

Minutes №5, Appendix №9 of the Representative Council from June 9, 2023

LEPL – Ivane Javakhishvili Tbilisi State University

The Department of Public Relations

Provisions

(Draft)

Article 1. General Provisions

1. The Department of Public Relations (hereinafter “the Department”) of LEPL – Ivane Javakhishvili Tbilisi State University (hereinafter “the University”) represents a structural unit of the University Administration.
2. The Department is guided by the legislation of Georgia, the University charter and present Provisions.
3. Within the scope of its competence, the Department fulfills the duties assigned by the Rector of the University and the Head of the Administration based on the legislation and by-laws of the University and is accountable to them.

Article 2. The Scope, objectives and functions of the Department

1. The main field of the activities of the Department are the creation of an effective system of providing information about the University, various types of active relations with the public, including cooperation, as well as objectively presenting the University and its current events to the public. Also, raising the image and awareness of the University.
2. The goals of the Department are:
 - a. to ensure the promotion of the University activities in various fields;
 - b. to ensure the publicity of educational-scientific processes, planned or implemented various events;
 - c. within the scope of its competence, to ensure the publicity and accessibility of decisions, orders and other legal acts of the Academic Council of the University, the Representative Council, the Rector and the Head of the Administration for all interested persons;
 - d. coverage/analysis of multifaceted activities (news, events, processes, problems) of the faculties/institutes/centers, etc. of the University.

e. covering/analyzing student life with multiple aspects; promotion of successful students; Also, promotion of successful university graduates.

3. The Functions of the Department are:

a. to ensure intra-university communications;

b. within the scope of its competence and authority, establish relations with governmental structures, educational and scientific institutions, non-governmental and various public organizations, implement joint projects;

c. promotion of the activities of the structural units and Academic staff of the University;

d. Planning - implementation of meetings of various representatives of the society with the Rector, Head of the Administration and Academic Staff;

e. Organizing press conferences, special briefings, interviews, as well as seminars and trainings as needed;

f. assessment implemented projects and improvement of planning of next events according to the results;

g. reviewing incoming projects and their implementation or in the case of refusal develop recommendations;

h. managing the University website within the scope of its competence, posting information on the website;

i. publishing official appeals and announcements on behalf of the University by the order and/or agreement of the Head of the Administration;

j. coordination of the process of production of image printed material and other attributes on the use of the logo of the University by various structures of the University;

k. carrying out other activities within the scope of its competence, which do not contradict the legislation of Georgia, the legal acts of the University and the present Provisions;

l. daily updating the website of the newspaper "Tbilisi Universiteti" and publication of the newspaper usually once a month, as well as carrying out activities related to these two directions: information search, verification, processing, maintenance, preparing news letters, electronic distribution etc.

Article 3. The Structure and Management of the Department

1. The Department is guided by the Head of the Department;
2. The Head of the Department is appointed and dismissed by the Head of University Administration agreed with the Rector of the University;
3. The head of the department has the Deputy Head and the Deputy Head – the Editor of the newspaper "Tbilisis Universiteti" (hereinafter - "the Newspaper Editor").
4. The Deputy Head of the Department and the personnel is appointed and dismissed by the Head of the Administration on the recommendation of the Head of the Department;
5. In the case of absence (vacation, business trip, sick-leave, absence for more 2 days) of the Head of the Department and under the assignment of the Head of the Department the Deputy Head of the Department undertakes the duties.
6. Together with the Head of the Department and the Editor of the newspaper, the policy and strategy of the newspaper "Tbilisis Universiteti" will be developed by the deliberative body - the editorial board, which consists of two members nominated by the deans of the University faculties, the head of the multimedia center of the Faculty of Social and Political Sciences of the University, and an employee of the Department in the field public relations;
7. The Head of the Department:
 - a. directs and guides the activities of the Department;
 - b. prioritizes the activities of the Department and is responsible for the implementation;
 - c. plans the main activities for completing the functions of the Department;
 - d. delegates the functions, gives instructions and tasks to the personnel of the Department according to the official instructions approved by the Head of the Administration
 - e. supervises the proper performance of their official duties by the personnel of the Department, controls their compliance with the by-laws of the University;
 - f. signs the documents prepared in the Department and, within the scope of his/her competence, authorizes the drafts of legal acts developed by the Structural Units of the University;
 - e. submits an annual report on the activities of the Department, as well as at any time on the demand of the Rector and the Head of the Administration.

- f. organizes the performance of the functions assigned to the Department by these Provisions, for which he submits proposals to the Rector of the University and the Head of the University Administration in order to arrange and solve individual issues;
- g. submits proposals to the Head of the University Administration regarding the internal structure, positions, organization of work, encouragement of the Department personnel and imposition of disciplinary responsibility;
- h. periodically listens the reports of the personnel of the Department about their completed work;
- i. exercises other powers defined by these Provisions, by-laws of the University and the legislation of Georgia.

8. The Deputy Head of the Department:

- a. supports the Head of the Department in planning, coordinating-organizing and performing the duties assigned to him/her;
- b. carries out internal university communication;
- c. coordinates documentation production in the department;
- d. plans university events.

9. The Editor of the Newspaper:

- a. directs and guides publishing house within the scope of his/her competence;
- b. within the scope of his/her competence, together with the editorial board of the newspaper "Tbilisi Universiteti", he/she determines the editorial policy and direction; manages the work of the editorial board, discusses and processes the initiatives and recommendations of the members of the board; ensures the holding of the editorial board session at least 2 times during the academic year;
- c. is person in charge for the strategies assigned to the publishing house;
- d. with the Head of the Department works on the rough/drafting of the edition;
- e. delegates tasks to the personnel of the newspaper office;
- f. carries out the process of editing relevant journalistic products for website production and newspaper publication;

g. expresses a position on the need to edit journalistic products and other issues, however, the editorial office and the Department are not responsible for the dissemination of unspecified information by a journalist in a separate journalistic product (article, etc.);

h. presents report on his/her personal performance and the activities of the editorial office to the Head of the Department;

i. participates in the process of creating newspaper products (articles, etc.). Also ensures the distribution of manufactured products through the website;

j. contributes to the formation of an initiative group of students; assigns the students who want to master journalism the tasks provided by the work plan and ensures the distribution of the products prepared by the students on the website and in the newspaper;

10. The positions defined by the staff schedule of the University for the Department are: the Head of the Department, the Deputy Head of the Department, the Deputy Head of the Department (the newspaper editor), chief specialist (category I) and leading specialist.

11. Depending on the specifics and needs of the activities of the Department, it is possible to invite specialists with appropriate qualifications for the period specified by the contract.

Article 4. Reorganization and Liquidation of the Department

The reorganization and liquidation of the Department is performed according to the rule established under the Georgian Legislation;

Article 5. Rules of Amendments and Additions to the Regulations

Any Amendment or addition is made according to the rule established under the law;