

## **The Regulation of the Chancellery of Tbilisi Humanities Teaching University Ltd.**

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

1. The Chancellery of Shota Rustaveli Humanities University (hereinafter referred to as the University) is a structural unit of the University, whose goals, functions, tasks, structure, and management organization are determined by this regulation.
2. In its activities, the Chancellery is guided by the Georgian Law on "Higher Education", the University Statute, the unified procedure for case management, internal regulations, this regulation, and other legislative and subordinate normative acts.
3. The Chancellery is accountable to the Rector of the University and the head of the administration.
4. The regulation of the Chancellery is approved by the Academic Council of the University.

### **Article 2. Goals and Tasks of the Chancellery**

The main goal of the Chancellery is to organize, lead, coordinate, control, and implement the unified case management work.

The tasks of the Chancellery include:

1. Improvement of document work methods and formation, ensuring the organization of document handling, registration, control, and supervision in compliance with the unified case management standards, state regulations, and other operational standards. This also includes reducing the flow of documents, unification of document creation, and developing appropriate recommendations.
2. Preparation of documents related to case management within the University.
3. Introduction and improvement of unified document management systems using information technology.
4. Organization of the activities of the archive, ensuring the transfer, protection, centralized registration, description, and use of documents assigned to the archive.

### **Article 3. Functions of the Chancellery**

The functions of the Chancellery are:

1. Ensuring unified case management within the University.
2. Receiving, registering, conducting record-keeping and notification work, and forwarding or sending correspondence as necessary.
3. Reviewing incoming correspondence and organizing its transfer to the addressee; ensuring the correctness of documents that need to be signed.
4. Organizing the timely preparation and control of correspondence in accordance with the unified case management procedure and other relevant norms, ensuring timely delivery to performers, monitoring and analyzing the performance of documents, summarizing results, and providing regular information to management.
5. Compiling the university's document nomenclature and organizing the storage and efficient use of documentary information.
6. Providing information on the status of document execution and the dispatch of outgoing correspondence within the department.

7. Organizing and monitoring case management within the University's structural units in accordance with the unified work procedure.
8. Forming personal files in the University archive, preparing archive certificates, processing archive documents, registering them, and creating a database.
9. Providing consultations and methodological assistance to the University's structural units on issues falling within the general department's competence.

#### **Article 4. Structure of the Chancellery**

1. The Chancellery is a structural unit of the University, which consists of a Case Manager and an Archivist.
2. The staff of the Chancellery is appointed to and dismissed from their positions by the Rector of the University based on a decree, either through competition or direct contract.
3. In the absence of the Chancellery's Case Manager (due to vacation, business trip, illness), their duties are performed by a person designated by the Rector's decree.

#### **Article 5. Functions of the Chancellery's Case Manager**

The functions of the Chancellery's Case Manager are:

1. To lead and manage the activities of the Chancellery.
2. To be responsible for the implementation of the functions and tasks assigned to the Chancellery.
3. To distribute the functions among the staff of the Chancellery, providing them with relevant instructions and tasks.
4. To monitor the performance of the functions by the staff of the Chancellery.
5. To ensure the registration of incoming correspondence and its forwarding to the relevant performers.
6. To ensure the registration of outgoing correspondence and its delivery to the addressees.
7. To ensure the implementation of the document flow system.
8. To monitor the timely preparation of documents and the correctness of their formalization.
9. To monitor the formation of cases within the University's structural units.
10. To ensure the registration of orders from the Rector of the University.
11. To ensure the registration of contracts.
12. To certify copies of documents.
13. To prepare statistical data and provide information to the relevant structural unit within their competence.
14. To present proposals to the Rector or Vice-Rector regarding the internal structure, number of staff, incentives, or disciplinary measures for the staff of the Chancellery.
15. To perform other functions and tasks as provided by law, the University Statute, or internal legal acts within their competence.

#### **Article 6. The Archive**

1. Management of the Archive: The archive operates based on a plan determined by the Rector of the University and submits reports about its activities to the Rector.
2. Documentary Composition of the Archive: The archive holds documentary materials that are the result of the activities of the University's structural units.

3. Rights of the Archive: The archive has the following rights:
- a) To request necessary information from structural units for the archive's work;
  - b) To require heads of the University's structural units to comply with the documentary part of the work and the established rules of the archive's operation.

#### **Article 7. Functions of the Archivist**

The functions of the Archivist are:

1. To receive, register, and store materials that have been completed by University employees, and are prepared for the archive, following proper procedures;
2. To systematize documentation stored in the archive;
3. To maintain the electronic database of the archive;
4. To create and update reference lists and catalogs for the cases and documents stored in the archive;
5. To organize the use of documents stored in the archive;
6. To provide copies of documents and archive references according to established procedures;
7. To conduct descriptions of cases stored in the archive that are subject to retention;
8. To create records for cases selected for destruction due to the expiration of retention periods;
9. To coordinate the description and destruction of documents temporarily stored by structural units;
10. To perform other functions and tasks within the scope of the law, University regulations, and internal legal acts.

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#### **Article 8. Final Provisions**

1. This regulation comes into force after approval by the Academic Council.
2. Upon the entry into force of this regulation, the previous regulations governing the Chancellery of the University are repealed.
3. The personnel of the Chancellery is obligated to familiarize themselves with this regulation and comply with its requirements. The administration is obliged to provide them with the opportunity to become acquainted with the regulation at any time.
4. The initiators of amendments and additions to this regulation may include the Rector, the head of administration, the Case Manager of the Chancellery, and the head of the Legal Department.
5. The approval of this regulation and the introduction of changes and additions are carried out by a decision of the Academic Council based on a proposal from the Chancellery.
6. The invalidation of any article or provision of this regulation does not affect the validity of the other articles/provisions of this regulation.
7. Any issue not covered by this regulation or other regulations in force at the University is governed by the legislation of Georgia.
8. This regulation will be repealed upon the approval of a new regulation for the Chancellery.
9. The reorganization or liquidation of the Chancellery is carried out through amendments to the University's regulations, in accordance with Georgian legislation.