;
 - b) issuing special documents related to the University's activities (office and other types of letterheads and forms);
 - c) other publishing activities, depending on the goals of the University;
 - d) The publishing house gives the work (ISBN) an international standard number and sends it to the University printing house for printing.

4. The publishing house, in accordance with the University's charter, is authorized to carry out supporting business activities permitted by law.

5. The publishing house has the right to implement joint projects and publications with other publishing houses. Academic publications of the University can be presented both in printed and electronic form.

Chapter III. Management and employees of the publishing house

Article 3. Management of the publishing house

1. The publishing house is headed by the head of the publishing house, who is appointed and dismissed by the rector of the University.

2. Head of the publishing house:

a) manages and directs the activities of the publishing house;

b) signs and notarizes documents within the scope of his/her competence;

c) represents the publishing house in the implementation of the assigned rights and duties and is responsible for the fulfillment of the functions and tasks assigned to the publishing house;

d) distributes duties among the employees of the publishing house, gives them instructions and assignments;

e) monitors and supervises the timely performance of their official duties by the employees of the publishing house, controls the performance of their rights and duties;

f) submits a report on the activities of the publishing house to the rector and the head of administration (chancellor);

g) submits proposals to the head of administration (chancellor) about the internal structure of the publishing house, staff list, work organization, encouraging employees or assigning them disciplinary responsibility;

h) petitions for the allocation of funds, equipment and inventory necessary to fulfill the functions and tasks facing the publishing house;

i) periodically listens to the report of the employees of the publishing house about their work;

j) performs other functions and tasks defined by these regulations, the administrative-legal acts of the rector, the head of the administration and other management bodies and the legislation of Georgia.

3. The publishing house has a chief editor, who is appointed to the position by the rector.

4. Chief editor of the publishing house:

a) manages the registration of manuscripts, relations with authors, compilation of the collection of works of the University;

b) In the absence of the chief performs his/her duty

Article 4. Employees of the publishing house

1. The University rector appoints and dismisses the employees of the publishing house in accordance with the law.
2. The rights and duties of the employees of the publishing house in the direction of editing, assembly, design, electronic media are determined by the internal regulations of the University, official instructions, official instructions of the head of the publishing house and the legislation of Georgia.
3. The employees of the publishing house are accountable to the head of the publishing house.

Chapter IV. Final Provisions

Article 5. 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 a new regulations and/or reorganization/liquidation of the publishing house.