

Functions and rules of operation of rector subordinated administrative structural units

Approved by Decree N-89/16 of the Presidents of the University of Georgia

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I. Rector

1. Rector is a managing individual at the University. Rector's authority is defined by management regulations.
2. The Rector is the administrative and the academic manager of the University. In order to exercise his powers, the Rector periodically holds meetings with Pro-Rector / Subordinate Officers, listens to their reports on their activities and outlines them the priorities of their activities.
3. The Rector prepares a draft budget project for the next academic (financial) year, also taking into consideration the structural units.

II. Pro-rector at training process administration and information technology development field

1. Pro-Rector's responsibility is to plan and manage the activities of the offices/departments subordinate to him/her, within the University borders to develop and implement a unified IT policy; Supervise the activities of educational and IT services; be responsible for their operations, distribution of functions and control of the work performed by them; The office/department subordinate to the Pro-Rector is required to consult the upcoming activities with him/her.
2. subordinates to the pro-rector are:
 - 2.1 Web-technology development office- creates necessary webpages for the University structures and for University in general, provides protection from breaches, performs periodic checks to detect weaknesses that a third party may use; controls backup copy saving mechanisms; does software version control; Manages corporate (Microsoft) email (creates new addresses and give their access to new employees and students).
 - 2.2. Database Development office- Provides SQL Server and Database Services; Performs SQL Server monitoring and optimization; Supervises the creation and restoration process of backup copies; creates new databases and manages everyday tasks, which consists of following various procedures, requests and based on the situation, writing a report.
 - 2.3. IT Infrastructure Development office- When the administrative and academic personnel are appointed office provides them with Personal Computer (PC), Printer, Scanner (if necessary), various software applications (operating system, office programs, antiviral programs, specialized programs based on workplace needs). Ensures that the equipment is connected to the internet and regularly monitors that equipment; is responsible for computer equipment at the University to work properly, to have a connection to the Internet, also for hardware or software updates; seeks new equipment, selects their parameters for each office and based on them joins an equipment acquisition procedures; performs an annual inventory review of university computer equipment; supervises the servers and ensures the functioning of the information and communication technologies (computers, switches, networks, systems) within the university system; ensures network equipment configuration-monitoring, network installation and technical assistance and installation and maintenance of various information and communication systems/software; ensures the proper operation of the University printing and copying equipment, servicing these devices with components, cartridges, and maintenance.

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2.4. IT Academy - It forms and creates University and certification courses; forms groups and provides them with appropriate audiences; Arranges and participates in the planning and development of various IT events - conferences/seminars/ festivals. Under IT Academy jurisdiction, there are:

2.4.1. Center for Internet Studies and Research -

2.4.2. Mikrotik Academy -

2.4.3. CISCO Academy -

2.4.4.Oracle Academy -

2.4.5. Microsoft IT Academy -

2.4.6 Blockchain Lab -

2.5 Education Process Administration Office- The primary function is to: Organize administrative-technical issues, related to student studies at the university, which include: a) student admission and registration for the academic year/semester; b) education process administration; c) organizational support for student mobility process; d) cooperation on financial matters with the financial service; e) processing and distribution of information related to education process; f) filling in and updating the register of students at the National Center for Educational Quality Enhancement; g) recording and managing lecturers' delays, h) attending and managing final exams; i) Keeping students' personal cases and signing contracts. Under the jurisdiction of Education Process Administration Office there are:

2.5.1. Bachelor Studies Department -

2.5.2. Master Studies Department -

2.5.3. Ph.D. Studies Department -

2.5.4. Qualification Thesis Department -

2.5.5. Credit Recognition Department -

2.5.6. One-Cycle teaching Department -

2.5.7. Examination Center -

2.5.8. Registry Maintenance Department-

2.5.9. Student and Lecturer Service Department-

2.5.10. Student Case Proceedings Department-

III. Pro-Rector in Public Relations, Marketing, and International Relations

1. Responsibility of the Pro-Rector is to plan and manage the activities of the offices/departments/centers subordinate to him/her. The Office/department/center, subordinate to the Pro-Rector is required to notify Pro-Rector on the activities to be carried out.

