

Regulation of the Chancellery Of LEPL - Ivane Javakhishvili Tbilisi State University

Article 1. General provisions

1. The Chancellery (hereinafter – Chancellery) of LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter – University) represents a structural unit of the University.
2. The Chancellery shall apply the Georgian legislation, legal acts of the University and this Regulation in its practices.
3. The Chancellery, within the scope of competence, shall fulfil the tasks assigned by the Rector and the Head of Administration pursuant to the legislation and be accountable to them.
4. The Chancellery has a round stamp with its name on it.

Article 2. Scope, objectives, functions and authority of the Chancellery

1. The scope of performance of the Chancellery shall be organization, management, coordination, control and implementation of records management at the University as well as elaboration of drafts of its regulatory acts.
2. The objectives of the Chancellery shall be:
 - a) improvement of forms and technics of handling documents, ensuring documentation, organization of production of documents, control over information-search systems, monitoring of observance of rules of records management by the structural units, decrease turnover of documents, unification of the templates of documents and working out relevant recommendations in compliance with the common rules of records management and other regulatory acts;
 - b) drafting guidance documents for the regulation of records management at the University, establishment and improvement of the unified document management systems through ICT.
 - c) organizing activities of the Archive – receiving archival documents from the structural units, ensuring preparations for their transfer for the purpose of preservation, arrangement, usage and permanent storage.
3. The function of the Chancellery shall be:
 - a) management of records-keeping and documents turnover at the University in compliance with the Georgian legislation as well as establishment and maintenance of the unified records management system;
 - b) Receiving, registration, expediting, tracking, filing, logging in electronic data base and relevant coordination and distribution of correspondence;

- c) Registration of outgoing correspondence and providing and organizing its delivery to the recipient; Monitoring of production of documents to be submitted to the Rector and the Head of Administration for signature.
 - d) Organizing formation of correspondence and taking control over them within the time limit in compliance with the unified rules of records management and other current acts of the University, transferring documents to the person in charge, taking control over the process of document production and providing analysis, generalizing information about the results and reporting to the management on systematic basis;
 - e) ensuring technical support to handling documents – organizing printing, photocopying and making multiple copies of the documents, as well as working out the templates of the documents;
 - f) organizing citizens' reception;
 - g) ensuring performance and monitoring of turnover and storage of documents at the structural units of the University for the purpose of meeting envisaged requirements in compliance with the unified records management rules of the University;
 - h) organizing operation of the Archive -compiling an archive with the documents under the compound nomenclature files, ensuring their registration and preservation as well as creation of reference office of the archived documents, using the archived documents, providing archival service; performing value assessment examination of documents and preparation of the documents, intended for replenishment of the National Archival Fund, for transfer to the state preservation pursuant to the terms and conditions as provided for by the relevant normative act.
 - i) increase of qualification of the staff of the structural units of the University in the area of records management, working out and conducting training courses;
 - j) providing consultations and methodological support to the structural units of the University within the scope of the Chancellery.
4. The Chancellery shall be authorized to:
- a) establish the unified rules of records management and submit the same to the Head of Administration for approval for the purpose of unification of records management at the university.
 - b) take control over observance of the rules of handling documents by the structural units of the University, within the scope of competence.
 - c) ensure control of a turnover of documents and take measures for its optimization at the University;
 - d) Return poorly drafted documents back to the structural units for the purpose of further processing in the event of failure to meet the requirements of the unified records management;

- e) require and get information from the structural units about the questions related to the competence of the Chancellery;
- f) perform monitoring of records management at the structural units of the University and require and ensure strict observance of relevant legal acts on records management;
- g) identify the objectives of records management subject to automation; create and update the information bases;
- h) work out job descriptions and qualification requirements of the staff of the Chancellery;
- i) participate in the discussions related to production and handling of documents as well as improvement of the forms and methods of their production; come up with relevant proposals and recommendations.

Article 3. Structure and management of the Chancellery

1. The Chancellery is a structural unit of the administration of the University which is managed by the Head of the Chancellery. The Chancellery incorporates the Division for Records Management and the Archive of the Chancellery.
2. The Head of the Chancellery shall be appointed and dismissed by the Head of Administration. In absence of the Head of Administration (annual leave, business trip, sick-leave etc.) the Head of the Division shall undertake his/her duties with the consent of the Head of Administration.
3. The Head of the Chancellery shall:
 - a) lead and manage the performance of the Chancellery;
 - b) represent the Chancellery upon exercising rights and performing imposed obligations as well as be responsible for the performance of functions and tasks of the Chancellery;
 - c) distribute duties among the staff of the Chancellery according to the job descriptions approved by the Head of Administration; give them instructions and assignments;
 - d) supervise the performance of duties of the staff of the Chancellery and provide the control over observance of the internal rules of the University by the staff of the Chancellery;
 - e) sign the documents drafted at the Chancellery and endorse the legal acts drawn up by the structural units of the University within the scope of competence;
 - f) prepare the performance report of the Chancellery on annual basis;
 - g) ensure fulfilment of the functions of the Chancellery imposed by this Regulation and for that purpose, put forward proposals to the Rector and the Head of Administration in order to find solutions to the certain issues;
 - h) mediate for allocation of funds, equipment and inventory which are essential to the fulfilment of functions and tasks of the Chancellery;

- i) mediate for the trainings of the staff of the Chancellery; exercise other powers granted by this Regulation, legal acts of the University and the Georgian legislation.
4. The Chancellery is composed of:
- a) The Division of Records Management;
 - b) The Archive of the Chancellery.
5. The functions of the Division of Records Management shall be:
- a) ensuring turnover of incoming and outgoing correspondence;
 - b) fulfilling procedures related to issuing orders and making contracts;
 - c) ensuring formation and administration of electronic information bases of documents;
 - d) ensuring logging, control and analysis of control letter and assignments;
 - e) providing informational service about turnover and follow-up of documents, within the scope of competence.
6. Functions of the Archive shall be:
- a) Ensuring receiving, logging, protection and application of completed documents;
 - b) developing of scientific-registry office of archival documents;
 - c) organizing and conducting assessment examination of scientific-practical values of the documents;
 - d) leading the procedures related to the elaboration and approval of nomenclature of the University files.
7. According to the staff schedule of the university, the following positions are defined for the chancellery: head of the chancellery, head of the department, chief specialist (I category), chief specialist (category II), leading specialist and senior specialist. Chancellery employees shall meet relevant qualification requirements and conduct their activities in accordance with official instructions and official duties.
8. Stamps and seals shall be applied at the Chancellery in order to verify a compliance of a photocopy with a hardcopy and signature as well pursuant to the rules of records management. The forms of stamps and seals shall be defined pursuant to the Georgian legislation and approved by the Order of the Rector or the Head of Administration

Article 4. Reorganization and liquidation of the Chancellery

Reorganization or liquidation of the Chancellery is performed according to the established Rule under the Georgian legislation.

Article 5. Rule of making additions or moving amendments to the Regulation

Approved by the decision of the Representative Council
of Ivane Javakhishvili Tbilisi State University
By Minutes N5 made on September 30, 2014

Additions or amendments to the Regulation of the Chancellery are moved according to the established rule under the Georgian legislation.

The provision was approved:

Protocol of the remote meeting of the Representative Council No. 5, September 30, 2014;

Change made:

Protocol of the remote meeting of the Representative Council No. 1, February 26, 2021.