

Regulations of the Documentation Management Department

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Georgia, Tbilisi

Georgian Technical University

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Regulations of the Documentation Management Department of LEPL Georgian Technical University

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Documentation Management Department (hereinafter referred to as the Department) of the Georgian Technical University and regulates other issues related to the department's activities.
2. The goals of the department are to regulate relations related to the documentation management and document circulation of the Georgian Technical University in accordance with the legislation of Georgia, to provide a unified system of documentation and archives management.
3. The department is a supporting structural unit of the administration of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia On Higher Education, the Law of Georgia On the National Archival Fund and the National Archives, Unified Rules for Documentation Management approved by the Decree #414 of the President of Georgia dated July 1, 1999, Rules for the Operation of Archives of Institutions approved by the Order #174 of the Minister of Justice of Georgia dated June 15, 2007, the charter of the Georgian Technical University, the Unified Rules for Documentation Management and Nomenclature of Cases of the University, the present regulations, the legal acts of the University, the job descriptions of the department staff and the current legislation of Georgia.
4. The department is accountable to the head of the administration, who supervises it in accordance with the law.

Article 2. Functions of the department

1. The main functions and tasks of the department are determined according to the structural units included in the department - the chancellery and archives division.
- 2. The competence of the chancellery includes:**
 - 2.1. Organization of unified documentation management in the University, administration, coordination and control of documentation management;
 - 2.2. Development of projects of regulatory acts of documentation management;
 - 2.3. Registration of legal acts (orders);
 - 2.4. Receiving correspondence, registration, performing accounting and reference work, entering information into the electronic database and sending correspondence as intended;
 - 2.5. Administration of the electronic system of document circulation, ensuring the involvement of employees in the system and their training and methodical assistance as needed;
 - 2.6. Registration of outgoing correspondence and organization of sending it to the addressee;

- 2.7. Technical provision of work on documents – organization of printing, photocopying and operational reproduction;
- 2.8. Providing information about the execution of documents received in the office and the status of sending outgoing correspondence;
- 2.9. Organization of work in structural units of universities and monitoring of document circulation and storage in accordance with the unified rules of University documentation management;
- 2.10. Monitoring the process of answering incoming letters;
- 2.11. In accordance with the requirements of the Unified Rules for Documentation Management, implementation of control over document circulation of structural units of the University;
- 2.12. Dissemination of public information in accordance with the current legislation of Georgia, preparation and issuance of reports on student status;
- 2.13. Certification and issuance of information and documents kept in the archives in accordance with the law and internal regulations;
- 2.14. Ensuring the protection of documentation and personal data in the department, in accordance with the law;
- 2.15. Development of relevant policy documents and/or procedures regarding issues within the department's competence;
- 2.16. Promotion of University management processes;
- 2.17. Responding to correspondence received in the department within the scope of competence;
- 2.18. Implementation of other powers determined by the legal acts of the University.

3. The competence of the archives division includes:

- 3.1. Compilation of archival documents;
- 3.2. Registration of documents kept in the archives, provision of their protection, use;
- 3.3. Preparation and timely transfer of documents of the National Archival Fund for state storage according to established rules;
- 3.4. Drawing up schedules for submission of censuses and transfer of documents of the state archival fund to the state storage and agreement with the expert-checking commission of the Central Archives of Recent History of the National as of Georgia;
- 3.5. In accordance with the requirements of the Unified Rules for Documentation Management and Rules of Institutional Archives, receiving documents to be archived from the structural units of the University in the form determined in accordance with the predetermined schedule;
- 3.6. Compile the combined descriptions of the cases to be permanently stored no later than 4 years after the end of the documentation management and submit them for review to the expert-examining

commissions of the University and the Central Archive of the Recent History of the National Archives of Georgia;

3.7. Creation, improvement and completion of descriptions, catalogs and indexes of the files and documents stored in the archives, in order to protect the heredity of the scientific-reference apparatus created on the funds of the National Archives of Georgia;

3.8. Supporting the work of the University's expert commission;

3.9. Participation in the examination of the state of affairs and archives of structural units of the University and their methodical assistance;

3.10. Ensuring the transfer of the archives in the University to electronic format;

3.11. Implementation of other powers defined by the legislation and legal acts of the University.

Article 3. Management and Employees of the Department

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

2. The head of the department is accountable to the head of the University administration.

3. Head of the department:

a) presents long-term and short-term tasks to the department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;

b) states the position of the department on the issues on which the rector of the University makes a decision;

c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the department;

d) organizes and controls the activities of the department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the department;

e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the department;

f) signs and stamps the documents prepared in the department;

g) submits proposals to the University management in order to optimize the department's structure and staffing schedule;

h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the department;

i) controls the observance of internal regulations by the employees of the department;

j) is responsible for the performance of tasks and functions assigned to the department;

k) ensures the storage and use of the University seal, chancellery seal and stamp according to the established procedure;

l) exercises other powers defined by the University's legal acts.

4. The deputy head of the department, within the scope of his/her competence:

a) participates in the prioritization of tasks to be performed by the department;

b) controls and facilitates the process of achieving the tasks set for the department;

c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;

d) gives advice and recommendations to the employees of the department in order to improve and develop the quality of work;

e) participates or himself/herself organizes and controls the activities of the department and relevant departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the department;

f) assists the head of the department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the department in case of his/her absence or impossibility to perform his/her duties

5. The head of the chancellery, within his/her competence:

a) directs the activities of the chancellery;

b) represents the chancellery in the implementation of the assigned rights and duties and is responsible for the performance of the functions and tasks assigned to the chancellery;

c) distributes functions among employees of the office, gives them instructions and tasks, controls the quality of their performance;

d) distributes incoming correspondence in the chancellery;

e) periodically listens to the employee's report on the work performed and evaluates the quality of their performance;

f) submits a report on the activities carried out by the chancellery to the head of the department;

g) petitions for the allocation of the financial or other resources of the chancellery, which are necessary for the performance of its functions and tasks;

h) makes decisions on issues within his/her competence;

i) is responsible for the assessment, encouragement, development, motivation, initiation of disciplinary measures of the employees under his/her authority;

j) performs other functions related to the activity of the chancellery on the instructions of the head of the department.

6. The head of the archives division, within his/her competence:

a) sets department tasks, organizes and manages activities, supervises task performance, controls priorities and deadlines;

b) based on the unit's functions and competencies, is responsible for the preparation and/or coordination of the preparation of conclusions, various recommendations;

c) agrees and is responsible for the functions, procedures, reports, conclusions and various acts performed by the unit;

d) prepares and presents initiatives within the competence of the unit;

e) communicates with external organizations on the instructions of the head of the department;

f) is responsible for the assessment, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;

g) performs other functions related to the activity of the department on the instructions of the head of the department.

7. 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.

8. 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.

9. Employees of the department are appointed and dismissed by the Rector of the University, in accordance with the rules for hiring support staff.

10. 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.

Article 4. 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.