2. Under Pro-Rectors jurisdiction there are:

2.1. Public Relations and Marketing Service - the purpose of the service is to provide relevant information, important to the University, to the target audience in a proper manner, with the right channels and intensity. The service consists of the following Departments:

2.1.1 Department of Public Relations - The main functions of the department are: Relationships with the press, raising the awareness and improving the image on the University; Developing a University public relations strategy and ensuring an effective communication; Ensuring that the news and

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information about the ongoing processes in the University are processed/prepared and relevant information is provided to the public, mass media and target audience in a proper manner, with the right channels and intensity; Monitoring of disseminated information about the University through the mass media, identifying important facts that impact University's reputation and reacting appropriately; Directing University information campaigns, in case it is necessary, Distribution of press releases and similar information;

2.1.2. Marketing department - The main functions are running university advertising campaigns; Developing a marketing system focused on students/entrants and their parents; Student Feedback (satisfaction survey), planning and managing recurring surveys about student interests and satisfaction levels, summarizing research findings and submitting them to authorized individuals.

2.1.3. call center -

2.2 Student Affairs Center - The primary functions of the Center are to support student activities; Increasing student engagement in University life, assisting student initiatives and maintaining constant contact with current students/graduates. The Center consists of the following departments:

2.2.1. Removed

2.2.2. Removed

2.2.3. Removed

2.2.4. Removed

2.3 International Student and International Relations Office - The main functions of the office are to establish contacts with foreign Universities and to interact with international students, finding interesting new international markets for the University and developing a strategy for attracting international students, ensuring effective communication with international representatives (agents) of the university. The office consists of the following departments:

2.3.1. Removed

2.3.2. Removed

2.3.3. Removed

2.4 Employment Support Center - The core function of the Employment Support Center is to support employment and career growth for the students and graduates. Monitoring of public and private sector internships and employment programs and offering them to students/graduates. Establishing effective communication with large employers, including commercial banks, insurance companies, medical clinics, oil companies, trade networks, and inviting their representatives to major university events.

2.5. Regional Offices - The main purpose of these offices are to increase awareness about the University in regions; Support and implement various PR activities; Communicate with public and private schools and organize university support events.

IV. Pro-Rector at Finance and Agricultural fields

1. It is the duty of the Pro-Rector to arrange and control the activities of the offices/departments under his/her jurisdiction. Provide financial analysis and planning of university activities, in addition to professionally conducting the audit inspection. With the approval of the Presidents and Rector directs the University's relations with the banks and financial organizations. Performs other rights and duties as outlined in this Rule, as well as other rights, which may not be defined explicitly by this article, but is clearly derivated from this it. The office/department under the Pro-Rector jurisdiction is obliged to coordinate the activities to be carried out with the Pro-Rector.

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2. Under Pro-Rector Jurisdiction there are:

2.1. Financial Services - The main functions are: financing and accounting, drafting the annual budget of the institution, working on settlement and investment projects. The Financial Service consists of the following departments:

2.1.1. Accounting -

2.1.2. Cashier -

2.1.3. Financial Planning and Monitoring department-

2.1.4. Finance and Investment Projects department-

2.2. Material Resources Management Service - The primary functions are: An effective management of University material resources; Developing a strategic vision of agricultural activities in order to create conditions for educational, labor and science research opportunities for university staff and students; Ensuring compliance of university infrastructure with Georgian and international accreditation standards; Constant control of compliance with the requirements of Occupational Safety Instructions. Material Resources Management Service consists of the following departments:

2.2.1. Supply Department- The functions of the Supply Department are: Supplying the University with all necessary inventory; Making the necessary purchases for the University. During the procurement process, analyzing the price of the items/services to be purchased and in case it's necessary announcing tender.

2.2.2. Department of Agriculture - The functions of the department are: Maintenance and cleaning of material assets; Managing the proper functioning of various equipment, elevators, heating, lighting, sewage, water supply, ventilation, underground communications, and other systems; Ensuring proper functionality of the wardrobe and saving drawer.

2.2.3. Department of Cleaning - Functions of the Department of Cleaning are: Ensuring that the University territory remains clean, paying attention to hygiene norms. Cleaning University premises on a daily basis.

2.2.4. Vehicle Park - The Vehicle Park section provides university presidents and rectors with the services of relevant brands and classes of cars. The drivers are obliged to: a) keep the vehicles in full order, ensure that the vehicles are cleaned daily; b) Ensure thorough inspection of the vehicle's technical performance as necessary, but at least once a year; c) Request timely replacement of the out of order vehicles and submit appropriate proposals to the superior official.

2.2.5. Communication and Electrification - The Communications and Electrification department ensures proper operation and services of the communication and electrification network.

