

**Legal Entity of Public Law -  
Batumi Shota Rustaveli State University  
Information Technology Service Regulation**

**Article 1. General Provisions**

1. The present provision defines the functions and activities of an auxiliary structural unit - Information Technology Service (hereinafter - Service), Legal Entity of Public Law - Batumi Shota Rustaveli State University (hereinafter - University).
2. Service carries out its activities by the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.
3. Within the competence of the service, it is accountable to the Head of the University Rector and Administration.

**Article 2. Tasks and Functions of the Service**

1. The task of the service is to plan the infrastructure of the university information technology (later "IT") and to ensure smooth functioning, as well as the formulation of the IT Policy and Development Strategy.
2. The functions of the service are:
  - A) Administration of the University website;
  - B) function and security of university servers (e-mail, web, statistics, critical information reserve DNS);
  - C) Support of database administration in structural units of the university;
  - D) Support of university structural units, including library support, including technical and software provision, installation, monitoring and support of computer network infrastructure;
  - E) Support and maintenance of customer service (personal computers, laptops, netbooks and tablets) and small repair, network infrastructure installation, repair and support, support for client operating systems and office software;
  - F) support of the University's IT infrastructure;
  - G) Providing continuous functioning of critical services, preparation of appropriate proposals and recommendations;
  - H) Study of the need for information systems utilized for the purposes of educational, scientific-research activities and administration of the University, planning, implementation and support / optimization of existing systems;
  - I) Other functions defined by the Georgian legislation and the University's acts.

**Article 3. Personnel of the Service**

1. The staff personnel are the head of the service, chief specialists and specialists.
2. The service staff shall appoint and dismiss the head of the administration, including the head of the service - in agreement with the Rector.
3. Head of Service:
  - A) Guides the Service by the Georgian legislation, the acts of the University and the functions defined by this Regulation;
  - B) Is responsible for correctly conducting the activity of the Service, to rationally divide the description of works approved by the Order of the Executive Director, and the University's Legal Acts and control the quality of the completed work;
  - C) Prepares proposals within the competence of the Service and submits to the Head of Administration and the Rector;
  - D) Behaves in the name of the service and represents it in the relationships with third parties within the limits of the authority specified;
  - E) Confirms visa (consensus) within the competence of its competent legal entities and correspondence projects prepared by the service or university structural units;
  - F) Solicits the allocation of funds, equipment and inventory, which is necessary for the performance of functions and tasks;
  - G) Periodically hear the staff personnel report on their work;
  - H) Submits proposals to the head of the administration on the use of disciplinary liability measures in case of structural, staff units, functions, encouragement or disciplinary misconduct;
  - I) Submit the activity report to the head of the rector and the administration;
  - J) Participates in the procurement process related to IT, which implies formulation of requirements and specifications, determination of purchase terms and expertise of acquired equipment;
  - K) is a contact person with internet suppliers (providers) and implements Internet access quality control;
  - L) carry out this provision, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Service.
4. The description of works of the staff (defined by the University Staff Schedule) is determined by the order of the Head of Administration, in accordance with the functions defined by this Regulation.
5. Changing the number or number of staff units provided for in this article shall not change the amendment to this provision.

#### **Article 4. Rule of Amendments and Additions to the Regulation**

Changes and additions to the provision shall be made by the decision of the Representative Council, initiated by the Rector or the Head of the Administration.