

## **Regulations of the Printing Office**

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Georgia, Tbilisi

Georgian Technical University

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# **Regulations of the Printing Office of LEPL Georgian Technical University**

## **Chapter I. General Provisions**

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

1. Printing Office (hereinafter - the printing office) of the Georgian Technical University (hereinafter - the University) is a structural unit of the University, 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, job descriptions and the current legislation of Georgia.
2. The printing office 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 Printing Office**

### **Article 2. Goals and Objectives of the Printing Office**

1. The goals and objectives of the printing office are:
  - a) to contribute to the creation of a full-fledged learning environment and the improvement of the scientific-literary base by publishing educational, scientific, methodical, reference literature through polygraph activities;
  - b) in accordance with the goals, to contribute to the enrichment of the University library fund, to increase the awareness of the publishing activities of the University.
2. The printing office, carries out the management of University-wide polygraph activities.
3. The printing office ensures:
  - a) printing educational-scientific, methodical and reference literature based on the goals of the University;
  - b) printing of special documents related to the educational activities of the University (office and other types of letterheads and forms);
  - c) other types of polygraph activities, depending on the goals of the University;
4. In accordance with the charter of the University, printing office is authorized to carry out ancillary business activities permitted by law.

## Chapter III. Management and Employees of the Printing Office

### Article 3. Management of the Printing Office

1. The printing office is headed by the head of the printing office, who is appointed and dismissed by the rector of the University.
2. Head of the printing office:
  - a) manages and directs the activities of the printing office;
  - b) signs and notarizes documents within the scope of its competence;
  - c) represents the printing office in the implementation of assigned rights and duties and is responsible for the performance of assigned functions and tasks;
  - d) distributes duties among the staff of the printing office, gives them instructions and tasks;
  - e) monitors and supervises the proper performance of their official duties by the employees of the printing office, controls the performance of their rights and duties;
  - f) submits a report on the activities of the printing office to the rector and the head of administration;
  - g) submits proposals to the head of the administration regarding the internal structure of the printing office, staffing, work organization, encouraging employees or assigning disciplinary responsibility to them;
  - h) controls the work of the printing office, distributes tasks and duties among the employees of the printing office and gives them instructions and orders;
  - i) petitions for the allocation of funds, equipment and inventory, which are necessary to fulfill the functions and tasks facing the printing office;
  - j) periodically listens to the report of the employees of the printing office about their work;
  - k) 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.

### Article 4. Employees of the printing office

1. The rector of the University appoints and dismisses the employees of the printing office in accordance with the law.
2. The rights and duties of the employees of the printing office are determined by the internal regulations of the University, official instructions, the instructions of the head of the printing office and the legislation of Georgia.
3. The employees of the printing office are accountable to the head of the printing office.

## **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 new regulations and/or reorganization/liquidation of the printing office.