2.3. Security Service - The main functions are: taking care of the security of the university personnel, visitors and students, maintain order, safeguard university-owned material property, as well as to ensure fire safety; this includes: a) ensuring the safety of university staff and students; b) protection of university-owned buildings and material-technical base; c) Prevent University rule violations; d) Identifying students who have violated the requirements of the internal normative acts and making an appropriate response; e) regulating the entry of foreign individuals into the University territory; f) Keeping the log of material value item movement within the University. In the case of conflict and emergency situations, the Security Service employs "Conflict and Emergency Situations - Prevention and Response Rule" accordingly (Appendix 1).

2.4. Publishing House- The main function of the service is managing, coordinating and controlling publishing activities; The publishing house provides: Publication of special documents related to

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educational-scientific and university educational activities in accordance with the University objectives;

Publishing consists of the following departments:

2.4.1. Editorial department- The main function is: editing and adjusting the documents related to academic-scientific and educational activities based on University objectives, participating in designing and finalizing their final edits.

2.4.2. Book and Stationery Store - The main purpose of the store is to offer the students and academic staff relevant print products and stationery items. Under the jurisdiction of the store there are:

2.4.2.1. Xerox - It allows copying the relevant print products for students, administrative, and academic staff.

2.5. The printing house - The main function is to: print literature and other materials created within the University; Receiving commercial orders and carrying out relevant polygraphic activities that are in the interest of the University.

V. Pro-Rector in the field of law

1. Pro-Rector's responsibility is to plan and control the activities of the offices/departments under his/her jurisdiction, providing legal aid to the University's activities, directing unified case proceedings and human resources management. The office/department subordinate to the Pro-Rector is required to consult the upcoming activities with him/her.

2. Under Pro-Rector's jurisdiction there are:

2.1 Legal department - The department is required to: a) make sure University documentations (composing the amendments and appendixes for existing contracts, administrative acts, charters, and regulations;) are in order; b) Covering the legal side of the University activities; c) Providing legal opinion on the drafts of University administrative acts; d) controlling and coordinating the development of University legal system; e) Analysis of the existing legislation within the education field, preparation of relevant proposals and informing the relevant structural units about the amendments made in the legislation; reconciliation of university documentation with the laws of the state; f) Representing the University, protecting its interests before the state, other private institutions, and courts; g) considering the applications within its competence, participation in their consideration; h) Ensuring public information availability and accessibility; i) Providing free legal consultations to university staff and the students.

2.2 Human Resources Management Service (HRM)- The functions of the Human Resources Management Service are: a) Finding the specialists needed for the vacant positions; b) Conducting and selecting procedures for staff recruitment and providing organizational assistance; c) On the basis of monitoring University Personnel (based on the stability, movement, and flow), compilation and analysis of the ongoing and periodic statistical reports; d) Providing organizational support for the Competition and Testing Commission activities, preparation of relevant documents, systematization of the test results, analysis and development of appropriate recommendations; e) Planning the personnel training/re-education and qualification improvement plan; f) Promotion and control of the rules and values recognized by the University; g) Creating a system for staff motivation; h) Having an effective communication with the mobile service provider to ensure that university presidents/rectors/staff have access to necessary mobile services. The HRM Service consists of the following departments:

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2.2.1. Medical and Insurance Department - The main objective is to ensure the social security of university staff and students through their involvement in various programs (including medical insurance); Providing first aid to students and staff when needed; Consulting on health insurance. The main functions of the department are: a) Promotion of healthy way of life and disease prevention; б) Providing first aid to university staff and students; C) Monitoring of the unhealthy students during the exam periods; d) disease prevention if possible; e) Participation in the selection of the optimal insurance company for the University staff and students; f) Participation in the creation of optimal insurance package for University staff and students; g) Coordinating the interactions of the University staff and students with the insurance company.

2.3 Chancellery - functions of the Chancellery are the following: a) organizing unified case management, improving the forms and methods of working on the documents, organizing them in accordance with state standards and other applicable acting normative acts; b) Coordination, control and implementation of "online UG"; c) Receiving and processing correspondences; d) Taking documents/correspondences under control, ensuring their timely delivery to the executor, Generalizing information on fulfilment outcomes and systematically informing the management; f) providing the information, on the fulfillment status of the documents submitted to the Chancellery and on the status of past mailed correspondences; g) Chancellery manager puts the university seal on the documentation signed by the Director; h) Registration of Decrees;

2.4 Archive - The function of the archive is to conduct archival activities, logging, preserving, describing and securing the use of the documents belonging to the archive.

VI. Pro-Rector at Education and Science field

1. Pro-Rector's responsibility is to plan and control the activities of the offices/departments under his/her jurisdiction. The office/department subordinate to the Pro-Rector is required to consult the upcoming activities with him/her.

