

*Approved by the Representative Council of TSU*

*( Meeting № 20, 18.06.2009)*

*Representative Council*

**The Department of Material Resource Management of Ivane  
Javakhishvili Tbilisi State University**

**Regulation**

**Article 1. General Provisions**

1. The Department of Material Resource Management ( hereinafter referred as “the Department”) of Ivane Javakhishvili Tbilisi State University (hereinafter referred as the “University”) represents the auxiliary structural unit of the University.
2. The department is guided in its activities by the legislation of Georgia, the legal acts of the university and the present regulation.
3. Within its competence the Department is accountable to the Rector of University and the Head of Administration. It performs the duties envisaged by the law and assigned by the Rector or the Head of Administration as prescribed by the law.

**Article 2. The Scope of Activities, Main Objectives and Functions of the Department**

1. The main field of activity of the department is the management of material resources. On the basis of effective management of material resources, the department should ensure:
  - a) creation of normal conditions for study, work and scientific-research work for university students and staff;
  - b) determining the optimal mode of ownership, use and disposal of university property;
  - c) Acquisition and maintenance of material assets in full compliance with the applicable legislation.

**2. The main objectives of the Department are as follows:**

- a) To introduce the measures of improving the material-technical base of the University.
- b) To contribute to equipping the buildings, studies, laboratories, libraries, sport gyms and halls with the fully up-to-date facilities.

### **3.The main functions of the department are as follows:**

- a) To participate in drawing up the annual calendar plan for constructing and repair works; within the scope of competence to ensure the organized conduct of constructing, repair and operational works and exercise the constant supervision and control over the contractor organization.
- b) To prepare the documentation for paying the utility bills and exercise the supervision of their payment.
- c) To coordinate the operation of electricity, sewerage and water supply, communications, elevators, boiler house and other types of systems.
- d) To exert control over the effective functioning and target utilization of buildings, equipment, machinery, elevators, electric equipment, lighting, heating, sewerage and water supply systems, ventilation, underground communications and other systems
- e) To supply the structural units of the University with the necessary material values, materials, furniture, stationary facilities. To exercise the regular supervision of the warehousing system.
- f) To maintain and clean the academic and auxiliary buildings, material values, to look after plants. Performs the tasks of the rector, the head of the administration within the scope of his competence.
- g. To exercise the supervision and exert control over the correct and smooth operation of the Garage and the means of transportation; Providing the garage with fuel, lubricants, spare parts and carrying out relevant measures for the purchase of material values and repair works for the purpose of repairing vehicles.
- h. To prepare and submit the proposals related to the amortized, unserviceable property reported on the balance sheet of the University for the write-off.

### **Article 3. The Structure of the Department Management**

1. The Department represents an organizational structural unit of the University administered by the Head of Department.
2. The Head of Department is appointed and dismissed from the position by the Head of Administration in agreement with the Rector of TSU. In the absence of the Head of Department (annual leave, business-trip, illness), the Deputy Head acts for the Head of Department in agreement with the Head of Administration.

### **3. The Head of the Department shall:**

- a) plan the activities of the Department, foster the accomplishment of the style and methods of work performance, create the favourable working conditions, take measures for the further professional development of the employees.
- b) distribute the responsibilities among the staff of the Department Work according to description and set assignments there to as prescribed by the Duty Regulation approved by the Head of Administration.
- c) submit the proposals related to the structure of department, the staff, the termination of labour relations as well as the encouragement and attribution of disciplinary responsibilities to the personnel of Department to the Head of Administration for review.
- d) review the findings of work performance of the Department and submit it to the Head of Administration to make decision thereupon.
- e) within the scope of competence review and coordinate the ongoing work performance and duties of the Resource Services at the faculties within its remits.
- f) review and endorse the administrative acts, the University agreements and the draft documents within its competence.
- g) ensure the observance of legality and confidentiality concerning the activities of the Department in the cases envisaged by the law.
- h) review the correspondence in compliance with the established rule and take decisions within its competence.
- i) assume the responsibility for the staff to maintain labour discipline.
- j) exercise the official supervision of the work performance of the staff.
- k) arrange the annual leave deduction of the Department staff in numerical order
- l) perform other functions and assignments as prescribed by this regulation, administrative-legal acts of the University and the Georgian Legislation within its remits. Performs the tasks of the rector, the head of the administration within the scope of his competence.

### **4. Deputy Head of the Department.**

- a) helps the head of the department to plan the implementation of the duties assigned to him - in coordination and organization;
- b) coordinates the activities of the departments of the department;
- c) participates in the distribution of materials received in the department;
- d) carries out consulting on official issues for structural units of the university;

### **5. The Department consists of the following divisions:**

- a) The Division of Building Facilities and Maintenance:

b) b) operation department;

6. The positions defined for the department by the staff schedule of the university are: head of department, deputy head of department, head of department, deputy head of department, main specialist (1 category), leading specialist and senior specialist. Taking into account the specifics and needs of the department's activities, specialists with the appropriate profile and other categories of support staff may be employed on a freelance position from among the department's employees (with the status of group leaders and members). . It is possible to determine the appropriate remuneration for the members of the working groups for the performance of a specialized function. The functions and rights and responsibilities of the personnel provided for in this paragraph are determined by this provision, job descriptions of the relevant positions and labor contracts.

#### **7. Main functions of the economic department.**

a) maintenance and cleaning of university educational buildings, auxiliary buildings, material assets, maintenance of plants, maintenance of buildings, auditoriums, cabinet-laboratories, libraries, sports grounds, and halls at a technically correct and modern level;

b) movement/ensure movement of the property listed on the balance sheet of the university based on the documents drawn up in the prescribed manner.

c) preparation and submission of documents in accordance with the established procedure on depreciated, depreciated and unusable property on the university's balance sheet;

d) after the completed works, preparing documents for writing off the spent materials according to the established procedure;

e) supplying structural units of the university with the necessary material values, materials, inventory and their distribution according to the established rule;

f) management of warehousing and implementation of systematic control over it;

g) production of electronic and documentary accounting of received and issued goods.

h) Supervision and control over the correct and smooth operation of the garage and motor vehicles. Implementation of appropriate measures to provide the garage with fuel, lubricants, spare parts and repair vehicles.

#### **8. Main functions of the operation department.**

c) a) participation in drawing up the annual calendar plan of construction-reconstruction works, conducting construction-repair and operation works in an organized manner within the scope of competence, and carrying out constant supervision and control over the performing organization;

d) b) coordination of activities of electricity, plumbing, communication, elevators, boiler house and other systems;

e) c) Buildings, equipment, machinery, elevators, electronics. control over the proper functioning of power plants, lighting, heating, sewage, water supply, ventilation, underground communications and other systems and their intended use;

f) d) After the completed works, preparing documents for writing off the spent materials according to the established procedure.

**Article 4. The Reorganization and Liquidation of the Department**

The reorganization or liquidation are implemented under the established rule of the Georgian Legislation

*Approved by the minutes of the N2 remote meeting of the Representative Council on March 26, 2021*