

Approved by the Decision #12 of 29 June 2017 of the BSU Representative Council
Regulation of the Chancellery of the LEPL Batumi Shota Rustaveli State University

Article 1. General Provisions

1. This regulation defines functions and activities of the Chancellery of the legal entity of public law - the Batumi Shota Rustaveli State University (hereinafter - the University).
2. The Chancellery carries out its activities according to legislative acts of Georgia, the Charter of the University, with the present regulation and other acts.
3. Within the scope of its competence, the department is accountable to the Rector of the University and the Head of the Administration.

Article 2. Tasks and Functions of the Chancellery

1. The task of the Chancellery is to perfect the work on documents in the University, organizational provision of the unified system (instruction) of records management and other regulatory acts, also the unified system of managing documents using information technologies.
2. Functions of the Chancellery
 - A) Processing of the incoming and outgoing correspondence of the University (on-time delivery of the correspondence registered in the electronic record system to addresses);
 - B) Organize control of the work on documents in the structural units of the University and control over performance in the established timeframe;
 - C) Develop University case nomenclature, storing registered documents and organizing of the write-offs;
 - D) Find and issue copies of requested documents stored in the University archive;
 - E) Control cases to be forwarded to archives by university structural units in accordance with the established procedure;
 - F) Organize submission and protection of the documentation to the University archive;
 - G) Ensure availability of public information stored in the University;
 - H) Registration and storage head of legal acts issued by the Rector and the head of the administration;
 - I) Monitoring of the proceedings in the structural units of the University and informing the Rector and Head of Administration about results;
 - J) Consultation and methodical assistance to the University structural units about case proceedings;
 - K) Initiate proposals for improving forms and methods of working on documents and/or participation in appropriate measures in this direction;
 - L) Other functions defined by Georgian legislation and functions of the University.

Article 3. Staff of the Chancellery

1. The staff of the Chancellery is: Head of the Chancellery, Chief Specialist, Leading Specialists, Head of Archives, Courier.
2. The staff of the Chancellery is appointed and dismissed by the Head of Administration, including the Head of the Chancellery –in agreement with the Rector.
3. Head of the Chancellery:
 - A) Leads the Chancellery according to the Georgian legislation, ensures the implementation of the functions envisaged by University acts and this Regulation;

- B) Is responsible for undertaking activities of the Chancellery correctly, to rationally distribute the work to be performed in accordance with the order of the head of the administration and University's legal acts and control the quality of the work performed;
 - C) Prepares proposals within the competence of the Chancellery and submits them to the head of the administration and the rector;
 - D) Acts on behalf of the Chancellery and represents it in relation to third parties within the limits determined by the authority;
 - E) Within the competence authorizes or agrees with legal acts and draft correspondence prepared by the Chancellery or university structural units;
 - F) Solicits the allocation of funds, equipment and inventory necessary for the performance of functions and tasks of the Chancellery;
 - G) Periodically hears the report of the Chancellery personnel on their work;
 - H) Submits proposals to the Head of the Administration on the structure of the Chancellery, staff lists, functions, promotion of the staff or in case of the disciplinary misconduct about the disciplinary liability measures;
 - I) Submits the activity report following the task of the rector and the head of the administration;
 - J) Is responsible for storing and applying documents with official letterhead with the seal and the stamp of the University; official certification of documents prepared by the University; issuing public information stored in the University;
 - J) Carries out other functions and tasks defined by the Georgian legislation, legal acts of the University and this regulation within the scope of the Chancellery.
2. Description of the staff of the Chancellery (defined by the University Staff Schedule) is defined by the order of the Head of Administration and in accordance with functions defined by this Regulation.
 3. The change of the titles and number of the staff positions will not result in the amendment to this regulation.

Article 4. Rule of amendments and additions to the regulation

The amendments and additions to this regulation are made by the decision of the Representative Council on the initiative of the rector or the head of the administration.