1. Under the authority of the Pro-Rector there are the following services:

1.1 Quality Assurance Service - The main function of the department is to set standards for university activities, measuring and monitoring of the quality of performance. Within the scope of this function, the task of the department is to establish standards for education and scientific research, systematically evaluate the quality of academic staff performance and their professional development, as well as provide a high level of teaching quality by establishing standards for teaching, learning and assessment and by implementing modern methodologies. The following departments fall under the jurisdiction of the quality assurance service:

2.1.1. Program Development Department-

2.1.2. Standards Development Department-

2.1.3. Authorization Department-

2.1.5. Accreditation Department -

2.1.6. Internal Audit Department -

2.2. Scientific Research Institute - Scientific Research Institute coordinates scientific research activities. The main task of the institute is to plan the University's research activities, implement projects in this field and raise the scientific-research qualification of students and academic personnel.

Under the authority Scientific Research Institute there are:

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2.2.1. Department of Humanities and Social Sciences -

2.2.2. Department of Technical and Natural Sciences -

2.2.3. Academic Staff Scientific Development and Project Management Department -

2.2.4. Scientific Research Projects Commission -

2.2.5. Editorial of the Scientific Journal of the (“Caucasus Journal of Social Sciences”) -

2.2.6. UG Olympics Center -

2.2.7. Library -

2.2.8. Institute of Economics -

2.3. Department of Culture and Sport - The main function of the department is to promote the active involvement of students in cultural and sport activities and for that purpose organize cultural and sport activities.

2.4. Institute for Innovative Systems and Strategic Studies - The goal of the institute is to find, research, teach and implement innovative systems, technologies, methodologies and assist its implementation in different areas of society. Planning and implementation of interdisciplinary projects in the field of strategic research. The objectives of the Institute are: 1. Studying the international experience and conducting the research; 2. Transfer of Knowledge and development of the projects; 3. Educational activities.

VII. Technology Transfer Center

1. The purpose of the Technology Transfer Center is to provide expert knowledge and discoveries to the market, management and facilitation of this process.

2. The functions of the Technology Transfer Center are to: evaluate the commercial prospect of the discovery; assist in patenting the discovery and linking the discovery authors to relevant industries; Support prototyping - providing access to infrastructure; Offering perspective market opportunities to scientists and inventors; Creating a Commercial Team - Supporting Startup creation.

VIII. Startup Factory

1. “Startup Factory” is a multifunctional space for the development of innovations and startups that aims to promote and support innovative ideas. The “Startup Factory” space is primarily designed for university students so they can develop their own innovative ideas and create startups, but at the same time, its objective is to attract and support outside startups.

Appendix #1

3. Conflict and Special Situations - Prevention and Response

3.1 The emergence of a conflict situation

- Attempted unauthorized access of an unknown individual on the University territory.
- The conflict between students (physical).
- Group confrontation between students.
- The conflict between student and university administration.
- Student demonstrations or similar acts held on University territory.

3.2 Disruption of order.

- Disrupting the lectures and other work done by the University staff (noise, singing in corridors and recreational areas)

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- Smoking cigarettes within the University building.
- Playing cards within the University building, territory.
- Damaging the University buildings and inventory.
- Willful displacement of university inventory.
- Changing the view of surveillance cameras.
- Bringing firearms (Gas-operated), pneumatic and sharp objects in the University.
- Attempting or bring in strangers into the university territory.

3.3 Emergencies.

- Fire
- Terrorist attack, threats.
- Natural cataclysms

3.4 The emergence of conflict situations

3.4.1 Unauthorized attempt to access University territory by unknown individuals.

PREVENTION: Through student cards and IDs, security guards control the perimeter and entrance of the University territory where they check entrants.

RESPONSE: If an unknown individual or individuals attempt to gain access by using deception (using someone else's student card or stating the false purpose of visit), a security officer radio calls the personnel at other checkpoints to prevent a stranger from entering the University. If the perpetrator attempts to penetrate the area by using force, the security first summons the police with the alarm button, and then through the radio, an entire security force is mobilized at the scene of the incident. (Except for staff member at the surveillance cameras)

3.4.2 Conflict between students

RESPONSE: Upon receiving the information about the physical confrontation between students or upon observing such confrontation through surveillance cameras, security personnel are deployed on the site of the incident after being notified by radio equipment, after that, they stand between opposing sides and no longer allow any interaction between them, they call for calm and warn about severe repercussions, which are applied during such violations of the University Code of Honor. In the case of subordination, opposing individuals are taken outside the University separately. Police are called in case of non-compliance and continuation of physical confrontation with security services.

3.4.3 Group confrontation between students.

PREVENTION: The conflict can be prevented if in advance there is information about a possible confrontation, or if a confrontation that begins between two or more individuals and is diffused at the beginning stage before the groups of students intervene.

RESPONSE: The "security police" are called from the beginning, then the security service is mobilized at the scene of the confrontation. The preventive actions are the same as during the confrontation between two individuals, in other words, the separation of the parties involved in the conflict. In the cases of opportunity or necessity, Security forces are permitted to use tackling or self-defense techniques, It is necessary to inform the conflicting parties that the police have already been called. If the opposing groups are large in number, it is advisable to use a loudspeaker.

3.4.4. The conflict between student and University administration representative.

RESPONSE: In case such conflict arises, the security officer should not allow conflict to escalate further, he should bring the individual who violated the rules at security service room, where he

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should ask him/her about the reasons why incident happened, should also receive information from administration representative (Use surveillance camera records). After this, a protocol shall be drawn up on the aforementioned violation, which shall be sent to the Legal Department.

3.4.5 Student demonstrations or similar acts held on University territory.

RESPONSE: During this type of situation on the University Territory, the security service Is obliged not to allow the demonstrators to move inside the building, for these reasons the entrances to the building and fire escapes should be controlled. In the event the demonstration is held in the vicinity of the University Territory, security personnel will mobilize at the entrance of the university territory to prevent intrusion into the area. Police are called if the demonstrators attempt to penetrate University Territory, or if demonstrators interfere with the education process. If such demonstrations are taking a permanent character, security personnel will be transferred to a special working regime.

3.5 Disruption of order

3.5.1 Disrupting the lectures and other work done by the University staff (noise, singing in corridors and recreational areas)

PREVENTION: Prevention is possible if security personnel make patrols within the building or on the floors and by keeping watch at recreational areas.

RESPONSE: Upon the discovery of the violation, an appropriate protocol shall be drawn up and sent to the Legal Department.

3.5.2 Smoking cigarettes within the University building.

RESPONSE: drawing up the protocol.

3.5.3 Playing cards within the University building, territory.

RESPONSE: drawing up the protocol

3.5.4 Damaging the University buildings and inventory.

RESPONSE: Establishing The time and the identity and of the perpetrator by using security camera footage. Drawing up protocol and sending it to the Legal Department. Send the information about the damage to Material Resources Management Service.

3.5.5 Willful displacement of university inventory.

RESPONSE: Verbal warning.

3.5.6 Changing the view of surveillance cameras.

RESPONSE: Verbal warning.

3.5.7 Bringing firearms (Gas-operated), pneumatic and sharp objects in the University.

RESPONSE: In case, the security sees discovers a sharp object, they will approach the perpetrator and request him/her to turn over the above-mentioned object to them or they will request him/her to leave University territory. In case of disobedience, the police are called. Police are called in case firearms are detected.

3.5.8 Attempting or bring in strangers into the university territory.

PREVENTION: Using maximum focus to control the entrees on University territory.

RESPONSE: Verbal warning

3.6 Emergencies.

3.6.1 Fire

PREVENTION: For the purpose of fire prevention, security regularly patrols and inspects the premises throughout the day. The use of tobacco in the building is prohibited in order to prevent accidental fires from occurring. Control is also provided through the fire prevention system. Cabinets

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and auditoriums are inspected after the building is closed to exclude the possibility of electronic devices or heaters remaining on. When receiving fire alarm or reporting a fire, the security forces: 1) Immediately sound the fire alarm with the radios and go to the floor to determine if the information is correct and whether there is a fire or if there is a danger that it may start. 2) Upon detection of a fire, an Emergency Management Service is called. 3) In case it is possible, they use fire extinguishers. 4) They will be deployed on their assigned floors and will organize student and staff evacuation.

3.6.2 Terrorist attack, threats

RESPONSE: In the event of a threatening telephone call or a letter about the explosive device being in the building, or in the event of a suspicious box or item is detected, the Police and Emergency Management Service will be called immediately, in addition to the Security Police, so with their help and reinforcements the whole perimeter can be isolated. Security personnel will be deployed on the floors and begin evacuating people from the building.

3.6.3 Natural Cataclysms

In case of strong winds or a whirlwind, security personnel will conduct the general patrolling, So show all the doors and windows are closed in order to exclude the possibility of the wind blowing inside the building, which may cause the window or the glass to break. In the event of an earthquake, the students and staff will be urged (via radio alerts) to stay away from the windows and cupboards and not use the stairs and elevators until the quakes stop. Evacuations will be carried out by the fire escape exit.